

2021-2026

FAMU

THE
FANG
STUDENT HANDBOOK

**PROVISIONS OF THE FLORIDA A&M UNIVERSITY
STUDENT HANDBOOK
“The Fang”**

The provisions of this handbook do not constitute a contract, expressed or implied, between any applicant, student, or employee and Florida A&M University (FAMU) or the FAMU Board of Trustees. FAMU and the FAMU Board of Trustees reserve the right at any time, to change fees, calendars, procedures, services, programs, and any other requirements affecting students. Changes will become effective whenever the proper authorities so determine and will apply to prospective students and to those already enrolled, as well as to organizations and/or entities.

While every effort is made to assure accurate and up-to-date information, Florida A&M University does not assume responsibility for any misrepresentation which might arise through error in the preparation of this student handbook, or through failure to give notice of changes in its requirements, policies, procedures, fees, services, programs and other matters affecting students or others, including but not limited to, organizations, entities, off-campus vendors, and other suppliers and/or contractors (commercial or non-commercial).

This handbook was compiled and updated, as appropriate, by the Office of the Dean of Students in consultation with the University departments and areas noted herein. For further information, please call (850) 599-3183 or visit the Office of the Dean of Students located in Suite 303 of the Center for Access and Student Success Building (CASS). Copies of the Student Handbook may be obtained online at www.famu.edu.

This student handbook supersedes all prior Florida A&M University student handbooks and remains in effect until superseded by a subsequent handbook. This handbook becomes effective on the date of release on the Florida A&M University website. This handbook was revised on August 30, 2021.

Florida Agricultural and Mechanical University (FAMU) is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, masters, professional and doctorate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Florida Agricultural and Mechanical University.

In addition, many programs are accredited by agencies in the field in which they are affiliated. For example, the College of Pharmacy and Pharmaceutical Sciences is accredited by the Accreditation Council for Pharmacy Education (ACPE) and the College of Law is accredited by the American Bar Association (ABA).

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GENERAL INFORMATION

Historical Overview

Florida Agricultural and Mechanical University (FAMU), founded on October 3, 1887, as the State Normal College for Colored Students, began classes with 15 students and two instructors. FAMU's destiny--to become an institution of higher learning, striving toward even greater heights of academic excellence. Today, Florida A&M University is one of 12 institutions in Florida's State University System, and "Excellence with Caring" remains its goal.

Leading the State Normal College through its infancy were two distinguished citizens and educators. They were **Thomas DeSaille Tucker**, an outstanding attorney from Pensacola who was selected as the college's first president, and **Thomas Van Rennasaler Gibbs**, a state representative from Duval County who was Tucker's top assistant. In 1891, the college received \$7,500 under the Second Morrill Act for agricultural and mechanical arts education; thus, it became Florida's land grant institution for blacks. The college was moved from Copeland Street (now the site of Florida State University) to its present location, and its name was changed to the State Normal and Industrial College for Colored Students. It was at this new site that President Tucker initiated his plans for institutional growth and development.

In the **1900s**, this young institution flourished under the leadership of **Nathan B. Young**. In 1905, management of the college was transferred from the Board of Education to the Board of Control. This event was significant because it officially designated the college as an institution of higher education. The name was changed in 1909 to Florida Agricultural and Mechanical College for Negroes (FAMC). The following year, with an enrollment of 317 students, the college awarded its first degrees. After a fire destroyed Duval Hall (the main building that housed the library, administrative offices, cafeteria and other college agencies), progress was made when Andrew Carnegie donated \$10,000 to the University for the erection of a new library facility. This facility held the distinction of being the only Carnegie Library located on a black land-grant college. President Young directed the growth of the college, with limited resources and expectations, to a four-year degree-granting institution, offering the Bachelor of Science degree in education, science, home economics, agriculture, and mechanical arts.

Under the administration of **John Robert Edward Lee, Sr.**, Florida A&M College acquired much of the physical and academic image it has today. Buildings were constructed; more land was purchased; additional faculty was hired; courses were upgraded; and accreditation was received from several state agencies. By 1944, Florida A&M College had constructed 48 buildings, accumulated 396 acres of land, and had 812 students and 122 staff members. In 1949, under the guidance of William H. Gray, Jr., expansion, along with reorganization, continued; the college obtained an Army ROTC unit, and student enrollment had grown to more than 2,000.

Perhaps the greatest achievement under the presidency of **Dr. George W. Gore, Jr.** [1950-1968], was the elevation of the school to university status. In 1953, the college's name and status were changed by legislative action from Florida Agricultural and Mechanical College to

Florida Agricultural and Mechanical University (FAMU). Obtaining university status meant restructuring existing programs and designing new academic offerings to meet the demands of producing quality students at the professional and graduate levels. Between 1953 and 1968, the Schools of Pharmacy, Law, Graduate Studies, and Nursing were also created.

During the years 1950-68, the University experienced its most rapid growth. Twenty-three buildings were erected, with construction and renovation costs totaling more than \$14 million. These facilities included: the Dairy Barn, Faculty Duplexes, Law Wing of Coleman Library; Gibbs, Tucker, and Truth Halls; Agriculture and Home Economics Building (Perry Paige), Student Union Building, Demonstration School Building and Cafeteria; Health and Physical Education Building, Music and Fine Arts Complex, High School Gymnasium and Stadium. The hospital was completed and operative. The university's staff was increased by more than 500. At this time, the four-quarter plan was implemented, and the school became the first black institution to become a member of the Southern Association of Colleges and Schools. Enrollment increased to more than 3,500.

With *Dr. Benjamin L. Perry, Jr.*, at the helm, the *1970s* brought further growth to the University. FAMU experienced a decade of rapid transition when federal laws were demanding a desegregated unitary system. Dr. Perry's administration is credited with preservation of FAMU's autonomy. In 1971, FAMU was recognized as a full partner in the nine-university, public higher education system of Florida. The program and academic areas within the institution were extended to include the Black Archives Research Center and Museum, established as a state repository for black history and culture; the Division of Sponsored Research; the program in medical sciences, in conjunction with FSU and the University of Florida; the development of the School of Architecture; a Naval ROTC unit; establishment of the cooperative programs in agriculture; and a degree-granting program in Afro-American Studies. Enrollment at FAMU increased from 3,944 (1969) to 5,024 (1970). The university was reorganized into academic areas instead of departments. The physical plants were improved by the construction of the Women's Complex (apartment type dormitory), Clifton Dyson Pharmacy Building, new poultry building and dairy cattle resting shed and renovation of University Commons, Coleman Library, Tucker Hall and the FAMU Hospital into the presently named, Foote-Hilyer Administration Center (FHAC).

The *1980s* served as a model for productive development. Under the administration of *Dr. Walter L. Smith*, the University grew to eleven schools and colleges, and a division of graduate studies, research, and continuing education. In 1984, the University was granted the authority to offer its first Doctor of Philosophy degree, the Ph.D. in Pharmacology. The 1980s also saw the expansion of the Gaither Athletic Center, which includes the construction of a new Women's Athletic Complex equipped with a track, an Olympic pool, men's and women's weight training rooms, and softball and baseball fields. Bragg Memorial Stadium was renovated and expanded to provide seating for some 25,500 spectators, and a modern field house was erected. The old laundry was converted into the Industrial Education Classroom-Laboratory. New facilities were constructed to house the Schools of Allied Health Sciences, Architecture, Business and Industry, and Nursing. Construction and renovation projects amounted to more than \$34 million. Under the leadership of Dr. Smith, the University launched the Centennial Celebration Fund for establishment of a university endowment.

In *1985*, construction of a new corridor of history begun as *Dr. Frederick S. Humphries* became the eighth president of Florida A&M University. Under his leadership,

FAMU experienced significant growth and unsurpassed accomplishments. President Humphries had the distinction of presiding over the University's Centennial Celebration: October 2, 1986-December 31, 1987. This commemorative event, which centered upon the theme, "A Legacy to Preserve-A Future to Design," was initiated with the president's inauguration, highlighted with many activities (lectures, concerts, convocations, etc.) and honors, and culminated with the burial of a time capsule.

Dr. Humphries' unique administrative initiatives heightened the appeal for FAMU to high school students, parents, and other members of the public. Some of the achievements made during President Humphries' administration include the following: FAMU received national recognition for record-breaking enrollment. In 1985, enrollment was 5,100. By 1992, total enrollment had nearly doubled to 9,551. The enrollment for the 1998/99 academic year reached approximately 12,000.

In addition to increased enrollment, the University consistently ranked nationally among the top five colleges and universities for enrolling National Achievement finalists. Due to an aggressive and competitive campaign to attract more talented students, FAMU climbed steadily from fourth place in 1989 to first place (1992, 1995, and 1997), and second place (1993 and 1994), surpassing institutions such as Harvard, Yale, and Stanford. Black Issues in Higher Education also cited FAMU, in 1999, for awarding more baccalaureates to African Americans than any institution in the nation.

Most significantly, during the celebration of its 110th Anniversary, TIME Magazine-Princeton Review selected Florida A&M University as the 1997-98 College of the Year. FAMU was selected as the winner from among six finalists including: DePaul University, Chicago; DePauw University, Greencastle, Indiana; the University of Iowa, Iowa, City, Iowa; University of California, Los Angeles; Trinity College, Hartford, Connecticut; and the University of California State System. FAMU was the first institution in the country to receive this honor from this magazine.

FAMU successfully completed requirements for establishing eight Eminent Scholars Chairs through the State Major Gifts Program: the Warner-Lambert Chair in the College of Pharmacy and Pharmaceutical Sciences; the Garth Reeves and the Knight Foundation Chairs in the School of Journalism and Graphic Communication; the Anheuser-Busch, Centennial and Financial Services Chairs in the School of Business and Industry; the Carrie Meek Chair in the College of Education and the Foster Edmonds Chair in the College of Arts and Sciences.

At the 1989 Spring Commencement exercises, the University awarded its first Ph.D. degree to Hyacinth Chi Akunne in the College of Pharmacy and Pharmaceutical Sciences. The University presented its second doctor of philosophy degree to Fred Foreman (FAMU-FSU College of Engineering) during the 1995 Spring Commencement Exercises. Presently, the University has 11 programs that offer the doctoral degree. They are pharmaceutical sciences; physics; biomedical, chemical, mechanical, civil, industrial and electrical engineering; educational leadership; environmental science; and entomology - a cooperative program with the University of Florida.

FAMU displayed excellence both in and outside the classroom. In 1989, the FAMU Marching "100" Band, led by Director of Bands Dr. William P. Foster, was invited by the French government to participate in the Bastille Day Parade as the official representative from the United

States. This event was held in celebration of the Bicentennial of the French Revolution. The Marching “100” continues to perfect its legacy of excellence, which has resulted in it being labeled as the “Best Marching Band in the Nation” by Sports Illustrated (August, 1992). The band received national recognition, in January 1993, when it performed in the 52nd Inauguration Parade in Washington, D.C., by invitation of President William “Bill” Clinton. The Marching “100” performed for the second Clinton inaugural parade as well as for the 2009 inauguration parade of President Barack Obama.

Tremendous efforts have been made to upgrade facilities and construct new buildings during the past decade. Completed projects include construction of the Benjamin L. Perry General Classroom and Science Research Building; expansion of the School of Business and Industry’s east and west wings; the FAMU/FSU College of Engineering; the new College of Pharmacy and Pharmaceutical Sciences building; expansion of the School of Allied Health Sciences; a new Student Services Center; a 400-car parking garage; a 360-bed expansion at Palmetto Housing; remodeling and expansion of the Foster-Tanner Complex; and construction of the Frederick S. Humphries Science Research Center. Other completed projects include the School of Journalism and Graphic Communication’s building and the Campus Recreation Center, the FAMU Developmental Research School (FAMU-DRS) campus, the Multipurpose Gymnasium and the renovation of the Commons Building.

Leadership in the new millennium

January 2002, Henry Lewis III, Pharm. D., Dean of the College of Pharmacy and Pharmaceutical Sciences, was appointed interim president by the Board of Trustees.

May 17, 2002, the Board of Trustees named *Fred Gainous, Ed. D.*, an alumnus, the ninth president of FAMU. Prior to his presidency, Dr. Gainous was the chancellor of the State Community College System in Alabama.

December 14, 2004, the Florida A&M University Board of Trustees named *Castell Vaughn Bryant, Ed. D.*, interim president.

February 2007, James Ammons, Ph.D., chancellor of North Carolina Central University in Durham, N.C., was named the 10th president of Florida A&M University. Dr. Ammons served as provost and vice president for Academic Affairs for Florida A&M University from October 1995 until becoming chancellor of North Carolina Central University in 2001. Dr. Ammons commenced his presidency at Florida A&M University on July 2, 2007.

July 2012, Larry Robinson, Ph.D., was appointed interim president by the University Board of Trustees.

President Elmira Mangum, Ph.D., began her tenure as the 11th president of Florida Agricultural and Mechanical University (FAMU) on *April 1, 2014*.

September 2016, Larry Robinson, Ph.D., was appointed interim president by the University Board of Trustees. This was Robinson's third stint as FAMU's interim president, including from July of 2012 to April of 2014.

November 2017, Larry Robinson, Ph.D., became the 12th president of Florida A&M University. Dr. Robinson served as provost and vice president for academic affairs from 2003 to 2005. In 2007, he served briefly as chief operating officer for the University and subsequently as vice president for Research from 2007-2010. Dr. Robinson took a leave of absence from the University to serve as assistant secretary for Commerce for Conservation and Management at the National Oceanic and Atmospheric Administration, where he supported and managed NOAA's coastal and marine programs, including marine sanctuaries for preserving areas of special national significance, fisheries management to sustain economic prosperity, and nautical charts for safe navigation. He returned to FAMU in November 2011.

In 2019-2020, FAMU has experienced another period of unprecedented construction with the completion of the 700-bed FAMU Towers residence hall, the Center for Access and Student Success, (CASS) student services complex, and an outdoor amphitheater.

FAMU can credit much of its present academic stature to the leadership of its **distinguished presidents**: *Thomas DeSaille Tucker (1887-1901)*; *Nathan B. Young (1901-1923)*; *John Robert Edward Lee, Sr. (1924-1944)*; *William H. Gray, Jr. (1944-1949)*; *George W. Gore, Jr. (1950-1968)*; *Benjamin L. Perry, Jr. (1968-1977)*; *Walter L. Smith (1977-1985)*; *Frederick S. Humphries (1985-2001)*; *Fred Gainous (2002-2004)*; and *Dr. James H. Ammons (2007-2012)*; and **acting presidents**: *W.H.A. Howard (1923-24)*; *J.B. Bragg (1944)*; and *H. Manning Efferson (1949-50)*; *Henry Lewis III, interim president (2002)*; *Castell Vaughn Bryant, interim president (2004)*; and *Larry Robinson, Chief Executive Officer (May 2007 – July 2007), interim president (2012-2014; 2016-17) and president (2017-present)*.

For more than 130 years, Florida A&M University has served the citizens of the State of Florida and the nation through its provision of preeminent educational programs...programs that were the building blocks of a legacy of academic excellence with caring. FAMU, "Florida's Opportunity University," is committed to meeting the challenges and needs of future generations.

Governance

Florida A&M University, a member of the State University System (SUS), is under the supervision of the FAMU Board of Trustees. The University is governed by the Board of Trustees which consists of thirteen (13) members. Six (6) trustees are appointed by the Governor and five (5) trustees are appointed by the Board of Governors, subject to confirmation by the Florida Senate. The Presidents of the Faculty Senate and Student Government Association are elected by their bodies and serve a one-year term. The other Trustees are appointed for staggered terms of five (5) years.

The president of the university is appointed by the Board of Trustees and administers the affairs of the university with the assistance of administrative officers, faculty, and staff.

Other General University Information

Other general information concerning the University may be found in the University course catalog under the heading, **Academics**. Click on the **Academics** link on the FAMU Home Page at www.famu.edu and click on Course Catalog.

Mission Statement

Florida Agricultural and Mechanical University (FAMU) is an 1890 land-grant institution dedicated to the advancement of knowledge, resolution of complex issues and the empowerment of citizens and communities. The University provides a student-centered environment consistent with its core values. The faculty is committed to educating students at the undergraduate, graduate, doctoral and professional levels, preparing graduates to apply their knowledge, critical thinking skills and creativity in their service to society. FAMU's distinction as a doctoral/research institution will continue to provide mechanisms to address emerging issues through local and global partnerships. Expanding upon the University's land-grant status, it will enhance the lives of constituents through innovative research, engaging cooperative extension, and public service. While the University continues its historic mission of educating African Americans, FAMU embraces persons of all races, ethnic origins and nationalities as life-long members of the university community.

Core Values

Florida Agricultural and Mechanical University holds the following values essential to the achievement of the University's mission:

- | | |
|-------------------------|---------------------|
| * Scholarship | * Service |
| * Excellence | * Fairness |
| * Openness | * Courage |
| * Fiscal Responsibility | * Integrity/Ethics |
| * Accountability | * Respect |
| * Collaboration | * Collegiality |
| * Diversity | * Freedom |
| | * Shared Governance |

ALMA MATER

*College of love and charity
We gather 'round thy noble shrine;
We lift our voice in praise to thee,
And ask a blessing all divine.*

CHORUS

*FAM-U! FAM-U! I love thee!
I'll fight and win whatever the battle be,
The orange and the Green thy sons shall e'er defend
And Loyal to thy voice of love attend
FAM-U! FAM-U! FAM-U! I love Thee!*

*On gridiron, diamond, track and field,
Thy sons thy victory never yield,
And while they tread a broader life
Thy love shall keep them in the strife.*

(Repeat Chorus)

*God ever keep us true to thee;
Thy faith that truth shall make men free,
Shall guide thy loyal sons aright
And fend them thru' the skeptic night.*

(Repeat Chorus)

THE FLORIDA SONG

*Dear old Florida we are yearning
We will fight for you
While our loyal hearts are burning
We'll be ever true.*

REFRAIN

*Florida, Florida, bless her name
Orange and Green we'll proudly wave;
We will honor and protect you,
Sons and daughters brave.*

RATTLER FIGHT SONG

*We came to have some fun;
The party has just begun
(Ladies: Just Begun)
And you know we're number one;
Gotta get up now.
This is the Rattler Show, Around & Around we go
(Ladies: 'Round We Go)
And we 'bout to strike you know, Gotta Get Up Now.
Gotta Get Up,
Get Up,
For the Rattlers!*

“RATTLER OATH”

*“My Head shall always be held high, not to boast or brag, but of knowledge of my ancestry
(full of Kings and Queens residing on the highest hill that is FAMU).
My Hand shall never cease to work to preserve the blood, sweat and tears my forefathers shed.
My Heart shall never cease to love and care for my fellow man, my family and my community.
I am the Head, I am the Hand, I am the Heart, I am a Millennial FAMUan and in the Field I
Shall be Great!*

*I REPRESENT FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY ESTABLISHED
OCTOBER 3, 1887!*

University Motto

“Excellence with Caring”

University Seal



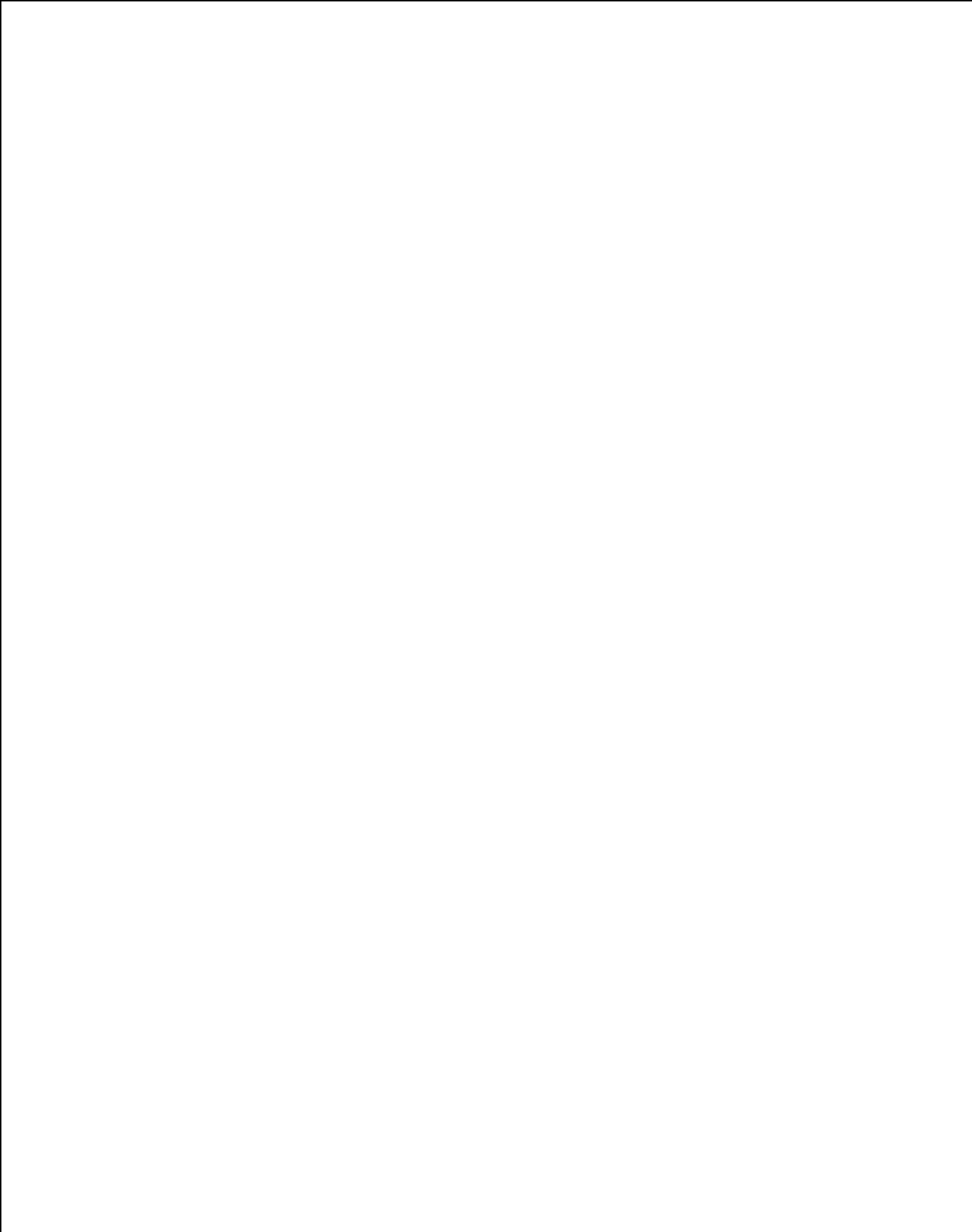
University Mascot



The Rattler(s)

University Colors

Orange and Green



DIVISION OF ACADEMIC AFFAIRS

The Office of the Provost and Vice President for Academic Affairs has the overall responsibility for the growth, development and expansion of the various academic programs, teaching and research activities, educational support agencies and the effective and efficient administration of public service.

Office Location:

Division of Academic Affairs

1601 S. Martin Luther King Jr. Blvd.
300 Lee Hall
Tallahassee, Florida 32307

Telephone and Fax numbers:

Tel: (850) 599-3276 **Fax:** (850) 561-2551

Official Academic Calendars

All University official academic calendars may be viewed on-line. Go to the FAMU Home Page at www.famu.edu and click on the link for Academics and choose the link for Registrar.

Academic Grievances

The purpose of an academic grievance is to give students a fair review and an opportunity to be heard. Students are normally expected to follow the procedures established by the college, school and/or academic unit in which they are pursuing a course of study; however, academic grievances regarding a course grade must be filed with the college, school and/or academic unit in which the course is offered.

Each college, school and/or academic unit within the University has internal procedures for addressing student grievances pertaining to academic matters. Academic grievance procedures are available in the Office of the Dean of the respective college or school, and in the office of the appropriate officer in charge of an academic unit.

Office of University Assessment

The Office of University Assessment (OUA) is dedicated to supporting continuous improvement at Florida A&M University. The mission of the office is “to promote a culture of evidence-gathering at FAMU through the implementation of a manageable and sustainable assessment process that leads to quality improvement.” This means gathering information about what the

University does to promote the educational success of students, analyzing that information, and looking for ways to continually improve. There are four main goals for the OUA:

1. Academic Improvement – To assess the provision of a distinctive quality undergraduate and graduate educational experience.
2. Service and Support Improvement - To assess the effectiveness of administrative processes and support services.
3. Accountability - To facilitate the implementation of assessment activities in compliance with the accountability goals and measures established by the Board of Trustees and accreditation bodies.
4. Enhanced Communication on Assessment - To promote communication including training, related to student learning outcomes among administrators, faculty, staff and students.

The University recognizes the importance of university-wide assessment activities in continuous improvement and institutional effectiveness. Thus, on June 12, 2008, the Board of Trustees adopted the “FAMU Assessment Policy”. This policy applies to all academic programs, including the general education program and to all administrative and educational support services and operations that support the academic programs. A major goal of assessment at FAMU is to support the University’s mission of “Excellence with Caring” and accountability to internal and external stakeholders by emphasizing the importance of systematic assessment planning, implementation, data collection and analysis, documentation, and reflection on the results to improve student outcomes and support services effectiveness.

FAMU is committed to providing students with a caring and supportive environment as well as the resources necessary to ensure their success and competitiveness in the world of work and further education. To this end, students may be required to participate in a number of university-wide assessment activities. Such activities may include standardized tests (e.g. MAPP), surveys (e.g. NSSE, Exit, Leavers and Alumni), focus groups and interviews, and portfolio reviews. Each of these assessment activities enables us to determine the extent to which FAMU’s programs and services meet the needs of students while maintaining high levels of quality support services.

Additionally, the OUA is the repository for all Academic Learning Compacts (ALCs) and assessment plans/reports in the University. Academic Learning Compacts are structured plans to account for student achievement in specified domains in baccalaureate degree programs in the State University System. Since fall 2005, FAMU has continued to make these ALCs available to the entering freshman class and prospective students.

Each academic program within the University is responsible for providing all of its prospective and current students with clearly defined ALCs, which are written in a user-friendly format. Academic programs distribute their ALCs to students through the University website and course syllabi.

Contact Information:**Office of University Assessment**

Division of Academic Affairs

Florida A&M University

659 Ardelia Court

Tallahassee, FL 32307

Phone: (850) 412-5265

Fax: (850) 412-5267

E-mail: assessment@famu.edu**University Catalog**

The FAMU Catalog provides information about the programs of study, course descriptions, degree requirements, admissions and related matters, registration and general regulations, financial information, academic affairs, student services, and much more. The catalog is the primary source of information crucial to your academic success. The catalog can be found on the FAMU Home Page under the OUR STUDENTS link. Click the link, then click Course Catalog under Current Students.

University Honors Program

The mission of the Florida Agricultural and Mechanical University Honors Program is to provide a series of challenging courses and academic enhancement experiences for undergraduate students who excel. Enhancement of academic performance in critical thinking skills, in essence, will lead to consummate intellectual engagement and strong research orientation as a launch to both graduate and professional schools, as well as career paths. The center stresses four major areas of concentration: academic achievement, development of leadership potential, community service and cultural enrichment.

Honors Program Vision

The University Honors Center envisions a transformation into an Honors College to better serve the needs of its students and to attain national acclaim. As an Honors College, it endeavors to become the flagship of the University, providing a premier learning environment for students through a commitment to excellence in education.

Honors Program Objectives

1. To create an environment where academically talented students can develop and thrive
2. To provide mentoring, nurturing and academic support to assist student in achieving their full potentials.
3. To promote students' interest in international education.
4. To provide opportunities for internships and service learning involvement.

Honors Courses

Special sections of required courses from the University's General Education Sequence are offered as honors courses each semester. These courses also allow students to fulfill the requirements in their areas of interest. Students may also earn honors credits through honors contract courses. It is strongly recommended that the 18 hours of honors credits for Tracks I and III be completed during the freshman and sophomore years. Track II is designed for students who enter the center the first semester of their junior year.

Extracurricular Experiences

The Honors Center offers a wide variety of excellent extracurricular experiences for all its students.

- Honor Seminars/Colloquium
- Honor Student Association
- Publication in Honors Journal and newsletters
- Travel/Study Abroad
- Lyceum Events
- Student recognition program
 - Honors Center Fall Induction Ceremony
 - Honors Center Spring Induction/Culminating Seminar
- Presentations at Conferences
 - Florida Collegiate Honors Council Conference (FCHC)
 - Southern Regional Honors Council Conference (SRHC)
 - National Collegiate Honors Council Conference (NCHC)
 - National Association of African-American Honors Programs Conference (NAAAHP)

Admissions Criteria

All high school graduates with a minimum grade point average (GPA) of 3.5 and/or 1700 on the SAT or 27 on the ACT are invited to complete the application for admissions to the University Honors Center. Continuing and transfer students and community college AA degree transfers with a strong academic background and/or a minimum GPA of 3.2 may also apply for admission to the Center. The latest point at which students may apply for admission to the Center is the first semester of their junior year. In order to remain in the Center, students must maintain a 3.0 GPA. Qualified applicants are accepted from all disciplines.

Office Location

1523 South Martin Luther King Jr. Blvd.

Tallahassee, FL 32307

Telephone and Fax numbers:

(850) 599-3540 - Fax: (850) 561-2125

Web and Email Addresses:

<http://www.famu.edu/honorsprogram>

honorscenter@famu.edu

The Office of International Education and Development

The U.S. economy has become global and the traditional job market more internationally competitive. It is readily apparent that the U.S. national economic prosperity and security interests are best maintained by Florida A&M University's ability to provide students with opportunities that enable them to compete successfully in the global marketplace and contribute to their respective communities. The Office of International Education and Development (OIED) is committed to working with the academic departments to move forward the internationalization agenda at FAMU as outlined in the University's Strategic Plan.

As educators, OIED collaborates with the FAMU colleges and schools to provide international educational opportunities that enable our students to develop their cross-cultural competencies by becoming knowledgeable of world affairs, developing regional expertise relevant to their specific fields of study, and to become proficient in one or more foreign languages. The comprehensive international education program enhances the University's relevance in the international higher education community and encourages faculty, staff, and students to broaden their global engagement. Graduates with cross-cultural understanding, regional cultural expertise, and language competencies bring unique and beneficial skills to potential employers with international components. In a long-standing affiliation with the U.S. Department of State, OIED works closely with the Diplomat in Residence, a senior level diplomat who promotes both foreign and civil services career preparation for jobs with the Department of State.

OIED's experienced, professional staff works with students, faculty, and administrators in OIED's four distinct units:

- Education Abroad and Exchanges
- International Development and Research
- International Students and Scholars Services
- Office of the U.S. Department of State Diplomat In Residence

OIED advocates and implements a comprehensive program of international education that addresses the university's Strategic Plan Initiative 5:

5.1: Produce diverse and culturally astute graduates for the global workforce

Strategy 5.1.1: Maintain FAMU's position as a top producer of African American baccalaureate degree recipients.

Strategy 5.1.2: Become a top producer of African Americans with graduate and professional degrees in the Science, Technology, Engineering and Mathematics (STEM), law and health

Strategy 5.1.3: Promote diversity and inclusion among faculty, staff and students.

5.2: Enhance international initiatives and programs

Strategy 5.2.1: Enhance the international dimension of academic and research programs at FAMU.

Strategy 5.2.2: Keep FAMU's brand highly visible throughout the international community

Office Location:

Office of International Education and Development

100 Lee Hall
Tallahassee, Florida 32307
Phone: (850) 599-3295
Fax: (850) 561-2520

Library Services

The mission of the Florida A&M University Libraries is to provide information, technology, resources and services to our users whether on campus or across the globe. These services and resources will be provided in such a way that we positively meet and exceed all expectations.

The University Libraries consist of the main Samuel H. Coleman Memorial Library and four branch libraries; the School of Architecture Library, the FAMU/FSU College of Engineering Reading Room, the Journalism and Graphic Communication Resources Center, and the Science Research Center Library. The libraries hold over 850,000 cataloged volumes, 2,700 serial subscriptions, nearly 227,000 microforms, and 76,932 non-print items, and are a depository for select United States government publications. The libraries provide access to over 63,000 full text electronic journal titles and to nearly 63,000 electronic books. Library personnel are available in each library to assist users with library materials, databases and equipment, the Internet, and document delivery. The on-line catalog, Aleph, provides convenient access to the library catalog, databases and many electronic information resources. Virtual *Ask-A-Librarian* library assistance and further information about library services are available through the library website: <http://www.famu.edu/library>

There is also a Law Library (<http://library.famu.edu/lawlibrary>) located at the College of Law in Orlando, Florida. The primary mission of the Florida A&M University College of Law Library is to enhance study, learning, research, and service conducted at the College of Law by providing present and future resources and services to meet the informational needs of its faculty, students, and staff. The secondary mission of the Law Library is to contribute a valuable community service by providing public access of its collections to the local legal community and to the general public. With the mission in mind, the law library has developed an extraordinary collection to support the diverse research needs of its patrons.

Testing and Evaluation

FAMU Test Service Bureau (TSB) administers monitored testing in an environment offering test security, confidentiality and comfort to all examinees. Although we are primarily a monitored computer-based facility, we also administer high-stakes paper-and-pencil based testing under those same conditions.

FAMU-TSB strives to meet the needs current students, prospective students, faculty and the surrounding community by providing a variety of testing services whether they are university-based exams, high-stakes exams, or other certifying and licensure examinations. FAMU Test Service Bureau is a member of the National College Testing Association (NCTA) and adheres to national guidelines in regards to the nature of all testing center based examinations.

FAMU-TSB supervises scanning and scoring operations for on or off campus tests and other instructor designed examinations, surveys, and faculty evaluations.

Office Location:

Test Service Bureau

1610 S. Martin Luther King Blvd.,
124 University Commons
Tallahassee, Florida 32307
Phone: (850) 599-3333
Fax: (850) 599-8733

University Registrar

The University Registrar is the official custodian of academic records and the keeper of the university seal at Florida A&M University. The general functions of the University Registrar are to assist in the following areas:

- Planning and executing academic policies and programs.
- Providing for administration of policies and regulations pertaining to the academic status of students providing for planning and executing orderly registration and graduation of students.
- Developing the academic calendar, schedule of classes and final examination schedule for each term.
- Maintaining and securing student records.
- Providing counseling and certification to students and dependents of veterans receiving veteran benefits.

Office Location:

Registrar's Office

Suite 206 Center for Access and Student Success (CASS)
1735 Wahnish Way
Tallahassee, FL. 32307
Phone: (850) 599-3115
Fax: (850) 561-2428
Email: registrar@famuedu.edu.

DIVISION OF STUDENT AFFAIRS

The mission of the Office of the Vice President for Student Affairs is to deliver exemplary student support services and to cultivate a safe, healthy, and inclusive campus environment. The Division will assist the University in becoming a best-in-class, doctoral research, student centered institution by ensuring students have a positive co-curriculum, incorporating programming that enables our students to grow as positive world citizens with a commitment to service our fellow man.

Office Location:

Suite 303 Center for Access and Student Success (CASS)
1735 Wahnish Way
Tallahassee, Florida 32307
Telephone: (850) 599-3183 **Fax:** (850) 561-2674

Office of Admissions

The functions of this department include:

- Recommending students for scholarship awards
- Processing undergraduate freshman, transfer, and returning students applications
- Process residency for new FAMU students
- Counseling students, parents, and high school counselors regarding academic requirements for admission and the application process
- Follow-up with prospects

The office is located at 1735 Wahnish Way, Center for Access and Student Success (CASS), Suite 207, Tallassee, Florida 32310, contct (850) 599-3796 or email ugrdadmissions@famuedu

Office of Counseling Services

Our Mission & Values

To advance the University's mission, the mission of the Office of Counseling Services is to increase students' academic success, self-awareness, and knowledge of growth and potential challenges of collegiate experiences through mental health counseling, crisis intervention, outreach, consultation, workshops and presentations. We exemplify, and seek to foster within those we serve, the values of courage, diversity, ethics, excellence, respect, scholarship, service and social justice. Being responsive to the needs of our students, we are charged to cultivate and nurture an environment that is safe, confidential and professional.

Our Vision

We envision the Office of Counseling Services being recognized as a leading behavioral health provider in the college counseling center community, positively impacting student lives through provision of excellent service, promotion of mental health and addiction treatment parity, elimination of stigma and training masters and doctoral students. We will always be committed to providing a dynamic and engaging approach to counseling, prevention services, programming and consultation.

List of Services

- Counseling (individual, couples, group)
- After-hours crisis counseling (833) 848-1765
- Academic support
- Workshops and presentations
- Self-help Therapy
- Campus and community outreach
- Psychiatric consultation
- Graduate Practicum and Internship Program

Students do not incur any out-of-pocket expense; all services offered by the Office of Counseling Services are covered by the health fee. Hours of operation are Monday, Tuesday, Wednesday and Friday from 8:00 a.m.-4:30 p.m. and Thursday from 10:00 a.m. to 4:30 p.m. All counseling services are by appointment except in cases of emergency (i.e. life/death situations). For more information, please contact the office at (850) 599-3145.

Student Health Services

FAMU Student Health Services (SHS) is an outpatient primary care clinic that provides services to currently enrolled FAMU students. Students are assessed a health fee that is included with tuition each semester that allows unlimited visits and reduced costs for procedures, specialty services, lab tests and pharmaceuticals. SHS is staffed with Florida licensed physicians, advance registered nurse practitioners and other health care professionals to provide high quality, convenient, and affordable services.

Available services include:

- Treatment of minor illness or injuries
- Immunizations
- Chronic disease management (e.g., diabetes, asthma, sickle cell disease)
- Gynecological and physical examinations
- Laboratory tests
- Family planning services
- Pharmacy

- STD testing
- Health education and outreach services

FAMU requires students to have health insurance and offers an affordable university sponsored health insurance plan. SHS does not accept any insurance other than the university-sponsored plan as payment for services. Students with other health insurance will have charges placed on their financial account for payment prior to the next class registration period. Upon request, SHS will complete insurance forms for reimbursement.

Student Health Services
 Florida A&M University
 Center for Access and Student Success (CASS) Suite 104A
 1735 Wahnish Way
 Tallahassee, Florida 32307
 Monday – Thursday 8 a.m. – 4:30 p.m. and Friday 10 am – 4:30 pm
 Closed Saturday, Sunday and university holidays
 (850) 599-3777

University Housing

Mission

The Office of University Housing (OUH) is committed to providing students with a safe and healthy exceptional student experience effectively managed through supporting students’ academic pursuits, personal growth, sense of community, civic responsibility, and an appreciation of diversity.

On-Campus Residency Requirement

All First Time in College (FTIC) students shall reside in a University owned facility, based on space availability, for the first academic year of enrollment unless approved for an exception. A FTIC student is defined as a student under the age of twenty-one (21) prior to the first day of classes with fewer than thirty (30) semester hours recognized by Florida A&M University and has resided in University housing for less than two (2) semesters.

College credits earned during high school including but not limited to completion through accelerated mechanisms such as Advanced Placement, International Baccalaureate, Advanced International Certificate of Education, dual enrollment courses, career academy courses, national industry certification courses, as well as course offerings through virtual instruction, will not be counted towards an exemption from the On-Campus Residency Requirement.

All student athletes shall reside on campus during the first two (2) academic years of enrollment.

All full University scholarship recipients shall reside on campus during the first two (2) academic years of enrollment. Full University scholarship recipients are students that receive the Life Gets Better Scholarship, Distinguished Scholars Award, and Adopted High School Scholarship.

educating the University community about the Student Code of Conduct and providing a fundamentally fair and just process for resolving alleged violations.

The Student Code of Conduct establishes the community standards of behavior for all students and student organizations, on and off campus. The Office of Student Conduct and Conflict Resolution is responsible for all student disciplinary matters. It is incumbent upon members of the University community to notify this office of concerning or inappropriate student behavior, to encourage all to comply with the Student Code of Conduct and assist in its enforcement by providing relevant information when called upon to do so. The office is located in the Center for Access and Student Success, 1735 Wahnish Way, Suite 307, Tallahassee, Florida 32310.

Center for Disability Access and Resources (CEDAR)

The Center for Disability Access and Resources (CeDAR) at Florida A&M University provides unique and comprehensive services and accommodations for students with learning, physical and psychological disabilities who desire to pursue college level studies. The Center identifies participants' level of abilities and provides services that include assessment, academic accommodations, academic advisement, and individualized counseling. The office is located at 1735 Wahnish Way, Tallahassee, Florida 32307, (850) 599-3180.

Case Management Services

Case Manager

The Case Manager works with students as a liaison to connect them with the appropriate resources on and off campus. The case manager can assist with situations concerning food insecurity, administrative procedures, family relationships and social adjustment. If any campus or community member is concerned about a student's well-being, please contact the case manager at (850) 599-8513.

Dorothy Henderson Scholars Program

The Dorothy Henderson Scholars Program is a campus-based support program for FAMU students experiencing homelessness or were part of the foster care system. The program focuses on successfully assisting students in navigating several life domains such as housing, academics, finances and employment. This is done in part by fostering supportive relationships through community connections.

GETTING TO KNOW FAMU CASE MANAGEMENT SERVICES

WHAT DOES FAMU CASE MANAGEMENT DO?

Case Management works with students as a liaison to connect them with the appropriate resources on and off campus. Resources that the case manager assist with are food insecurity, administrative procedures, family relationships and social adjustment..

CURRENT PROGRAMS

The Dorothy Henderson Scholars Program is a campus-based support program for students experiencing homelessness or were part of the foster care system attending Florida A&M University. The program focuses on successfully assisting students in navigating several life domains such as housing, academics, finances and employment. This is done in part by fostering supportive relationships through community connections.

Clothing Closet provides new or slightly used business attire for interviews and internships.

Victim Advocate Program & LGBTQ+ Resource Center

The Victim Advocate Program at FAMU (VAP) serves as a confidential resource and support service for students who have experienced sexual violence, relationship violence, stalking, or any other traumatic victimization. All services are provided at no cost and students do not have to file a report to receive assistance.

Examples of services include:

- Safety planning
- Crisis intervention and emotional support
- Explaining reporting options
- Explaining university, civil, and criminal procedures
- Accompaniment through university and legal processes
- Assistance filing for an injunction or Victim Compensation
- Referrals to on and off campus resources, including counseling and medical services

The office is open for drop-ins or appointments 8 a.m. to 5 p.m. Monday – Friday. More information can be found at famuedu/VAP or by calling (850) 412-5667.

LGBTQ+ Resource Center

The LGBTQ+ Resource Center at Florida A&M University provides a safe space and resources for students who identify as lesbian, gay, bisexual, transgender, queer, etc. The center works collaboratively with students to identify academic, intellectual, social, cultural, recreational, educational, and political needs of the LGBTQ+ members of the Rattler family. Resources include a lounge area, information on University, local and national level LGBTQ+ support groups, Safe Zone training, programming, educational material, and additional resources as needed.

Career and Professional Development Center

The Career and Professional Development Center (CPD Center) provides services to students, alumni, administrators, faculty, and staff, who are seeking career-related opportunities and exploring other job options and opportunities. The Career and Professional Development Center is an integral part of the total education process at Florida A&M University. The CPD Center seeks to give each student the strategic tools and perspectives to advance their careers through high-quality coaching, expansive experiential learning opportunities, and an extensive industry network supported broadly by the worldwide Rattler alumni community.

Some of the services of the Career and Professional Development Center are:

- Resume/Cover Letter writing
- Improving Interview Skills
- Developing Job Search Strategies
- On-Campus Interviews
- Exploring Academic Majors
- Seeking Admission to Graduate and Professional School Programs

HireARattler powered by Handshake, the Career and Professional Development Center's online job database system, provides access to part-time and full-time employment opportunities, as well as information on upcoming on-campus interview dates, career fairs, and professional development workshops. Operating hours for the Career and Professional Development Center are Monday - Friday, 8:00 a.m. to 5:00 p.m.

The contact information for the Career and Professional Center is:

1735 Wahnish Way

Tallahassee, FL 32310

Center for Access and Student Success (CASS), Suite 309

Phone: 850-599-3700 | Fax: 850-599-3353

Email: careercenter@famu.edu

Success is in your future. Let's make it happen!

FAMU-Educational Research Center for Child Development (FAMU-ERCCD)

The purpose of FAMU-ERCCD is to provide quality childcare services for the FAMU community, to enhance academic programs, support research projects, and to enhance exemplary support programs that facilitate students' adjustment to college life, improve quality of life, and promote cultural pride. The center provides childcare services for pre-school children between the ages of three months and five years or until they are eligible for Kindergarten. The after school program and summer camp, also serves children age's five (5) to twelve (12). The center's operating hours

are 7:00 a.m. to 5:30 p.m. Monday through Friday. The evening care program operates Monday through Thursday 5:30 p.m. to 9:30 p.m. FAMU-ERCCD is located at 459 FAMU Way, (850) 599-3267.

Efferson Student Union, Activities & New Student Orientation

The Office of New Student Orientation's mission is to provide programs and activities that aid in the successful transition of high school and community college students into the University setting. The Office of New Student Orientation facilitates programs to address every aspect of the new student's experience, through programs that promote awareness of university policies and procedures, the availability of student services, student life activities, organizations and University traditions. The overall purpose is to minimize the anxiety of incoming students and their parents as well as maximize the student's adjustment to college life. The office is located at 1628 South Martin Luther King Jr. Boulevard Tallahassee, FL 32307, (850) 599-3869.

The Office of the University Ombuds

The University Ombuds provides confidential, impartial, independent and informal assistance to students, staff and faculty in addressing academic and non-academic concerns at the University that established procedures and processes have not resolved. The Ombuds is located at:

Center for Access and Student Success (CASS), Suite 303
1735 Wahnish Way
Tallahassee, FL 32310
Phone: (850) 412-7907
University Ombuds - Bryan Smith
email: bryanf.smith@famu.edu

Department of Campus Safety & Security

The Florida A&M University Department of Campus Safety and Security (commonly known as FAMU Police), as its name implies, is at the forefront in providing a safe and secure environment to proactively enhance the spirit and ambiance of the campus community. The support services provided by the Department of Campus Safety & Security are an inclusive endeavor designed to assist in promoting the goals and objectives of the University. FAMU Police services/programs include, but are not limited to:

- 24/7 patrols of the campus reporting life, safety, and security issues
- Traffic and parking enforcement
- Safety awareness programs, workshops/seminars, etc.
- Student Escort Team; available Thursday through Sunday 8pm to 1am

- Shuttle Service (Office of Parking & Transportation); Monday through Friday 6 a.m. to 10:30 p.m. and 11 a.m. to 8 p.m. on weekends and holidays. Students can get real time arrival of the shuttles by downloading the FAMU app.

FAMU Department of Campus Safety & Security Headquarters is located in the Plant Operations Building at 2400 Wahnish Way, and is operational 24 hours a day, 365 days a year. The full-service law enforcement agency is comprised of the police and parking services to more efficiently serve the university community. To place a call for service, or to report criminal activity, individuals should call (850) 599-3256 where a police communications operator will provide assistance.

Office of Enrollment Management

The Office of Enrollment Management's mission at Florida Agricultural and Mechanical University (FAMU) is generating academic interest and facilitating the effective and efficient transitioning of quality scholars from prospects to becoming enrolled students. Although cultivating positive working relationships with internal departments, secondary schools, post-secondary colleges and universities, alumni, and community partners are instrumental to our successes, our core mission is to increase the University's visibility, while reinforcing Florida A&M University's brand of being a world-renowned, leading doctoral/research institution.

Our office serves as the first point of contact for prospective students. Our roles include, providing information regarding educational and career advancement opportunities, orientating them on the expectations of the college experience, and acting as mentors/coaches while they matriculate through the admissions process. Additionally, our office serves as the liaison for all inquiries through college fairs, educational seminars, requests for recruitment materials (non-alumni), and requests for college recruitment coordinators.

In utilizing integrated best practice approaches, we plan to maintain superior customer service, promote a high standard of excellence, integrity, respect, responsibility, while infusing technology to effectively and efficiently communicate with our internal and external stakeholders. Those aspects are essential for Enrollment Management to satisfy its mission and to continue to have a lasting positive impact on the direction of Florida Agricultural and Mechanical University.

The Office of Enrollment Management is located:
Center for Access and Student Success, Suite 207
1735 Wahnish Way
Tallahassee, FL 32310

Phone: 850-599-3147 | Fax: 850-599-3902
Email: famurecruitment@famu.edu

The Center for Academic Advising

The Center for Academic Advising assist students in developing and evaluating their educational plans and progress towards degree completion. Academic Advising is a necessary resource and support to assist prospective, new and returning students of Florida Agricultural and Mechanical University. Academic Advisors are committed to the academic development of all students by providing individualized services to a diverse student population with a very important focus on the following goals:

- Teach/engage advisees (students) to manage their academic plans as directly linked to advising and course registration.
- Promotes a diverse, inclusive and equitable academic advising environment
- Provide Exceptional Student Experience
- Provide Excellent Customer Service

The Center for Academic Advising is located:
Center for Access and Student Success Suite, 202
1735 Wahnish Way
Tallahassee, FL 32310

STUDENT SUPPORT SERVICES

Student Support Services encompasses those areas with direct contact with the students, and its purpose is to provide quality services in a caring and nurturing atmosphere.

Athletics

Florida A&M Athletics is a Division I member of the National Collegiate Athletic Association (NCAA) and competes as member of the Mid-Eastern Athletic Conference (MEAC). FAMU Athletics offers fourteen (14) varsity sports and as a member of the MEAC our teams share in the opportunity to earn berths to NCAA Championship competitions.

The FAMU Athletics program awards grants-in-aid in each sport and is highly recognized nationally as a competitively dominant program.

For additional information pertaining to the sports program, please contact the Athletics Department online at www.famuathletics.com or telephone the office at (850) 599-3868.

Bookstore

The University Bookstore is operated by an independent contractor (Barnes & Noble). Textbooks are available in new, used, digital and rental formats. We have study aids, general reading books; gift items, clothing and a complete line of school supplies are available to students, faculty, staff, alumni and visitors. **We have a full line of convenience items including hotdogs, nachos and sandwiches.**

The operating hours of the bookstore are as follows:

Monday – Friday - 8:00 a.m. – 6:00 p.m.

The bookstore is located in the Student Service Center, 601 Gamble Street, #753. The telephone number is (850) 599-3070.

Computer Labs around Campus

University Commons IT lounge

Provider: Information Technology Services (ITS)

Facility support staff: IT Help Desk

Facility support contact number: 850-412-4357

Facility support e-mail address: helpdesk@famuedu



Coleman Library

Provider: Library Administration

Facility support staff: Keith Fagg

Facility support contact number: 850-561-2131

Facility support e-mail address: keith.fagg@famuedu

University Copy Center

Florida Agricultural and Mechanical Business Center is your source for quality printing, finishing and much more! We specialize in a range of services to meet your needs using Ricoh certified printers, operated by a skilled Ricoh team:

- Copying and Printing: Black & White or Color
- Fax Services
- Wide Format Printing for banners and posters (up to 48" wide)
- Lamination and Booklet Making: paper cutting, drilling, folding, collating
- Print from CD, USB, Internet and E-Mail
- Binding & Finishing Services: stapling, comb or spiral, padding
- [Mobile Printing](#)
- [Digital StoreFront](#)

Hours of Operation

Monday - Friday.....7:30 a.m. - 6:00 p.m.

Saturday.....Closed

Sunday.....Closed

Holidays, summer sessions and any other schedule exceptions are subject to change.

Contact Information

Carolyn Caraway

Student Services Center

1510 Wahnish Way

Phone: (850) 599-3824

Fax: (850) 599-8142

Email: businesscenter@famuedu

Dining Services

Welcome to another exciting year at Florida A&M University. While things may feel a little different this year, you can trust that your safety and well-being have been at the forefront of our minds. These changes will be reflected in our dining locations and in our programming, but you can trust that you will still feel at home when you dine with us.

Another change you may notice is the refining of our offerings and daily menus so that they better reflect your tastes in the Residence Dining Hall and cravings at the Food Court, Orange Room, Rattler's Nest, PDR, and Coleman Library. Should you have suggestions for new offerings or questions about your dining experience, please feel free to email me at fgoodwin@metzcorp.com.

The easiest way for you to stay on top of these changes and improvements is to join our dining committee and to follow us on Facebook and Instagram. I also invite you to complete our allergy and food sensitivity form, if it applies to you. It's available on our website at www.metzfamu.com/allergy and it will allow us to better serve your needs in the new school year.

Franklin Goodwin
General Manager

Click here to get the FAMU Dining Experience online: <http://www.metzfamu.com/>

Contact Information
Student Services Center
1510 Wahnish Way
(850) 561 – 2163

Information Technology Services (ITS)

The Division of Information Technology Services (ITS) is headed by the Associate Vice President & Chief Information Officer for Information Technology. The goal of ITS is to provide cost effective, efficient and reliable access to cutting edge Information Technologies of hardware, software, networking, and telephony for the students, faculty, staff and stakeholders of Florida A&M University.

The mission of ITS is to provide cost effective, efficient and reliable access to cutting edge information technologies of hardware, software, networking, and telephony for the students (present and prospective), faculty, staff and stakeholders of Florida A&M University. Through the use of these information technology resources, ITS is committed to providing support to the University's programs for instruction, research, student services, financial management and administration.

Methods of Requesting Assistance/Service

- Phone: (850)412-4357
- Email: helpdesk@famu.edu
- Task Management System: www.famu.edu/tms

Hours of Operation

Monday-Friday, 8:00 am to 5:00 pm

Student Rights & Responsibilities when Utilizing Computer Network Services The Information Technology Services department adheres to the University's Rules and Regulations regarding the Student Code of Conduct, Acceptable Use of Technology and Usage of Computer related equipment while accessing University network services. There are many rules and laws governing how you, the student, must conduct yourself on the University Network provided services. Do not jeopardize your college career by breaking copyright laws (e.g., illegal downloads). It is the responsibility of the student to view all University Policies.

You must also ensure that you create strong and unique log-in passwords and change them often. Never share your log in credentials, never open unknown attachments or respond to unsolicited e-mail messages and always log out/sign off when you are finished using a browser. For more security tips please visit <http://its.famu.edu/howtos/security> to access the ITS Security How-To's.

FAMU Home Page

At www.famu.edu you can find information on the latest campus news, registration information and procedures, class schedules, and links to much more.

Lost and Found

From time-to-time, members of the university misplace and lose items such as keys, glasses, books, and other articles. The University expects found items to be taken to the Department of Campus Safety & Security (FAMU Police Department). The main telephone number for questions about lost and found at the FAMU Department of Campus Safety & Security is (850) 599-3256.

Parking Services Department

Florida A&M University Parking Services mission is to provide: (a) safe and accessible parking, (b) develop and enforce the parking and traffic regulation and (c) provide safe and reliable shuttle transportation services. The Parking Services Department shall provide its services in an effective and efficient manner characterized by dependability, professionalism, service excellence, innovation, proper planning and good communication with the campus community.

Traffic and parking regulations apply to all students, faculty, staff and visitors to the university. Parking Services is responsible for the regulations and enforcement of traffic and parking at the University. Vehicles operated on the campus must be properly registered and bear the appropriate decal/permit.

Students and staff may register for a parking decal online via the FAMU website. Visitors and vendors may register for a parking decal at the Parking Services Office, which is combined with

the Department of Campus Safety and Security and is located in the Plant Operations Building located at 2400 Wahnish Way.

The Online Registration site may be accessed by:

| <u>Students</u> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Go to www.FAMU.edu• Click on Students (upper left hand side)• Click Parking Registration (under Current Students) |

| <u>Staff</u> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Go to www.FAMU.edu• Click on Quick Links• Parking• Faculty/Staff Parking Registration |

Parking violators will be cited, immobilized and/or towed. Individuals having a vehicle immobilized or towed should report directly to the Parking Services Office. The office is open Monday-Friday from 8:00 a.m. to 5:00 p.m. The telephone number is (850) 561-2203.

The Business Center

Florida Agricultural and Mechanical Business Center is your source for all your copy, print, mail and shipping needs. Located at the Student Services Building, 1501 Wahnish Way. We specialize in a range of services to meet your needs using Ricoh certified equipment, operated by a skilled Ricoh team.

Copy and Print Services

- Copying and Printing: Black & White or Color
- Fax Services
- Wide Format Printing for banners and posters (up to 48" wide)
- Lamination and Booklet Making: paper cutting, drilling, folding, collating
- Print from CD, USB, Internet and E-Mail
- Binding & Finishing Services: stapling, comb or spiral, padding
- [Digital StoreFront](#)

Mail & Postal Services

The Business Center provides mail services for on-campus student residents and student organizations. We also provide mail forwarding and return service. (*The most important element of mail forwarding is to advise all correspondents of your new address.*)

- Certified Mail Delivery
- Registered Mail Delivery
- Express Mail Delivery
- Priority / Priority Delivery Confirmations Mail Delivery
- Bulk Mail via Outside Vendor
- State Courier Services Mail Delivery to Selective State Universities and Agencies

- Stamps
- Mailing and Shipping Supplies

UPS service is only available for University departmental use

Office Address
 1501 Wahnish Way
 Student Services Center
 Tallahassee, Florida 32307

How to Sign Up for a FAMU Postal Box Number (PBN)

Send PBN request via FAMU student email address to **famucopycenter@famu.edu**

- *(Only requests from FAMU email addresses will be accepted)*
- Subject Line should read "PBN Request" along with Student Name
- Student ID# must be included in the body of the email
- Business Center personnel will verify campus housing assignment
- Upon verification of housing assignment, a PBN will be assigned
- The assigned PBN will be provided to the student via email

PBN requests via email are encouraged. Students may also request a PBN by visiting the Business Center located in the Student Services Center. A valid Rattler Card must be shown at the time of the request.

How to Address Mail

For letter mail, please address as follows:

Name
 FLORIDA A&M UNIVERSITY
 PBN (Personal Box Number)
 Tallahassee, FL 32307

For packages, please address as follows:

| | |
|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <p>- Name PBN # FLORIDA A&M UNIVERSITY 1510 Wahnish Way Tallahassee, FL 32307</p> | <p>Ex. John Doe 73000 FLORIDA A&M UNIVERSITY 1510 Wahnish Way Tallahassee, FL 32307</p> |
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(Make sure to use the zip code on 32307 on all mail. The use of any other zip code will result in a delay of receiving your mail.)

Hours of Operation

Monday - Friday.....7:30 am. - 5:00 pm
 Saturday.....10:00 am. - 2:00 pm (package pick up only)

Sunday.....Closed

Holidays, summer sessions and any other schedule exceptions are subject to change.

Contact Information
Student Services Center
1510 Wahnish Way
Phone: (850) 599-3824
Fax: (850) 599-8142
Email: businesscenter@famu.edu

Rattler Card Office

The RATTLER Card is Florida A&M University's official University Identification Card and is a vital part of your everyday life at FAMU. Many campus services are available only when the RATTLER Card is presented. The RATTLER Card can also serve as an ATM card. These options are features specifically designed for the Florida A&M community. You can select the options that benefit your needs.

Care should be taken to ensure that the card is not lost, damaged, or stolen. Because the RATTLER Card is considered an official identification card, loss of the card is comparable to the loss of a driver's license or credit card. Lost or stolen cards should be reported immediately to the RATTLER Card Service Center at:

Email: rattlercard@famu.edu
Phone: (850) 599 - 8366
Hours: Mon. - Fri. 8 a.m. - 5 p.m.

There is no charge for the initial card, but there is a \$15.00 charge for a replacement card. To get a replacement card contact, students may log-in to iRattler and follow the navigation: **Self-Service > Campus Finance > FAMU Rattler Card Replacement** or by contacting the Rattler Card Office at 850-599-8366.

The Rattler card is used for:

- Identification Cards

- Card used to Access Meal Plans
- Library Card
- Secured Access to Buildings
- Gated Parking
- Electronic Book Voucher
- Bookstore Purchases
- Direct Deposit of Financial Aid
- Athletic Events
- Student Health Services - Clinic / Pharmacy
- Student Union / Fitness Center / Ticket Office
- Use of Rattler Bucks at participating locations (go to www.rattlercard.famu.edu (for more information))
- Copying/Print Services
- Postal Services

Florida A&M University and Wells Fargo have teamed up to offer you optional added banking convenience with your linked RattlerCard. This program offers you choices – you can choose to open an account and you can choose to link that account to your RattlerCard for banking access. Both optional services are available for your convenience. Click here or paste this link into your web browser to find out more: <https://www.wellsfargo.com/debit-card/campus-card/famu/>

The Rattler Card Office is in the Student Services Center located at 1510 Wahnish Way, Tallahassee, Florida 32307, (850) 599-8366 and fax (850) 599-8084.

Operating Hours: 8:00 a.m. - 5:00 p.m. Monday thru Friday.

Student Financial Aid

The primary goal of the Office of Student Financial Aid is to provide financial assistance to students and parents in a timely, effective, and customer-friendly environment. Business hours are 8:30 a.m. – 4:30 p.m. The office is located in Room 101 FHAC, Tallahassee, FL 32307, (850) 599-3730.

Student Financial Services

Student Financial Services is composed of four units: University Cashier's Office, Student Accounts, Loans & Collections, and Student Refunds. The Student Financial Services is responsible for the management of tuition and fee charges and all funds collected by the University. This includes student's tuition & fees and departmental collections. The delivery of refunds that are awarded to students by Student Financial Aid, is managed through the Student Financial Services Unit.

Location: Room G-7, Foote-Hilyer Administration Center

Business Hours: Monday – Friday 8:30 am – 4:00 pm

Website: www.famu.edu/studentaccounts

Contact Information:

Loans & Collections: **(850) 561-2949**

Student Refunds Checks: **(850) 561-2949**

University Cashier: **(850) 561-2949**

Student Accounts: **(850) 561-2949** Fax: **(850) 599-8618**

CAMPUS INVOLVEMENT

Campus Recreation Center

The Campus Recreation Center offers a wide variety of recreational activities designed with the University community in mind. The program has four basic areas: Intramural Sports, Fitness, Outdoor pursuits, and Club Sports. Participation in any of the four areas listed expose you to the ways that you can attain muscular strength, become proficient in specific physical skills, relieve stress, building friendships with people that share similar interests and, last, but not least, to have fun.

The Campus Recreation Center is located at the corner of Wahnish Way and Osceola Street, and the telephone number is (850) 599-3785 or visit the website at www.famu.edu/campusrec. The Campus Recreation Center is easily accessible from the student parking lot on Martin Luther King Boulevard.

Hours of Operation: Please visit Campus Recreation Center website at www.famu.edu/campusrec for current information on the Center's hours of operation.

Programs Offered: Intramural Activities, Fitness Activities, Nutrition Education, Outdoor Recreational Activities, and Club sports.

Intramural Sports is a component of the Campus Recreation Center and it provides extracurricular activities to the University community to minimize stress and to enhance student interaction outside the classroom.

Programs Offered: Flag Football, Basketball, Soccer, Volleyball, Bowling, Tennis/Racquetball, Kickball, Track Meets, Softball, Mini Golf, and others as posted.

H. Manning Efferson Student Union and Activities

The Efferson Student Union and Activities (EUSA) is located in the H. Manning Efferson University Union, "The Living Room" of the campus. The Efferson Student Union and Activities Staff is dedicated to improving the quality of campus life for all Florida A&M University students. We achieve this by providing quality programs and activities that allows students to develop as individuals and find their place in the larger campus and world communities.

The student union is named after H. Manning Efferson. Efferson was a native of South Carolina who earned a master's degree from Columbia and came to FAMU as a math instructor in 1924. Efferson went on to serve as head of the math department, dean of liberal arts and dean of students before being tapped as interim president from July 1949 to April 1950, between the presidencies of William Gray and George Gore. Efferson retired from FAMU in the early 1960s and died in 1972; FAMU named its student union building for him in 1975.

The Union is under the general oversight of the Director of Student Activities who is assisted by professional and support staff and the Campus Activities Board (CAB) which is comprised of appointed and elected student officials from all University classifications. For more information, you may visit our office by logging onto the web site at <http://studentactivities.famu.edu/> or calling (850) 599-3400.

Galimore Lanes Bowling Alley - The Galimore Bowling Lanes and Pool Room are open daily for individual student and community use during posted hours. Group rates are available. For reservations or more information, please call (850) 599-3400.

Student Government Association (SGA)

The Student Government Association of Florida A&M University is the overall student governing body which provides a wide variety of opportunities for students to gain experiences in self-government. It is comprised of three main branches: the Legislative Branch (Senate), the Executive Branch, and the Judicial Branch. The Student Government Association is located in the H. Manning Efferson Student Union Building, 1668 S. Martin Luther King Boulevard, Suite 104, Tallahassee, Florida 32307, (850) 599-3624, (850) 561-2453 (Fax), Website: <http://sga.famu.edu>

The powers, duties and responsibilities of the Student Government Association are stated in specific terms in the SGA Constitution and Statutes.

University Traditions

- **Homecoming**

Homecoming, traditionally held during the fall semester, is a time for special celebrations filled with memories and traditions, linking the past with the present. During homecoming week, festivities unite the University and the community, forming a sense of family that keeps spirit alive throughout the generations. Major activities include the Fashion Show, Comedy/Talent Show, SGA concert, Battle of the Bands, Step Shows, Coronation of Mr. & Miss FAMU, Gospel Show and much more.

- **Convocations**

Convocations are University gatherings of students, faculty, staff and community, in observance and/or recognition of noteworthy accomplishments that occur yearly (i.e., President's; Homecoming; Martin Luther King, Jr.; Black History; Founder's; and Honors). These gatherings feature renown speakers, guest, and University musical/theatrical renditions performed by students, faculty/or staff. The majority of these observances require that ALL regular classes are cancelled to allow University-wide attendance.

- **Founder’s Day Observance**

Steeped in rich tradition, former FAMUANS from all over the world return to the campus for rededication to the memory of those who were instrumental in the development of and who made significant contributions to the founding and promotion of FAMU as an institution of higher education.

For further information concerning “University Traditions” and events, please contact the Office of Communications at (850) 599-3413.

STUDENT RECORDS MANAGEMENT PROCEDURES

Family Educational Rights and Privacy Act (FERPA)

The Purpose

The Family Educational Rights and Privacy Act of 1974, most often referred to as “FERPA”, deals specifically with the educational records of students, affording them certain rights with respect to those records. For purposes of definition, education records are those records which are:

- 1) Directly related to a student and
- 2) Maintained by an institution or a party acting for the institution.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest;

- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional facts, details, and information on FERPA, please refer to the heading, "Student Records Management Procedures" under the section on "Student Consumer Rights and Responsibilities" of the University Catalog, which may be accessed online via <http://www.famu.edu/>.

STUDENT RIGHTS, RESPONSIBILITIES AND CODE OF CONDUCT

Anti-hazing - Regulation 2.028

- (1) Florida Agricultural and Mechanical University (“University”) strictly prohibits any student(s), group(s) of students, or student organization(s) affiliated with the University from engaging in any form(s) of hazing activities. The University also has zero tolerance for violation of any provisions of this Anti-hazing Regulation 2.028. “Zero tolerance” means that given the factual circumstances of the alleged violation, the charged student may be removed from University Housing and receive a sanction including, without limitation, suspension or expulsion from the University.
 - (a) Due process protections in accordance with University Regulation 2.013 will be appropriately accorded the charged student.
 - (b) “Student” is given the same meaning herein as it is defined in the Student Code of Conduct, Regulation 2.012.
 - (c) “Engaging” is defined herein and prohibited by this Regulation as anyone who (i) perpetrates hazing activities by planning and/or executing the hazing activities; (ii) is the object of or consents to hazing activities; or (iii) observes or has knowledge of hazing activities and fails to report the incident within twenty-four (24) hours as required.
 - (d) This Regulation is incorporated into University Regulation 2.012.

- (2) As used in this section, the term “hazing” means any action or situation, which occurs on or off University property, that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to:
 - (a) Initiation into any University student organization;
 - (b) Admission into any University student organization;
 - (c) Affiliation with any University student organization, or
 - (d) The perpetuation or furtherance of a tradition or ritual of any University student organization or group whether or not officially recognized by the University.

The term hazing shall include, but not be limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as striking in any manner, whipping, beating, branding, exposure to the elements, forced consumption of food, liquor, drugs, or other substance, or other forced physical activities that would adversely affect the health or safety of the student or any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that would be demeaning or results in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective. For purposes of this section, any activity as described above, or any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes, including, but not limited to, initiation or admission into or affiliation with a University sanctioned organization, shall be presumed to be hazing and a “forced activity.”

- (3) It shall not be a defense that the consent of the victim to participate was obtained, the conduct or activity was not part of an official University organizational event or was not otherwise sanctioned or approved by the University organization, or the conduct or activity was not done as a condition of membership into a University organization.
- (4) A student may not be charged with a violation of the Student Code of Conduct under this section if they establish all of the following:
 - (a) That the student was present at an event where, as a result of hazing, a person appeared to be in need of immediate medical assistance.
 - (b) That the student was the first person to call 911 or campus security to report the need for immediate medical assistance.
 - (c) That the student provided their own name, the address where immediate medical assistance was needed, and a description of the medical issue to the 911 operator or campus security at the time of the call.
 - (d) That the student remained at the scene with the person in need of immediate medical assistance until such medical assistance, law enforcement, or campus security arrived and that they cooperated with such personnel on the scene.
- (5) Notwithstanding subsection (3), a student is immune from the Student Code of Conduct charges and/or violations under this section if the student establishes that, before medical assistance, law enforcement, or campus security arrived on the scene of a hazing event, the student rendered aid to the hazing victim. For purposes of this subsection, “aid” includes, but is not limited to, rendering cardiopulmonary resuscitation to the victim, clearing an airway for the victim to breathe, using a defibrillator to assist the victim, or rendering any other assistance to the victim which the student intended in good faith to stabilize or improve the victim’s condition while waiting for medical assistance, law enforcement, or campus security to arrive.
- (6) Any student found in violation of this Regulation resulting from conduct occurring on-campus or off-campus will be subject to appropriate sanctions by the University, which may include but is not limited to: the imposition of fines; withholding of grade(s), transcripts and/or diplomas pending payment of fines or compliance with the Student Code of Conduct, Regulation 2.012; the imposition of counseling, probation, suspension, or expulsion of said person(s) or organization(s), the rescission of certification for the University organization(s); and/or removal from University Housing.
- (7) All penalties imposed by the University do not absolve the student(s), group(s) of students, or student organization(s) from any penalty imposed for violation of the criminal laws of the State of Florida, including but not limited to such criminal penalties prescribed in section 1006.63, Florida Statutes, for penalties imposed in civil proceedings or for violation of any other University Regulation(s) to which the charged student(s) may be subject.
- (8) All University certified organizations are required to include in their by-laws an anti-hazing section fully incorporating this Regulation. A copy of the by-laws shall be kept on file in the Office of Student Activities. Advisors and each member of a University certified

organization must attend one Fall semester and one Spring semester hazing workshop each academic year.

- (9) Any person, including trustees, administrators, faculty, staff, students, members of direct support organizations, vendors, guests and volunteers having knowledge of or receiving information regarding any activity which may constitute hazing or a violation of this regulation must contact the FAMU Department of Public Safety at (850) 599-3256 or www.stophazingatfamu.com within twenty-four (24) hours of gaining such knowledge or receiving information. Any person who fails to report any activity of hazing shall be in direct violation of this regulation.
- (10) It shall be expressly prohibited for any person, including trustees, administrators, faculty, staff, students, members of direct support organizations, vendors, guests and volunteers, to retaliate against a person because that person has been a victim of hazing, reported hazing, refused to participate in hazing, assisted in the investigation of hazing, or participated in the prosecution of any alleged hazing.
- (11) Any person who has experienced retaliation for reporting any activity, which may constitute hazing or a violation of this regulation, shall have the right to file a retaliation complaint with the Division of Audit and Compliance within twenty-four (24) hours of becoming aware of the act of retaliation at (866) 445-4968.
- (12) The University shall provide an annual report to the Chancellor of Florida Board of Governors of the number of hazing incidents that resulted in a student or student organization or group being held responsible for a violation of the University's anti-hazing policy, in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. s. 1232g, and the federal regulations issued pursuant thereto, to the Chancellor by October 1 of each year.

Specific Authority: Article IX, Section 7(c), Florida Constitution. Law Implemented 1006.60, 1006.61, 1006.62, 1006.63 FS. History—New 4-3-83, Formerly Rule 6C3-2.028, Amended 1-26-04, 5-9-12. Amended 7-15-13, Amended 8-20-2020; Amended 1- 8-21.

Online Reporting of Alleged Incidents of Hazing*

You may go online to the following FAMU anti-hazing website and report any alleged incidents of hazing: <http://www.famu.edu/hazing> or <http://www.famu.edu/hazing/ReportHazing.php> or go to the FAMU main webpage and click the link, **Stop Hazing**. Once you are actually on the hazing website, click "REPORT HAZING."

You do **NOT** need to give your name, phone number or email address. It's Optional.

Online Anti-Hazing Agreement

Every semester, students are required to acknowledge on line that they have read and received the Anti-Hazing Agreement before they are allowed to access their Student Center to conduct normal enrollment activities, such as registering for classes, etc.

Due Process, Other Rights, and Responsibilities – Regulation 2.013

(1) The due process requirements contained below shall be applicable in all cases involving academic dishonesty and purported violations of the Student Code of Conduct. Applicable definitions are found in Florida A&M University (“University”) Regulation 2.012, Student Code of Conduct. All definitions not included herein or in University Regulation 2.012, are in accordance with definitions found in the Merriam-Webster’s dictionary located in the Office of Student Conduct and Conflict Resolution. Due process as applied by the University and its schools, institutes, and colleges shall include, at a minimum, the following:

(a) **Notice.** The student shall be provided with written notice of the violations against them in sufficient detail and in sufficient time to prepare for a hearing or meeting before an appropriate committee, hearing body, or designated University official. This notice shall be presented no less than five (5) business days prior to the hearing or meeting, except in cases of emergency hearings, where the notice will be provided as soon as possible.

(b) **Scheduling of the Emergency and Administrative (non-emergency) Hearings.** The student shall be entitled to a prompt hearing or meeting before an appropriate committee or hearing body, as established by the University. The student is responsible for ensuring that the University receives the student’s written request for any hearing within the allotted times.

1. **Emergency Hearing.** The student shall have five (5) business days from the date of the notice to request, in writing, an emergency hearing solely on the interim suspension at which the student may show cause why their continued presence on the University Campus is not a threat pursuant to University Regulation 2.012(19). For emergency hearings, the hearing shall be scheduled within five (5) business days from receipt of student’s written request.

2. **Administrative (non-emergency) Hearing.** Pursuant to University Regulation 2.012(21)(b), when a student has been suspended on an interim basis, the student is provided with ten (10) business days from the date of the notice to request, in writing, an administrative (non-emergency) hearing on the merits of the case, i.e., whether the student committed the alleged offense or offenses under the Student Code of Conduct. The administrative (non-emergency) hearing shall be scheduled within fifteen (15) business days from receipt of the student’s written request.

3. **Combined Hearings.** Should a student timely request both an emergency hearing on the interim suspension and administrative (non-emergency) hearing on the merits of the case

(see University Regulation 2.012(21)(b), Administrative (non-emergency) hearings), the University Conduct Officer, at their discretion, may combine the hearings into one proceeding. If the hearings are combined, the timeframes for an emergency hearing shall govern.

4. **Administrative Request to Appear.** If the University Conduct Officer or their designee believes after a review of the purported violations that the information has merit, the student will be issued a written Administrative Request to Appear at an Information Briefing before the University Conduct Officer or their designee. The student is provided five (5) business days from the date of the Administrative Request to Appear to schedule an Information Briefing with the University Conduct Officer. At the Information Briefing, the University Conduct Officer or their designee will explain to the student the allegations and elements of due process that will be afforded. The student will be provided with the opportunity to request an administrative hearing or informal disposition of the case.

5. Exceptions to scheduling the hearing within the specified number of days may occur due to outside factors such as the availability of witnesses or the student conduct panel members. It is the responsibility of the student to ensure that their written requests are timely received by the appropriate University official.

(c) **Informal Disposition.** In lieu of a hearing, the student shall have the option to request resolution of the matter by an appropriate official designated by the University. This opportunity will be provided to the student during the Information Briefing. Please refer to University Regulation 2.012(22).

(d) **Disclosure of Information.**

1. In Emergency Hearings and upon the student's written request, the student shall have the opportunity to inspect all of the information that will be presented against the student at least one (1) business day prior to the hearing. The University shall also have the right to inspect any information the student intends to use at the hearing at least one (1) business day prior to the hearing.

2. In Administrative (non-Emergency) Hearings/Meetings and upon the student's written request, the student shall have the opportunity to inspect all of the information that will be presented against the student. Inspection of the information shall occur at least three (3) business days before the student conduct hearing or meeting. Failure of the student to timely request inspection of the information waives the three (3) business day timeframe in which the University has to comply. Upon waiver, inspection will occur at the University's availability. The University shall also have the right to inspect any information the student intends to use at least three (3) business days before the student conduct hearing or meeting.

3. If the student fails to notify the University, within the above-allotted times before the hearing, that they have information the student plans to present, and/or fails to allow the University to inspect the information that the student intends to use at the hearing, it may be

considered a waiver by the student. As a result, the student might not be able to present the information at the hearing.

(e) **Hearing/Meeting Procedures.** The student may present relevant information on their own behalf during the student conduct hearing or meeting. The student may hear and question adverse witnesses who testify at the hearing or meeting. The student shall not be forced to present testimony, which would be self-incriminating.

1. The University is not required to postpone the proceedings pending the outcome of a criminal or other outside proceeding.

2. The University student conduct proceeding is designed to address student behavior; therefore, purported academic dishonesty or violations of the Student Code of Conduct will be addressed independently of any penalty imposed by an external judicial or administrative body.

(f) **Advisor.** The student may, at their own expense and initiative, have one (1) advisor of the student's choice present during the student conduct process who may be an attorney. The student must provide, in writing, the name, mailing or email address, and phone number of their advisor at least three (3) business days prior to the meeting or hearing date. It is the student's responsibility to make appropriate arrangements for the advisor to attend the student conduct proceedings and the proceedings will not be delayed due to scheduling conflicts of the chosen advisor. The student shall coordinate the scheduling of the hearing and not the advisor.

1. The student is responsible for presenting their own information. Advisors are not permitted to speak or participate directly in any proceeding. An advisor may not act as a witness. An advisor's attempt to participate in a proceeding by speaking, presenting information, or otherwise intervening in the proceeding is grounds for the advisor being required to leave. In such event, the proceeding will continue without the advisor present, and the advisor's absence shall not require a delay or affect the validity of the proceedings.

(g) The decision of Responsible or Not Responsible shall be based solely on the information presented during the proceedings.

(h) The decision of any committee, hearing body, or designated University official, is not a recommendation but is an official action and shall be presented to the student in writing within fourteen (14) business days following the proceeding.

(i) **Appeal.**

1. The student may appeal the decision of any committee, hearing body, or designated University official, in writing, within ten (10) business days from the date of the decision to the Dean of Students or other designated University official, as appropriate, unless otherwise proscribed.

2. At the conclusion of the appeals process regarding violations of the Student Code of Conduct, the decision of the Dean of Students or other designated University official shall be final and the student's conduct matter shall be disposed of through a final order signed by the Vice President for Student Affairs. The final order shall include notice to the student of the right to appeal to an external judicial forum, as appropriate.

3. In cases where the student selects informal disposition of the case, the student is limited to appealing the sanctions.

(j) A student shall remain eligible to attend classes and University activities pending the University's conduct decision, and until any appeal is concluded except as set forth below:

1. In cases where the Vice President for Student Affairs determines that the health, safety, or welfare of the student or a member of the university community is involved, the student may be temporarily suspended or expelled from classes and/or University activities.

2. In cases where the sanction(s) determined by the University official(s) in the conduct decision include either suspension or expulsion, the student's privileges at the University, including the ability to attend classes and engage in University activities may be revoked.

(k) If a student's privileges are temporarily revoked as described in paragraph (1)(j)2. above, but the student is subsequently found not responsible for the violations, the University will:

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

2. Refund to the student a pro rata portion of any charges for tuition and out-of-state fees, as appropriate, if the temporary revocation or suspension of the student's ability to attend classes lasts for more than ten (10) business days.

(2) Additional due process protections, as may be provided by regulation or policy of the Board of Governors, shall also be applicable to cases involving academic dishonesty or violations of the Student Code of Conduct as indicated by said regulation. Refer to Board of Governors Regulation 6.0105.

(3) **Waivers.**

(a) In accordance with University Regulation 2.012(21)(a), a student is provided five (5) business days from the date of the notice of interim suspension to request in writing an emergency hearing regarding the student's continued presence on the University's Campus. If the student does not provide the University with a timely, written request for the emergency hearing, the student will have waived the opportunity for the emergency hearing; therefore, the student shall remain suspended until the student requests an administrative hearing on the merits of the alleged violations, the administrative hearing is held, and sanctions are rendered.

(b) Pursuant to University Regulation 2.012(21)(b), when a student has been suspended on an interim basis, the student is provided with ten (10) business days from the date of the notice

to request in writing an administrative (non-emergency) hearing on the merits of the case. Should the student fail to submit a timely, written request for an administrative (non-emergency) hearing, the student would have waived the opportunity to contest the alleged facts. Based on the student's waiver, the University Conduct Officer shall adopt the allegations as the findings, find the student responsible for the alleged violations, and render sanctions.

(c) If the student has been suspended on an interim basis and fails to timely request, in writing, an Administrative (non-emergency) hearing on the merits of the case, the University Conduct Officer in their sole discretion may accept a written request from the student to proceed with informal disposition. (Informal disposition is explained in University Regulation 2.012(22).) The written request must be submitted within ten (10) business days following the emergency hearing. Should the student fail to submit a timely request for informal disposition, the University Conduct Officer shall adopt the allegations as the findings and find the student responsible for the alleged violations. The student shall not have a right to appeal under this provision.

(4) The Student Code of Conduct supersedes all other means of disciplining or removing students for behaviors prohibited by the University.

(5) **Victim Rights.** A victim is defined as the person harmed by a violation of the Student Code of Conduct committed by the charged student. The University will provide notice to the alleged victim(s) of their rights at least five (5) business days before any hearing is held. Victims have the following rights:

(a) To have an advisor of the purported victim's choice accompany them when presenting information to the hearing body and to any other relevant meetings held throughout the student conduct process;

(b) To submit an impact statement to the hearing body. This information may be used only in the sanctioning phase of deliberations, if the charged student is found Responsible for the violation(s). If the charged student appeals the decision on the basis of severity of the sanction imposed, the charged student will have the right to view the impact statement upon written request;

(c) To have unrelated past behavior excluded from the hearing. The University Conduct Officer or chairperson of the hearing body will decide if such information is unrelated;

(d) To submit questions to the University Conduct Officer at least three (3) business days prior to the hearing. The University Conduct Officer will decide whether the questions are relevant and should be presented at the hearing;

(e) To have personal property returned if in the current possession of the University. The determination of when this property may be returned is within the discretion of the University Conduct Officer and/or University Department of Campus Safety and Security;

(f) For Complainants involved in a Gender-Based Misconduct case, please refer to additional rights noted in University Regulation 2.012(8)(1).

(6) **Basic Rights.** All students enrolled at the University shall be afforded the basic rights as set forth below:

(a) The right of respect for personal thoughts; the right of freedom from indignity of any type; the right to expect an education of the highest quality; and the right to make the best of one's talents and time toward the objectives which brought them to the University;

(b) The right to inquire about and to recommend improvements in University policies, regulations, and procedures through established protocol;

(c) The right to participate in the self-governing process of student organizations pursuant to the regulations, policy, and procedures of the University and affected organizations;

(d) The right to be represented on University-wide committees in accordance with University procedures;

(e) The right of freedom of expression and peaceful assembly as defined and governed by the Constitutions of the United States and the State of Florida and the regulations of the University and the Florida Board of Governors;

(f) The right to participate in dialogue during public discussions that provide a diversity of opinions;

(g) The ability to join University clubs and organizations for educational, political, social, religious, and cultural purposes in accordance with the regulations, policy, and procedures of the University and the respective clubs and organizations;

(h) The right of due process as outlined above; and

(i) The right of freedom of press and media to publish and distribute materials in accordance with the Constitutions of the United States and the State of Florida and the regulations of the University.

(7) **Student Responsibilities.** The University encourages its students to help maintain a healthy academic climate where students can intellectually grow and develop as mature and responsible individuals. Concomitant with student rights are student responsibilities. These responsibilities include but are not limited to the following:

(a) The responsibility of making the most of their educational opportunities by attending classes and laboratory periods on a regular basis and by completing all academic requirements, in a satisfactory manner, as stated in each course syllabus while taking advantage of the many opportunities provided in a University environment for all around personal growth, development, and maturation;

(b) The responsibility of knowing and observing all University policies, procedures, and regulations (e.g. the General Catalog of the University and Student Handbook, including the Student Code of Conduct, etc.) as well as state and federal laws and requirements;

(c) The responsibility of taking the initiative in exercising the democratic processes to include, but not be limited to, voting and performing community or volunteer services;

(d) The responsibility of ensuring the orderly operation of the University through appropriate conduct in and out of the classroom; and

(e) The responsibility of assuming the consequences of one's own actions, and to avoid conduct detrimental in its effect upon fellow students and members of the University community.

Specific Authority: Article IX, section 7(c), Florida Constitution, Sections 1006.60, 1006.61, 1006.62, Florida Statutes, Board of Governors Regulation 6.0105. History New October 1, 1975, Formerly 6C3-2.13, Amended September 14, 1987, Amended June 29, 2006, Amended July 15, 2013; Amended July 7, 2014, Amended June 11, 2016, Amended July 31, 2020, Amended January 8, 2021.

Non-Discrimination Policy and Discrimination and Harassment
Complaint Procedures – Regulation 10.103

- (1) Florida A&M University is committed to providing an educational and work environment free from discrimination and harassment on the basis of sex, race, color, religion, national origin, disability, age, marital status, sexual orientation, gender identity, gender expression, military veteran status, as provided by law. This commitment applies to all educational and work environments affecting students, faculty, Administrative and Professional (A&P) employees, Executive Service employees, University Support Personnel System (USPS) employees, and Other Personal Services (OPS) employees and any employment conditions and practices. Vendors, independent contractors, visitors, and others who conduct business with the University or on University policy are also expected to comply with this Regulation.
- (2) This Regulation is designed to comply with multiple laws prohibiting discrimination including: Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; the Americans with Disabilities Act Amendments Act; the Rehabilitation Act of 1973; the Age Discrimination in Employment Act of 1967; Title IX of the Education Amendments Act of 1972; the Pregnancy Discrimination Act of 1978; the Uniformed Services Employment and Re-employment Act; the Veteran's Readjustment Act of 1974; and the Genetic Information Non-discrimination Act of 2008.
- (3) **Definition of Discrimination and Harassment.**
 - (a) *Discrimination* shall include, but not be limited to:
 1. Limiting, segregating or classifying students, employees, applicants for admission, or applicants for employment, in such a way as to deprive individuals of educational or employment opportunities or otherwise adversely affect individuals because of their race, religion, color, age, handicap, disability, sex, marital status, national origin, sexual orientation, gender identity, gender expression, or veteran status;
 2. Denying educational or employment opportunities to individuals because of their race, religion, color, age, handicap, disability, sex, marital status, national origin, sexual orientation, gender identity, gender expression, or veteran status;

3. Providing unequal educational or employment opportunities to individuals because of their race, religion, color, age, handicap, disability, sex, marital status, national origin, sexual orientation, gender identity, gender expression, or veteran status;
 4. Providing unnecessary separate educational programs or activities for individuals because of their race, religion, color, age, handicap, disability, sex, marital status, national origin, sexual orientation, gender identity, gender expression, or veteran status;
 5. Entering into contractual or other arrangements which utilize criteria or administrative methods which have the effect of subjecting individuals to discrimination or which otherwise adversely affect individuals because of their race, religion, color, age, handicap, disability, sex, marital status, national origin, sexual orientation, gender identity, gender expression, or veteran status; or
 6. The application of any policy or procedure, or taking of any admission or employment action, that adversely affects a student, employee, applicant for admission, applicant for employment, a group of students, or a group of employees based on race, religion, color, age, handicap, disability, sex, marital status, national origin, sexual orientation, gender identity, gender expression, or veteran status.
- (b) *Harassment* shall include, but not be limited to:
1. Any slurs, innuendoes or other verbal or physical conduct reflecting on an individual's race, ethnic background, gender, sexual orientation, gender identity, gender expression, or handicapping condition which has the purpose or effect of creating an intimidating, hostile or offensive educational or work environment; has the purpose or effect of unreasonably interfering with the individual's work or school performance or participation; or otherwise adversely affects an individual's employment or educational opportunities.
 2. The denial of or the provision of aid, benefits, grades, rewards, employment, faculty assistance, services, or treatment on the basis of sexual advances or requests for sexual favors.
 3. Sexual harassment such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational career; submission to or rejection of such conduct is used as a basis for educational or employment decisions affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

4. Sexual misconduct including sexual assault, sexual violence, inducing incapacitation for sexual purposes, sexual exploitation, relationship or domestic violence, or stalking.
 - a. Sexual assault means an actual or attempted sexual contact with another person without that person's consent. This includes, but is not limited to:
 - i. Involvement in any sexual contact when the victim is unable to consent;
 - ii. Intentional unwelcome touching of, or coercing, forcing, or attempting to coerce or force another to touch a person's genital area, groin, inner thigh, buttocks, or breast; or
 - iii. Sexual intercourse without consent.
 - b. Inducing incapacitation for sexual purposes includes drugs, alcohol, or other means with the intent to affect or having an actual effect on the ability of an individual to consent or refuse to consent to sexual consent.
 - c. Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples include, but are not limited to:
 - i. Prostitution of another person;
 - ii. Non-consensual visual or audio-recording of sexual activity; or
 - iii. Non-consensual distribution of photos, other images, or information of an individual's sexual activity.
 - d. Relationship or domestic violence is abuse or violence between partners or former partners involving one or more of the following elements:
 - i. Battering that causes bodily injury;
 - ii. Purposely or knowingly causing reasonable apprehension of bodily injury;
 - iii. Emotional abuse creating apprehension of bodily injury or property damage; or
 - iv. Repeated telephonic, electronic, or other forms of communication – anonymously or directly – made with the intent to intimidate, terrify, harass, or threaten.

- e. Stalking includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device, or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death.

(4) Dissemination and Implementation of the Regulation.

- (a) The Office of Equal Opportunity Programs shall disseminate this Regulation or portions of it to the University community which shall comply and adhere to its provisions. All units shall also take appropriate action to implement the provisions set forth in this Regulation.
- (b) All questions or concerns about this Regulation or conduct that may violate this Regulation should be directed to the Director of Equal Opportunity Programs/Title IX Coordinator:

Mrs. Carrie Gavin
Director of Equal Employment Opportunity Programs/ Title IX Coordinator
Florida A&M University
674 Gamble Street
Tallahassee, Florida 32307
(850) 599-3076
carrie.gavin@famuedu

(5) Procedures for Filing a Complaint.

- (a) Any individual who believes that he/she is a victim of discrimination or harassment may seek guidance from the Equal Opportunity Programs (EOP) Officer who has been delegated authority by the President to receive and investigate EEO and other protected class discrimination and harassment complaints based on a protected class issue. The EOP Officer shall inform prospective complainants of the formal and informal options by which his/her concern can be addressed and resolved. Issues handled informally will not normally invoke the investigatory procedures set forth in this Regulation. Issues handled formally, shall include the full range of processes and reviews that are necessary to ascertain the facts.
 - 1. Complaints and reports against students may also be reported to the Office of Judicial Affairs. Students referred to the Office of Judicial Affairs for alleged violation of this Regulation will be subject to investigation and disciplinary action as provided by Regulation 2.012 – Student Code of Conduct and Regulation 2.013 – Due Process, Rights, and Responsibilities.
- (b) A formal complaint shall be filed on the Charge of Discrimination/Harassment Form and submitted to the EOP Officer within sixty (60) calendar days after the alleged occurrence of the discrimination/harassment incident. The form may be obtained from the EOP Office.

- (c) No formal action may be undertaken unless and until a formal complaint is filed. This provision shall not limit the University in any way from initiating its own review of the complaint and taking appropriate action should such be deemed warranted under the circumstances presented.
- (d) After receiving the signed written complaint, the EOP Officer shall notify, in writing, the complainant and the person against whom the complaint was filed of the allegations; provide the person against whom the complaint was filed an opportunity to respond; conduct a complete investigation; and, determine a resolution to the complaint within thirty (30) University business days of receipt of the written complaint. This time period may be extended by the EOP Officer should an extension be necessary in order to ensure a full, fair and complete investigation. The EOP Officer shall give notice to the parties if such an extension is deemed necessary.
- (e) The complaint will be dismissed if it is determined that the allegations are without merit. If disciplinary action is warranted, the EOP Officer shall prepare written notices to both parties (complainant and person against whom the complaint was filed). The written notice shall include the proposed disciplinary action, the reasons for the disciplinary actions, and the right of the person against whom the complaint has been filed to request, within ten (10) University business days of receipt of the proposed disciplinary action, an investigatory interview before a University hearing board.
- (f) The University hearing board, when charged to review the complaint, shall file with the President or President's designee their findings and recommendations. The hearing board will notify both parties of its recommendations.
- (g) The Complainant or the person against whom the complaint has been filed may upon receipt of the hearing board's decision make an appeal to the President, or the President's designee, for a review of the decision. Any appeals to the President or President's designee must be filed in writing within ten (10) University business days of receipt of the hearing board's written decision. Any additional information provided to the President or President's designee can only be provided in conjunction with the written appeal addressed to the President or President's designee. The President or President's designee shall render, within twenty (20) University business days of receipt of the hearing board's recommendation, a final written decision either dismissing the complaint or taking appropriate disciplinary action. The President or President's designee shall have the right to affirm, modify or reverse any prior decisions.

(6) **Disciplinary Actions.**

- (a) Any employee or student of the University who is found to have discriminated against or harassed a student, an employee or an applicant for admission or employment will be subject to counseling or disciplinary action. Disciplinary action may include a written reprimand, probation, suspension, expulsion, or termination. The nature of the counseling or disciplinary action shall be guided by the seriousness of the offense.

- (b) Any employee in a supervisory capacity who has knowledge of a complaint involving another supervisor, subordinate, employee(s) supervised by another supervisor, or student(s) in the class(es) of another supervisor and who does not take appropriate corrective action or report the matter directly to the President or University EOP Officer will be subject to counseling or disciplinary action. Disciplinary action may include a written reprimand, suspension, or termination. The nature of the counseling or disciplinary action shall be guided by the seriousness of the offense.
- (c) All University employees must, within twenty-four (24) hours of receiving information, report information they have about alleged or possible sex-based discrimination, sexual harassment, and sexual misconduct discrimination involving students to the Director of EOP, the Office of Judicial Affairs, or the Department of Public Safety. Employees who are statutorily prohibited from reporting such information are exempt from this reporting requirement.
 - 1. This subsection does not exempt the statutory obligation for any person who knows or has reasonable cause to suspect child abuse, abandonment, or neglect to report such information to the Department of Children and Families.
- (d) Any employee or student who knowingly files a false complaint of discrimination or harassment or who knowingly provides false testimony under this Regulation shall be subject to disciplinary action. Disciplinary action may include a written reprimand, probation, suspension, expulsion, or terminated. The nature of the disciplinary action shall be guided by the seriousness of the offense.

(7) **Retaliation Procedure.**

- (a) Complainants who feel that they have been retaliated against for exercising their rights under this Regulation shall have the right to file a retaliation complaint with the EOP Officer.
- (b) Retaliation complaints shall be handled in the same manner and utilizing the same procedures set forth above in Section 5 of this Regulation.

(8) **Election of Remedies.**

- (a) The doctrine of election of remedies shall apply to complaints filed pursuant to this Regulation. Should a Complainant elect to pursue an available alternative remedy, including the filing of a grievance pursuant to the collective bargaining agreement, the filing of any such grievance shall operate as a waiver of the Complainant's right to file a complaint and avail the Complainant of the procedures available under this Regulation. Should a grievance be filed pursuant to an alternative remedy and subsequent to the filing of a complaint under this Regulation but before proceedings under this Regulation have been completed, the filing of any such grievance nonetheless will act as a waiver, and proceedings pursuant to this Regulation shall be terminated.
- (b) The doctrine of election of remedies shall also apply to appeals filed by persons

against whom a complaint has been filed. The filing of an appeal pursuant to an alternative remedy by a person against whom a complaint has been filed, including the filing of a grievance under the collective bargaining agreement or the filing of a petition for a hearing pursuant to Section 120.569, F.S., shall operate as a waiver of the right to appeal to the President or President's designee pursuant to this Regulation.

Specific Authority Article IX, Section 7(c), Florida Constitution and Board of Governors' Regulation 1.001 and 2.003. History – New May 6, 1982, Amended July 15, 1987, Amended June 27, 1996, Amended December 1, 2005, Amended May 2, 2014.

Questions concerning this policy and procedures for filing complaints under the policy should be directed to Mrs. Carrie M. Gavin (EOP Director/University Title IX Coordinator), located in the Office of Equal Opportunity Programs.

The Affirmative Action Plan/Program for *Minorities and Women* is available for review ONLY at the Office of Equal Opportunity Programs by anyone, upon request, during regular business hours (Monday through Friday, 8:00 a.m. - 5:00 p.m.).

The Affirmative Action Plan/Program for *Veterans and Persons with Disabilities* is available for review by anyone, upon request, during regular business hours (Monday through Friday, 8:00 a.m. – 5:00 p.m.) at the following locations:

Office of Human Resources
Florida A&M University
211 Foote-Hilyer Administration Bldg.
Tallahassee, FL 32307
(850) 599-3611

Office of Equal Opportunity Programs
Florida A&M University
674 Gamble Street
Tallahassee, FL 32307
(850) 599-3076; TDD (850) 561-2998

Copies of the Affirmative Action Plans will be provided pursuant to Chapter 119 of the Florida Statutes.

Title IX Sex Discrimination and Sexual Misconduct Prohibition and Formal Hearing Process – Regulation 1.022

- (1) Florida A&M University is committed to providing an educational and work environment free from discrimination and harassment on the basis of sex, sexual orientation, gender identity, and gender expression.
- (2) In accordance with federal regulations implementing Title IX of the Education Amendments of 1972, Florida A&M University will promptly respond to persons who are alleged to have experienced Sexual Misconduct by offering Supportive Measures; follow a fair resolution process to resolve Sexual Misconduct allegations; and provide remedies to victims of Sexual Misconduct.

- (3) Other Sexual Harassment, discrimination and misconduct that occurs between University students or employees during activities or at locations not listed in paragraph (6) below or which give rise to additional non-Sexual Misconduct violations of University Regulations, will be resolved in accordance with University Regulations 10.103 Non-discrimination Policy and Discrimination and Harassment Complaint Procedures, Regulation 1.019 University Code of Conduct and Regulation 2.012 Student Code of Conduct and/or other applicable regulations.
- (4) All questions regarding sex discrimination in Athletics and other Title IX issues not described under this Regulation will be resolved in accordance with University Regulations 10.103 Non-discrimination Policy and Discrimination and Harassment Complaint Procedures, Regulation 1.019 University Code of Conduct and Regulation 2.012 Student Code of Conduct, and/or other applicable regulations.
- (5) All questions or concerns about this Regulation, conduct that may violate this Regulation, or complaints based on sex discrimination in Athletics should be directed to the Director of Equal Opportunity Programs/Title IX Coordinator:

Carrie Gavin

674 Gamble Street

Tallahassee, Florida 32307

(850) 599-3076

TitleIX@famu.edu

- (6) Any person may report Sexual Misconduct, discrimination or other misconduct whether or not the person reporting is the person alleged to be the victim of the conduct that could constitute Sexual Misconduct, discrimination, or other misconduct.
- (7) Jurisdiction. This Regulation applies to Sexual Misconduct that occurs at any of the following locations or activities:
 - (a) University campus;
 - (b) University owned or controlled property;
 - (c) University premises including, but not limited to, any building owned or controlled by a recognized student organization or direct support organization;
 - (d) Activities sponsored by the University wherever they occur;
 - (e) Activities officially approved by the University that are conducted by University recognized organizations and direct-support organizations;
 - (f) Activities occurring on or off campus as a part of the University's operations including virtual or online platforms.
- (8) Definitions.

- (a) Actual Knowledge: notice of Sexual Misconduct or allegations of Sexual Misconduct to the Title IX Coordinator or any official who has authority to institute corrective measures on behalf of the University. This standard does not apply when the only University official with actual knowledge is the Respondent.
- (b) Campus Security Authority: As referred to in the Jeanne Clery Act (Clery Act), an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, campus security, student housing, student discipline, and campus judicial proceedings.
- (c) Complainant: a person who is alleged to be the victim of conduct that could constitute Sexual Misconduct.
- (d) Confidential Employee: an employee who is not required to report, with identifying information, any incident of Sexual Misconduct to the Title IX Coordinator. This includes employees at Student Health Services, the Office of Counseling Services, and the University Victim Advocate.
- (e) Consent: Consent to sexual activity must be knowing, intelligent, unambiguous, and voluntary. Consent is active, not passive. This means there must be clear and willing participation, through words or actions, for each sexual act. Submission to sexual activity that is the result of force, coercion, or threats is not valid consent.
 - 1. Consent to one type of sexual activity does not imply consent to other types of sexual contact. There must be consent at every stage of the sexual encounter.
 - 2. Past consent to sexual activity does not imply consent to future sexual activity.
 - 3. Consent can be withdrawn at any time, including in the middle of a sexual encounter, if the withdrawal of consent is clearly indicated by words or actions.

Persons who are incapacitated by voluntary or involuntary alcohol or drug use (legal, illegal, or prescription), asleep, unconscious, mentally impaired by disease or illness, or under 18 years old cannot give consent to sexual conduct (no matter what they say or do). If there is any question regarding whether a person may be incapacitated, do not engage in any type of sexual activity with that person.

- (f) Dating Violence: violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating

violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

(g) Domestic Violence: violence committed by:

1. a current or former spouse or intimate partner of the victim;
2. a person with whom the victim shares a child in common;
3. a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
4. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of Florida;
5. any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of Florida.

To characterize an incident as domestic violence, the relationship between the perpetrator and the victim must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have or had an intimate relationship.

(h) Formal Complaint: a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Misconduct against a Respondent and requesting that the University investigate the allegation of Sexual Misconduct.

(i) Hearing Officer: the chairperson of the hearing panel or a University official(s) or designee who will act as the decision-maker.

(j) Hearing Panel: in a disciplinary proceeding, the persons authorized by the University to determine whether a Respondent has violated this Regulation and to determine sanctions.

(k) Notice: a report of Sexual Misconduct to the Title IX Coordinator.

(l) Remedies: actions designed to restore or preserve equal access to the University's education program or activity. Such remedies may include Supportive Measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent. For issues involving allegations of sex discrimination, refer to University Regulation 10.103.

(m) Respondent: a person who has been reported to be the perpetrator of conduct that could constitute Sexual Misconduct.

(n) Responsible Employees: Employees who must report any incident, in detail, of Sexual Misconduct that they become aware of to the Title IX Coordinator.

(o) Sexual Assault: any attempted or actual sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

1. Penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the

consent of the victim. This offense includes the rape of both males and females.

2. Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
3. Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
4. Statutory rape is sexual intercourse with a person who is under the statutory age of consent.

(p) Sexual Exploitation: Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding Sexual Misconduct offenses. Examples include, but are not limited to: Prostitution of another person, non-consensual visual or audio-recording of sexual activity, or non-consensual distribution of photos, other images, or information of a person's sexual activity.

(q) Sexual Harassment: conduct on the basis of sex that satisfies one of more of the following:

1. An employee conditioning the provision of an aid, benefit, or service of the University on a person's participation in unwelcome sexual conduct.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program and activity.
3. Any instance of Sexual Assault as defined in the Clery Act, including dating violence, domestic violence, or stalking, as defined in the Violence Against Women Act (VAWA).

(r) Sexual Misconduct: any sexual contact toward another without the person's consent and includes, but is not limited to, Sexual Assault, inducing incapacitation for sexual purposes, Statutory Rape, Sexual Harassment, Stalking and other forms of Sexual Exploitation. Sexual Misconduct may constitute crimes (i.e. sexual battery, rape and related sex crimes) and/or civil complaints (i.e. sexual harassment) and can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship.

(s) Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

1. Fear for the person's safety or the safety of others; or
2. Suffer substantial emotional distress.
3. For the purposes of this definition:

- a. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
 - b. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
 - c. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.
- (t) Statutory Rape: non-forcible sexual intercourse with a person who is under the statutory age of consent. There is no force or coercion used in Statutory Rape; the act is not an attack.
 - (u) Supportive Measures: non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or Respondent before or after the filing of a Formal Complaint, or where no Formal Complaint has been filed.
 - (v) Voyeurism: to trespass, spy, eavesdrop, or otherwise invade the privacy of another for the purpose of personal sexual arousal.

(9) Reporting Sexual Misconduct.

- (a) If you believe that you have experienced Sexual Misconduct, notify the Title IX Coordinator as soon as possible after the incident. You do not have to tolerate unacceptable behavior, regardless of who is creating the situation. There is no specific time frame for persons who have experienced Sexual Misconduct to make a report pursuant to this Regulation. Persons are, however, encouraged to make a report soon after the incident in order to maximize the University's ability to investigate and resolve the matter.
- (b) Responsible Employees and those designated as Campus Security Authorities must report allegations of Sexual Misconduct to the Title IX Coordinator. Additionally, anyone who interacts in our University Community and has learned of or witnessed a violation of this Regulation, is ***strongly encouraged*** to report the matter to the Title IX Coordinator.
- (c) Any person may report Sexual Misconduct (whether or not the person reporting is the person alleged to be the victim of alleged Sexual Misconduct) in person, by mail, by telephone, by email using the contact information for the Title IX Coordinator as listed in this Regulation, or by using the Office of Compliance and Ethics Hotline portal at <https://www.compliance-helpline.com/famu.jsp?reloadPage=1>.

- (d) Persons may make an anonymous report concerning an instance of Sexual Misconduct as well. Reports about Sexual Misconduct do not have to be formal, signed complaints. However, an anonymous report may limit the University's ability to investigate, respond, and act. Responsible Employees and Campus Security Authorities who are relaying another person's incident of Sexual Misconduct must report all known details of the incident, including the identities of the persons involved.
 - (e) If you are not sure whether an incident of Sexual Misconduct has occurred, you may contact the Title IX Coordinator for assistance in determining the nature of the incident and whether it should be reported pursuant to this Regulation. The University will promptly respond to every report of Sexual Misconduct through its Title IX Coordinator or designee.
- (10) Supportive Measures. Upon receiving information alleging Sexual Misconduct, the Title IX Coordinator will promptly contact the Complainant to discuss the availability of Supportive Measures, consider the Complainant's wishes with respect to Supportive Measures, and explain to the Complainant the process for filing a Formal Complaint. It is not necessary to file a Formal Complaint to receive Supportive Measures.
- (a) Supportive Measures are designed to ensure equal educational access, enforce safety, and deter Sexual Misconduct. For students, the University attempts to avoid depriving any student of their education. For employees, the University attempts to provide a safe working environment. The measures needed by the parties may change over time to ensure that they are necessary and effective based on each person's evolving needs. Ongoing coordination with the Title IX Coordinator is strongly encouraged.
 - (b) Supportive Measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the Complainant and Respondent; changes in work or on-campus housing locations, leaves of absence, monitoring of certain areas of the campus, and other similar measures. Where appropriate, the Title IX Coordinator will also offer Supportive Measures to Respondents. The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures.
 - (c) The University will keep any Supportive Measures provided to the Complainant or Respondent confidential to the extent that maintaining such confidentiality would not impair the ability of the University to provide Supportive Measures.
- (11) Formal Complaint. At the time of filing a Formal Complaint, the Complainant must be participating in or attempting to participate in the University's education program or activity. The Formal Complaint must contain the Complainant's physical or digital

signature. The University emphasizes the importance of treating Complainants and Respondents equitably upon receipt of a Formal Complaint. There is a presumption that the Respondent is not responsible for the alleged conduct.

- (a) In response to a Formal Complaint, the University will follow the Formal Hearing process or Informal Resolution process noted below. Once a Formal Complaint is filed, the University may take formal action in regards to the allegations of Sexual Misconduct. The University may initiate its own review of an incident, even if a Formal Complaint has not been filed, and take appropriate action should such be deemed warranted under the circumstances presented.
 - (b) Upon receipt of a Formal Complaint, the University will provide written notice to the Complainant and Respondent of:
 - 1. The Formal Hearing process as well as Informal Resolution;
 - 2. The allegations of Sexual Misconduct, including sufficient details known at the time, and provide the Complainant and the Respondent sufficient time to prepare a response before any initial interview;
 - 3. Notice of any additional allegations that arise during the course of an investigation.
 - (c) The University reserves the right to consolidate Formal Complaints against more than one Respondent, or by more than one Complainant against one or more Respondents where the allegations arise out of the same facts or circumstances.
 - (d) For cases in which there is an overlap of charges between Regulation 2.012, 1.019, 10.103 and this Regulation, a joint-investigation will commence for efficiency purposes and to preserve University resources. The details of the investigation involving the other University Regulation will be included in the Title IX investigative report.
- (12) Privacy and Confidentiality. To the greatest extent possible, the University will keep confidential the identity of any person who has made a report or complaint of Sexual Misconduct, any Complainant, any Respondent, and any witness.
- (a) Privacy. The University is committed to protecting the privacy of all persons involved in a report of Sexual Misconduct. However, as described in this section, the University cannot guarantee complete confidentiality and anonymity in all circumstances. If a person desires confidentiality, meaning that no information will be shared, then that person must either contact a Confidential Employee or their off-campus equivalent, who will maintain the confidentiality to the extent permitted by law. Please remember that if a person informs a Responsible Employee or Campus Security Authority, that Responsible Employee or Campus Security Authority **must** report the allegation to the Title IX Coordinator and cannot promise confidentiality.

- (b) Confidentiality. The University will only disclose information to persons with a legitimate need to know in order to review, investigate, and resolve reports of Sexual Misconduct, or as permitted or required by law. The University may release information about Sexual Misconduct in certain circumstances without permission in order to warn and protect the University Community. For example, under the Clery Act, the University must issue timely warnings for reported incidents that pose a substantial threat of bodily harm or danger to other members of the campus community. The University will make every effort to ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.
 - (c) The University reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status or of another matter as otherwise permitted under applicable FERPA regulations.
 - (d) A person reporting Sexual Misconduct has the right not to proceed with filing a Formal Complaint; however, the Title IX Coordinator may have an obligation to file their own Formal Complaint, investigate, and take remedial action, even if the person no longer participates or is unwilling to participate in the investigation. This would be true, for example, if the reported Sexual Misconduct indicated that there was a reasonably anticipated risk that the reported person would commit additional acts of Sexual Misconduct or other violence; whether the Sexual Misconduct was reportedly engaged in by multiple persons; whether a weapon was involved; and whether there is an indication of a pattern of misconduct. A lack of participation may, however, limit the University's ability to investigate and resolve concerns.
 - (e) As explained in this Regulation, if a Formal Complaint is filed, the University has an obligation to identify the parties and the substance of the Complaint to comply with due process and the federal Title IX regulations.
- (13) Dismissal. The University will notify the Complainant and Respondent in writing of any dismissal and the reasons therefore.
- (a) The University will dismiss the complaint if the conduct alleged in the Formal Complaint:
 - 1. would not constitute Sexual Misconduct as defined above even if proven;
 - 2. did not occur within the University's jurisdiction; or
 - 3. did not occur against a person in the United States.
 - (b) The University may also dismiss the Formal Complaint or any allegations therein, if at any time during the investigation or hearing:

1. The Complainant notifies the Title IX Coordinator, in writing, that the Complainant would like to withdraw the Formal Complaint or any allegations therein;
 2. The Respondent is no longer enrolled or employed by the University.
 3. Specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the Formal Complaint or the allegations therein.
- (c) The University reserves the right to dismiss a Formal Complaint and reinstate the complaint under any applicable regulation, policy or rule, including, but not limited to, University Regulation 1.019 University Code of Conduct, University Regulation 10.103 Non-Discrimination Policy and Discrimination and Harassment Complaint Procedures, Regulation 2.012 Student Code of Conduct. For example, in situations where both the Complainant and the Respondent are employees, and/or in situations where the Formal Complaint includes allegations of Sexual Misconduct and non-Sexual Misconduct.
- (14) Investigation. The burden of proof and burden of gathering evidence rest on the University and not on the parties.
- (a) The investigator will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which University does not intend to rely in reaching a determination regarding responsibility. The investigator will also provide inculpatory or exculpatory information to the parties and their advisors, if any, whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
 - (b) The investigator will provide the information in electronic format or hard copy and the parties will be given at least ten (10) business days to submit a written response. The investigator will consider any written responses prior to completion of the investigative report.
 - (c) The University will also make all directly related evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.
 - (d) The investigator will send the parties and their advisors an investigative report that fairly summarizes relevant evidence, with at least ten (10) business days for the parties to respond, prior to a hearing or determination of responsibility.

- (15) Conflict or Bias. The University prohibits the Title IX Coordinator, investigators, decision-makers, and any person facilitating an informal resolution process from having a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. In the event of a conflict or bias, the University will appoint an alternate person so that the process is free of conflicts of interest and bias.
- (16) Resolution. There are two avenues of resolution once a Formal Complaint has been filed:
- (a) Informal Resolution. If a Formal Complaint is filed, Informal Resolution may be offered or facilitated by the University at any time prior to reaching a determination of responsibility. Informal Resolution does not involve a full investigation and adjudication.
1. The Complainant and Respondent must provide voluntary, written consent to the Informal Resolution process. Informal Resolution is not available when a Complainant is a student alleging that a University employee has engaged in Sexual Misconduct.
 2. The University will provide the parties a written notice disclosing the allegations, and the requirements of the Informal Resolution process, including the circumstances under which, upon reaching an agreed resolution, it precludes the parties from resuming a Formal Complaint arising from the same allegations.
 3. However, at any time prior to agreeing to a resolution, any party has the right to withdraw from the Informal Resolution process and resume the Formal Hearing process with respect to the Formal Complaint. The University will also explain any action resulting from participating in the Informal Resolution process, including the records that will be maintained or could be shared.
 4. The Informal Resolution process must be completed within fifteen (15) business days of the parties agreeing to pursue such a process. If not completed by that deadline, in the absence of any approved extensions, the Formal Complaint will continue to be investigated and processed for a Formal Hearing as described in this Regulation.
- (b) Formal Hearing Process. The University Formal Hearing process described herein is designed to address behavior that may constitute a violation of Title IX; therefore, separate violations arising out of the same facts of the Student Code of Conduct or other University regulations and policies will be addressed independently of any penalty imposed under this Regulation.
1. Formal Complaints that have not been dismissed or informally resolved will result in a live (or virtual) hearing. The decision-maker will explain each

participant's rights and options and assure that fairness and procedural due process are observed throughout the hearing. For example, witnesses may only be present during the time they are being questioned. Note that the hearing process is not the same as a criminal or civil proceeding. Procedures governing Florida's criminal or civil courts, including formal rules of evidence, are not applicable.

2. University Regulations 2.012 and 2.013 require due process for all persons,^[1] which ensures that all persons receive proper notice. The Respondent shall be provided with written notice of the charges against them in sufficient detail and in sufficient time to prepare for a hearing before a hearing panel or Hearing Officer. The Complainant shall be sent a copy of the notice of charges at the same time as the Respondent. This notice shall be presented no less than five (5) business days prior to the hearing, except in cases of emergency hearings, where the notice will be provided as soon as possible.
3. The notice will also allow the Complainant or Respondent to request an administrative information briefing to discuss the options for resolution, either Informal or Formal Resolution. In the event that neither party, requests an administrative information briefing and have not elected to participate in Informal Resolution, the University will schedule a Formal Hearing within five (5) business days from the date of the notice of charges on the merits of the case, i.e. whether the Respondent committed the alleged offense(s) under Title IX.
4. All hearings must be recorded and a copy of the recording or transcript must be provided to either party upon request.

(c) Emergency

Processes.

The Respondent shall be entitled to a prompt hearing before a hearing panel, as established by the University.

1. Emergency Removal. The University may remove a Respondent from the University on an emergency basis after undertaking an individualized safety and risk analysis and determining that an immediate threat to the physical health or safety of any person arising from the allegations justifies removal. If a Respondent is removed pursuant to this section, the University will provide the Respondent with written notice and an opportunity to challenge the decision immediately following the removal. The Respondent shall have three (3) business days from receipt of the notice of emergency removal to submit, in writing to the Title IX Coordinator, the basis of their challenge to the removal and request an emergency hearing.

The Title IX Coordinator will provide a copy of the Respondent's challenge to removal to the Complainant.

2. Emergency Hearings. Upon receipt of the Respondent challenge to removal and request for an Emergency Hearing, the University will appoint a decision-maker to hold an emergency hearing without delay, as soon as possible given the circumstances, but no later than five business (5) days later. The decision-maker will provide written notice to the parties of the date and time of the hearing, provide both parties the opportunity to be heard at the hearing, and issue its written decision no later than five (5) business days after the hearing. The Respondent may show cause why their continued presence on the University campus is not a threat pursuant to the individualized safety and risk analysis. If a Respondent is removed, pursuant to this emergency removal procedure, the Respondent retains all rights to an investigation and hearing as set forth in this Regulation prior to any ultimate finding of responsibility and sanctions.
3. Administrative Leave. The University may place an employee Respondent on administrative leave during the pendency of the Formal Hearing process above.

(17) Administrative Information Briefing. After the investigative report is completed, the parties will be given a notice of any charges that includes an opportunity to request an administrative information briefing before the University Conduct Officer, Title IX Coordinator, or designee.

- (a) Either the Complainant or Respondent must request the administrative information briefing within five (5) business days from the date of the notice of charges with the University Conduct Officer, Title IX Coordinator or designee. The parties' advisors may accompany them to the briefing.
- (b) The University Conduct Officer, Title IX Coordinator or designee will explain the elements of due process that will be afforded and the options for resolution, Formal Hearing or Informal Resolution.

(18) Disclosure of Information.

- (a) The parties shall have the opportunity to inspect all information related to Emergency Removal, whether or not it will be presented at the hearing, at least one (1) business day prior to an emergency hearing. The University shall also have the right to inspect all related information at least one (1) business day prior to the emergency hearing.

- (b) For Formal Hearings, the parties shall have the opportunity to inspect all related information including, but not limited to, information that will be presented during the hearing. Inspection of the information shall occur at least three (3) business days before the Formal Hearing. The University shall also have the right to inspect any information the student intends to use at least three (3) business days before the Formal Hearing or meeting.
 - (c) If either party fails to notify the other that they have information to present, and/or fails to allow the other party to inspect the information that the party intends to use at the hearing within the allotted times stated above before the hearing, it may cause a delay in the hearing or require that the hearing be continued.

- (19) Extensions of timeframe: Extensions of the timeframe stated herein may occur for good cause upon written notice to the Complainant and the Respondent. Notice must state the reasons for the extension.
 - (a) Examples of good cause may include, but are not limited to, considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; University closures and/or breaks between semesters; or the need for language assistance or accommodation of disabilities. The University is not required to postpone the proceedings pending the outcome of a criminal or other outside proceeding.

- (20) Hearing/Meeting Procedures. The parties may, at their own expense and initiative, have an advisor of the party's choice present during the Formal Hearing process who may be an attorney.
 - (a) If the Complainant or Respondent is unable to or fails to obtain an advisor, the University will provide an advisor on their behalf for the purpose of cross examination of any witnesses. The advisor may accompany the party to any meeting or hearing during the Informal or Formal Hearing process. The parties, and not the advisors, shall coordinate the scheduling of the hearing.
 - (b) The party may present relevant information on their own behalf during the hearing or Informal Resolution meeting. Only relevant information will be allowed during the hearing. The Hearing Officer will make a relevance determination prior to allowing the witness to answer any question. The advisor may cross examine witnesses who testify at the hearing. The Respondent shall not be forced to present testimony, which would be self-incriminating. The Respondent is presumed not responsible for the alleged conduct. A determination regarding responsibility is made at the conclusion of the Formal Hearing process. The Complainant and Respondent will be provided an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence, and have

an advisor of their choice present during any Formal Hearing proceeding or related meeting.

- (c) The hearing panel shall question witnesses throughout the hearing, excluding during cross examination when advisors are required to ask questions of the witnesses. An advisor may also act as a witness. An advisor must comply with all rules of decorum as set forth by the University for the hearing. In the event that the advisor attempts to disrupt a proceeding by speaking or presenting information in an unprofessional or uncivilized manner, the advisor may be asked to leave. In such event, the proceeding will continue with another advisor, who may be provided by the University. Absent an alternate advisor, the hearing will be rescheduled.
- (d) The hearing panel shall be comprised of only University official(s) or designee(s).
- (e) All participants must comply with the rules of decorum during all proceedings. The rules of decorum will be provided by the Title IX Coordinator.

(21) Standard of Review

The Hearing Officer will apply the “preponderance of the evidence” standard to determine whether it is more likely than not that the alleged conduct occurred. The Respondent is presumed not responsible unless the preponderance of the evidence shows otherwise. Proceedings are conducted to consider the totality of all evidence available from all relevant sources.

(22) Written Determination

- (a) The Hearing Officer will issue a written determination that identifies the allegations potentially constituting Sexual Misconduct, describes the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held and findings of fact supporting the determination.
- (b) Conclusions regarding the application of the University’s rules and regulations to the facts, including conclusions as to whether the alleged conduct occurred should also be noted in the determination. A statement of, and rationale for, the result as to each allegation may also be included. The Hearing Officer must decide the issue of responsibility and state the procedures and available bases for appeal.

- (c) The determination will include any disciplinary sanctions the University imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided to the Complainant (without disclosing the nature of those remedies except to the extent a remedy also imposes requirements on the Respondent).
 - (d) The University will provide the written determination to the parties simultaneously within fourteen (14) days from the conclusion of the hearing. The Hearing Officer will also provide a copy of the written determination to the Title IX Coordinator.
 - (e) The determination of Responsible or Not Responsible shall be based solely on the information presented during the proceedings. The Hearing Officer is not permitted to consider any statements provided by either party or witnesses that has not been subject to cross examination.
- (23) Appellate Rights. In the event that either party is dissatisfied with the outcome of the hearing (or dismissal of the Formal Complaint), the University will offer either party an appeal on the following bases:
- (a) Procedural irregularity that affected the outcome of the matter;
 - (b) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
 - (c) The Title IX Coordinator, investigator(s), or Decision-Maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter; or
 - (d) The sanctions are extraordinarily disproportionate to the violation committed.
 - (e) The Appeal Process will be implemented for each party equally and is outlined below:
 1. Appeal Process when student is the Respondent
 - a. The Complainant or Respondent has ten (10) business days from the date of the written determination to make their appeal in writing and file the appeal with the Office of the Dean of Students and a copy of the appeal to the Hearing Officer. Once the Complainant or Respondent files an appeal, the Hearing Officer must notify the other party in writing that an appeal has been filed and send them a copy of the appeal. The party who did not file an appeal has ten (10) business from the date of receipt of the appeal to respond to the appeal.
 - b. The written appeal must specify reason(s) why consideration should be granted and should refer to the appeal bases in section (22). Decisions of the hearing panel are appealed to the Dean of Students or other designated University official along with

a copy sent to the Hearing Officer. At the conclusion of the appeals process, the decision of the Dean of Students, or other designated University official, shall be final, and the Vice President for Student Affairs shall sign a final order of decision.

- c. No student's final penalty shall begin to run until all University appeals are exhausted or denied.
- d. If the student chooses to appeal, the recording of the Formal Hearing shall be made available to the Respondent, Complainant and the Dean of Students.
- e. Final appellate decisions resulting in a suspension or expulsion of a student must include notice to the student of the student's right to appeal to an external judicial forum.

2. Appeal Process when Employee is the Respondent

- a. The Complainant or the Respondent has ten (10) business days from the date of the written notification to make their appeal in writing and file the appeal with the Office of Human Resources along with a copy to the Title IX Coordinator.
- b. The written appeal must specify reason(s) why consideration should be granted and should refer to the appeal bases in section (22). Decisions of the hearing panel are appealed to the Office of Human Resources for review by the designated University official. At the conclusion of the appeals process, the decision of the University official shall be final, and the appropriate Vice President shall notify the Respondent of their decision.
- c. Any disciplinary action imposed by the University will begin after all University appeals are exhausted under this Regulation.
- d. Final appellate decisions resulting in disciplinary action of an employee must include notice to the employee of their right to appeal under applicable University regulations, policies and collective bargaining agreements.

(24) Retaliation. Members of the University community are prohibited from engaging in retaliation against one another for reporting or participating in a Title IX investigation.

- (a) Findings of retaliation are independent of the underlying claim of Sexual Misconduct and will result in disciplinary action, up to and including termination and/or expulsion in accordance with applicable University regulations, policies and collective bargaining agreements.
- (b) Complaints alleging Retaliation will follow the same Formal Hearing process outlined in this Regulation. The exercise of rights protected under the First Amendment does not constitute Retaliation. Charging a person with a code of

conduct violation for making a materially false statement in bad faith in the course of a Title IX Formal Hearing proceeding does not constitute Retaliation; however, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a bad faith materially false statement.

(25) University Resources.

- **Department of Public Safety** 850-599-3256 <http://www.famu.edu/publicsafety>

The FAMU Police are available to respond to emergency calls, to report a crime and for crime investigations.

- **Office of Counseling Services** 850-599-3145 <http://www.famu.edu/counseling>

The Office of Counseling Services provides confidential counseling services and referrals. They also provide a victim advocate who is available to support students that have been victims of a crime, including Sexual Assault. Victim advocates can be reached after hours through the FAMU Department of Public Safety.

- **Office of Equal Opportunity Programs** 850-599-3076 <http://www.famu.edu/EOP> The Office of Equal Opportunity Programs investigates complaints of discrimination and harassment based on protected class issues.
- **Title IX Coordinator, Carrie Gavin** 850-599-3076

Carrie Gavin is the Title IX Coordinator at FAMU. This office is responsible for investigation of sex-based discrimination and misconduct including, but not limited to, issues in Athletics, sexual harassment, and violence.

- **Student Health Services** 850-599-3777 www.famu.edu/shs

Student Health Services (SHS) provide medical services to students. With a Sexual Assault nurse examiner (SANE) on staff, SHS will address health concerns related to an assault, including STI/STD testing, and emergency contraception. Evidentiary examinations (rape kits) are performed at Tallahassee Memorial Hospital.

- **Dean of Students** 850-599-3183

The Dean of Students has oversight for many areas including University Housing, student organizations and the Office of Student Conduct and Conflict Resolution.

- **Office of Student Conduct and Conflict Resolution** 850-599-3541 <http://www.famu.edu/index.cfm?officeofstudentconduct>

The Office of Student Conduct has the responsibility of enforcing the Student Code of Conduct to ensure that all students have an opportunity to live and learn in a safe and scholarly environment.

- **FAMU Compliance and Ethics Hotline** 866-445-4968
<https://www.compliancehelpline.com/famu.jsp?reloadPage=1>

The FAMU Compliance hotline allows a person to anonymously report by phone or online, suspected issues of misconduct or violations of University Regulations.

- **Victim Advocate Program 850- 412- 5667**

<http://www.famu.edu/index.cfm?vap>

The Victim Advocate Program serves as a confidential resource and support service for anyone in the University community who has been a victim of a crime.

(26) Community Resources.

- **Tallahassee Police Department** 911 (in case of emergency) or (850) 891-4200 (non-emergency)
- **Leon County Sheriff's Office** 911 (in case of emergency) or (850) 606-3300 (non-emergency)
- **Refuge House** (850) 681-2111 (24-hour hotline)
- **Tallahassee Memorial Hospital** (850) 431-1155 (general)
- **Capital Regional Medical Center** (850) 325-5000 (general)

Specific Authority: Article IX, section 7(c), Florida Constitution, Board of Governors Regulation 1.001; 6.0105; History: New October 3, 2020.

^[1] All definitions not included herein or in Regulation 2.012 are in accordance with definitions found in the Merriam-Webster's dictionary.

Student Code of Conduct - Regulation 2.012

(1) The Student Code of Conduct (“Code”) applies the principles and freedoms found in University Regulation 2.013, Due Process, Other Rights, and Responsibilities, by promoting responsible freedom for all students. This Code seeks to apply the principle of

responsible freedom as it guides the conduct of Florida A&M University (“University”) students. The responsibility to know and abide by the Code ultimately lies with the student. The Student Code of Conduct supersedes all other means of disciplining or removing students for behaviors prohibited by the University.

(2) As members of the University community, students enjoy the rights and privileges that accrue to such membership including, but not limited to, academic freedom and participation in the decision-making processes of the University. Additionally, students are subject to the obligations and duties that accompany this membership and are responsible for compliance with the requirements of law and University regulations, policies, and procedures. It is incumbent upon members of the University community to notify the appropriate student conduct body or officials of a violation of this Regulation, to encourage all to comply with the Code, and assist in their enforcement by providing relevant information as witnesses when called upon to do so. Accordingly, all purported violations of the Code shall be referred to the University Conduct Officer (Director of Student Conduct and Conflict Resolution). Students, faculty, staff, stakeholders, or other individuals with knowledge, may report violations of the Code, in writing, to the Office of Student Conduct and Conflict Resolution.

(3) The University has zero tolerance for a violation of any provision of University Regulation 2.028 Anti-Hazing. “Zero tolerance” means that given the factual circumstances of the purported violation, the charged student may be removed from University Housing and receive a sanction including, without limitation, suspension or expulsion from the University.

(4) Due process protections, in accordance with University Regulation 2.013, will be appropriately afforded the charged student.

(5) Information Briefing. If the University Conduct Officer or their designee believes after a review of the purported violations that the information has merit, the student will be issued, in writing, an Administrative Request to Appear at an Information Briefing before the University Conduct Officer or their designee. At the Information Briefing, the University Conduct Officer or their designee will explain to the student the alleged violations and the elements of due process that will be afforded.

(a) Student conduct proceedings may be instituted against a student charged with a violation of the law that is also a violation of the Code. The University reserves the right to proceed under the Code with a hearing and the possible imposition of a sanction prior to, concurrent with, or subsequent to civil litigation, criminal arrest, and/or criminal prosecution.

(b) With the exception of extenuating circumstances, the University will proceed with an alleged violation of the Code prior to any final disposition of the Courts.

(c) Determinations made or sanctions imposed under the Code shall not be subject to change because criminal or civil charges arising out of the same facts giving rise to violation of University rules and regulations were dismissed, reduced, or resolved in favor of or against the charged student.

- (d) Any admission of guilt, responsibility, or statement against the charged student's interest made by a charged student at off-campus proceedings shall be conclusive for University purposes.
 - (e) A verdict of guilty, a plea of guilty, a plea of no contest (nolo contendere) or similar plea in a court of law by a charged student will operate as a conclusive finding that the charged student is "Responsible" for the purpose of student conduct proceedings.
 - (f) Prior to the issuance of the outcome letter, the University may amend the violation(s) based on information obtained through an outside proceeding when that information is relevant to activity adversely affecting the University community.
 - (g) The University will cooperate fully with law enforcement agencies in any criminal prosecutions to the extent permitted by law.
 - (h) Student conduct proceedings are closed to the public.
- (6) **Jurisdiction.** Discipline may be imposed for offenses against the Code occurring at any of the following locations or activities:
- (a) University Campus;
 - (b) University owned or controlled property;
 - (c) University premises, including, but not limited to, fraternities, sororities, and University recognized organizations' property;
 - (d) Activities sponsored by the University wherever they may occur;
 - (e) Activities officially approved by the University that are conducted by University recognized organizations wherever they may occur;
 - (f) Activities occurring off campus, including non-university related activities; or
 - (g) Activities occurring on or off campus in any virtual/online platforms or through any other electronic means.
- (7) **Definitions.**
- (a) Business Day – A day of normal business operation as designated by the University.
 - (b) Charged Student – The student charged with a violation(s) of this Code.
 - (c) Club and/or Organization - Any number of students who have complied with the University requirements for recognition. The term "club or organization" also will refer to student.
 - (d) Complainant – An individual who reportedly experienced behavior that could constitute Gender-Based Misconduct regardless of whether the individual participates in the disclosure or review of that report by the University at any point.
 - (e) Educational sanctions – Work assignments, essays, presentations, or other related educational assignments.
 - (f) Expulsion – A student shall be deprived of their opportunity to re-enroll at the University. The student is permanently separated from the University.
 - (g) Faculty member - Any person hired by the University to conduct classroom instruction and/or research activities or who is otherwise considered by the University to be a member of its faculty.
 - (h) Hearing body or officer - Any person or persons who have been authorized by the University to determine whether a student has violated the Code and to determine sanctions that will be imposed when a Code violation has been committed.

- (i) Judicial hold - This prevents the student from conducting business at the University (i.e. any form of registration or obtaining transcripts).
- (j) Mediation - The process in which all students voluntarily agree to meet with an impartial mediator to communicate their concerns and needs to each other and to reach their own agreement on the resolution of the case. The students are responsible for keeping their agreement or renegotiating, if necessary. In the event the participants do not agree to mediate or mediate but do not reach a full and final resolution, the case will be referred back for conduct proceedings. Breach of a mediated agreement may result in a follow up mediation session or the matter may be referred back through the conduct process.
- (k) Mediator – Any neutral member of the University community who has been trained in conflict resolution to assist parties in reaching a mutual agreement to resolve their differences. The Mediator shall not have personal connections with either party or have prior knowledge of the disagreement.
- (l) Not Responsible - The charged student has not been found to have committed a violation(s) of the Code or did not accept responsibility for the alleged violation(s) of a provision(s) of the Code.
- (m) Preponderance of Information - The information presented supports the finding that it is more likely than not that the violation occurred.
- (n) Probation – An indication that the student’s conduct violated the Code, the student is not in good standing, and requires the withdrawal of special privileges, participation in inter-collegiate activities, and other activities including, but not limited to participation in student clubs/organizations. Special privileges mean the student may not be elected to office or represent the University in any other capacity during the period of probation. If the student is holding an office, they must vacate the office for the term of probation. The sanction of probation is for a specified period and may also include a specified monetary fine from \$100.00 to \$350.00.
- (o) Reporter – Any person who submits a report alleging that a student has violated this Code.
- (p) Reprimand – A formal rebuke and official recognition by letter to the student of misconduct as charged by the University. There shall be a written record of the reprimand.
- (q) Respondent – A student who is reported to have engaged in behavior that could constitute Gender-Based Misconduct. The term may also include an individual whose identity is unknown and there is reason to believe that they may be a student.
- (r) Responsible - The charged student has been found to have committed a violation(s) or has accepted responsibility for violating a provision(s) of the Code.
- (s) Restitution - Compensation for loss or damage to University property. This may be in the form of monetary or material replacement.
- (t) Sanction - A sanction imposed upon a student after the student has admitted that they are Responsible or has been determined Responsible by the Conduct Officer or a hearing body for violating a provision(s) of the Code.
- (u) Student - Any person admitted, enrolled, or registered for study at the University. This includes persons not officially registered or enrolled for a particular term but who are eligible to enroll or are associated with the University because they have not completed a course or program. The term “student” will also refer to student clubs and organizations.
- (v) Suspension - Separation of the student from the University for a definite period of time. The duration of the period of suspension shall not exceed five (5) years and shall be

in direct proportion to the degree of seriousness attached to the misconduct. Readmission for suspensions exceeding one (1) year is conditioned upon the recommendation of an ad hoc review board appointed by the President or Vice President for Student Affairs.

(w) University - The Florida A&M University whose main campus is located in Tallahassee, Florida and any of its satellite or branch campuses or programs.

(x) University/Community service - Specified areas of service for the benefit of the community or the University allocated to the student.

(y) University official - Any person employed by the University performing his/her assigned employment responsibilities.

(z) University premises - All buildings, land, facilities, and any other property owned, leased, operated, controlled, or supervised by the University.

(aa) University sponsored activity - Any activity on or off the University Campus which is initiated, aided, authorized, or supervised by the University, including virtual/online platforms or other electronic means.

(bb) The word “Can” is used in the permissive sense.

(cc) The word “May” is used in the permissive sense.

(dd) The word “Shall” is used in the imperative sense.

(ee) The word “Will” is used in the imperative sense.

(ff) All definitions not included in this Code are in accordance with definitions found in the Merriam-Webster’s dictionary located in the Office of Student Conduct and Conflict Resolution.

(8) **Violations.**

(a) Academic Dishonesty:

1. *Cheating:* using, attempting to use or giving unauthorized information or material in any academic endeavor. Cheating includes, but is not limited to, unauthorized possession and/or use of an examination, course related materials, cheat sheets, study aids or other information in an academic exercise; communication to or collaboration with another through written, visual, electronic, oral means, or any other medium; submitting the same academic work for credit more than once without the express written permission of the instructor; use of any materials or resources a faculty member has notified the student or class are prohibited; or failing to follow the stated rules for an exam, paper, or other academic endeavor.

2. *Plagiarism* may be specifically defined for the purposes of any course by the school, institute, or college involved. Unless otherwise defined, plagiarism shall include, but is not limited to the student’s use of another’s work without any indication of the source and in so doing, conveying or attempting to convey that the work is the student’s own; submitting a document or assignment in whole or in part that is identical or substantially identical to a document or assignment not written by the student; allowing another person to compose or rewrite an assignment or document.

3. A student who assists in any of the academic dishonesty violations mentioned above shall be considered equally as responsible as the student who accepts such assistance.

4. A student who is knowledgeable about any academic dishonesty violation is encouraged to report said violation.

5. When the University's schools, colleges, or institutes choose to internally address academic dishonesty violations, students should consult with the academic dean, director, or program coordinator in the respective school, college, or institute for procedural information.

6. In addition to the sanctions listed in Section (10) below, the sanction for academic dishonesty violations may include: reprimand, reduction of grade; denial of academic credit; invalidation of university credit or of the degree based upon such credit. The individual or student may also be denied admission or further registration, and the University may invalidate academic credit for work done by a student and may invalidate or revoke the degree based upon such credit if it is determined that the student has made false, fraudulent, or incomplete statements in the application, residence affidavit, or accompanying documents or statements in connection with, or supplemental to, the application for admission to or graduation from the University.

(b) Alcoholic Beverages: The violation of alcoholic beverages is defined as noted in University Regulation 3.021.

(c) Conspiracy: Assisting or attempting to assist another in any act(s) that violate(s) the Student Code of Conduct.

(d) Criminal Conviction: The student convicted of a criminal offense by an off-campus court of competent jurisdiction may be subject to sanctions by the University.

(e) Demonstrations/Riots: Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts or obstructs the normal operations of the University and/or infringes upon the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

(f) Destruction of property: Defacement, damage, misuse or destruction of University property or services, or the private property of another. In addition to being subject to conduct action, students or student organizations responsible for such damage may be financially liable.

(g) Disorderly Conduct: Behavior that disturbs the peace or undermines public safety, such as causing a disturbance or being unruly; failure to comply with the lawful order, policy, or reasonable request of an identified University official, any non-University law enforcement official, any non-University emergency responder, or any protective order.

(h) Disruptive Behavior: Disruption of a class, curricular, or University activity; obstruction of the free flow of pedestrian or vehicular traffic on University premises; interference with the rights of others to carry out their activities or duties at, or on behalf of the University; interference with the freedom of movement of any member or guest of the University; interference with the academic freedom and freedom of speech of any member or guest of the University; or any other act that impairs, interferes with or obstructs the mission, purposes, academic atmosphere, operations, processes, orderly

conduct and/or functions of the University or the rights of other members of the University community.

(i) Drugs: Use, possession, manufacture, cultivation, distribution or sale of illegal drugs and/or controlled substances is prohibited. Illegal drugs include, but is not limited to, synthetic drugs or other substances that will alter a student's mental state (e.g. glue, nitrous oxide, paint, etc.); drug paraphernalia; possession or use of prescription medication not issued to the student or sale/distribution of prescription medication.

(j) Extortion: The act or practice of obtaining something or compelling some action by force, coercion, intimidation, or threat is prohibited.

(k) Gambling: Participating, or play, in an unlawful game of chance for money or for anything of value on University premises, or at an affair sponsored by a student or student organization; to unlawfully sell, buy, barter or dispose of a ticket, or any interest in a scheme of chance by whatever name on University premises or at any affair sponsored by a student or student organization; wager on a University team or organization in a competition, with a direct influence in the success of the competition.

(l) Gender-Based Misconduct: Encompasses a range of behaviors including, but not limited to, all forms of sexual harassment, non-consensual sexual contact, sexual exploitation, as well as other forms of misconduct such as stalking and relationship violence. Gender-based misconduct can occur between individuals who know each other, have an established relationship, have previously engaged in consensual sexual activity, and between individuals who do not know each other. Gender-based misconduct can be committed by persons of any gender identity and it can occur between people of the same or different gender.

1. Consent to sexual activity must be knowing, intelligent, unambiguous, and voluntary. Consent is active, not passive. This means there must be clear and willing participation, through words or actions, for each sexual act. Submission to sexual activity that is the result of force, coercion, or threats is not valid consent.

2. Consent to past sexual activity and/or one form of sexual activity does not imply consent to future sexual activity and/or other forms of sexual activity. There must be consent at every stage of the sexual encounter.

3. Consent can be withdrawn by any party at any time, including in the middle of a sexual encounter, if the withdrawal of consent is clearly indicated by words or actions.

4. Persons who are incapacitated by voluntary or involuntary alcohol or drug use (legal, illegal, or prescription), asleep, unconscious, mentally impaired by disease or illness, or under 18 years old cannot give consent to sexual activity, no matter what they say or do. If there is any question regarding whether a person may be incapacitated, do not engage in any type of sexual activity with that person.

5. Gender-Based Misconduct offenses include, but are not limited to:

a) *Sexual Harassment*: Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature if: (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education, living or work environment, employment, or participation in a University-related activity or University Program; (2) submission to or rejection of such

conduct by an individual is used as the basis for or a factor in decisions affecting that individual's education, living or work environment, employment, or participation in a University-related activity; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, offensive, or abusive environment for that individual's education, living environment, employment, or participation in a University-related activity.

b) *Non-Consensual Sexual Contact (or attempts to commit same)*: Unwanted or unwelcome touching of a sexual nature including, but not limited to, kissing, fondling, oral sex, anal or vaginal intercourse, digital penetration or penetration by an object, or other physical sexual activity that occurs without valid consent.

c) *Sexual Exploitation*: Occurs when one person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the individual being exploited, and the behavior does not otherwise constitute one of the other gender-based misconduct offenses. Examples of sexual exploitation include, but are not specifically limited to:

i. Invasion of sexual privacy, including sharing information about an individual's sexual orientation, history, or preferences;

ii. Non-consensual photographing, video or audio recording of sexual activity, nude or sexual images;

iii. Non-consensual distribution of photos, videos, other images, or information of an individual's sexual activity, nude or sexual images;

iv. Going beyond the boundaries of consent (such as letting friends hide in the closet to watch you engage in sexual activity);

v. Engaging in voyeurism;

vi. Knowingly transmitting a sexually transmitted infection (STI) or HIV to another student;

vii. Exposing one's genitals in non-consensual circumstances;

viii. Inducing another to expose their genitals; or

ix. Prostitution of another person.

d) *Relationship Violence*: Any act of violence or threatened act of violence that occurs between individuals who are or have been involved in a sexual, romantic, dating, spousal, domestic, or other intimate relationship. Relationship violence can also include psychological, sexual, economic, cultural and emotional abuse, when one partner tries to establish or maintain power and control over the other.

e) *Intimidation*: Implied threats or acts that cause an unreasonable fear of harm.

f) *Gender-Based Harassment*: Any slurs, innuendos, or other verbal or physical conduct reflecting on an individual's gender, sexual orientation, gender identity, or gender expression which has the purpose or effect of creating an intimidating, hostile or offensive educational, living or work environment; has the purpose or effect of unreasonably interfering with the individual's work or school performance or participation; or otherwise adversely affects an individual's employment or educational opportunities or participation in University-related activities.

g) Other student conduct offenses may also fall under Gender-Based Misconduct as determined by the Office of Student Conduct and Conflict Resolution. Examples of these offenses include, but are not limited to:

- i. Behavior prohibited under University Regulations 10.103, Non-Discrimination Policy and Discrimination and Harassment Complaint Procedures and 1.022 Title IX Sex Discrimination and Sexual Misconduct Prohibition, and Formal Hearing Process;
- ii. Hazing: Refer to University Regulation 2.028, Anti-hazing;
- iii. Retaliation in connection with allegations of gender-based misconduct; and
- iv. Stalking: Refer to subsection (8) (w) below.

7. Complainant Rights in a Gender-Based Misconduct Case:

a) While the University encourages all violations to be reported, the Complainant has the right to choose whether or not to file a formal complaint. There is also the option of filing an anonymous report. However, filing an anonymous report may limit the University's ability to investigate, respond and act, including but not limited to charging a Respondent with a violation of this Code and/or other University Regulations or to address the needs of the Complainant;

b) A Complainant also has the right to file a report and request confidentiality. However, the University cannot guarantee confidentiality in all circumstances. There may be circumstances based on the status or seriousness of the purported offense, that confidentiality may not be honored when the University must investigate and take action to protect the Complainant or other members of the University community. The University will only disclose information to individuals with a need to know in order to review, investigate, and resolve reports of Gender-Based Misconduct or as permitted or required by law. If the University is unable to honor a request for confidentiality, the Complainant will be notified;

c) In addition to pursuing administrative/conduct remedies, the Complainant maintains the right to pursue criminal charges;

d) The Complainant may, at their initiative and expense, have one (1) advisor or support person of their choice present throughout the conduct proceedings. The University provides a victim advocate to assist and support Complainants during the conduct process. The advisor may be a victim advocate, attorney, friend, faculty member or family member. The advisor is not permitted to speak or participate directly in any student conduct proceeding. The Complainant must provide, in writing, to the Office of Student Conduct and Conflict Resolution the name, mailing or email address, and phone number of their advisor/support person at least three (3) business days prior to the meeting or hearing date;

e) The University may prohibit the Complainant's past sexual history from being presented as information in University proceedings;

f) The Complainant may attend the entire portion of the hearing at which information is received, excluding deliberations;

g) The Complainant will receive similar and timely access to any information that will be used during the proceedings;

h) The Complainant may submit potentially relevant questions to the hearing panel chairperson prior to and during the hearing;

i) The Complainant may present relevant information or witnesses during the hearing;

j) The Complainant may ask relevant questions of witnesses who give statements during the hearing. All questions will be submitted in writing to and asked by the chair of the hearing panel;

k) The Complainant may submit a written impact statement to be considered by the hearing panel if the Respondent is found Responsible but before determining sanctions. The statement may include a description of how the Complainant was impacted by the conduct violation and may include a recommendation for sanctions. While the impact statement is not binding, the impact described in the statement, together with the totality of the circumstances, including the Respondent's conduct record, shall be considered in determining the appropriate sanction(s).

l) Please refer to additional rights noted in University Regulation 2.013(5).

8. Respondent Rights in a Gender-Based Misconduct Case:

a) Respondent rights are provided in University Regulation 2.013 (1) - (4).

b) The Respondent may, at their expense and initiative, have one (1) advisor or support person of their choice present throughout the conduct proceedings. The University provides a Case Manager to assist Respondents during the conduct process. The Respondent must provide, in writing, to the Office of Student Conduct and Conflict Resolution the name, mailing or email address, and phone number of their advisor/support person at least three (3) business days prior to the meeting or hearing date.

9. Respondent and Complainant Hearing/Panel Additional Procedures in a Gender-Based Misconduct Case:

a) The student conduct proceeding shall be conducted by a University official or designee or a panel comprised of only University officials or designees.

b) Upon request, the Complainant, Respondent and witnesses may provide relevant information in a manner that avoids direct contact with the Respondent, Complainant or witnesses; and

c) A Complainant or Respondent may not be questioned directly by the other. All questions shall be asked through the hearing panel chairperson.

10. Pending Outcome of Proceedings in a Gender-Based Misconduct Case:

a) The Vice President for Student Affairs, Dean of Students or Director of Housing is authorized to modify living arrangements in cases where the Complainant and Respondent live in the same residential hall or complex;

b) The Vice President for Student Affairs, Dean of Students, or the University Conduct Officer is authorized to issue an immediate No Contact directive, forbidding the Complainant and Respondent from all contact;

c) The Provost and/or the academic dean is authorized to establish an immediate reassignment of classes when both the Respondent and Complainant attend the same classes;

d) The University provides on-campus counseling services for students involved in reports of gender-based misconduct;

e) The University may provide additional rights and options in response to an incident;

f) Both the Complainant and the Respondent shall be informed of the outcome of any University conduct proceeding regarding reported gender-based misconduct, the University's final determination and any sanctions;

11. **Appeal.** Both the Complainant and Respondent have the right to appeal the outcome of the proceedings as outlined in University Regulations 2.012(24) and 2.013(1)(i).

a) If either the Complainant or Respondent submits an appeal, the other individual will be notified of an appeal submission, given the opportunity to review the submitted appeal and given an opportunity to submit a written response within ten (10) business days to the Dean of Students.

(m) Harassment: Verbal or written abuse (including electronic communications or internet activity), threats, intimidation, coercion and/or other conduct that endangers the health, safety, or welfare of others, or places another individual in reasonable fear of physical harm or creates a hostile environment in which others are unable to reasonably conduct or participate in work, education, research, living or other activities. Harassment also includes actions defined in University Regulation 10.103.

(n) Hazing: Hazing is defined in University Regulation 2.028.

(o) Identification violations include:

1. Failure to present identification when requested by a University Law Enforcement Officer or other University official who identifies themselves.

2. Alteration, illegal use or attempt to illegally use another's identification regardless of methodology (i.e., card, identification number, access code, etc.).

3. The student who allows another student or any individual to use their student identification card, identification number, decal or other means of identification.

4. To manufacture, distribute, deliver, sell, purchase, possess, or use of false identification.

5. Impersonation or misrepresenting the authority to act on behalf of another or the University.

(p) Mail: The opening and removing of the mail, including electronic mail, of another person without authority is a violation of Federal law. University sanctions may also be imposed for such a violation.

(q) Misuse of computer facilities, wireless system, network, data and resources, including but not limited to:

1. Unauthorized access, entry, or use of a University or another's computer, computer system, security systems and equipment, 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. Theft or unauthorized use of intellectual property;

5. Use of a computer or computer system in the commission of a crime to violate or facilitate the violation of laws, Board of Governors or University rules, regulations, or policies;
6. Any unauthorized commercial use of University computer or computing resources;
7. Any unauthorized use of electronic or other devices to make an audio or video recording;
8. Use of computing facilities and resources to send obscene or defamatory messages or material; or
9. Use of computing facilities or resources to interfere with the work of another student, faculty/staff, University official, or the normal operation of the University computing system.

(r) Misuse of Safety Equipment and Other Safety Violations: Vandalizing or misusing emergency equipment for non-emergency events, which includes but is not limited to intentional misuse of 911, blue lights systems, fire alarm pull stations, fire extinguishers, smoke detectors, or heart defibrillators; unauthorized use of emergency exit doors; obstructing an emergency exit or leaving exit and/or fire doors propped open; false report of an explosive or incendiary device; causing or attempting to cause a fire or explosion; failure to evacuate during a fire alarm on the University's premises or at any University activity.

(s) Noncompliance with a University Official's Directive: Failure to comply with oral or written instruction from a University official (i.e. faculty, staff, administration, residence hall staff, law enforcement officer) acting within the scope of their job duties.

(t) Obstruction of the Student Conduct System, including but not limited to:

1. Failure to obey a notice from the University Conduct Officer to appear for an Information Briefing or hearing as part of the student conduct system;
2. Falsification, distortion, or misrepresentation of information before a Hearing body, Hearing officer, or a staff member of the Office of Student Conduct and Conflict Resolution during a student conduct meeting;
3. Disruption or interference with the orderly conduct of an administrative hearing;
4. Attempting to discourage an individual's proper participation in, or use of, the student conduct system;
5. Attempting to influence the impartiality of a member of a Hearing body prior to, during, and/or after an administrative hearing;
6. Harassment, verbal or physical, and/or intimidation of a member of the Hearing Body, Hearing Officer, Student Conduct and Conflict Resolution staff, Reporter or a witness prior to, during, and/or after an administrative hearing; or
7. Influencing or attempting to influence another person to commit an abuse of the student conduct system.

(u) Providing False Information and/or Falsification of University Records: The student who falsifies records or gives misleading information, verbal or written. This

includes falsifying, tampering, altering, forging, withholding of required information, or misusing any record or official document.

(v) Stalking:

1. Repeated following, contacting, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device, or method that places a person in reasonable fear for his/her physical or emotional welfare; or

2. Behavior that is intentional and repeated, or meant to be done in humor or in jest, that results in the intimidation, injury or distress of another individual physically, mentally, or socially. The behavior may be physical, written, visual, electronic or verbal.

3. Stalking also includes actions defined in University Regulation 10.103.

(w) Theft: Unauthorized use or possession of, taking or attempting to take, the property or services of another. The property or services may be personal or public.

(x) Unauthorized Use of Facilities and Grounds: Unauthorized access, entry, or attempted entry into any University building or facility or the property of another; misuse or unauthorized use of classroom or laboratory facilities; abusing grounds or building structures, including but not limited to ramps, rails, stair cases, and entryways by means of skating, scootering, recreational cycling or other recreational activities or devices; unauthorized possession, duplication or use of keys, access cards/codes for any such property.

(y) Violation of Law: Violation of federal or state law or rules, local ordinance, or laws of other national jurisdictions; Florida Board of Governors' Regulation; any other University regulation, rule, or University Board of Trustees Policy.

(z) Violation of Residence Hall Policies: Violation(s) of any Department of Housing and Residential Life policy, rule, or regulation.

(aa) Violation(s) of the terms of conduct action imposed as a result of previous conduct proceedings under the provisions of this Code will subject the student to additional sanctions.

(bb) Violation of University Intellectual Property: Misuse or unauthorized use of the University's name, brand, acronym, logo, seal, symbols, marks, mascot, monogram, or other graphic identity symbol.

(cc) Violent Behavior: Conduct causing physical harm or injury; endangering the health, safety, or welfare of another or oneself; conduct causing severe emotional distress, or endangering one's own health or safety; any threat, attempt or offer to cause physical harm or severe emotional distress to another.

(dd) Weapons: Use and/or possession of weapons, firearms, ammunitions, explosives, knives, firecrackers, fireworks or any other instrument as a weapon is prohibited, except

as provided by law. Firecrackers or fireworks may be used only when approved by appropriate University officials.

1. “Weapon” means any item (including, but not specifically limited to, metallic knuckles, sword, any dangerous chemical or biological agent, firearm, machine gun, starter gun, BB gun, stun gun, paintball gun, taser, archery equipment or any other object) which will, is designed to, or may readily be converted to, expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device.

2. “Fireworks” means and includes any combustible or explosive composition or substance or combination of substances, or except as hereinafter provided, any article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation. The term includes blank cartridges and toy cannons in which explosives are used, the type of balloons which require fire underneath to propel them, firecrackers, torpedoes, skyrockets, roman candles, incense, dago bombs, and any fireworks containing any explosives or flammable compound or any tablets or other device containing any explosive substance. The term “fireworks” does not include sparklers; toy pistols, toy canes, and toy guns.

3. The term “sparkler” means a device which emits showers of sparks upon burning, does not contain any explosive compounds, does not detonate or explode, is hand-held or ground-based, and cannot propel itself through the air.

(9) **Sanctions.** A student found Responsible for a violation or violations of the Code shall be subject to sanctions commensurate with the offense with consideration given to any aggravating and mitigating circumstances, including but not limited to, the student’s conduct record. The student will be deemed to have knowledge of their record of previous conduct violations and sanctions. If a student does not complete a sanction by the required deadline, a hold may be placed on the student’s record or additional violations may be issued. Sanctions include one or more of the following, unless otherwise expressly provided:

(a) Counseling Assessment. The University can refer a student for an assessment at a counseling center for substance misuse, general mental health, or other counseling issues. The student shall choose an appropriately licensed and qualified facility.

(b) Discretionary sanctions. Action not specifically set out but deemed proper by a majority of the hearing body or the University Conduct Officer.

(c) Educational Requirements. Attendance or presentation at educational programs; interviews with appropriate officials; planning and implementing educational programs; completion of an essay or project; or other educational activities.

(d) Expulsion from the University. The student is permanently deprived of their opportunity to continue at the University in any status.

(e) Fine. A specific monetary amount ranging from \$100.00 to \$350.00, which may be included with a period of conduct probation. A fine may be issued for each individual violation or as an aggregate amount.

(f) Mediation. Depending on the nature and severity of the alleged violation, the University Conduct Officer may recommend mediation as an alternative to formal conduct action. The involved parties must each agree to mediation in writing. Mediation

shall not be offered as an alternative in instances to include, but not specifically limited to: loss of life, serious bodily injuries, use of weapons, hazing and the cultivation, distribution, or sale of drugs.

(g) No Contact Directive. A directive to refrain from any contact, direct or indirect, with one or more designated persons or group(s) through any means including personal contact, e-mail, text messaging, telephone, social media or third parties. A No Contact Directive may be temporary or permanent.

(h) Probation. Probation for a specified period which shall not exceed time needed by the student to complete requirements for graduation. Students placed on probation are not in good standing with the University and are subject to suspension or expulsion should they be found Responsible for another violation during the probationary term.

(i) Reprimand. Correspondence which notifies the student that their behavior did not meet University standards. There shall be a written record of the reprimand.

(j) Restitution for the loss or damage to University property. This may be in the form of monetary or material replacement.

(k) Restriction/Loss of Privileges. The denial of specific University privileges including, but not limited to, attendance at athletic functions, restricted library use, parking privileges, University computer usage, University facilities and resources; residence hall visitation for a designated period of time, etc.

(l) Suspension from the University for a period not to exceed five (5) years which may also include restricted access to campus and/or other specified activities. The student must comply with all conditions imposed by the hearing body or University official prior to re-enrolling. Students who are suspended for more than one year will need to apply for re-admission to an ad hoc review board appointed by the President or Vice President for Student Affairs.

(m) University/Community service. The student is required to complete a specified number of hours of service to the campus or general community.

(n) Withholding of diplomas, transcripts, or other records.

(o) Any combination of the foregoing that the majority of the hearing body, hearing officer or the University Conduct Officer may, under the circumstances, consider fair and appropriate.

(10) Students are required to carry a Florida A&M University picture identification card at all times. Failure to do so may subject them to reasonable detention by appropriate University authorities.

(11) **Notice**. The written notice of the violation(s) to the charged student should proceed the actual hearing date, or information briefing with the charged student, by no less than five (5) business days, except in an emergency. All notices, decisions and outcomes of conduct matters connected with the conduct process will be e-mailed to the student's University provided e-mail address. This method shall constitute proper notification to the charged student. At the discretion of the Conduct Officer, correspondence may be sent to the student's last known local address as filed with the Registrar's Office and/or via iRattler. If no local address is on file, correspondence will be mailed to the student's

permanent address. Students who have a change of address must file a change of address form at the Office of the University Registrar and/or via iRattler.

(12) **Time Limit.** The time limit for issuing a violation against a student should be done within six (6) months from the date the violation was committed or discovered, whichever is later. The University Conduct Officer may exercise professional discretion when applying the time limit for issuing a violation against a student when there are circumstances that warrant a waiver of the six (6) months' time limit. Circumstances that may warrant a waiver include but are not specifically limited to: stalking, gender-based misconduct, or relationship violence; requests from law enforcement not to take action; or concern for the safety of students, University employees or other witnesses.

(13) **Administrative Request to Appear.** A student who fails to respond to an Administrative Request to Appear within five (5) business days shall be placed on judicial hold and/or prohibited from attending classes and participating in extra-curricular activities until compliance with the Administrative Request to Appear is effected.

(14) **Information.** A charged student may request an opportunity to provide information to the Conduct Officer against other students who are charged with violations of the Code arising out of the same incident or circumstances, including the student's own involvement, in exchange for imposition of sanction(s) by the Conduct Officer. Under this provision, the student waives their right to a hearing. The provision of information against other students will be considered a mitigating factor in determining sanctions.

(15) **Alternative to a Finding of Responsibility.** The Conduct Officer may defer or suspend a finding of Responsibility pending completion of specific sanctions where circumstances warrant. If a student successfully completes the required sanctions, the student's conduct record may be sealed. This means that the record sealed will not appear on a student conduct/background check; however, the record may be considered by a hearing body or the Conduct Officer should the student commit a subsequent violation of the Code.

(16) **Amnesty.** In serious or life-threatening situations, particularly where alcohol poisoning or drug overdose is suspected or where other medical treatment is reasonably believed to be appropriate, students are asked to call 911 (or FAMU Police Department at 850-599-3256 if on campus); stay with the person needing assistance until help arrives; and be prepared to give emergency medical personnel as much information as possible including the amount and type of alcohol or substances consumed. Students who receive medical attention as a result of alcohol and/or drug use are eligible for Amnesty and may not face formal action under the Code. Students seeking medical assistance for another person while simultaneously violating the alcohol and/or drug regulation may also be eligible. Students who qualify for Amnesty are required to complete educational measures and pay any incurring costs. It is the expectation that a student uses Amnesty only once. If a student is involved in subsequent alcohol and/or drug abuse incidents, the incident will be reviewed for violation(s) of the Code.

(17) **Scheduling of Hearing.** A hearing shall normally be scheduled within fifteen (15) business days from receipt of the student's written, signed request for such, unless the charged student and the Conduct Officer or designee agrees in writing to a later hearing date or there are extenuating circumstances. Extenuating circumstances that may warrant a delay of a hearing include, but are not specifically limited to: unavailability of witnesses; illness; death; pending civil or criminal proceedings which might prejudice University findings; no contact order issued by a court; an on-going related law enforcement investigation; University closures and/or breaks between semesters; failure to meet composition requirements for the administrative hearing panel; and written requests for continuance from the charged student or from the University attorney.

(18) **Postponement.** A student charged with a violation of the Student Code of Conduct, regardless of which hearing body may hear the matter, may request to have the hearing postponed for no more than sixty (60) business days and such postponement may be granted provided the student requests it in writing and agrees to accept the imposition of probation, suspension, or expulsion, depending upon the gravity of the offense. Such probation, suspension, or expulsion will be recommended by the University Conduct Officer to the Vice President for Student Affairs, who shall make a determination. Action taken shall remain in force until such time as the student requesting a hearing appears before the appropriate hearing body and a hearing is held. The student shall be informed whether they would be placed on probation or would be suspended or expelled prior to making a decision to postpone the hearing.

(19) **Interim Measures.** The University may take immediate action when a student or group of students poses a danger to the health, safety, or welfare of the student or a member of the University community. Interim measures include but are not limited to the following:

(a) **Interim Suspension.** A student under interim suspension is considered not in good standing and may not attend nor participate in any classes (including online or virtual), may not be on or come onto University property except with the permission of the University Conduct Officer, may not participate in any University activities or organizations, and may not use University facilities, equipment or resources. The Vice President for Student Affairs may impose an interim suspension under the following circumstances:

1. The continued presence of the student on campus is likely to create interference with the educational process and/or the orderly operation of the University; and/or

2. The continued presence of the student on campus is likely to endanger the health, safety, welfare or property of the University community; and/or

3. The offense or conduct committed by the student is of such a serious, heinous or repulsive nature, as to adversely affect the University community and the student's suitability as a member of the academic community; and/or

4. The student convicted of or pleads guilty to a criminal offense of a kind which interferes with the educational orderly operation of the University, or a kind which, if the student were allowed to remain enrolled, would endanger the health, safety, welfare or property of the members of the academic community.

(b) **Interim Removal from University Housing.** A student under interim removal from University Housing may not reside in University Housing and may not enter any University Housing facility and/or adjacent areas of University Housing facilities. The Vice President for Student Affairs, Dean of Students or University Conduct Officer is authorized to remove a student from University Housing on an interim basis.

(c) **No Contact Directive.** A directive to refrain from any contact, direct or indirect, with one or more designated persons or group(s) through any means including personal contact, e-mail, text messaging, telephone, social media or third parties. The No Contact directive may apply to one or more students. The Vice President for Student Affairs, Dean of Students or University Conduct Officer is authorized to issue a No Contact Directive.

(d) **Other Interim Measures.** Other interim measures which may allow access to class(es), instruction and other educational support, include but are not limited to:

1. Restriction from or limited access to University property, facilities, services, or equipment;
2. Restriction from participation in University activities or organizations;
3. Restriction from any or all class(es). A student may be completely restricted from attending class(es) or may be limited to online or virtual class(es). A student who is restricted from attending class(es) may continue to receive instruction and course information in an alternate manner.
4. The Vice President for Student Affairs, Dean of Students or University Conduct Officer is authorized to impose the above interim measures.

(20) **University's Right to Enter Housing.** In addition to the right of University officials to enter a student's room in University housing pursuant to the terms of the Housing Agreement, officials may enter when an emergency exists, where there is reasonable cause to believe there is a clear and present danger, or where there is a reasonable belief that contraband is present which interferes with the educational process of the University, or where the health, safety and welfare of the University community are in imminent and apparent danger.

(21) **Emergency and Administrative Hearings.**

(a) **Emergency Hearings.** The Vice President for Student Affairs reserves the right to appoint an ad hoc committee to hear matters regarding, but not specifically limited to, an interim suspension as outlined in Section (19) above. The chairperson of the committee, who may be an academic dean or director, shall be appointed by the Vice President for Student Affairs. Unless an ad hoc committee is appointed, the matter shall ordinarily be heard by the hearing body (panel) and chaired by a staff member of the Office of Student Conduct and Conflict Resolution. In the event the ad hoc committee or hearing body lifts the interim suspension, the committee may implement any alternative interim measures.

1. The student shall have five (5) business days from the date of the notice to request, in writing, an emergency hearing solely on the interim suspension. During the emergency hearing the student may show cause why their continued presence on the University campus is not a threat pursuant to Section (19) of the Code.

2. The emergency hearing shall be held within five (5) business days of receipt of the written, signed request from the student for an emergency hearing. Should a student timely request both an emergency and administrative non-emergency hearing (see Section 21(b) below, Administrative (non-emergency) hearings), the University Conduct Officer, at their discretion, may combine the hearings into one proceeding. If the hearings are combined, the timeframes for an emergency hearing shall govern.

3. If the student fails to timely request in writing an Administrative (non-emergency) hearing on the merits of the case, the University Conduct Officer in his/her sole discretion may accept a written request from the student to proceed with informal disposition. Informal disposition is explained in Section (22) found below. The written request must be submitted within ten (10) business days following the emergency hearing. Should the student fail to submit a timely request for informal disposition, the University will adopt the allegations as the findings, find the student responsible for the alleged violations, and render sanctions accordingly. The student shall not have a right to appeal the merits of the allegations under this provision; however, the student may appeal the sanctions imposed.

4. In accordance with Regulation 2.012(21)(a) above, if a student does not provide a written request an emergency hearing within the five (5) business days from the date of the notice of interim suspension, the student will have waived the opportunity to the emergency hearing; therefore, the student shall remain suspended until they request an administrative hearing on the merits of the alleged violations, the administrative hearing is held, and sanctions are rendered. If the student fails to request in writing an administrative hearing pursuant to Regulation 2.012(21)(b), within the ten (10) business days from the date of the notice, the student waives the opportunity to the administrative hearing, and waives the right to contest the facts alleged against them. The University shall then adopt the allegations as the findings, find the student responsible for the alleged violations, and render sanctions, which may include the suspension or expulsion.

(b) Administrative (Non-Emergency) Hearings.

1. An administrative (non-emergency) hearing is on the merits of the case, i.e., whether the student committed the alleged offense or offenses under the Code. The student must submit a written request for an administrative (non-emergency) hearing on the merits of the case within ten (10) business days. This information is also provided in the notice to the student. At the discretion of the University Conduct Officer, extenuating circumstances may be taken into consideration with regard to the ten (10) business day time limit such as a student's incarceration.

2. If the student does not provide a written request to the University for an administrative (non-emergency) hearing, the student waives the opportunity to the hearing and further, waives the right to contest the facts alleged against them. The University shall then adopt the allegations as the findings, find the student responsible for the alleged violations, and administer sanctions appropriately.

(22) Informal Disposition. In the event a student charged with an offense wishes to waive, in writing, their right to an emergency and non-emergency hearing and the University Conduct Officer wishes to accept jurisdiction, the University Conduct Officer may make a determination of facts and, if the student is found Responsible for the offense,

make a determination of sanction(s). The student's written waiver shall be obtained after being given an explanation of the violations against them and of their rights to a hearing under the Student Code of Conduct. The student shall have two (2) business days from the date of signing the waiver to rescind, in writing, the waiver and request a hearing. In the absence of a rescission of waiver, the student shall be informed in writing of the decision within fourteen (14) business days from the date of the waiver. Should the student elect to proceed under this provision and fail to complete the process, a judicial hold may be placed on the student's account. If the University Conduct Officer finds the student is responsible and sanctions are imposed, the student shall not have a right to appeal the merits of the allegations under this provision; however, the student may appeal the sanctions imposed.

(23) Other University Boards.

(a) Violation of residence hall policies and procedures are punishable under the Code. Violation of the Visitation Policy as found in the Residence Life Handbook may carry either an arrest for trespassing, suspension or probation, and removal from residing in University residential facilities.

(b) Matters involving incidents arising in University Housing and Residential Life may be referred to the University Housing Judicial Appeal Committee by the Dean of Students or University Conduct Officer where the charged student is a resident of University Housing. Appeal Committee members may include the Director, Associate and Assistant Directors of Housing or designees.

(c) Matters involving a club and/or organization may be referred to the Clubs and Organization Review Board by the Dean of Students or Director of Student Conduct and Conflict Resolution.

(d) Student Supreme Court. When a student is charged with a violation, which in the opinion of the University Conduct Officer, would not warrant a sanction in excess of probation, the University Conduct Officer may refer the case to the Student Government Association Supreme Court.

(e) In the event the violation is within the jurisdiction of more than one primary hearing body, the University Conduct Officer shall determine which primary hearing body shall hear the violation.

(24) Appeals. Decisions of the Student Supreme Court pursuant to Section (23)(d) above, Residence Life conduct boards, Clubs and Organizations Review Board, University Conduct Officer and administrative hearing panels are appealed to the Dean of Students or other designated University official. No person may hear or decide an appeal if they conducted or participated in the conduct proceeding being reviewed on appeal. At the conclusion of the appeals process, the decision of the Dean of Students, or other designated University official, shall be final, and the student's conduct matter shall be disposed of through a final order signed by the Vice President for Student Affairs, which includes notice to the student of the student's right to appeal to an external judicial forum.

(a) The student has ten (10) business days from the date of the written notification of the decision by the hearing body to submit an appeal in writing and file same with the Office of the Dean of Students. Deference is given to the original hearing body's outcome;

thus, the burden is on the student filing an appeal to demonstrate cause to alter the decision of the hearing body.

(b) The written appeal must specify reason(s) why consideration should be granted and is limited to the following:

1. The student's due process rights, as outlined in University Regulation 2.013, were violated in the conduct proceeding;

2. New information exists that was not known to the student and could not have reasonably been known or discovered at the time of the original proceeding and which would have substantially affected the outcome of the proceeding. This does not include statements from an individual or student who did not appear for a proceeding.

3. The information presented during the proceeding does not support the decision;

4. The sanction(s) imposed is not commensurate with the violation(s), with consideration given to any aggravating and mitigating circumstances.

(c) The Dean of Students or other designated University official may uphold the decision and/or sanction(s); modify the decision and/or sanction(s); remand the case to the original hearing body for reconsideration of the decision and/or sanction(s) subject to any instructions; or remand the case for a new hearing by a different hearing body.

(d) No student's final sanction shall begin to run until all University appeals are exhausted or denied, except as specified under Section (19)above.

(25) **Record.** The University will maintain an accurate and complete record of each conduct proceeding. A digital recording of each hearing will be made by the Chairperson and preserved. Retention of the record is subject to the General Records Schedule GS5 for universities and community colleges. Deliberations shall not be recorded. During the appeal period, the charged student, with or without the company of legal counsel, and/or advisor, and/or parent with the written authorization of the charged student will be granted permission to listen to the recorded testimony under arrangements as determined by the University Conduct Officer, with the express understanding that the record is to remain confidential to the extent provided by law. The student may, at their own expense, arrange for the making of a full transcript of the recording by employment of a certified court reporting agency. The recording will be provided by the University with the written authorization of the charged student directly to the court reporting agency, who will be required to return the recording directly to the University. Other than the above modes of recording the hearing, other mechanical, electronic devices for recording or broadcasting shall be excluded from the hearing. If the student chooses to appeal, the recording shall be made available to the charged student and the Dean of Students.

(26) The hearing body, ad hoc committee or University Conduct Officer shall afford the charged student with due process, as provided by University Regulation 2.013, and/or Board of Governors Regulation 6.0105. The regulations implementing the due process provisions, as well as other matters referenced in said rules, but not included herein shall be printed in the student handbook, the FANG, under the section entitled "Student Rights, Responsibilities and Code of Conduct."

(27) **Student Conduct Process.**

(a) In accordance with University Regulation 5.003, the University's primary source of communication with students involved in the student conduct process is through the student's FAMU e-mail address. Students are responsible for checking their FAMU e-mail on a regular basis.

Reports

(b) Alleged violations of the Student Code of Conduct shall be reported, in writing, to the University Conduct Officer by any individual with knowledge of the allegations. The University Conduct Officer will review the information to determine if: an investigation is warranted; a student will be charged with violating the Student Code of Conduct; there is not sufficient information and no further action will be taken; the action claimed is not a violation of the Student Code of Conduct; the accused person is not a student; or other appropriate action should be taken. The University Conduct Officer will refer all information warranting conduct action and assign the case to the appropriate staff member.

Charges

(c) If at any time during the course of the conduct process, the University Conduct Officer determines that either charges are not warranted or that insufficient information exists to continue, the charges may be withdrawn and the student will be notified of such in writing.

(d) Students charged with alleged violation(s) will receive written notice of the allegations and be required to attend a mandatory Information Briefing. During the Information Briefing, the staff member will explain the elements of due process afforded to the charged student; review the alleged violation(s) and corresponding allegations; provide the hearing options; and answer any questions. The student will also be given an opportunity to accept responsibility or not accept responsibility and select their hearing option. If the student opts not to make a selection at that time, the student shall contact the Office of Student Conduct and Conflict Resolution within two (2) business days with their selection. If the student does not provide their selection within the required timeframe, an administrative hearing will be scheduled. A hold will be placed on a student's account who fails to attend the Information Briefing. Students who leave the University before a conduct matter is resolved may be prohibited from future enrollment until such time as the matter is resolved and a hold may be placed on the student's account.

Resolution Options

(e) The charged student has the right to a hearing before the Administrative Hearing Panel, at least one-half of which must be students. However, Gender-Based Misconduct cases shall be heard before a University official or designee or a panel comprised of only University officials or designees (refer to Section (8)(1) above). If the student selects the Administrative Hearing Panel, a staff member from the Office of Student Conduct and Conflict Resolution may serve as Chairperson and will be conducted in accordance with Hearing Guidelines below. Witnesses, documents, exhibits, etc. will be presented. Upon written request, the charged student shall have the opportunity to inspect all of the information that will be presented against the student. The inspection must occur at least three (3) business days before the hearing and the student is responsible for submitting a timely request. The Panel will determine if the student is Responsible or Not Responsible and any appropriate sanction(s). The charged student has the right to attend the entire hearing, excluding deliberations, and will be provided a written decision within fourteen (14) business days following completion of the hearing.

(f) Alternatively, the charged student may waive their right to a hearing and select Informal Disposition. Informal Disposition is a hearing before a staff member in the Office of Student Conduct and Conflict Resolution. Upon written request, the charged student shall have the opportunity to inspect all of the information that will be presented against the student. The inspection must occur at least three (3) business days before the hearing and the student is responsible for submitting a timely request. The charged student will have an opportunity to respond to the information presented and present any documentary information on their own behalf; however, witnesses will not be presented. The staff member shall determine if the student is Responsible or Not Responsible and any appropriate sanction(s). Refer also to Section (22) above for additional information regarding Informal Disposition.

(g) The University Conduct Officer may recommend mediation as an alternative to formal conduct action. Mediation is confidential and the involved students must each agree to mediation in writing. In mediation, the students meet with an impartial mediator to communicate their concerns and needs and reach their own agreement on the resolution of the case. In the event the students do not agree to mediation or fail to reach an agreement, the case will be referred back to the above hearing options for disciplinary action.

Appeal

(h) The charged student may appeal the decision and sanction(s) rendered by the Administrative Hearing Panel and the sanction(s) rendered during Informal Disposition to the Dean of Students or other designated University official as provided in Section (24) above.

(i) Decisions of any committee, hearing body, or designated University official constitutes official action and is not a recommendation. If an appeal is not timely filed, the decision of the committee, hearing body or designated University official becomes the final outcome.

(28) **Hearing Guidelines.** Student conduct hearings shall be conducted in accordance with the following guidelines:

(a) All hearings shall be closed to the public unless required by law.

(b) The charged student and their advisor, if any, shall be allowed to attend the entire portion of the hearing at which information is received, excluding deliberation. No other person shall be permitted to attend.

(c) In conduct hearings involving more than one charged student, the University Conduct Officer or the chairperson, in their discretion, may permit the hearing concerning each student to be conducted separately or jointly. Information received during a hearing arising out of the same circumstances may be used.

(d) The charged student has the right to be assisted by one (1) advisor they choose, at their own expense and initiative. The advisor may be an attorney. The charged student is responsible for presenting his or her own information; therefore, advisors are not permitted to speak or participate directly in any hearing before a conduct hearing body. An advisor may not serve as a witness. A student should select an advisor whose schedule allows attendance at the scheduled date and time of the hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor. The student must provide, in writing, to the University Conduct Officer or the chairperson of the hearing

body, the name, mailing or e-mail address, and phone number of their advisor at least three (3) business days prior to the meeting or hearing date.

(e) The charged student may arrange for witnesses to present pertinent information to the hearing body. The University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible and who are identified by the charged student at least three (3) business days prior to the conduct hearing. Witnesses will provide relevant information to and answer questions from the hearing body and the charged student. No witness may be compelled to provide self-incriminating information. Witness statements may be provided to the hearing body and are entitled to be given the same weight by the hearing body as live witness testimony. A written statement is not a violation of the due process rights of the charged student, as the charged student has the opportunity to review and respond to the written statement and may offer information to rebut the witness statement and other information presented at the hearing.

(f) If the charged student fails to appear at the hearing after being properly notified or fails to cooperate in the hearing process, the hearing body may hear the case on the basis of information accumulated as a result of witnesses and shall notify the charged student of the decision. In the absence of the charged student, a response of Not Responsible shall be entered on the student's behalf by the chairperson of the hearing body. Also refer to Obstruction of the Student Conduct System, Section 8. (u).

(g) A charged student may request only one postponement of a conduct hearing by contacting in writing the University Conduct Officer at least three (3) business days prior to the hearing. Postponement of the hearing shall be at the discretion of the University Conduct Officer or their designee.

(h) Witnesses shall not serve as advisors at any conduct hearing.

(i) At the time of the hearing, an automatic postponement shall be granted if the composition requirements of the hearing body are not met.

(j) If any member of the hearing body feels that they had previous contact with the case or with the students involved so that a fair judgment cannot be rendered, the member must request that they not serve for the hearing. The charged student may request that any member of the hearing body be excused whenever the student can show a bias on the part of the member. The chairperson of the hearing body will decide on such challenges and, if appropriate, ask the member to excuse him or herself. If the chairperson of the hearing body is challenged by the student, the hearing body will decide by a majority vote whether or not the chairperson should be requested to excuse themselves, notwithstanding that the chairperson does not vote on whether the charged student is Responsible or Not Responsible for violating the Code.

(k) A charged student may be diverted from the conduct process or hearing if prior to or during the conduct process or hearing, it is determined by the Dean of Students pursuant to University Regulation 2.007, Voluntary and Involuntary Withdrawal, that the charged student has a mental health issue and the objectionable behavior appears to be a result of the mental health issue.

(l) Pertinent records, exhibits, and written statements may be accepted as information for consideration at the discretion of the chairperson of the hearing body.

(m) All procedural questions are subject to the final decision of the chairperson of the hearing body.

(n) After the portion of the conduct hearing concludes in which all pertinent information has been received, the hearing body shall determine by a majority vote whether the charged student is Responsible or Not Responsible for violating each section of the Code for which the charged student is charged. The chairperson of the hearing body cannot vote. Prior records of student conduct action and impact statements are considered by the hearing body only if the student has been found Responsible and during the sanctioning phase of deliberations.

(o) Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court proceedings, are not used in conduct hearings.

(p) The burden of proof in all conduct hearings shall be on the University. A “preponderance of information” shall constitute the standard of proof standard in all conduct hearings.

(q) The University Conduct Officer and/or the chairperson of the hearing body may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Respondent, or any other participant during the hearing by providing separate waiting rooms and/or by permitting participation, when feasible, by video conferencing, videotape, audio tape, telephonically or other means.

(r) The conduct hearing body is comprised of faculty members, staff members, administrators and students. The composition is variable from four to six (4-6) persons, depending upon the nature of the violation. At least one-half of the membership must be students.

(s) Any student with a disability may request reasonable accommodations during the conduct process. If accommodations are desired, the request must be made to the Center for Disability Access and Resources (CeDAR) at least seven (7) business days prior to the proceeding. If necessary, the University Conduct Officer may postpone the proceeding to provide reasonable accommodations. Non-students may contact the Office of Equal Opportunity Programs.

(t) The above guidelines for conducting a conduct hearing are not exhaustive. Therefore, the University Conduct Officer may adopt additional guidelines for the conduct of hearings that are not inconsistent with the provisions of this Code. Such procedural guidelines must be approved by the Vice President for Student Affairs or designee, must be in writing and made available to the charged student and all witnesses at least three (3) business days prior to the hearing.

(29) Unless specifically stated otherwise herein, the provisions of this Code should be read and interpreted broadly, and are not intended to define misconduct in exhaustive terms. The Office of Student Conduct and Conflict Resolution may adopt internal operating procedures, which are consistent with this Code. In instances where there may be conflict between the internal procedures and the Code, the Code shall supersede.

(30) **Review of Code.** The Student Code of Conduct shall be reviewed on a biennial basis under the direction of the University Conduct Officer who shall appoint a committee, with student representation, to evaluate the Code and make recommendations, if any, for amendments or revisions.

Specific Authority: Article IX, section 7, Florida Constitution, sections 1006.60, 1006.61, 1006.62, 1006.63, Florida Statutes, Board of Governors Regulation 6.0105. History—New October 1, 1975, Repromulgated March 8, 1976, Amended August 6, 1978, Amended December 22, 1983, Amended September 14, 1987, January 26, 2004, Amended June 29, 2006, Amended July 15, 2013, Amended March 6, 2014, Amended July 7, 2014, Amended June 11, 2016, Amended July 31, 2020, Amended January 8, 2021.

Alcoholic Beverages – Regulation 3.021

- (1) This regulation shall govern the possession, service, sale, consumption or distribution of alcoholic beverages at any and all Florida Agricultural and Mechanical University (FAMU) sponsored activities and events; at any and all facilities or properties operated under the jurisdiction of FAMU; and by any and all trustees, administrators, faculty, staff, students, direct support organizations, vendors and guests attending such FAMU sponsored activities and events. As used in this regulation, the term “alcoholic beverage” includes beer, wine, hard liquor, distilled spirits, mixed drinks, fermented beverages and other beverages containing alcohol.
- (2) FAMU recognizes the serious nature and potentially harmful effect of using alcoholic beverages in the workplace and academic settings. Therefore, the manufacture, distribution, dispensation, possession, service, sale, consumption or use of alcoholic beverages in all facilities or upon properties and grounds leased, owned or operated by FAMU is prohibited unless specifically permitted as set forth below.
- (3) Upon satisfaction of all legal and regulatory requirements, the possession, service, sale, consumption or distribution of alcoholic beverages at FAMU is restricted as follows:
 - (a) No alcoholic beverages may be possessed, served, sold, consumed or distributed at the University except the following FAMU Designated Areas: President’s Box (Bragg Stadium); Alumni House; Faculty Club House; Center for Viticultural Sciences & Small Fruit Research Center for Water Quality; Alfred Lawson Multipurpose Teaching Gymnasium, Grand Ballroom/Student Union; Black Archives; President’s Club (located at the northern end zone of the stadium during football games and other stadium events); Bragg Stadium; and the College of Law.
 - (b) No individual under the legal drinking age of 21 may serve, sell, purchase, distribute, consume or possess alcohol on FAMU properties or at FAMU sponsored activities or events except to the extent permitted by law or unless specifically engaged in an approved and supervised academic program that does not involve the actual ingestion of alcohol by an individual under the legal drinking age.
 - (c) Alcoholic beverages must be served by a licensed and insured third party vendor, who is properly trained regarding Florida’s underage drinking laws and who has

appropriate permits. Alcoholic beverages shall not be served to persons under the legal drinking age.

- (d) All members of the FAMU community (trustees, administrators, faculty, staff, students, direct support organizations, vendors and guests) must adhere to all applicable federal or state laws, local ordinances and FAMU regulations and contracts related to the possession, service, sale, consumption or distribution of alcoholic beverages at the FAMU Designated Areas as appropriate. The requisite permit for the sale of alcoholic beverages must be obtained from the Division of Alcoholic Beverages and Tobacco of the State of Florida.
 - (e) A written document, contract or agreement, facility request form, memorandum or letter describing the type of event, number of attendees and appropriate event controls shall be submitted to the President or President's designee for approval at least two (2) weeks prior to the scheduled date of the event at the FAMU Designated Areas. Approval may be granted based on demonstrated intent to comply with the requirements set forth in this regulation and proof of appropriate licenses and permits for such events. Any event which will have student attendance also will require the approval of the Vice President for Student Affairs and the Dean of Students.
 - (f) Individuals or groups who are approved to have an event where alcoholic beverages will be served or consumed at the FAMU Designated Areas will be held responsible for the event. Any announcement or advertisement, including but not limited to a flyer, notice, poster, banner, tee-shirt, promotional item, newspaper and radio advertisement concerning the event shall note the availability of non-alcoholic beverages at the event as prominently as the availability of alcoholic beverages and note that proper identification is required in order to be served or sold alcoholic beverages, and shall not make reference to the amount of alcoholic beverages to be served at the event. Such advertisements or announcements shall not portray the drinking of alcoholic beverages as a solution to personal or academic problems or as necessary to social, professional, political, personal or academic success.
 - (g) The only alcoholic beverages that may be served, sold, purchased, distributed, consumed or possessed at FAMU are those alcoholic beverages served at the activity or event, and the served alcoholic beverages must be consumed within the facility or space designated.
 - (h) The FAMU Department of Public Safety (Department) must be notified of any and all events involving the possession, service, sale, consumption or distribution of alcoholic beverages at FAMU. The Department will determine if a uniformed member of, or substitute by the Chief, must be present during the event. In such cases, the Department's expense must be paid by the sponsoring individual(s) or group(s) unless waived by the President or President's designee.
- (4) Notwithstanding the provisions of this regulation, requests related to the possession, service, sale, consumption or distribution of alcoholic beverages outside of the FAMU Designated Areas must be considered by the FAMU Board of Trustees. Any and all

approvals by the FAMU Board of Trustees must be consistent with the requirements set forth in this regulation.

- (5) The possession, service, sale, consumption or distribution of alcoholic beverages in the absence of the appropriate approval(s) identified herein is a direct violation of this regulation.

Specific Authority: Article IX, Section 7(c), Florida Constitution, BOG Regulation 1.001.

History: New February 10, 2011, Amended September 9, 2013.

OTHER POLICIES AND EXPECTATIONS

Children on Campus

Unsupervised children are not allowed on campus. Students are expected to arrange for their personal childcare in such a manner as to prevent the involvement of the University. The University assumes no responsibility for the supervision of the children of students. Students may not bring to class or leave children unattended on the University campus. Students may enroll their children, ages three months to five years, at the FAMU-ERCCD. FAMU-ERCCD provides quality childcare services for the FAMU community and can be reached at (850) 599-3267. Children may be allowed on campus when the best interest of the University is served (i.e. to meet requirements of instructional programs, to attend University-scheduled events and/or activities open to the public or other approved functions).

Drug Free Workplace Policy

Florida A&M University (FAMU) is committed to providing a campus environment free from the presence of illegal drugs to ensure employees are afforded the opportunity to maximize their levels of productivity and reach their desired levels of success. FAMU prohibits in and on FAMU owned or controlled property or off-campus while acting as a representative of FAMU, the unlawful manufacture, alteration, distribution, dispensation, possession or use of alcohol and/or illegal drugs, and the unlawful possession and/or use of a controlled substance or “designer drug” regulated under Chapter 893, Florida Statutes unless dispensed and used pursuant to a prescription or otherwise authorized by law. No employee is to report to work or any other University activity while under the influence of alcohol or illegal drugs.

Any FAMU employee determined to have violated this policy shall be subject to disciplinary action including, but not limited to termination, evaluation/treatment for a drug and/or alcohol use disorder, or other appropriate action in accordance with applicable collective bargaining agreements or FAMU Board of Trustees regulations, policies, and procedures. Disciplinary action by FAMU does not preclude the possibility of criminal charges against the employee. Similarly, the filing of criminal charges does not preclude action by the University.

Federal law requires an employee to notify their immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. The Division of Research must notify any federal contracting agency within ten (10) days of having received notice that an employee engaged in the performance of such contract or grant has had a criminal drug statute conviction for a violation occurring in the workplace.

The attached link provides information on the current University policy on a Drug-Free Workplace.

http://www.famu.edu/hr/Drug_Free_Workplace_Policy.pdf

HIV/AIDS Policy

Statement of Concern and Mission

Florida A&M University is committed to providing students and employees with accurate information concerning the transmission and prevention of Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome (HIV/AIDS.)


It is our intention to comply with the State of Florida to balance the education and employment rights of university students and employees with education on the nature, transmission, and protection against HIV/AIDS and the legal rights of individuals with HIV/AIDS.

Information

AIDS Counseling and Confidential Testing

Student Health Services
Florida A&M University
Tallahassee, Florida 32307
Telephone: (850) 599-3777
8 a.m. - 4:30 p.m. Monday - Friday

Anonymous Testing

Leon County Health Department
Tallahassee, Florida
(850) 487-3186
Big Bend Cares 
Tallahassee, Florida
(850) 656-2437

The Millennial FAMUan: Dress Standards*

The dress standards are based on the theory that learning to use socially acceptable manners and selecting attire appropriate to specific occasions and activities are critical factors in the total educational process. Understanding and employing these behaviors not only improves the quality of one's life, but also contributes to optimum morale, as well as embellishes the overall campus image. They also play a major role in instilling a sense of integrity and an appreciation for values and ethics.

The continuous demonstration of appropriate manners and dress ensures that the students meet the very minimum standards of quality achievement in the social, physical, moral and educational aspects of their lives - essential areas of development necessary for propelling students toward successful careers. At Florida A&M University, students should dress in a way that shows respect for not only themselves, but all other students. We believe FAMUANS would expect students attending the University to dress in ways that uplift their sense of decency, culture and professionalism. The right of students to include in their wardrobe a broad array of various types, styles, colors, and expressions is fully recognized. All students, however, have a vested interest in

the image of Florida A&M University, and certain types of clothing tend to reflect negatively upon the University and tend to disrupt the educational process.

Students will be denied admission to various functions if their manner of dress is inappropriate. Inappropriate shall be defined as anything that may cause a disturbance to the learning environment. On this premise, students at the University are always expected to dress neatly.

Examples of inappropriate dress and/or appearance include but are not limited to:

- Pajamas, midriffs or halters, mesh, netted shirts, tube tops, cutoff tee shirts, scarves, caps, pants below waistline revealing undergarments, do-rags and/or hoods in classrooms, dining halls, snack bar, library, student center, and offices. This policy does not apply to headgear considered as a part of religious or cultural dress.
- Bare feet anywhere on campus except inside a residence hall.
- Clothing with derogatory, offensive and/or lewd messages either in words or pictures.
- All the aforementioned items, including shorts and jeans of any color at major programs such as Musical Arts, Convocations, Commencements, Career Fair, or other programs dictating professional, dressy, or formal attire.

All administrative, faculty and support staff members will be expected to monitor student behavior applicable to this dress standard and report any such disregard or violations to the Dean of Students Office.

Excerpts from the University of Maryland Eastern Shore and Hampton University.
****FAMU BOT Approved on April 5, 2012.***

Parental Notification of Alcohol and Drug Violations

The policies and procedures of the University as related to Alcohol and Drug Use and Disclosure are as follows:

- The unlawful possession uses or distribution of drugs and alcohol by students or employees affiliated with the University are prohibited.
- It is the policy of Florida A&M University to notify the parents of **dependent students** under the age of 21 who violate laws governing the use of possession of alcohol or other controlled substances. This includes federal, state and local laws, rules and regulations
- The parents of any **dependent student** under the age of 21 violating the alcohol and drug policy will be notified by the Associate Vice President for Student Affairs or his designee(s). The notification of parents is an intervention that is based upon assisting students in making safe and healthy lifestyle choices.

Pets and Other Animals on Campus

For safety and health reasons, all pets—including, but not specifically limited to dogs, cats, birds, snakes/reptiles, horses and other animals, are not allowed on the campus of Florida A&M University, except in accordance with BOT Regulation 2.001(4). Any individual failing to comply with this policy shall be requested to leave the campus until off-campus accommodation for the pet(s) and animals can be arranged. Pets and other animals may be allowed on campus when the University determines it is in its best interests, i.e., to meet the requirements of an instructional program and/or as a federal land grant institution; to comply with local, state and federal requirements concerning disabled or physically challenged individuals who require seeing eye dogs, etc.; and to allow certain officially approved events/activities on campus wherein the use of animals is integrated into the events/activities, e.g., a circus, dog/kennel club show, etc.

Policy on Observance of Religious Holy Days by Students

All University students shall be allowed to observe holy days of their religious faith. The University shall reasonably accommodate the religious observance, practice and belief of individual students regarding admissions, class attendance, and the scheduling of examinations and work assignments.

Accordingly, the University requires:

1. A student who wishes to observe a religious holy day of his or her religious faith shall notify, in writing, all of his or her instructors and the appropriate academic dean, in order to be excused from class to observe the religious holy day. This written notice should be provided at the beginning of each semester but no later than 10 days prior to the observed religious holy day.
2. The student shall be held responsible for any material covered during the excused absence but shall be permitted a reasonable amount of time to make up any work missed.
3. Students who are absent from academic or social activities because of religious observances shall not be penalized by his or her instructors and/or university administrators.
4. Any student who feels that he or she has been unreasonably denied educational benefits because of his or her religious belief or practice may informally seek redress by presenting, in writing, the nature of his or her grievance to the Provost and Vice President for Academic Affairs or the Vice President for Student Affairs who will investigate and document each occurrence (grievance) and ensure that appropriate corrective action is taken to assure compliance with this policy.
5. If the matter is not resolved satisfactorily at step 4, the student may file a complaint pursuant to Regulation 10.103, with the Office of Equal Opportunity Programs.

6. This Policy shall be included in the student handbook, and/or other similar documents regularly provided to the faculty and students.

Use of Cellular Phones, Pagers and Other Electronic Devices

Cellular phones, pagers and other electronic devices are important means to communicate. These electronic devices, however, can be disruptive for the user and others when activated in classrooms, laboratories, libraries, business offices, convocations, forums and assemblies. Therefore, electronic devices should not be activated or operated in classrooms, laboratories, libraries, business offices, convocations and assemblies unless express written permission to activate or operate the devices has been authorized by the classroom instructor or the University administrator and/or supervisor in charge of the facility/area in question.

Use of Tobacco Products

The use of tobacco and tobacco-related products is prohibited in **all** facilities owned or operated by Florida A&M University.

FAMU Hover board Notice **(effective January 22, 2016)**

The health, safety, and mitigation of risks are of critical importance to Florida A&M University. Due to the significant fire hazards posed by these devices, hover boards or related self-balancing scooter boards, two-wheeled scooters, and electric skateboards are not allowed on the University's main campus or any of its satellite or branch campuses.

University Regulations

All University regulations may be viewed on-line. Go to the FAMU Home Page at <http://www.famu.edu>, click on the link for About FAMU and then click University Regulations.