LIVE THE LIFE.

FIU | Campus Life | MMC
Florida International University

campuslife.fiu.edu  fiucampuslife
The department of Campus Life aspires to engage students in holistic learning by instilling diversity, leadership, and personal development through its programs and services. By educating and mentoring students, Campus Life seeks to provide FIU students an opportunity to make meaningful connections and become leaders in a global community.

**Campus Life Council & Committees**

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

**Council for Student Organizations [CSO]**
CSO is the governing council that oversees the registration, promotion, development, and distribution of funds for Student Organizations at Florida International University. CSO embodies academic, arts, business, cultural/social engineering, graduate, health/wellness, honor societies, law, medical, philanthropic, political, religious/spiritual, and service student organizations. For more information on the recognition and registration process for new organizations and to see a full list of organizations under CSO, please visit [cso.fiu.edu](http://cso.fiu.edu) or join the FIU organization network at [pantherconnect.fiu.edu](http://pantherconnect.fiu.edu) by creating a free account using your FIU email and Panther ID.

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

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

**Fraternity and Sorority Life [FSL]**
Over thirty-one fraternities and sororities provide outstanding opportunities for students in the areas of leadership, scholarship, service, brotherhood/sisterhood, athletics, and social relations. Fraternity and sorority students are involved in nearly all aspects of campus activities & life.

**Student Government Association [SGA]**
SGA is the voice of the student body at FIU. Representatives from each school and college work together to commit to improvement of the student community.

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

[facebook.com/fiucampuslife](http://facebook.com/fiucampuslife)  [fiucampuslife](http://fiucampuslife)
<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising Center</td>
<td>305.348.2892</td>
</tr>
<tr>
<td>Campus Life – Events Hotline</td>
<td>305.348.2137</td>
</tr>
<tr>
<td>Campus Life</td>
<td>305.348.2138</td>
</tr>
<tr>
<td>Career &amp; Talent Development</td>
<td>305.348.2423</td>
</tr>
<tr>
<td>Parking &amp; Transportation</td>
<td>305.348.3615</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>305.348.7272</td>
</tr>
<tr>
<td>FIU Bookstore</td>
<td>305.348.2691</td>
</tr>
<tr>
<td>FIU Library Hours</td>
<td>305.348.2479</td>
</tr>
<tr>
<td>FIU Public Safety Emergency Line</td>
<td>305.348.5911</td>
</tr>
<tr>
<td>Housing Office</td>
<td>305.348.4190</td>
</tr>
<tr>
<td>International Student &amp; Scholar Services</td>
<td>305.348.2421</td>
</tr>
<tr>
<td>Orientation &amp; Parent Programs</td>
<td>305.348.6414</td>
</tr>
<tr>
<td>Office of the Registrar</td>
<td>305.348.2320</td>
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<tr>
<td>Office of Undergraduate Admissions</td>
<td>305.348.2363</td>
</tr>
<tr>
<td>Student Government Association</td>
<td>305.348.2121</td>
</tr>
<tr>
<td>The Honors College</td>
<td>305.348.4100</td>
</tr>
<tr>
<td>Student Health Services</td>
<td>305.348.2401</td>
</tr>
</tbody>
</table>

LIVE THE LIFE.

CAMPUSLIFE.FIU.EDU
FIU VALUES

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

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

Values:
Florida International University is committed to the following core values:

• Truth – in the pursuit, generation, dissemination, and application of knowledge
• Freedom – of thought and expression
• Respect – for diversity and the dignity of the individual
• Responsibility – as stewards of the environment and citizens of the world
• Excellence – in intellectual, personal, and operational endeavours
LETTER FROM CAMPUS LIFE

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

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

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

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

Jose Toscano – Director of Campus Life, MMC
Kerrie Montgomery, Ph.D. - Director of Campus Life, BBC
LETTER FROM THE V.P. FOR
STUDENT AFFAIRS

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

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

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

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

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

Sincerely,

Larry Lunsford, Ph.D.
Vice President for Student Affairs
LETTER FROM THE INTERIM
DEAN OF STUDENTS

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

As the Interim Assistant Vice President and Dean of Students, my goal is to help create a caring culture for students, their families, faculty and staff by providing proactive education, consultation, resources and assistance to students in crisis.

We know that some students will face obstacles along the path to achieving their academic goals, such as personal distress, anxiety, depression, family emergencies, health issues and more. Here at FIU, we have professionals dedicated to helping students get back on track.

If you or a fellow student need our support, please stop by the Office of Student Affairs or visit our website: https://PanthersCare.fiu.edu/Our office will be happy to assist you identify the appropriate campus resources.

Best wishes for a successful year. Go Panthers!

Tony Delgado, Ed.D.
Interim Assistant Vice President for Student Affairs and Dean of Students
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### Fall 2018 Semester

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Start</td>
<td>Monday, August 20, 2018</td>
</tr>
<tr>
<td>Last Day to Add/Drop</td>
<td>Monday, August 27, 2018</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>Monday, September 3, 2018</td>
</tr>
<tr>
<td>Last Day to Drop with a DR Grade</td>
<td>Monday, October 29, 2018</td>
</tr>
<tr>
<td>Veterans' Day Holiday</td>
<td>Monday, November 12, 2018</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
<td>Thursday, November 22, 2018</td>
</tr>
<tr>
<td>Thanksgiving break (No classes)</td>
<td>Friday–Saturday, November 23–24, 2018</td>
</tr>
<tr>
<td>Last Regular Class Day</td>
<td>Saturday, December 1, 2018</td>
</tr>
<tr>
<td>Finals Week (Required Class Meetings)*</td>
<td>Monday-Saturday, December 3-8, 2018</td>
</tr>
<tr>
<td>End of Term</td>
<td>Saturday, December 8, 2018</td>
</tr>
<tr>
<td>Commencement</td>
<td>TBA</td>
</tr>
<tr>
<td>Deadline for Faculty to Submit Grades</td>
<td>Wednesday, December 12, 2018</td>
</tr>
<tr>
<td>Grades Available for Students</td>
<td>Thursday, December 13, 2018</td>
</tr>
</tbody>
</table>

*If a final exam is not required, classes are expected to be held during finals week
### Fall 2018 – 2019 Mini Term

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Classes Start</td>
<td>Monday, December 10, 2018</td>
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<tr>
<td>Last Day to Add/Drop</td>
<td>Thursday, December 13, 2018</td>
</tr>
<tr>
<td>Last Day to Drop with a DR Grade</td>
<td>Friday, December 21, 2018</td>
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<tr>
<td>Winter Break 1 (No classes)</td>
<td>Monday, December 24, 2018</td>
</tr>
<tr>
<td>Christmas Day (Observed)</td>
<td>Tuesday, December 25, 2018</td>
</tr>
<tr>
<td>Winter Break 2 (No classes)</td>
<td>Monday, December 31, 2018</td>
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<tr>
<td>New Year’s Day (Observed)</td>
<td>Tuesday, January 1, 2019</td>
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<tr>
<td>End of Mini Term</td>
<td>Wednesday, January 2, 2019</td>
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<tr>
<td>Deadline for Faculty to Submit Grades</td>
<td>Thursday, January 3, 2019</td>
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<tr>
<td>Grades Available for Students</td>
<td>Friday, January 4, 2019</td>
</tr>
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### Spring 2019 Semester

<table>
<thead>
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<th>Event</th>
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<tbody>
<tr>
<td>Classes Start</td>
<td>Monday, January 7, 2019</td>
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<tr>
<td>Last Day to Add/Drop</td>
<td>Monday, January 14, 2019</td>
</tr>
<tr>
<td>Martin Luther King Day Holiday</td>
<td>Monday, January 21, 2019</td>
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<tr>
<td>Spring Break (No Classes)</td>
<td>Monday–Saturday March 11–16, 2019</td>
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<tr>
<td>Last Day to Drop with a DR Grade</td>
<td>Monday, March 18, 2019</td>
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<tr>
<td>Last Regular Class Day</td>
<td>Saturday, April 20, 2019</td>
</tr>
<tr>
<td>Finals Week (Required Class Meetings)*</td>
<td>Monday-Saturday, April 22-27, 2019</td>
</tr>
<tr>
<td>End of Term</td>
<td>Saturday, April 27, 2019</td>
</tr>
<tr>
<td>Commencement</td>
<td>TBA</td>
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<tr>
<td>Deadline for Faculty to Submit Grades</td>
<td>Wednesday, May 1, 2019</td>
</tr>
<tr>
<td>Grades Available for Students</td>
<td>Thursday, May 2, 2019</td>
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</tbody>
</table>

*If a final exam is not required, classes are expected to be held during finals week.*
### Summer 2019 Semester

<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td><strong>Part C</strong></td>
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<tr>
<td>Classes Start</td>
<td>Monday, May 6, 2019</td>
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<tr>
<td>Last Day to Add/Drop</td>
<td>Monday, May 13, 2019</td>
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<tr>
<td>Memorial Day Holiday</td>
<td>Monday, May 27, 2019</td>
</tr>
<tr>
<td>Last Day to Drop with a DR Grade</td>
<td>Monday, June 24, 2019</td>
</tr>
<tr>
<td>Independence Day Holiday</td>
<td>Thursday, July 4, 2019</td>
</tr>
<tr>
<td>End of Term</td>
<td>Friday, July 26, 2019</td>
</tr>
<tr>
<td>Commencement</td>
<td>TBA</td>
</tr>
<tr>
<td>Deadline for Faculty to Submit Grades</td>
<td>Wednesday, July 31, 2019</td>
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<tr>
<td>Grades Available for Students</td>
<td>Thursday, August 1, 2019</td>
</tr>
<tr>
<td><strong>Part A</strong></td>
<td></td>
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<tr>
<td>Classes Start</td>
<td>Monday, May 6, 2019</td>
</tr>
<tr>
<td>Last Day to Add/Drop</td>
<td>Monday, May 13, 2019</td>
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<tr>
<td>Memorial Day Holiday</td>
<td>Monday, May 27, 2019</td>
</tr>
<tr>
<td>Last Day to Drop with a DR Grade</td>
<td>Monday, June 3, 2019</td>
</tr>
<tr>
<td>End of Term</td>
<td>Friday, June 14, 2019</td>
</tr>
<tr>
<td>Deadline for Faculty to Submit Grades</td>
<td>Wednesday, June 19, 2019</td>
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<tr>
<td>Grades Available for Students</td>
<td>Thursday, June 20, 2019</td>
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<tr>
<td><strong>Part B</strong></td>
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<tr>
<td>Classes Start</td>
<td>Monday, June 17, 2019</td>
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<tr>
<td>Last Day to Add/Drop</td>
<td>Monday, June 24, 2019</td>
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<tr>
<td>Independence Day Holiday</td>
<td>Thursday, July 4, 2019</td>
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<tr>
<td>Last Day to Drop with a DR Grade</td>
<td>Monday, July 15, 2019</td>
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<tr>
<td>End of Term</td>
<td>Friday, July 26, 2019</td>
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<tr>
<td>Deadline for Faculty to Submit Grades</td>
<td>Wednesday, July 31, 2019</td>
</tr>
<tr>
<td>Grades Available for Students</td>
<td>Thursday, August 1, 2019</td>
</tr>
</tbody>
</table>

**Note:** Fall 2019 Begins Monday, August 26, 2019
UNIVERSITY GRADUATE SCHOOL

MESSAGE FROM ANDRÉS G. GIL

I welcome you to the graduate school and encourage you to be an active participant in our dynamic learning environment. The supportive partnership between experienced faculty and curious graduate students generate excitement, creativity and innovation. Your academic and research experience will provide opportunities for your intellectual and career growth and to be actively engaged in strengthening the economic and social welfare of Florida, the nation and the world.

Along with the Graduate Catalog, this handbook will assist you by providing helpful information and reference material. Please take time to familiarize yourself with the topics.

I hope you have an enjoyable and successful year at FIU.

Andrés G. Gil, Ph.D.
Vice President for Research and Economic Development
Dean, University Graduate School

MISSION

The mission of the University Graduate School (UGS) is to advance graduate education as a critical component in the University’s generation and transmission of new knowledge, new research, new ideas, and new scholarship that contributes to the resolution of complex national and global problems. The Graduate School is committed to providing a rich learning environment that attracts and retains outstanding graduate students to work closely with outstanding faculty to advance knowledge, scholarship and innovation. The Graduate School leads and supports the University’s graduate programs and ensures adherence to quality standards and graduate policies. It strives to create a learning environment that will ensure the development of graduate students and postdoctoral scholars to prepare them to be future scholars, scientists and leaders in their respective fields.

To fulfill its mission, the University Graduate School:

• Advocates for graduate education
• Assumes responsibility for matters related to graduate education
• Establishes, enforces and reviews graduate policies, procedures and educational best practices to provide ongoing quality assurance in graduate education and maintain the integrity of master’s and doctoral programs
• Partners with academic units and graduate students to enhance the effectiveness of graduate education
• Works with academic units to enhance and enrich the interdisciplinary learning and
research environments and the graduate culture at the University
• Promotes the professional, scholarly and leadership development of all graduate students
• Provides essential administrative and support services to the University community

GRADUATE SCHOOL ADMINISTRATION

Andrés G. Gil, Vice President for Research and Economic Development, Dean
Lidia Kos, Associate Vice President for Research, Associate Dean
Susan Webster, Assistant Vice President for Research, Assistant Dean
Karla Ortega, Associate Director, Academic Support Services
Claudia Balzán, Assistant Director, Academic Support Services
Betty Sigler, Manager, Administrative Services
Michael Dudley, Assistant Director, Budget and Fellowships
Irene Baquero, Coordinator, Academic Support Services
Brandie Thomas, ETD Coordinator, Academic Support Services
Ashley Mendez, Senior Coordinator, Academic Support Services
David Felix, Program Specialist, Academic Support Services
Milton de Maria, Office Specialist, Academic Support Services

UNIVERSITY GRADUATE SCHOOL POLICIES & PROCEDURES

Code of Academic Integrity

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

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

As a student of this university:

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

All students are deemed by the University to understand that if they are found responsible for academic misconduct, they will be subject to the Academic Misconduct procedures and sanctions, as outlined in the Policies and Regulations section of this Student Handbook.

Add or Change of Degree Program

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

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

Attendance Policies

Individual faculty may establish attendance criteria in classes where they deem it necessary. Academic units may establish their own attendance policies with the approval of the Provost. Students who wish to take a leave of absence for one or more semesters, must follow the leave of absence procedures outlined below. Lapses in enrollment for three or more consecutive semesters including summer require that the student apply for readmission subject to the admission procedures, criteria, and policies in effect at the time the reapplication is made. Doctoral students who have achieved candidacy and master’s students with an approved thesis proposal on file at UGS are required to be continually enrolled in dissertation (three) or thesis (one) credits. Students receiving graduate assistantships, however, must be registered for nine credits during the fall and spring semesters and six credits in the summer semester. Doctoral candidates who hold graduate assistantships and have approved candidacy with the University Graduate School, must be registered for three dissertation credits.
Leaves of Absence
Leaves of absence are requested using the Petition for Exception to Graduate Requirements. Leaves of absence must be clearly justified and are approved on a case-by-case basis. The Petition for Exception must be initiated by the student’s academic program. The form is available electronically. Please see your academic program regarding this process.

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

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

Full-Time Graduate Student Status
Full-time status requires that students be enrolled for a minimum of nine credit hours during the fall and spring semesters and six credits during the summer. Doctoral students who have reached candidacy, who have completed all requirements except for the dissertation, and have an approved dissertation proposal on file with the University Graduate School, are considered full-time when registered for at least three dissertation credits per semester. Master’s students who have reached candidacy and have completed all requirements except for the thesis are considered to be full-time when registered for one thesis credit per term. Students receiving graduate assistantships who have not reached doctoral candidacy, however, must be registered for nine credits during the fall and spring semesters and six credits in the summer semester. Doctoral candidates who hold graduate assistantships and have approved candidacy with the University Graduate School, must be registered for three dissertation credits. Financial aid packages very often require that the recipient be a full-time student. Please reach out to the Financial Aid Office to ensure your enrollment requirements are appropriate. All graduate students are required to be registered every semester throughout their graduate academic career. All graduate students must take a minimum of one graduate credit hour per term to maintain active status in the program. Please refer to the University’s Graduate Active and Full-time Status Policy.
Good Academic Standing
Graduate students are required by the University to maintain a cumulative grade point average (GPA) of 3.0 or higher. In addition, programs may have additional requirements that limit the number of B- or lower grades, which may be earned either in their required courses generally or in specified courses. Students should check with their program directors concerning this.

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

Graduation & Commencement

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

For general graduation information please visit the following: https://onestop.fiu.edu/Registrar/graduation/index.html.

Commencement
For complete details, procedures, and deadlines, please visit the Commencement website at: https://commencement.fiu.edu/index.html.

Note: Doctoral (PhD and EdD) students receive their commencement pass from the University Graduate School. Only doctoral candidates who successfully defend and submit the final copies of the dissertation to the University Graduate School by the established deadline are eligible to participate in the ceremony. For doctoral candidates (PhD and EdD), please see information at: http://gradschool.fiu.edu/commencement/.

**Readmission**

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

Specific information regarding the readmission process for doctoral students can be accessed at http://gradschool.fiu.edu/facultystaff/#gradpolicies. Select the Policies & Procedures tab, then the Admissions tab and click on Doctoral Readmissions Procedures.

**Responsible Conduct of Research and Scholarship**

**Ethical Scholarship**

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

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

- **Plagiarism**—the unauthorized use or close imitation of the language and thoughts of another author and the representation that they are one’s own original work.

- **Intellectual Cheating**—involves a deception (including any academic work or scholarship conducted in one’s academic or professional career) for self-profit. Intellectual cheating may or may not appear to harm others but always advances the perpetrator unjustly.

- **Intentional Misconduct**—produces scientific results or scholarship with the objective of advancing one’s own standing or career with or without economic gain. It is unethical and violates University policy.

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

**Responsible Conduct of Research (RCR) Training Course and Exam**

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

Instructions regarding how to access the training course can be found on the FIU Division of Research webpage at: [http://research.fiu.edu/irb/training/](http://research.fiu.edu/irb/training/)

**FINANCIAL SUPPORT FOR GRADUATE STUDY**

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

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

Graduate Assistant Health Insurance
Florida International University provides subsidized health insurance to all graduate assistants holding a full-term appointment of 20 hours per week. All Graduate Assistants are required to participate in this health insurance plan unless their insurance company will certify equivalent coverage. Gallagher Koster will administer the health insurance provided to Graduate Assistants. For information, visit the Gallagher Koster site at https://www.gallagherstudent.com/students/student-home.php?idField=1248.

Work Hours and Outside Employment Restrictions
GA/TA/RA’s may not be assigned to work more than 20 hours per week or take on outside employment without the written approval of the Dean of the University Graduate School.

Required course loads for GA/TA/RA’s
All GA/TA/RA’s must enroll for a minimum of nine graduate credit hours in the fall and spring terms, and six graduate credit hours in summer. Please note that those doctoral students who have reached candidacy and have approved candidacy with the University Graduate School, must be registered in three dissertation credits as the tuition waiver will cover those three dissertation credits.

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

For additional information regarding Graduate Assistantships, please visit http://gradschool.fiu.edu/students/funding/assistantships/or contact Betty Sigler at bsigler@fiu.edu or (305) 348-0394.

**Fellowships**
Website: http://gradschool.fiu.edu/students/funding/fellowships/

**UGS Fellowships:**

**Presidential Fellowships** are intended to recruit exceptional graduate students to enroll full-time in a doctoral degree program at Florida International University. A recipient of a Presidential Fellowship receives a stipend of $30,000 per twelve months for three years (one year is supported by the fellows department via a graduate assistantship contract), provided that the student makes excellent progress in his/her degree program. Presidential fellows receive tuition waivers, and health insurance along with their stipend.

**FIU McNair Graduate Fellowships**

**Doctoral Student Awards** for doctoral students provide four years of support with a $23,000 annual stipend plus a tuition waiver and individual health insurance. The University Graduate School will provide the support for the first two years in the form of a fellowship. The academic department will continue to provide the same level of support during the 3rd and 4th years through a (0.5 FTE) teaching or research assistantship. Students may not receive other FIU fellowships or fellowships from outside agencies during the first two years of the award.

**Master’s Student Awards** for master’s students provide a $15,000 stipend for the first year, plus a tuition waiver and individual health insurance. In the second year, the student’s academic department will continue the same level of support by providing the student a (0.5FTE) graduate or research assistantship. Students may not receive other FIU fellowships or fellowships from outside agencies during the first year of the award.

**Eligibility - Nominees must:**

- be a US Citizen or Permanent Resident
- be newly admitted to/entering a master’s or doctoral degree program at FIU for the Fall 2016 semester (currently enrolled graduate students are not eligible)
• have participated in and complete the McNair Scholars Program at their undergraduate institution
• have a GPA of 3.5 or higher in upper division undergraduate coursework

**Doctoral Evidence Acquisition Fellowships** support doctoral students who have no financial support for evidence acquisition activities or those students for whom their current means of financial support would significantly interfere with or preclude their ability to collect the evidence needed for their doctoral research.

**Dissertation Year Fellowships** provide support to highly-qualified FIU doctoral students during the data analysis and writing phase of their dissertation. It is intended to facilitate the timely completion of high-quality manuscripts and dissertations. Students who are conducting outstanding research in their discipline and have established a notable record of publication during their doctoral studies (in comparison to others in their discipline) are favored in the application process. **Dissertation Fellows are expected to graduate within one year after receiving the award.**

For information regarding Fellowship opportunities, please visit [http://gradschool.fiu.edu/students/funding/fellowships/](http://gradschool.fiu.edu/students/funding/fellowships/) or contact Michael Dudley at ugsfellows@fiu.edu or (305) 348-4711.

**Additional Funding Opportunities:**

Graduate Funding: [http://gradschool.fiu.edu/students/funding/](http://gradschool.fiu.edu/students/funding/)

University-wide Scholarships: [http://undergrad.fiu.edu/scholarships/](http://undergrad.fiu.edu/scholarships/)

**GRADUATE STUDENT OPPORTUNITIES**

**Graduate Advisory Board (GAB)**
The GAB is charged with conveying graduate student needs - personal, professional and academic - programming ideas and policy concerns to the UGS. While the Graduate & Professional Student Committee (GPSC) is the recognized advocacy group for graduate students at FIU, the GPSC works with the GAB to gather input from an array of students and disciplines. The structure for the GAB includes student representation from GPSC, various GSOs, SGA and diverse academic disciplines. For more information on the GAB, please contact Irene Baquero in the University Graduate School: ibaquero@fiu.edu or  (305) 348-3342.
**Graduate & Professional Student Committee (GPSC)**
This Committee helps facilitate and enhance the overall graduate student experience, by advancing the University’s academic goals, assisting in the expansion of graduate programs, and promoting quality teaching and research efforts. They also work in conjunction with other organizations and departments in order to present educational workshops, coordinate symposiums and scholarly forums, and facilitate funding workshops to assist students with securing funding for professional development and conference travel. Location: MMC, GC 2201. Phone: (305) 348-3023. E-mail: gpsc@fiu.edu. For more information about the GPSC, visit [http://gpsc.fiu.edu](http://gpsc.fiu.edu)

**Student Government Association (SGA)**
The SGA is the governing student body at FIU and advocates for all students at the university. Graduate students can hold senator and other positions within the SGA. For more information on how to get involved with the SGA, contact (305) 348-2121.

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

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

**GRADUATE STUDENT RESOURCES**

**UGS Professional Development Program (PDP)**
The graduate student Professional Development Program seeks to assist students in their career development by serving as a gateway to campus resources and providing direct services. The
PDP supplements research skills provided by graduate programs with four competencies – academic writing and communication, professoriate training, leadership, and well-being. The PDP complements the efforts of established University resources, such as the Center for Excellence in Writing, the Career and Talent Development Department, and the Center for the Advancement of Teaching.

To learn more about the UGS professional development program, please visit http://gradschool.fiu.edu/professional-development/

**Center for the Advancement of Teaching (CAT)**
The Center for the Advancement of Teaching is dedicated to providing FIU’s teaching community--full-time faculty, adjuncts, and graduate teaching assistants--with resources and support needed to encourage the highest quality of teaching and learning throughout the University. Through individual, group, and campus-wide programming, the Center keeps the teaching community abreast of pedagogical developments, maintains and provides a wide array of resources on teaching and learning, and supports teachers in enhancing their teaching.

Please visit the Center’s website for more information: [https://cat.fiu.edu/](https://cat.fiu.edu/)

**Center for Excellence in Writing (CEW)**
The CEW offers individual student consultations. Whether brainstorming, drafting, revising or polishing, writing consultants can assist students with most written projects. The CEW also programs several workshops throughout the year specific to graduate students. For more information, please visit their website: [http://writingcenter.fiu.edu/](http://writingcenter.fiu.edu/) or call MMC at (305) 348-6634 or BBC (305) 919-4036.

**International Students**

**International Student & Scholar Services (ISSS)**
The University maintains an Office of International Student and Scholar Services https://globalaffairs.fiu.edu/issss/. The ISSS office provides advisors to help international students with problems concerning visa status, employment, as well as cultural and social concerns, and similar matters. The ISSS office may be reached at (305)-348-2421 SASC Room 230 (Student Academic Success Center) or at (305)-919-5813 WUC363 (Biscayne Bay Campus - Wolfe University Center).

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

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

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

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

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

- **Graduate Fellowships for Students of Diverse Backgrounds:**
  
  [http://gradschool.fiu.edu/students/funding/fellowships/](http://gradschool.fiu.edu/students/funding/fellowships/)

- **Office of Multicultural Programs and Services:**
  
  [https://studentaffairs.fiu.edu/get-involved/multicultural-programs-and-services/](https://studentaffairs.fiu.edu/get-involved/multicultural-programs-and-services/)

- **LGBTQA Initiatives:**
  
  [https://studentaffairs.fiu.edu/get-involved/lgbtqa/](https://studentaffairs.fiu.edu/get-involved/lgbtqa/)
Veteran and Military Affairs Office:  

Disability Resource Center:  
https://studentaffairs.fiu.edu/get-support/disability-resource-center/

Office of Study Abroad:  
https://globalaffairs.fiu.edu/study-abroad/

Equal Opportunity Programs and Diversity Office:  
https://hrapps.fiu.edu/index.php?name=equal_opportunity_programs

ADDITIONAL RESOURCES
University Graduate School  
http://gradschool.fiu.edu/

Statistical Consulting Services  
http://gradschool.fiu.edu/statistical-consulting/  
Contact: Statistical Consultant (305) 348-7914

Council for Student Organizations (this falls under Campus Life)  
https://studentaffairs.fiu.edu/get-involved/clubs-and-organizations/cso/

Counseling and Psychological Services  
https://studentaffairs.fiu.edu/health-and-fitness/counseling-and-psychological-services/

Division of Student Affairs  
https://studentaffairs.fiu.edu/

Office of Research and Economic Development  
http://research.fiu.edu/
HOUSING & RESIDENTIAL LIFE

WELCOME TO FIU HOUSING AND RESIDENTIAL LIFE!

Dear FIU Resident,

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

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

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

With more than 3,300 FIU students living in our residence halls, we are Worlds Ahead at transforming lives and inspiring residents to make a difference in the community. Keeping in mind that each student is responsible for our community, all students are responsible for treating fellow residents with respect, dignity, and care.

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

Sincerely,

Lynn N. Hendricks, Ed.D.
Director, Residential Life
RHA WELCOMES YOU HOME!

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

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

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

The Residence Hall Association provides an array of programs, events, and most importantly, a voice for you. RHA not only acts as the liaison for you within our housing community, but also within the university community via the Student Government Association. Attend our General Assembly meetings where representatives from each Hall Council meet to discuss important issues related to on-campus living. These meetings are open to all residents. We invite you to provide suggestions as to how we can make residential life a better experience during your academic endeavors. For more information or if you have any questions, please contact us at rha@fiu.edu.

Sincerely,
The RHA Executive Board
GENERAL INFORMATION
Florida International University Department of Housing and Residential Life

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

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

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

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

IMPORTANT CONTACT INFORMATION
Housing Office: This office oversees housing operations for all seven complexes. General information, housing agreements, billings, accounting, room assignments, and all other agreement-related business can be handled through this office.
**Housing Package Center (HPC):** This center is located in Lakeview South next to the Academic Resource Center. Residents may pick up packages during regularly scheduled hours. Please visit the website: [housing.fiu.edu](http://housing.fiu.edu) for additional information or email hpc@fiu.edu for additional information.

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

**Housing Office, UT 121**
11200 SW 8th Street, Miami, FL 33199  
(305) 348-4190

**Office of Residential Life, PH 126**
1595 SW 112 Avenue, Miami, FL 33174  
(305) 348-3661

**Housing Facilities Office, LVS 140**
11040 SW 14th Street, Miami, FL 33174  
(305) 348-1162

**Academic Resource Center (ARC), LVS 133**
11040 SW 14th Street, Miami, FL 33174  
(305) 348-1161

**Parkview Hall Desks**
1599 SW 113 Avenue, FL 33174  
East: (305) 348-7635 West: (305) 348-4229

**Everglades Hall Desk**
1590 SW 111th Avenue, Miami, FL 33174  
(305) 348-1328
Lakeview North Desk
11060 SW 14th Street, Miami, FL 33174
(305) 348-1176

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

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

University Apartments Desk, Building A
10750 SW 11th Street, Miami, FL 33174
(305) 348-1050

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

RA ON DUTY
A Resident Assistant is on duty whenever the Administrative Offices are closed - evenings, weekends and holidays. The contact information of the RA on duty is posted at the Front Desk.

HOUSING ONLINE
The Department of Housing and Residential Life provides online access to most of your housing needs at [my.fiu.edu](http://my.fiu.edu) in order to better meet the needs of our residents.

When you login online, you will be able to:

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

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

Safe Living on Campus

IT’S A COMMUNITY RESPONSIBILITY

EMERGENCY NUMBERS AT-A-GLANCE

<table>
<thead>
<tr>
<th>AREA</th>
<th>FRONT DESK</th>
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<tbody>
<tr>
<td>Everglades Hall</td>
<td>(305) 348-1328</td>
</tr>
<tr>
<td>Lakeview Hall North</td>
<td>(305) 348-1176</td>
</tr>
<tr>
<td>Lakeview Hall South</td>
<td>(305) 348-1171</td>
</tr>
<tr>
<td>Panther Hall</td>
<td>(305) 348-3982</td>
</tr>
<tr>
<td>Parkview Hall East</td>
<td>(305) 348-7635</td>
</tr>
<tr>
<td>Parkview Hall West</td>
<td>(305) 346-4229</td>
</tr>
<tr>
<td>University Apartments</td>
<td>(305) 348-1050</td>
</tr>
<tr>
<td>University Towers</td>
<td>(305) 348-3836</td>
</tr>
</tbody>
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IMPORTANT CONTACT NUMBERS

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<thead>
<tr>
<th>Service</th>
<th>Number</th>
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<tbody>
<tr>
<td>University Police Emergency</td>
<td>(305) 348-5911</td>
</tr>
<tr>
<td>University Police Non-Emergency</td>
<td>(305) 348-2626</td>
</tr>
<tr>
<td>Student Health Care</td>
<td>(305) 348-2401</td>
</tr>
<tr>
<td>Counseling/Psychological Services</td>
<td>(305) 348-2277</td>
</tr>
<tr>
<td>Victim Empowerment Program VEP</td>
<td>(305) 348-3000</td>
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</tbody>
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FIU's Anonymous Reporting Website: go.fiu.edu/report

CRIME PREVENTION

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

- Keep your door locked at all times.
- Always find out who is knocking before opening the door. Look through the peephole or ask who it is before you open the door.
- Never leave your apartment/room door propped open.
- Always close your apartment/room windows when you vacate the apartment/room.
Do not leave any valuables within reach of an open window.

• Keep your keys safe. Don’t lend your key to anyone and don’t leave keys lying around.
• If your key is lost or stolen, report it to your Residence Hall/Area Front Desk immediately so that the lock can be changed.
• Have your keys ready before you get to your car door, especially after dark.
• Always report any suspicious activity to the FIUPD.
• Don’t walk alone, especially at night.
• Avoid dark paths or shortcuts. Always use public walkways.
• Carry identification at all times.
• Let your roommate(s) know where you are going and when you will return.
• If you are the victim of a crime, report the incident to FIUPD immediately.

“STAY IN PLACE” POLICY

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

ESCORTED TRANSPORTATION SERVICES

Parking Service Aides (PSA) provide golf cart transportation service for students and staff Monday-Friday 7:00 PM – 11:00 PM during the regular academic year (Public Safety will provide an escort outside these hours if one is requested). The escort service is staffed by FIU students and staff. If you need assistance, please call (305) 348-3615 and give your name and location. Depending on the volume, at times this service is not available. Priority is given to students who are using the service for their safety versus a means of transportation.

FIRE PROCEDURES

How to prepare for a fire emergency: Pre-plan your evacuation route; locate the nearest alarm pull station; locate the nearest fire extinguisher; and become familiar with how to use it appropriately.

Fire drills are conducted regularly. In case of smoke or fire, pull the nearest alarm. Report the
location of the fire to University Police at MMC (305) 348-5911. All residents must evacuate the building when an alarm is sounded. Residents are required to follow the direction of university officials during an evacuation. Residents are to assemble at least fifty yards (150 ft.) away from the building. Failure to do so will result in disciplinary action.

**FIRE EVACUATION**

Pre-plan your evacuation route. Locate the nearest alarm pull station. Locate the nearest fire extinguisher and become familiar with how to use it properly. All residents must evacuate the building at the sound of an alarm. Residents are to assemble at least 150 feet away from the building. Staff will further instruct students.

**FIRE ALARMS/FIRE EQUIPMENT**

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

Removing or interfering with the use of fire safety equipment, such as fire extinguishers and smoke detectors, is a third-degree felony under Florida Statute 806.10 and is prohibited in housing. Setting off fire alarms is prohibited by Florida Statute, Section 806.101, and is a misdemeanor. If a resident disconnects or tampers with smoke detectors, fire sprinklers or fire alarms, a fee of $150.00 will be charged for damages, property loss and or clean-up costs. Items may not be hung from or block fire sprinklers or smoke detectors. Recovery costs associated with damage resulting from activating a sprinkler may be assessed to the responsible individuals.

**SEVERE WEATHER WARNINGS**

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

**HURRICANE PROCEDURES**

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

Once an emergency is declared, the FIU-HELP (305) 348-4357) line is activated and information is provided to update the community on the status of the university. In addition, information can also be obtained online at dem.fiu.edu.

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

**SAMPLE HURRICANE KIT**

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

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

**LIABILITY RENTER’S INSURANCE**

For the protection of personal belongings, students are encouraged to maintain insurance on items they bring to campus. The university is not liable for damage to or loss of personal property, or failure or interruption of facilities. Students are encouraged to have their own health and personal property loss insurance.
SURVEILLANCE CAMERAS

The Housing and Residential Life has surveillance cameras throughout the residence halls and apartments. Cameras are not monitored by the staff.

SECURITY PHONES

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

STUDENT CONDUCT PROCEDURES

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

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

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

SANCTIONS

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

An explanation of each sanction may be found in the Student Code of Conduct available at conduct.fiu.edu.

• Written Reprimand
• Educational Activities
• Counseling Consultation/Screening
• Restitution
• Administrative Fines
• Restrictions/No Contact Order
• Conduct Probation
• Housing Probation
• Residence Hall Reassignment
• Deferred Housing Contract Termination
• On-Campus Housing Exclusion
• Deferred Suspension
• Suspension
• Expulsion

**STUDENT CONDUCT RECORDS**

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

Housing Policies & Standards of Conduct

**OVERVIEW**

University housing residents are responsible for abiding by all university and Housing policies, regulations and standards of conduct. Housing policies should be read broadly, and are not designed to define misconduct in exhaustive terms. Students are responsible for being familiar with and abiding by all policies contained within the Student Code of Conduct. The policies listed in this section are provided as a partial summary for Housing residents. Refer to the policies and regulation section of the Student Code of Conduct for further explanation. Violation of any Housing policy and standard of conduct, or the violation of the Housing Agreement shall be considered a violation of the Student Conduct Code and may result in disciplinary action, including, but not limited to immediate termination of the Housing Agreement. Items found to be in violation of Housing regulations and/or university policies may be confiscated and/or discarded at the discretion of Residential Life staff. Fines may also be imposed for violation of Housing policies. **Housing Policies are subject to change. For the most up-to-date Housing Policies please refer to Housing.fiu.edu. Residents are responsible for knowing and abiding by all of the Housing policies.**

**SECTION 1. COMMUNITY STANDARD**
(Read the Policy and Regulations Section for more information)

**ALCOHOL**

• Possession, use or consumption of alcohol when under the legal drinking age as outlined by Florida Law is prohibited. Students of legal drinking age are permitted to have alcoholic beverages in their residence hall units, if all resident(s) of the unit are of legal age. If under age individuals reside in the unit with a legal age individual, the legal age individual must store all alcoholic beverage(s) in his/her assigned bedroom.

• Use or possession of kegs, beer balls, beer taps, alcohol vaporizers and/or any large amount of alcohol are not permitted in any room or area of university owned housing.
In addition, any device designed to consume large amounts of alcohol (funnels, beer/ alcohol pong tables, bongs, etc.) are prohibited.

• Dispensing, selling or supplying alcoholic beverages to an individual who is under the legal drinking age as outlined by Florida Law is prohibited.

• Alcohol and/or consumption of alcoholic beverages in public areas, such as lounges, courtyards and hallways is prohibited.

• If all of the residents in the unit are under the legal drinking age, no one (including of-age guests) may possess or consume alcohol in the unit.

• Violating any other university policy while under the influence of alcohol is prohibited. Members of the FIU community who choose to drink will be held fully responsible for their behavior while under the influence of alcohol. Loss of control due to intoxication does not excuse or justify violation of the state law, university regulations, or the rights of others.

• Misrepresenting or misstating one’s age or using altered identification in order to obtain alcohol is prohibited.

• Hosting or attending a gathering where underage individuals and alcohol is present is prohibited.

• Consumption, possession or use of alcohol in a housing room/unit where all assigned residents of that on campus housing unit are under legal drinking age is prohibited (dry rooms/units). If no one assigned to live in the building/area is 21 years of age or older, alcohol is prohibited in the building/area (dry building/area). Panther Hall and Lakeview North are dry buildings, regardless of age, no alcohol is allowed.

• Alcohol bottles, alcohol cans, and alcohol packaging are not permitted as decorations. These items may also be considered as evidence of consumption.

• Consumption of alcohol, legal or otherwise, neither removes nor absolves a resident from their responsibility to observe university regulations. A resident may be immediately removed from Housing if they violate the alcohol policy or if they pose a danger to self, others, or cause damage while under the influence of alcohol.

CLEANLINESS

• Rooms, apartments and suites must be kept clean and sanitary at all times, including proper disposal of empty food and beverage containers.

• Disposal of trash in a place other than designated bins or dumpsters is prohibited. Violators are subject to a $50 charge per bag.

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

COOKING APPLIANCES
• Possession of alcohol stoves, hibachis, hot plates, and gas grills in student living units, in stairwells, or on walkways/entry areas to any housing facility is prohibited.
• Personal appliances with an open flame or exposed heating elements/coils are not permitted including, but not limited to: burners, griddles, panini makers, waffle makers, George Foreman grills, infrared appliances, toasters, electric skillets, and deep fryers.
• Coffee makers are only permitted if they have an auto shut-off safety feature.
• Residents are permitted to use grills that are provided outside in the Housing areas. Personal grills are not permitted.

DISRUPTIVE CONDUCT (See Policy and Regulations Section for more information)
DRUGS (See Policy and Regulations Section for more information)
ENDANGERMENT (See Policy and Regulations Section for more information)
FAILURE TO COMPLY (See Policy and Regulations Section for more information)
FALSIFICATION / FRAUD / TESTIMONY (See Policy and Regulations Section for more information)
FIRE & SAFETY (See Policy and Regulations Section for more information)
GAMBLING (See Policy and Regulations Section for more information)

GUESTS
• Guest(s) must sign-in with their host at the Front Desk upon arrival. Allowing a guest access into the residence hall through an unauthorized or locked entrance is prohibited.
• Guest(s) must show identification and provide requested information to the Desk Assistant upon arrival to the residence hall.
• Only individuals 18 years of age and older (with proper photo identification) will be approved to visit the residence halls.
• Guest(s) may not be given a key to the unit or a resident’s Panther ID card for the purpose of accessing the unit. The resident of the unit will be held accountable if this occurs.
• Guests MUST be escorted by their host, a current housing resident of the building of which they are present. Unescorted guests will be required to leave the residential area.

• Students hosting guests, both university affiliated and non-university affiliated, are responsible for their guests while the guest(s) visit the residential community. The resident host will be held accountable for the actions of their guest(s). Resident hosts must accompany their guest(s) within the residential areas at all times.

• The Roommate Agreement serves as an informal policy on visitors and guest privileges. Failure to adhere to the roommate agreement may result in an administrative relocation (to a different room and/or residential area).

• Each resident may host only one overnight guest at a time.

• Overnight guests are not permitted during final exams week.

• An approved guest may stay on campus up to three consecutive nights within a seven-day period and no more than 10 cumulative nights per semester regardless of his/her host. During Summer A and Summer B guest(s) may stay no more than six cumulative nights regardless of his/her host.

• Overnight guest is defined as a guest(s) in a housing unit between the hours of midnight and 8:00am.

• All individuals who visit the FIU residential areas must respect students’ rights to privacy and security.

• Violations of the consecutive or cumulative policy may result in a monetary charge and/or disciplinary action for the responsible resident and/or guest.

• Residence Life staff reserve the right to request a guest to leave the residential community at any time.

• Knowingly hosting person(s) who have been trespassed from on-campus housing facilities is prohibited.

• Anyone who has been removed from housing or has cancelled their housing agreement must abide by the guest policies, if permitted in the residence hall.

• Violation(s) of the guest policies may result in loss of visitation privileges, immediate room change, and/or termination of the Housing Agreement.

HALOGEN LAMPS

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

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

**HOVER BOARDS AND SIMILAR DEVICES**

• The use or possession of hover boards and/or similar devices is prohibited. These items may not be carried, used, stored, and/or charged in any university housing residence hall or apartment. These items will be confiscated.

**LITTERING**

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

**MAIL**

• Tampering with mailbox locks is prohibited.

• Removal of mail addressed to another person is prohibited. Mail addressed to anyone other than the current occupant(s) should be returned to the Front Desk.

• Letters and packages must be properly addressed and include the resident’s official first and last name; mail that is addressed to anything other than official first and last names will be returned to sender.

• Only authorized staff are permitted to enter mailrooms/sorting and distribution areas.

**MOTORCYCLES/ BICYCLES/ IN-LINE SKATES/ SKATEBOARDS**

• Riding motorcycles, bicycles, skateboards or use of skates in hallways, courtyards, lounges, and lobbies is prohibited.

• Storing motorcycles, motorbikes or bicycles in any on-campus housing hallway, entry area, stairwell, balcony, light pole, or railing is prohibited. Motorcycles must be parked in parking lots.

• Pocket bikes are not permitted on sidewalks or roadways.

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

**OPEN FLAMES/ CANDLES/ HEATING ELEMENTS/ FLAMMABLES**

• Possession of candles, candle warmers, wickless candles, incense, hot plates and/or other heating units with an open flame or heating element is prohibited.

• Flammable liquids and solvents (gasoline, kerosene, lighter fluid, propane, etc.) are
not permitted in any of the student housing areas (including student units, lounges, and courtyards/quad). Residents are permitted to store charcoal (non-presoaked) in units.

PETS/ANIMALS

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

POSTINGS

- Unauthorized posting of notices, flyers, ads or other information in on-campus housing facilities is prohibited.
- Any posting for an FIU event must be pre-approved by the Office of Residential Life.
- Posting of events with alcohol is prohibited.

PROJECTILES

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

PROPERTY AND FACILITIES OFFENSES

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

RAILINGS AND ROOFS

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

QUIET/COURTESY HOURS
• Loud talking or music, or other disruptive noise in rooms, courtyards, stairwells, or lobby areas during designated quiet hours (Sunday - Thursday 10 p.m. - 8 a.m.; Friday & Saturday Midnight - 10 a.m.; 24-hours during the week of final exams) is prohibited. Loud talking, music, or other disruptive noise in rooms, courtyards, stairwells, or lobby areas during 24-hour courtesy hours is prohibited.

• Speakers may not be placed in windows. Residents are responsible for turning down sound systems, discontinuing noisy activity, and turning off subwoofers if requested to do so by another resident or staff member at any time. Quiet hours are enforced regardless of holidays or semester breaks.

SALES, SOLICITATION AND CANVASSING

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

SMOKING

• In accordance with Florida State Law, smoking is prohibited in all university buildings and sections thereof, owned, leased, or operated by the university. This includes but is not limited to, classrooms, stairwells, bathrooms, offices, hallways, labs, libraries, and on-campus housing facilities/units. (See Policy and Regulations Section for more information)
• FIU became a tobacco and smoke-free campus in January 2011. Under the regulation, smoking and use of tobacco products (including electronic cigarettes) are prohibited in all areas of FIU's campuses.
• Smoking, Tobacco, and all devices used for smoking (i.e., e- cigarettes, hookahs, pipes, etc.) are not permitted in any of the residence hall rooms, apartments and facilities, including courtyards, elevators, stairwells, balconies, lounges, patios, etc. Throwing cigarettes on the ground is considered littering.
• Ashes and buds will be considered evidence of smoking in a unit.

SOCIAL GATHERINGS

Social gatherings, parties, and meetings in individual units are subject to all Municipal, State and Federal Laws, as well as university policies. The number of people in a unit at any time, including residents of the unit, must be limited as follows:
<table>
<thead>
<tr>
<th>Unit Type</th>
<th>Maximum occupancy allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 bed units:</td>
<td>8 people</td>
</tr>
<tr>
<td>3 bed units:</td>
<td>6 people</td>
</tr>
<tr>
<td>2 bed units:</td>
<td>4 people</td>
</tr>
<tr>
<td>1 bed unit:</td>
<td>2 people</td>
</tr>
</tbody>
</table>

Residential Life staff reserve the right to disperse gatherings when residents or guests are in violation of any university or Housing policy.

**SPORTS IN RESIDENCE HALLS**

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

**TRESPASSING/UNAUTHORIZED USE**

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

**WEAPONS, FIREARMS, EXPLOSIVES**

(See Policy and Regulations Section for more information)

For the safety of our residents, weapons, firearms and explosives of any form are not allowed in the Residence Halls.

**SECTION 11. FACILITIES MAINTENANCE**

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

**ANTENNAS**

External antennas /dishes of any type are prohibited.

**DAMAGES**

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

**ELEVATORS**

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

**FURNISHINGS**

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

**KEYS**

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

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

**LOCKS/DOORS**

Locks may not be tampered with in any way that interferes with the use of keys or prevents locking/unlocking of doors. Locks may not be added to any doors in the unit, nor may they be changed or replaced except by authorized housing personnel. No door may be propped open; a possible $50 charge will be assessed for a propped door. The use of a dead bolt in the lock position in order to keep the door propped open is prohibited. Allowing individuals access into a housing facility through an unauthorized or locked entrance is prohibited. (See the Police and Regulations Section for more information).

**LOUNGES AND RESERVED SPACES**

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

Only pre-approved events are permitted in reserved spaces; exceptions will be made for Residential Life programs or meetings.

Reservation request forms are available in the Housing Office.

**ROOM PERSONALIZATION POLICY**

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

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

**CABLE TV**

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

**WINDOWS AND SCREENS**

Windows are to remain closed at all times when air conditioning is on and functioning properly. Students are encouraged to keep windows closed to ensure efficient / safe operation of student housing facilities. Housing staff may elect to permanently seal windows if deemed necessary to maintain the efficient/safe operation of the facility. Windows are not to be used as entrance or exit to units. Signs, pictures, banners, empty bottles, and similar objects may not be displayed in windows so that they block or impede access, exit, or view to the unit in time of emergency. This is to ensure the health and safety of students and rescue personnel. Students are not permitted to remove their window screens.

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

**SECTION 12. ADMINISTRATION**

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

**IDENTIFICATION**

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

**INSPECTION OF UNITS**

Housing and Residential Life staff reserve the right to inspect units on a regular basis for necessary repairs, cleanliness, and safety checks. Health and Safety Inspections will be announced via email and may be found on the Housing and Residential Life website. Items that are found during inspections that are in violation of housing and residential life policies, may be confiscated by university officials and may be immediately discarded.

**LOCKOUTS**

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

**ROOMMATE AGREEMENT**

When living with another person, it is important to talk about expectations and set some guidelines for living in the same room, apartment, or suite. Be open with your needs but also be willing to compromise. Discuss the following issues that roommates typically disagree about. After discussing these items with your roommate(s) and coming to decisions about your living arrangements, you should enter it into the Roommate Agreement provided. This agreement sets the standard for you, your roommates and guests. Review the agreement regularly and make revisions together, if necessary. The agreement can be very valuable in avoiding problems later.

**SET GROUND RULES**

**Supplies:**

Who will buy the toilet paper? What contribution is expected from each person?

Who will buy the hand/dish soap?

**Duties:**

Who will take out the trash? When?

Who will clean the bathroom? When?

Who will clean the dishes? When?

**Guests:**

When can friends visit?

When can’t friends visit?

What is a reasonable time for a guest to be visiting?

**Sharing:**
What is shareable vs. what should not be shared?
What items require permission first, before sharing?

**Notable times:**
What time will you wake up to go to class?
Who will use the bathroom during this time?
What time do you usually go to sleep?
POLICIES & REGULATIONS
POLICIES & REGULATIONS

FIU-2501 Student Code of Conduct

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

STANDARDS OF STUDENT CONDUCT

IN Voluntary WITHDRAWAL POLICY

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

2. The Vice President or designee reserves the right to impose an immediate and temporary withdrawal, prior to the review of all information. In such cases, the student shall be offered an opportunity to discuss the matter with the Vice President for Student Affairs or his/her designee, immediately prior thereto, and shall be offered the opportunity to provide documentation from an appropriate healthcare provider who has conducted a proper assessment of the student and concluded that the student does not pose a serious imminent threat of harm to himself/herself or
3. A student subject to involuntary withdrawal is entitled to the following:
   a. Notice of intent to remove the student pursuant to this policy stating the reasons for the action.
   b. The opportunity to present relevant information for consideration of his/her case personally or by a health professional working with that student, if the student is not capable of self-representation.
   c. The opportunity to have an advisor of the student’s own choice accompany the student.
4. A student who is involuntary withdrawn shall receive a refund of fees per University policy.
5. Students who are involuntarily withdrawn from the University shall have a hold placed on their records, which will prevent them from being readmitted or reenrolled in the institution except as stated in this paragraph. A student may request readmission or reenrollment at the University by providing the Vice President of Student Affairs, or designee, with documentation from an appropriate healthcare provider who has conducted a proper assessment of the student and concluded that the student does not pose a serious threat of harm to himself/herself or others. In cases where the Vice President or designee has imposed other conditions for readmission, it is the responsibility of the student to provide documentation of compliance with such conditions.
6. A student who is not involuntarily withdrawn may be subject to conditions to continue enrollment at the University. In such cases, the student will be provided with a written summary of conditions and must meet all conditions in order to maintain student status. A student who fails to meet such conditions will be subject to involuntary withdrawal by the Vice President or designee, or will be subject to charges through the University’s judicial process for failure to comply.
7. The current medical withdrawal process should not be used to handle withdrawals related to mental health issues where an imminent threat is evident (e.g., the student has been hospitalized under the Baker Act) or a violation of the Student Code of Conduct has allegedly occurred. The above policy and procedure will instead be applied.

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

**FIU ALCOHOLIC BEVERAGES REGULATION (NO. FIU-2505)**

**GENERAL REQUIREMENTS**

a) This regulation shall govern the possession, service, sale, consumption and distribution of alcohol at all Florida International University sponsored events and activities; at all facilities operated under the jurisdiction of the University; to any, and all faculty, staff and students of the University, and their guests attending such events and activities.

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

c) Definitions:

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

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

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

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

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

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

SERVICE, SALE AND DISTRIBUTION.

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

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

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

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

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

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

a) All locations specified on the alcoholic beverage license of the university’s food service contractor.

b) Modesto Madique Campus: Graham Center (GC) including the Ballrooms; The Faculty Club; Chili’s Too; The Panther Suite; The Cafeteria (Fresh Food Company) & Food Court; The GC Forum & The Pit; The US Century Bank Arena & The Athletic fields/ facilities and the FIU Stadium, Betty B. Chapman Plaza (Fountain area bordered on the North by the GC – on the West by the PC building and on the Southeast by the Gold Parking Garage), The Frost Art Museum (and adjacent areas in PC); The Wertheim Performing Arts Center; The Ronald
c) Biscayne Bay Campus: Wolfe University Center (WUC) Ballrooms, Cafeteria, Panther Square, Hospitality Management Building, Southern Wine and Spirits Management Center, Koven’s Conference Center, Library.

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

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

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

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

1. Any individual to whom alcohol is sold or served, or who attempts to purchase or consume alcohol on university premises must satisfy the legal age requirement of 21 years, and demonstrate this by showing valid photo identification when asked to do so. Such identification includes: valid photo identification issued by the State of Florida or any other state of the United States, a passport or a United States armed services identification card.

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

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

4. Servers/bartenders and attendants shall be at least 21 years old.
5. Individuals shall not bring alcoholic beverages to any university sponsored event. Individuals shall not leave a university event or event area while carrying or holding any type of container of alcoholic beverage.

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

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

8. At least two printed signs shall be prominently displayed at each event, each of which must display the following information:
   • NO ALCOHOL SOLD OR SERVED TO MINORS
   • PROOF OF AGE IS REQUIRED NON-ALCOHOLIC BEVERAGES AVAILABLE
   • MANAGEMENT RESERVES THE RIGHT TO DENY SERVICE
   • ASK AN ATTENDANT FOR ASSISTANCE, IF NECESSARY
   Signs shall meet the following, minimum specifications: size shall be at least 11 inches by 14 inches; no other message shall be included on these signs, however, a single sign may be used to display this information in languages other than English.

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

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

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

12. At least one uniformed member of the University Police Department, or a substitute approved by the Chief of the University Police Department shall be present at all events on university premises at which alcohol is sold or served.

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

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

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

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

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

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

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

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

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

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

DISTRIBUTION, ADVERTISING AND PROMOTION

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

b) The following conditions shall also apply:

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

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

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

1. Advertisement for alcohol shall not promote the irresponsible use of alcohol.

2. Advertisement shall not encourage behavior or activities that directly conflict with the requirements of this regulation.

3. Advertisement shall not use alcohol as an inducement to participate in a university event and shall not offer alcohol as a prize or gift in any form of contest, raffle, game, or competition.

4. Social events that encourage drinking, drinking contests, or alcoholic intoxication, and the advertisement of any such events are strictly prohibited.

5. General promotional materials, including advertising for any university sponsored event shall not make reference to the availability of alcoholic beverages unless the event is sponsored by
the School of Hospitality Management in association with the FIU Beverage Management Program.

6. Advertising for any event sponsored by the FIU School of Hospitality Management where alcoholic beverages will be served and its availability is identified in the promotional material, shall specifically mention the availability of non-alcoholic beverages as prominently as the availability of alcoholic beverages.

ATHLETIC EVENTS

Alcoholic beverages are not permitted to be brought into FIU Stadium. Beer can be purchased at designated concession stands inside the Stadium. Fans must be 21 years of age or older with a valid I.D. to purchase alcohol. There is a limit of two beers that may be purchased at a time (limit of four during the event) and the sale of alcohol will conclude at the end of the third quarter. Sections 120 and 129 are alcohol free sections and the consuming of alcoholic beverages is prohibited in these sections.

Alcohol sales are allowed to the general public for outside events at FIU Stadium and points of sales are located throughout the stadium concession stands. Must be 21 or older to purchase alcohol with a valid I.D. and there is a limit of 2 beverages per sale per person.

TAILGATING POLICY

You may reserve a space in the general tailgating areas, including the Diamond Lot, Nature Trail and Panther Trail via the online reservation form found at https://parking.fiu.edu/tailgating/.

Should you prefer not to reserve a space, these lots will be available for tailgating on game day, but on a first-come, first-served basis and dependent on lot/trail availability.

Lot 7 (west of the stadium) is reserved for alumni and spirit group tailgating. Lot 6 (east of the stadium) is reserved for student tailgating. Tailgating spaces in these lots must also be reserved in advance, but will also be available on a first-come, first-served basis should there be availability on game day.

Personal tents/canopies must be 10 feet x 10 feet or smaller and are only allowed in reserved/assigned tailgating locations.
Should you want to reserve a tailgating area that is larger than a personal canopy, you must contact Parking & Transportation’s event team at ptkevents@fiu.edu or (305) 348-3615.

All garages, as well as Lot 5 (east of the WPAC) are available for general parking. We strongly encourage visitors to park in the Blue Garage, Panther Garage, or Lot 5 as these are the closest to the stadium. However, tailgating is not permitted in these areas.

VIP & Disabled Parking will continue to be within the Platinum Lot (lot south of the stadium).

All designated Tailgating Lots and Trails will be accessible from 8:00 a.m. until two hours following the conclusion of the game or midnight (whichever comes first).

However, there are specific timelines for each game as it relates the university’s tailgating and open-container waiver hours.

For mid-day games (i.e., games starting prior to 4 p.m.), the university’s open container waiver will be in effect in four hours prior to game start through the end of tailgating hours. For evening games (i.e., games starting after 5 p.m.), the university’s open-container waiver will be in effect six hours prior to game start through the end of tailgating hours.

Tailgating will close down 45 minutes prior to kick-off. University Police as well as Parking & Transportation personnel will be walking through all tailgate areas prior to kick-off to ensure compliance.

EDUCATIONAL RESOURCES

a) The Healthy Living Program (HLP) conducts Substance Use and Abuse, Tobacco Cessation, and Alcohol related presentations for the university community. In addition, HLP offers free, confidential consultations on Tobacco Cessation, and other related topics such as how to help a friend with a substance use problem.

b) The Student Health Services Clinics provides students with free, confidential office visits to see a registered nurse, nurse practitioner,
and primary care physician regarding medical symptoms, illnesses and/or injuries that arise from alcohol use/abuse.

c) The Counseling and Psychological Services Center (CAPS) provides students with free, confidential, office visits to see mental health professionals (psychologists, licensed social workers, mental health counselors, etc.) for issues that may directly or indirectly relate to alcohol and drug use, abuse or dependence. CAPS staff provides lectures and workshops to various student groups on topics related to prevention of binge drinking, and alcohol and drug abuse. CAPS also provides assessment, intervention and referrals (as appropriate) to students who have violated the Drug-Free Campus/Workplace Drug and Alcohol Abuse Prevention Policy.

d) The Office of Employee Assistance (OEA) assists faculty and staff with personal problems, such as substance abuse, which might affect their job. The OEA office coordinates the confidential assessments and provides referrals for employees experiencing problems or seeking educational information.

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

University Resources and Contact Information:

(a) Healthy Living Program:

Locations:

MMC: Student Health Center (Room 180)

BBC: Wolfe University Center (Room 307)

Phones: (305) 348-4020, MMC

(305) 919-5307, BBC
Website: studenthealth.fiu.edu

(b) Student Health Services:
Locations:
MMC: Student Health Center (Blue Clinic)
Phone: 305-348-2401
BBC: Student Health Center
Phone: (305) 919-5620
Website: studenthealth.fiu.edu

(c) Counseling and Psychological Services Centers:
Locations: MMC Student Health Center Suite 270
BBC Wolfe University Center Suite 320
Phones: (305) 348-2277, MMC
(305) 919-5305, BBC
Website: caps.fiu.edu

(d) Employee Assistance Office of Employee Assistance (OEA):
Locations: Green Library 473
Phones: (305) 348-2469 (MMC & BBC)
Website: oea.fiu.edu

For the most current version of the FIU Alcohol Policy, go to: http://hr.fiu.edu/aod/policies.htm
ALCOHOL & SUBSTANCE ABUSE PARENT/GUARDIAN NOTIFICATION POLICY

Policy statement:

Florida International University may notify the parents or guardians of students, under policy. As circumstances may warrant, notification may also be carried out for disciplinary violations with respect to the use, possession or distribution of controlled substances. This policy provides for notification to only those parents or guardians who claim their sons or daughters as legal dependents on their Federal Income Tax Returns. All students are urged to periodically review the university’s internet site (http://hr.fiu.edu/aod/policies.htm) in order to remain current with updated FIU alcohol and substance abuse policies.

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

Procedure:

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

NOTIFICATION TRIGGERS:

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

1. Violation involved harm or threat to self, others, or damage to property.

2. Violation involved an arrest.

3. The student becomes physically ill and/or requires medical intervention as a result of the consumption of alcohol or any controlled substance.

4. The student has been found responsible for multiple violations of the University’s Standards of Conduct with regard to alcohol and substance abuse.
The Notification Process:

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

ALCOHOL & DRUG-FREE WORKPLACE & CAMPUS POLICY

Promoting productive practices and safe healthy behaviors

STANDARDS OF CONDUCT

FEDERAL LAWS

DRUG-FREE SCHOOLS AND CAMPUSES REGULATIONS:
34 CFR Part 86

PUBLIC CONTRACTS / DRUG-FREE WORKPLACE:
41 US Code, Chapter 10

PUBLIC WELFARE / DRUG-FREE WORKPLACE REQUIREMENT:
45 CFR Part 76, Subpart F
As a condition of receiving funds or any other financial assistance under any federal program, institutions of higher education shall certify that they have developed and implemented an Alcohol & Drug-Free Workplace & Campus Policy.

STATE LAWS
SALE OF ALCOHOL

Florida Statute 561.01: Sale of alcoholic beverages includes any admission charge, sale of cups, tickets, donations, etc.
http://www.leg.state.fl.us/STATUTES/index.cfm?
App_mode=Display Statute&Search_String=&URL=0500-0599/0561/
Sections/0561.01.html

Florida Statute 562.12: The sale of alcoholic beverages without a proper license is unlawful.
http://www.leg.state.fl.us/STATUTES/index.cfm?
App_mode=Display Statute&Search_String=&URL=0500-0599/0562/
Sections/0562.12.html

LEGAL DRINKING AGE

Florida Statute 562.11: Selling, giving, or serving alcoholic beverages to persons under 21 years of age or misrepresenting the age of another to induce service of alcoholic beverages to persons under 21 years of age is unlawful.
http://www.leg.state.fl.us/STATUTES/index.cfm?
App_mode=Display Statute&Search_String=&URL=0500-0599/0562/
Sections/0562.11.html

Florida Statute 562.111: Possession of alcoholic beverages by persons under the age of 21 is unlawful.
http://www.leg.state.fl.us/STATUTES/index.cfm?
App_mode=Display Statute&Search_String=&URL=0500-0599/0562/
Sections/0562.111.html

DISORDERLY INTOXICATION

Florida Statute 856.011: Endangering the safety of another person, causing property damage, drinking any alcoholic beverages in a public place, or causing a public disturbance while intoxicated is unlawful.
http://www.leg.state.fl.us/STATUTES/index.cfm?
App_mode=Display Statute&Search_String=&URL=0800-0899/0856/
Sections/0856.011.html

DRIVING UNDER THE INFLUENCE
Florida Statute 316.193: A person is “under the influence” of alcoholic beverage, any chemical substance set forth in S. 877.111 or any substance controlled under F.S. Chapter 893, when affected to the extent that his/her normal faculties are impaired or that blood and breath alcohol levels exceed legal thresholds. Operating a motor vehicle while “under the influence” is unlawful.
http://www.leg.state.fl.us/STATUTES/index.cfm?
App_mode=Display_Statute&Search_String=&URL=0300-0399/0316/
Sections/0316.193.html

Florida Statute 316.1936: Possessing an open container of alcoholic beverage while operating a vehicle, or while present as a passenger in a vehicle is unlawful.
http://www.leg.state.fl.us/Statutes/index.cfm?
App_mode=Display_Statute&Search_String=&URL=0300-0399/0316/
Sections/0316.1936.html

UNIVERSITY POLICIES

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

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

PREVENTION, TREATMENT AND ASSISTANCE RESOURCES

FOR STUDENTS

Counseling and Psychological Services Centers
(305) 348-2277 MMC
(305) 919-5305 BBC

Student Health Services
(305) 348-2401 MMC
(305) 919-5620 BBC
Student Conduct and Conflict Resolution
(305) 348-3939 MMC & BBC

University Police
(305) 348-2626 MMC
(305) 919-5559 BBC

Victim Empowerment Program
(305) 348-3000 (24 HR HOTLINE)

FOR EMPLOYEES
Human Resources
(305) 348-2181 MMC
(305) 919-5545 BBC

Office of Employee Assistance
(305) 348-2469 MMC & BBC

COMMUNITY RESOURCES
Switchboard of Miami
(305) 358-4357

First Call For Help (Broward)
(954) 537-0211

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

The university shall notify federal contracting agencies within ten (10) days of having received notice that an employee (identified by position and title) engaged in the performance of a contract or grant has had a criminal drug statute conviction for a violation occurring in the workplace.

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

POLICY STATEMENT

Florida International University is committed to providing a safe work and educational environment and to fostering the well-being and health of its students and employees. This commitment is jeopardized when any student or employee of Florida International University unlawfully or inappropriately possesses, uses, distributes or sells illegal drugs or alcohol on university premises or at any university sponsored or related activity.

The goal of this Policy is to balance our respect for an individual's rights with the need to maintain a safe, productive, and drug-free environment. The intent of this policy is to send a clear message that illegal drugs and alcohol abuse are incompatible with studying or working at Florida International University, and to offer a helping hand to those who may need it. Therefore:

It is a violation of this Policy for any person to possess, sell, trade, distribute or offer for sale illegal drugs or to otherwise engage in the use of illegal drugs on campus or within a 200-foot perimeter of university owned, leased, operated or controlled property.

It is a violation of this Policy for anyone to report to classes, work or related assignments “under the influence” of illegal drugs or alcohol.

It is a violation of this Policy for anyone to use prescription drugs illegally. The legal use of prescription drugs with known potential to impair personal safety should be reported to supervisors or an appropriate university representative.

Violations of this Policy by any student or employee of Florida International University shall constitute grounds for evaluation and/or treatment for drug/ alcohol abuse, for disciplinary action and/or criminal sanction. **Students:** Disciplinary actions may range from letters of reprimand up to and including expulsion from the university. Such actions shall be in accordance with the applicable “Standards of Student Conduct” and university policies and procedures.

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

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

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

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

HEALTH RISKS ASSOCIATED WITH ALCOHOL AND SUBSTANCE ABUSE

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

There are many physical and mental health risks associated with the abuse of alcohol and other drugs. Further, the effects of substance abuse extend from the user to their family, friends and colleagues. A brief summary of various substances most typically abused, and their psychological and physiological effects is provided below. For additional information visit studenthealth.fiu.edu.

ALCOHOL

• Statistics show that alcohol abuse is involved in the majority of violent behavior incidents on college campuses including date rape, vandalism, fights and driving under the influence. Alcohol abuse results in: Impaired judgment and coordination
  • Aggressive behavior
  • Impairment in learning and memory
  • Respiratory depression, coma, and death when combined with other depressants
Persistent abuse of alcohol can lead to physical dependence, such that sudden cessation of intake usually results in life-threatening withdrawal symptoms, including severe anxiety, hallucinations, tremors, and seizures.

Prolonged alcohol abuse is frequently associated with poor nutrition, brain and liver damage.

Women who drink during pregnancy may give birth to infants with irreversible physical abnormalities and the mental retardation condition termed Fetal Alcohol Syndrome.

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

NARCOTICS

Heroin, Morphine, Codeine, Demerol, Percodan

1. Narcotics initially produce a feeling of euphoria followed by drowsiness, nausea, and vomiting.

2. Users may experience constricted pupils, watery eyes, and itching.

3. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and death.

4. Tolerance to narcotics develops rapidly and dependence is likely.

5. Intravenous injection may cause HIV/AIDS, hepatitis, and cardiac disease.

6. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who may exhibit withdrawal symptoms.

INHALANTS

1. Many psychoactive substances are inhaled as gases of volatile liquids. Some commercial products such as paint thinners and cleaning fluids are mixtures of volatile substances, inhalation of which result in a great variety of symptoms.

2. Immediate effects of inhalants include nausea, sneezing, coughing, nosebleed, fatigue, lack of coordination, and loss of appetite. They may also obstruct airways causing death.
3. Solvents and aerosol sprays may decrease heart and respiratory rates and impair judgment.

4. Amyl and butyl nitrate cause rapid pulse, headaches, and urinary and fecal incontinence.

5. Long-term use may result in hepatitis, brain damage, weight loss, fatigue, electrolyte imbalance, and muscle weakness.

6. Repeated use of inhalants may permanently damage the nervous system.

MARIJUANA

The effects associated with marijuana use include:

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

“CLUB DRUGS” (GHB, Rohypnol & Ecstasy)

1. GHB is an illegal depressant, available as a liquid or powder that is used to cause relaxation and anesthesia. Some of the adverse effects of GHB are listed below:
   - Used to facilitate rape (it is odorless and tasteless, therefore it can be slipped into someone’s drink without detection) because it causes impairments in judgment, sleepiness and amnesia.
   - Liver failure
   - Seizures which can result in coma and even death
   - Respiratory failure and/or arrest
   - Severe nausea and vomiting

2. Rohypnol, also known as “Roofies”, is a strong depressant drug, commonly known as a “Date Rape” drug.
   - When ingested in conjunction with alcohol or other drugs, effects begin within 3 minutes and peak within 2 hours. These effects may persist for up to 8 hours or more, depending upon the dosage.
   - Adverse effects associated with the use of Rohypnol include
decreased blood pressure, memory impairment, drowsiness, visual disturbances, dizziness, confusion, gastrointestinal disturbances, and urinary retention.

- In South Florida, the street names for rohypnol include, “circles”, “Mexican alium”, “rib”, “roach-2”, “roofies”, “roopies”, “rope”, “ropies”, and “ruffies”.

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

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

**COCAINE**

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

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

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

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

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

6. Cocaine use during pregnancy may result in the birth of a cocaine-addicted baby who may experience withdrawal symptoms shortly after birth, mental retardation, and/or permanent mental and physical disabilities.
7. Crack, a concentrated form of cocaine, is extremely potent. Its effects are evident within seconds. Physical effects include heart palpitations, elevated pulse and blood pressure, loss of appetite, insomnia, dilated pupils, tactile hallucinations, paranoia, and seizures. Preparation of free-base, which involves the use of highly volatile solvents, can result in a fire or explosion. Dependency is highly likely.

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

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

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

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

BARBITURATES AND TRANQUILIZERS

1. The effects of depressants are similar to those of alcohol.

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

3. Women who abuse depressants during pregnancy may give birth to babies who are physically dependent. These babies often have birth defects, behavioral problems, and may develop withdrawal symptoms shortly after birth.

4. Large doses can cause slurred speech, impaired coordination, and altered perception. Very large doses can cause respiratory depression, coma, and death. Even small doses of depressants, when combined with alcohol, are likely to produce the symptoms described above.

For more information, contact:

Department of Environmental Health & Safety
Location: CSC 146
Phone: (305) 348-2621

ACADEMIC MISCONDUCT

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

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

CODE OF ACADEMIC INTEGRITY

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

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

Pledge

As a student of this university:

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

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

DEFINITION OF ACADEMIC MISCONDUCT

Academic misconduct is defined as the following intentional acts or omissions committed by any FIU student:
Cheating: The unauthorized use of books, notes, aids, electronic sources; or unauthorized use of online exams, library materials or assistance from another person with respect to examinations, course assignments, field service reports, class recitations; or the unauthorized possession of examination papers (or online examination) or course materials, whether originally authorized or not. Any student helping another cheat may be found guilty of academic misconduct.

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

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

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

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

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

Falsification of Records: The tampering with, or altering an academic record used or maintained by the university.

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

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

The definition and procedure do not address:

1. Issues related to sexual harassment, or discrimination based on age, sex, sexual orientation, religion, race, marital status, national origin or disability. The Equal Opportunity Programs (EOP) Office is responsible for handling such issues in accordance with procedures developed to comply with the Florida Equity Act;

2. Issues related to research misconduct. If the student alleges unauthorized utilization of thesis, dissertation or research materials by a professor, resolution of the issue must be sought using the University Research Misconduct policy, and;

3. Issues related to professional misconduct. If the student is dismissed from a course or program due to violation of a professional code of conduct, those decisions are addressed at the school or college level.

ACADEMIC MISCONDUCT PROCEDURES

All matters relating to Academic Misconduct among Undergraduate and Graduate students are referred to the Faculty Fellow for Academic Integrity.

FILING CHARGES

Charges of Academic Misconduct may be brought against a student (hereafter Charged Student) by a faculty member, a chair, or a dean (hereafter Complainant). Charges may be filed by the aforementioned persons on behalf of a staff person, another student, or a person not affiliated with the university, who reasonably believes that a student has committed academic misconduct. If a student, staff, or a person not affiliated with the university observes a student committing an act of Academic Misconduct, he/she must first inform the appropriate faculty member, chair, or College/School dean (hereafter Complainant). The Complainant, who suspects academic misconduct, must meet with the student in order to inform him/her of the allegation(s), to provide any evidence, and to allow the student to respond, before either
entering into an Informal Resolution, as described below, or filing the Complaint Form Alleging Academic Misconduct with the Faculty Fellow for Academic Integrity.

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

INFORMAL RESOLUTION

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

This will normally occur within fourteen (14) calendar days, as mentioned above.

The purpose of the informal meeting is for the Complainant to investigate and determine whether there is sufficient evidence either to:
1. File formal charges of Academic Misconduct;
2. Reach an Informal Resolution; or
3. Take no further action.

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

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

FORMAL RESOLUTION

When formal procedures are initiated, the Faculty Fellow for Academic Integrity will review the complaint for timeliness, jurisdiction, and whether there is sufficient evidence to justify a formal hearing. If the Faculty Fellow for Academic Integrity determines the complaint to be within the jurisdiction of the formal process, and that it is timely, and that there is sufficient evidence, the Faculty Fellow for Academic Integrity will send the Charged Student a written notice of the alleged violation(s) together with a copy of the Student Rights and Responsibilities, as outlined in the current Student Handbook. This material will be sent to the Charged Student’s last known address as listed with the Office of the Registrar. Students are responsible for providing and maintaining current contact and address information with the Registrar.

The Charged Student must respond in writing to the Faculty Fellow for Academic Integrity, no later than seven (7) calendar days upon receipt of notice, indicating whether he or she chooses to have his/her case resolved by
Administrative Disposition or by a hearing of the Academic Conduct Review Board (ACRB). If the Charged Student does not respond within seven (7) calendar days upon receipt of notice, he or she will be considered to have waived his/her rights to a Board hearing, and an Administrative Disposition meeting will be arranged.

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

**ADMINISTRATIVE DISPOSITION**

A Charged Student may opt for an Administrative Disposition of his/her case. This option must be selected by the Charged Student in writing after being informed of the alleged violation(s) and notified of his/her rights. The Faculty Fellow for Academic Integrity, shall then meet with the Charged Student and the Complainant and reach a decision based upon the available information, in order to conduct the Administrative Disposition.

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

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

**ACADEMIC CONDUCT REVIEW BOARD (ACRB) HEARING**

A Charged Student may opt for a hearing before the Academic Conduct Review Board (ACRB). This option must be selected by the Charged Student in writing after being informed of the alleged violation(s) and notified of his or her rights.
Prior to the hearing. The Faculty Fellow of Academic Integrity will notify the student of the date of the Hearing. The Charged Student will be provided with a list of members of the Board who will hear the case.

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

Prior to the Hearing, the Charged Student and Complainant must submit all relevant documents and a list of witnesses no later than seven (7) calendar days before the Hearing day. Any documents received or witnesses introduced after this date may only be included at the discretion of the Chair of the ACRB.

STRUCTURE OF THE ACADEMIC CONDUCT REVIEW BOARD (ACRB)

The Board consists of four voting members, and a nonvoting chair. The Board is comprised of three faculty members, and two Undergraduate/Graduate students.

A faculty member will chair the hearing. Members of any particular committee will vary, but will come from a pool of qualified faculty and students. Faculty members are recommended annually by the Faculty Senate. Undergraduate student members will be provided by the president of the Student Government Association (SGA). Graduate Student members will be provided by the Graduate Student Association (GSA) and/or the academic deans.

All members of the ACRB pool will be trained by the Faculty Fellow for Academic Integrity.

Chair’s Role. It shall be the Chair’s responsibility to conduct the Hearing, make determinations on procedural matters, and preserve the orderly and effective functioning of the Hearing. It will be the Chair’s decision as to whether or not attendance of either party is mandatory. At the Chair’s discretion, either party can present their case in writing. The Chair will also ensure that members of the
Board remain on their fact-finding task, and that both parties and/or witnesses, in their testimony, do not become unduly repetitious or wander from relevancy. The Chair will only vote to break a tie.

**Formal Hearing.** Under the provisions of the Florida Sunshine Law, the Hearing will be a closed meeting. The evidentiary part of the Hearing will be tape-recorded. The Charged Student and the Complainant have the right to an advisor physically present. Advisors may consult with whomever they represent, but cannot address the Chair or Board members. Advisors cannot examine or cross examine or otherwise participate in the Hearing. Advisors may not impede the orderly and effective functioning of the Hearing.

**Hearing Procedure**

1. The Chair will call the Hearing to order, outline the procedures, read the charges, and entertain any challenges to Board members not previously identified.

2. The Complainant will make a statement, presenting his or her charges and providing evidence to support the charge. This statement should normally be no longer than five minutes. The Complainant may call witnesses, whose testimony should normally be no longer than five minutes each. Witnesses may only be present at the evidentiary hearing while they are testifying.

3. The Chair and members of the Board may question the Complainant and witnesses. The Charged Student may cross-examine the Complainant and witnesses.

4. The Charged Student will make a statement presenting his or her response to the charges. This statement should normally be no longer than five minutes. The Charged Student may provide evidence and call witnesses, whose testimony should normally be no longer than five minutes each.

5. The Chair and members of the Board may question the Charged Student and witnesses. The Complainant may cross-examine the Charged Student and the witnesses.

6. The Chair will ask the Charged Student and Complainant to
summarize their cases. These summaries should normally be no longer than five (5) minutes each.

7. The Chair will close the evidentiary part of the Hearing and dismiss all parties. The Board will meet in a closed deliberative session. The deliberative part of the Hearing will not be tape-recorded.

8. The Board will make findings of fact and a determination of “responsible” or “not responsible” for violating the Code of Academic Integrity. This decision will be based on a preponderance of evidence provided at the hearing, with the burden of proof resting with the Complainant. Preponderance of Evidence means that evidence, considered as a whole, indicated the fact sought to be proved is more probable than not. No other evidence or information, other than that presented at the hearing, shall be considered by the Board in reaching its findings and decision. The Board will reach its decision based on a majority vote. The Chair will vote only to break a tie.

9. The Chair will communicate to the Faculty Fellow for Academic Integrity the findings and decisions of the Board no later than seven (7) calendar days from the date of the hearing.

**REVIEW AND COMMUNICATION OF DECISION**

The Faculty Fellow for Academic Integrity, will review the Board’s proceedings, the findings, and decisions and will communicate them to the Charged Student, along with his/her final decision and the appropriate sanction(s) to be imposed, normally within 14 calendar days following the hearing date. With respect to a finding of responsible or not responsible, on the charges of violating the Code of Academic Integrity, the Faculty Fellow reviewing the recommendation of the Board may only:

1. Accept the recommendation; or
2. Remand the case for re hearing.

The student may appeal the decision according to the appeal process outlined below; however, a student is not entitled to an Administrative Disposition hearing, nor may the student use the Student Grievance Process as a way to appeal the outcome of an Academic Misconduct hearing.
Right to Appeal. A student has the right to appeal the decision and action of the Faculty Fellow for Academic Integrity, based on the outcome of the Board hearing or the Administrative disposition meeting for the following reasons:

1. There has been a violation of the student’s due process rights as outlined in the Academic Misconduct Hearing Procedures above.
2. The severity of the sanction is not justified by the nature of the misconduct.
3. New, relevant information not available during the earlier proceedings is made available. The nature of this new information shall be described in detail.

A written communication, specifying the grounds for an appeal, must be filed with the Office of the Provost no later than fourteen (14) calendar days following receipt of the decision.

The Provost or designee shall review the appeal and take one of the following actions:

1. Dismiss the appeal and uphold the actions taken by the Faculty Fellow for Academic Integrity.
2. Order a new hearing by a different ACRB or administrator.
3. Amend the severity of the sanction administered.

The Provost or designee shall communicate his or her decision normally within fourteen (14) calendar days following the date the appeal was filed. Upon communication, no further action is provided for by the above procedures.

Records: It shall be the responsibility of the Faculty Fellow for Academic Integrity to maintain copies of all communications, minutes, and dispositions regarding these procedures. The university shall comply with all state and federal laws regarding confidentiality of records.

A student who has a record of an Informal Resolution may petition the Faculty Fellow for Academic Integrity to have the record expunged one semester prior to graduation. During the semester prior to graduation, the student must request the expungement in writing to the Faculty Fellow for Academic Integrity.
All records of Formal Resolutions are permanent.

**REVIEW OF ACADEMIC MISCONDUCT PROCEDURES**

The Academic Misconduct Procedures will be reviewed at least every seven (7) years. This review will involve a committee appointed by the Faculty Fellow for Academic Integrity, in consultation with the Chair of the Faculty Senate and the Presidents of the Student Government Association. The committee should consist of faculty, administrators, Undergraduate and Graduate students who are familiar with the Academic Misconduct Procedures. At least one-half of the committee members shall be students appointed by the Student Government presidents.

**DISCIPLINARY SANCTIONS**

**Expulsion:** Permanent separation of the student from the university preventing readmission to the institution. This sanction shall be recorded on the student’s transcript.

**Suspension:** Temporary separation of the student from the University for a specified period of time. This sanction shall be recorded on the student’s transcript. (In the semester prior to graduation, the student may petition to have the record removed from the transcript).

**Disciplinary Probation:** Formal, written warning that the continued enrollment of the student depends on the maintenance of satisfactory citizenship during the period of probation. May also include a deferred sanction, which identifies the minimum sanction that would occur, if the student were found responsible for any future misconduct. A record of disciplinary probation and deferred sanction will be kept by the Faculty Fellow for Academic Integrity.

**Failing or Reduction of Grade:** Failing or grade reduction for the examination, project, or course assignment involved or for the course involved. May include prohibiting the use of the Forgiveness Policy for the course.

**Restitution:** Reimbursement for damages incurred. Restriction: Temporary or permanent loss of privilege of the use of a university facility or service.

**Service:** A requirement to render a designated number of hours of specified service to the university or community.
Counseling: A requirement to seek professional counseling in order to remain at the university.

Education: A requirement to enroll in and successfully pass a specified course or program, which is determined as appropriate by the Faculty Fellow for Academic Integrity.

Other: Other disciplinary penalties as are considered fair and appropriate.

Sanctions resulting from an informal resolution may not include Expulsion, Suspension, or Disciplinary Probation.

The minimum sanction imposed on a student found responsible during a formal hearing will be failure of the course and a prohibition on the application of the Forgiveness Policy for that course. Sanctions might also include any of the sanctions listed above. It shall be the responsibility of the Faculty Fellow for Academic Integrity to keep a record and implement sanctions resulting from both the informal and formal misconduct procedures.

ACADEMIC GRIEVANCE DEFINITIONS AND PROCEDURES

PREAMBLE

Quality education is most likely to occur in academic environments that include the following elements: effective student mentoring, informal and accessible student-faculty relations, mutual respect and collegiality, cooperation, as well as open communication and transparency. Often grievances grow out of misunderstandings or misperceptions between faculty and students regarding expectations for performance or behavior. Faculty and advisors have an obligation to ensure that Undergraduate and Graduate students are aware of academic expectations. Students have a concomitant obligation to pursue diligently and to satisfy those standards. They are bound to observe and respect the policies, rules and regulations of the university, of their respective departments, and of their professors. Many grievances related to student-faculty relations should be settled informally, via open and transparent processes of communication.

Occasionally, however, a disagreement develops and persists despite the application of informal procedures to resolve the matter. Although students have the right to seek redress for academic grievances, they often forgo their
rights so as not to offend professors involved in those disagreements. Students should be aware that bringing a formal grievance may have the consequence of damaging working relationships with professors, and that the straining of student-faculty relationships may impact negatively the learning environment. When all means of informal resolution have been exhausted, the parties involved must have an impartial and transparent forum in which to seek review and resolution of the academic grievance.

PURPOSE

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

SCOPE OF GUIDING PRINCIPLE

The definitions and procedures address grievances by Undergraduate and Graduate students in which the complaint or controversy alleges: (a) arbitrary and capricious awarding of grades; (b) unprofessional conduct by a professor that affects adversely either the student’s ability to satisfy academic expectations, whether in the classroom, a field setting, a laboratory or other setting, or the student’s actual performance; (c) inappropriate or inadequate academic advising concerning requirements not published in official university documents; (d) arbitrary dismissal from a course or program except as described below; and (e) irregularities in the implementation of policies or procedures in grievance hearings at the college or school level.

This guideline does not address:

a) Issues related to sexual harassment, or discrimination based on age, sex, sexual orientation, religion, race, marital status, national origin or disability. The Equal Opportunity Programs (EOP) Office is responsible for handling such issues in accordance with procedures developed to comply with the Florida Equity Act;

b) Issues related to research misconduct. If the student alleges unauthorized utilization of research materials by a professor, resolution of the issue must be sought using the University Research Misconduct policy;

c) Issues related to professional misconduct. If the student is dismissed
from a course or program due to violation of professional code of conduct, those decisions are addressed at the school or college level; and

d) Issues related to grading, except arbitrary and capricious awarding of grades. Students who dispute a grade received must follow the grade appeals process established by the applicable college. The student may request further discussion at a department conference with the instructor and the department chair. The department chair issues a written “Statement of Action” within seven (7) calendar days from the date of the conference and delivers it to the student and the dean of the college involved. The student shall not proceed beyond the department chair’s decision except when the student can demonstrate malice on the part of the instructor, in which case the student may file a grievance under this policy.

INFORMAL ACADEMIC GRIEVANCE PROCEDURE

Undergraduate and Graduate students must attempt to resolve informally an academic grievance as soon as possible. A student must initiate informal resolution procedures by contacting the professor (or administrator as the instructor of record) no later than ten (10) business days after classes begin in the semester following that in which the complaint arose or the grievance will be deemed untimely. The student must first attempt to resolve the academic grievance through an informal meeting with the professor. If the matter cannot be resolved, or if the professor cannot be reached, the student must meet next with the department chair. If the student’s grievance is against a committee, the student must meet with the committee chairperson. If the matter cannot be resolved, the student must meet next with the department chair. The informal grievance process is terminated at the department level except when the department chair is the subject of the complaint in which case the grievance continues to the college or school dean. A mutually agreeable resolution shall be formalized through a notation in the student’s file/record which is initiated by the student and the professor or college or school dean.

FORMAL GRIEVANCE PROCEDURE

The academic grievance procedure is initiated by filing a written complaint with
the Faculty Fellow for Academic Integrity. The complaint must be filed within fifteen (15) business days of the date the informal resolution process ends, or within twenty (20) business days after classes begin in the semester following that in which the complaint arose—whichever is later. After receipt, the Faculty Fellow for Academic Integrity, in consultation with the chairperson of the Academic Grievance Committee, will review the complaint to determine whether it falls within the scope of this policy and whether a formal hearing is warranted.

When there are disputed issues of material fact which must be determined, a formal hearing is warranted. If the complaint does not fall within the scope of this policy, then the student shall be so notified in writing.

A. Academic Grievance Committee

Where a complaint falls within the scope of this policy and there are disputed issues of material fact to be determined, the Faculty Fellow for Academic Integrity will refer the matter to the Undergraduate/Graduate Academic Grievance Committee. The grievance committee will be composed of five members, two of whom should be Undergraduate/Graduate students selected by the Faculty Fellow for Academic Integrity. Undergraduate student members will be provided by the president of the Student Government Association (SGA). Graduate student members will be provided by the Graduate Student Association (GSA) and/or the academic deans.

The faculty members of the committee will include two faculty members from academic units outside of the school/college where the student is enrolled and where the grievance has been filed. The chairperson of the committee will be jointly selected by the Faculty Fellow of Academic Integrity and the chairperson of the Faculty Senate.

B. Procedure

A hearing shall be scheduled as soon as possible but no later than 45 business days after receipt of the grievance.

The grieving party and the professor shall be notified by the Faculty Fellow of Academic Integrity in writing, of the date and time in which to appear for the formal hearing. The hearing shall be conducted with such formality as is
necessary to insure the proceeding is fair and in a manner that allows both sides of the dispute to be presented. The hearing shall be recorded. At the conclusion of the hearing, the members of the committee shall have the opportunity to deliberate outside the presence of the parties. A written report including findings of facts, conclusions and recommendations shall be prepared and forwarded to the Faculty Fellow of Academic Integrity. The Faculty Fellow of Academic Integrity shall issue a written decision within fifteen (15) business days of receipt of the committee’s report. The student and the professor will be sent copies of the Faculty Fellow’s determination by certified mail.

C. Appeals
Any decision of the Faculty Fellow of Academic Integrity may be appealed by either the grieving student or the professor where there is evidence that a significant impropriety in the review process occurred. The appeal must be in writing, specify in detail the alleged procedural impropriety, and must be filed in the Office of the Provost within ten (10) business days, of the date of receipt of the Faculty Fellow’s decision. The Provost or a designee shall review the appeal and the record of the formal hearing and issue a decision within twenty (20) business days. The decision of the Office of the Provost is final.

More information about the grievance procedure can be found at the website for Academic Integrity:
http://undergrad.fiu.edu/academic-misconduct/

ACCESS TO STUDENT EDUCATIONAL RECORDS

1. General: The university will not release or permit access to education records and personally identifiable information kept on a student except as otherwise permitted by law and this regulation. Responsibility for custody of all student educational records belongs to the vice-president or other university officials in charge of the area in which the records are maintained. Each vice president or designated custodian shall ensure that the procedures required by federal and Florida law, and this regulation are in place to control access to and disclosure of student education records and personally identifiable information contained therein.

2. Categories and Custodians of Education Records. The following categories of student education records are maintained by the university and are kept
under the supervision and control of the designated custodian(s):

a) Cumulative Academic Records are maintained by the University Registrar whose office is located on the Modesto A. Maidique Campus. At times the dean, chairperson or faculty of the department in which the student completed coursework may have unofficial copies of academic records relating to specific coursework.

b) Law Enforcement Records are maintained by the Director, University Public Safety Department, whose office is located on the Modesto A. Maidique Campus.

c) Placement Records are maintained by the Director, Career Planning and Placement, whose office is located on the Modesto A. Maidique Campus.

d) Continuing Education Records are maintained by the Executive Director of Continuing and Professional Studies whose office is located on the Biscayne Bay Campus.

e) Housing Records are maintained by the Director of University Housing whose office is located on the Modesto A. Maidique Campus.

f) Disciplinary Records are maintained in the Student Conduct and Conflict Resolution Office located on the Modesto A. Maidique Campus.

g) Personal Non-Academic Counseling records are maintained by the Director, Counseling Center, whose office is located on the Modesto A. Maidique Campus.

h) Student Financial Aid records are maintained by the Director of Financial Aid, whose office is located on the Modesto A. Maidique Campus.

i) International Student Records are maintained by the Director, International Student and Scholar Services, whose office is located on the Modesto A. Maidique Campus and the Associate Director of International Student and Scholar Services whose office is located on the Biscayne Bay Campus.
j) Academic Counseling records are maintained by the Vice President for Student Affairs and Undergraduate Education, whose office is located on the Modesto A. Maidique Campus. Additionally, academic counseling records may be maintained by departments for students who are majoring in fields of study taught by the department.

3. **Policies and Procedures for Access and Release.** Personally identifiable information contained in student education records shall be released, or open for inspection, only to the student, or parents of dependent students as defined in Section 152 of the Internal Revenue Code of 1986. “Personally identifiable” means that the data or information includes the name of a student, the student’s parent, or other family member, the address of the student, a personal identifier, such as the student’s social security number or a student number, a list of personal characteristics which would make the student’s identity easily traceable or other information which would make the student’s identity easily traceable. The custodian of the records shall require the student, or parents of the student when applicable, requesting access to or release of the records to present proper identification such as a valid driver’s license or passport. The request must be in writing and signed by the person seeking access or release. A copy of the request for access or release shall be retained in the student’s file. The custodian shall have thirty (30) days in which to comply with the request.

When the record includes information on more than one student, the custodian shall release, or permit access to only that part of the record which relates to the student who is the subject of the request. Students requesting the release to others of personally identifiable information contained in the student’s education records must provide the custodian of such records with a signed, written request specifying the information to be released, the purpose(s) for such release, and the person or organization to whom such information shall be released. A copy of all requests for access and release shall be retained by the custodian of the records and shall be available for inspection and review by the student or a parent. The University reserves the right to deny a request for copies of education records made by a student or a parent when there is an financial obligation
to the University which has not been satisfied or when there is an unresolved disciplinary action pending against the student.

4. **Access to and Release of Records Without Consent.** The following persons and organizations are considered “university officials” and may have access to personally identifiable information without the student’s prior consent:

a) Faculty, administrators, staff and consultants employed by the university, the Florida International University Board of Trustees, or the Florida Board of Governors whose work involves:
   1. Performance of administrative tasks which relate to students;
   2. Performance of supervisory or instructional tasks which relate to students; or
   3. Performance of services which benefit students.

b) Other persons who are authorized by federal and state law and regulations to have access to or receive copies of such information.

5. **Directory Information.**

   a) It is the university’s policy to release and publish directory information regarding its students. “Directory Information” includes:
      1. Student’s name, local and permanent address, and telephone number(s);
      2. Date and place of birth;
      3. Student classification and major and minor fields of study;
      4. Participation in officially recognized activities and sports;
      5. Weight and height of members of athletic teams;
      6. Dates of attendance, degrees and awards received;
      7. The most recent previous educational agency or institution attended by the student; and
      8. Photographic image.

   b) In order to prevent access to or release of directory information, a student, or the parents of a dependent student, must so notify the designated custodian of record in writing within the time provided in the annual Notice of Rights. Access to, or release of directory
information will be withheld until further written instruction is received from the student, or the parents of a dependent student.

6. Requests to Amend Education Records.
   a) Students who challenge the correctness of student education records shall file a written request for amendment with the custodian of the records. The student shall also present to the custodian of the records copies of all available evidence relating to the data or material being challenged. The custodian of the records shall consider the request and shall notify the student in writing within fifteen (15) school days whether the request will be granted or denied.
   During that time, any challenge may be settled informally between the students, or the parents of a dependent student and the custodian of the records, in consultation with other appropriate university officials. If an agreement is reached, it shall be in writing and signed by all parties involved. A copy of such agreement shall be maintained in the student’s records. If an agreement is not reached informally, or, if the request for amendment is denied, then the student or the parents of a dependent student shall be informed in writing of the denial and the right to a hearing on the matter. A student or the parents of a dependent student shall not have the right to challenge through this process the evaluation reflected by a grade which an instructor has assigned to student coursework.
   
   b) Hearing Rights and Procedures.
      1. Rights of Appeal. A student whose request for amendment to education records has not been settled or has been denied may file a request for a hearing within thirty (30) days of the receipt of the letter of denial. The request shall be in writing and shall be filed with the Vice President for Academic Affairs. The request shall set forth the legal and factual basis for seeking correction of the student’s education records. Upon receipt, the Vice President shall appoint a disinterested university official to serve as a hearing officer. The hearing officer shall schedule a hearing within twenty-five (25) days of the date of receipt of the request for a
hearing. The student shall be given written notice of the time, date and place of the hearing allowing sufficient time for the student to prepare his or her appeal.

2. Hearing Procedures. The hearing shall be informal in nature but shall afford the student a full and fair opportunity to present evidence relative to the issues raised in the appeal. The student shall be entitled to be assisted or represented by an individual of his or her choice and expense, including an attorney. The custodian of records shall have the same rights as the student.

3. Hearing Officer’s Recommended Order. The hearing officer shall issue a recommended order within twenty-five (25) days of the close of the hearing. In rendering a recommended order, the hearing officer shall consider only such evidence as was offered at the hearing. The hearing officer shall include in the recommended order a summary of the evidence presented and the reasons for his or her recommendations. The original report shall be filed with the Vice President and a copy of the recommended order shall be sent to the student or the parents of a dependent student and to the custodian of records. Upon receipt, the Vice President shall have ten (10) days in which to issue a final determination on the issues raised in the appeal. If a determination is made that the information in the education record does not require correction, then the student or a parent of a dependent student shall have the right to place a statement in the record commenting that the information has been challenged and the reason for the challenge.

7. The university will charge the following fees.

Fees for furnishing copies of student records and reports, or any material included therein:

a) Copies of official transcripts – Ten dollars ($10.00).

b) Copies of all other educational records – Fifteen cents ($.15) per page for copying, plus any administrative costs incurred for search, retrieval and mailing.
8. The university shall provide notification annually to students of their rights relating to education records, including the right to file complaints, the procedures to be followed in order to exercise such rights, the types of information entered in the education records maintained by the University, and the University’s policy to support the law. Notifications are published in the University catalog, the Student Handbook and the Fall semester class schedule.

   a) Students and parents of dependent students have the right to waive their right of access to confidential letters of recommendation and other documents which evaluate student academic performance. Such waivers shall be in writing and made a part of the official academic record. A waiver of right to access shall be effective only when the student or the parents of a dependent student are notified, upon request, of the names of all persons who are submitting confidential recommendations or evaluations and when the confidential letters of recommendation and other evaluative documents are used solely for the purpose intended.
   b) The university may not condition admission to the university, grants of financial aid, or receipt of any other service or benefit offered by the university, by another public educational institution in the State of Florida or by any other public agency upon being provided a waiver of the right to access by the student or the parents of a dependent student.

10. Requests for Information in Connection with Research.
   a) All requests for academic research dealing with data from student education records shall be referred to the University Registrar and to the Provost. Such requests must be in writing and must set forth specifically the type(s) of information to which access is requested and the intended scope of the research project.
   b) The applicable custodian of records and the Provost shall determine whether to grant the request, in whole or in part, and may condition access upon a guarantee that the researcher will appropriately
safeguard the data; that no personally identifiable information about any individual will be published or made available to others; or, upon other reasonable conditions.

Specific Authority Resolution of the Florida Board of Governors dated January 7, 2003. History–Formerly 6C8-1.06(3), Amended 4-3-84, 11-2-89, 1-3-93, 11-3-02, Formerly 6C8-11.003, Amended 9-12-08.

HIV/AIDS INFORMATION AND UNIVERSITY POLICY

HIV/AIDS is an infectious disease caused by the Human Immunodeficiency Virus (HIV). HIV attacks certain white blood cells called T-lymphocytes, leading to a progressively weakening immune system. Once infected, a person may have no symptoms for a variable period of time, usually five to ten years, or more. It may take anywhere from two weeks to six months or more after the initial infection, before one is able to detect the presence of antibody to HIV in the blood. However, the person is infectious and can pass the virus to others even before the HIV test becomes positive. Afterwards, symptoms may include enlarged lymph glands, low grade fevers, sweats, weight loss, fatigue, diarrhea, and loss of appetite. With continued immune system destruction, a person living with HIV may develop serious opportunistic infections or cancers, leading to the terminal phase of HIV disease, known as Acquired Immunodeficiency Syndrome (AIDS). Infections which characterize AIDS are usually caused by relatively common infectious agents, including bacteria, fungi, and other viruses. These agents take advantage of the weakened immune system of someone living with AIDS to cause potentially life-threatening infections and certain types of cancer.

HIV cannot be contracted through casual contact, like touching, hugging, kissing, or sharing eating utensils, telephones, or restroom facilities. There is no scientific evidence for transmission by mosquitoes. Transmission of the virus can only occur via unprotected sexual contact (oral, vaginal, or anal), sharing contaminated needles, direct contact with infected blood, breast milk, or from a pregnant mother to her fetus. The risk of acquiring HIV from tainted blood during a transfusion is very low since all donated blood is tested for the presence of HIV. There is absolutely no risk of getting infected by donating
blood.

Certain types of behaviors increase the chances of acquiring HIV infection and include:

• Injecting drugs, using contaminated needles body piercing, tattoos;
• Being the sex partner of someone who injects drugs or shares needles
• Being a sex partner of someone with HIV infection
• Having multiple sex partners

Persons who know or suspect that they are HIV seropositive are encouraged to seek expert medical care, and are ethically and legally responsible to protect others from acquiring HIV. In South Florida, there is a higher incidence of HIV than in almost anywhere in the United States; approximately one in forty people living in Miami-Dade County is infected with HIV, with the greatest majority being asymptomatic.

To reduce your risk of exposure to the virus:

• Do not share needles;
• If you are sexually active, always use a latex condom. Only use water-based lubricants, never petroleum-based lubricants. The virus may be transmitted via the exchange of blood, vaginal fluid, and semen, and can readily occur during unprotected vaginal, anal, and oral sex. Abstinence from sexual intercourse and alcohol/ drug use is the only way to remain absolutely protected. Remember, condoms need to be always used properly and they may break.
• Ask about the health of your partner and his/her past sexual activity. This is hard to do, but is very important if you want to better ensure safer sex;
• Maintain mutually monogamous relationships;
• Do not use drugs or alcohol before sex, as they impair your judgment and can depress your immune system; and
• Be certain proper sterilization procedures are followed before receiving acupuncture, tattoos and body piercing.

For more information concerning HIV/AIDS visit the FIU Student Health website at studenthealth.fiu.edu

To minimize your chances of acquiring any viral illness, it is always prudent to follow a healthy lifestyle, which includes eating a diet high in complex carbohydrates and low in fats, getting adequate rest, exercising regularly, not
smoking, and effectively managing stress.

HIV Counseling and Testing
Free HIV Counseling and Testing are available at the Healthy Living Center on both campuses. In addition, the Healthy Living Center also provides students with free safer sex products, such as condoms and dental dams, to prevent the transmission of sexually transmitted infections such as HIV.

Florida International University
HIV/AIDS Policy
Students and employees of Florida International University who may become infected with the HIV virus will not be excluded from enrollment or employment, or restricted in their access to university services or facilities, unless individual medical evaluation establishes that such exclusion or restrictions are necessary for the welfare of the individual and/or other members of the university community. FIU has established an HIV/AIDS Committee with membership including FIU students, faculty, administrators, and staff, as well as representatives from several community organizations committed to HIV/AIDS education and treatment. The Committee meets as needed and is responsible for monitoring the medical, psychosocial, and administrative developments regarding HIV/AIDS for the FIU community. Additional responsibilities include administration and implementation of the FIU policy in specific cases and coordination of all university educational activities emphasizing proactive prevention. In addition, the Committee will meet as needed to consider individual cases which may require university action.

FIU Student Health Website: studenthealth.fiu.edu

STUDENTS WITH DISABILITIES
The Disability Resource Center (DRC) collaborates with students, faculty, staff, and community members to create diverse learning environments that are usable, equitable, inclusive, and sustainable. The DRC provides FIU students with disabilities the necessary support to successfully complete their education and participate in activities available to all students.

For a complete list of DRC services, visit the website at http://drc.fiu.edu
If you have a history or diagnosis of disability and plan to utilize academic accommodations, please contact the DRC.
Locations: MMC - GC 190, (305) 348-3532
        BBC - WUC 131, (305) 919-5345

Admissions
The Special Admission process is a means by which applicants, who do not meet the Florida International University (FIU) undergraduate admission requirements, may request special consideration.
A student wishing to be considered for admission to the university under the special admission process must first apply through the standard FIU admission process and in accordance with all deadlines specified by the Office of Undergraduate Admissions.
Applicants whose educational and/or personal goals for success have been negatively impacted due to disability-related reasons may wish to disclose any documentation to the Disability Resource Center. Applicants with documented disabilities would complete a Disability Eligibility Review Form and submit it directly to the Disability Resource Center to be included as part of their admissions appeal. Once a review is completed, the DRC will send the eligibility review decision directly to Admissions. The Office of Undergraduate Admissions will NOT accept medical documents.
The special admissions committee then reviews all applications on a case-by-case basis. The Office of Undergraduate Admissions makes all final special admission decisions. The undergraduate eligibility criterion for FIU is a competitive admission process. The university is not legally obligated to lower the admission standards.
The Office of Undergraduate Admission will inform the applicant of the university’s decision.

Course Substitutions
Students with disabilities who are unable to complete the University Core Curriculum requirements should request a course substitution from Undergraduate Studies.
When deemed appropriate, The DRC will support and recommend that the student’s request be granted.

Students with disabilities seeking academic accommodations should request them in consultation with The Disability Resource Center. The DRC will determine and recommend accommodations on a case by case basis

**Testing**

The Disability Resource Center coordinates academic accommodations, which are determined on an individualized basis. Once admitted to FIU, a DRC “Welcome Appointment” can be scheduled. The “Welcome Appointment” provides an opportunity to register with the DRC. Each semester DRC students can request academic accommodations. Upon the student’s request, the DRC will email the requisite faculty the “Notification of Academic Adjustment”. DRC services include the provision of accommodations to students with disabilities for course tests and exams. These services are available to students who qualify for certain types of accommodations.

**Testing and Exam Proctor Forms:**

Students with testing accommodations that will be testing at the DRC must work with professors at the beginning of each semester to complete an Exam Proctor Form as it provides the test proctor with information that is fundamental to the testing process, such as testing conditions, allotted time for tests, and the way in which tests are received at the DRC and delivered back to the professor.

In cases where professors do not have their test dates finalized by the first week of class, an Exam Proctor Form must still be completed and submitted. Changes or additional exam dates can be provided by the professor to the Testing Coordinator as long as it is provided one week before the scheduled exam date. For more information or to view our forms, please visit drc.fiu.edu.

**Class Attendance:**

If a qualified student with a disability believe it may not be possible to abide by the attendance policy due to disability related reasons, the student should contact the Disability Resource Center (DRC) at the beginning of the semester,
or as soon as possible after the need for an exception arise, to discuss the possibility of the accommodation being initiated.

The DRC may determine that a student’s disability entitles the student to an adaptation of the usual course attendance policy. Adaptations of course attendance policies will be determined on an individual, case-by-case basis. Adaptation of the course attendance policy does not mean that unlimited absences will be permitted.

Florida International University’s Disability Resource Center attempts to make every effort to accommodate students’ disability related academic needs. However, neither the university nor an individual faculty member is required to waive essential or fundamental academic requirements of a course regardless of the nature of a student’s disability.

Regardless of the adaptation of the course attendance policy, the student is required to meet all of the academic course requirements and to complete all assignments and examinations. It is the student’s responsibility to obtain the material and notes from missed classes. The student will be graded according to the criteria stated in the class syllabus.

Students should note that absences for non-disability related reasons will not be excused by the DRC and are only vetted through the professor of the course.

When an attendance accommodation is determined to be reasonable, a DRC Access Consultant will work with the faculty to define the parameters of the accommodation. This does not mean a student may miss class whenever they like.

If a student finds that he or she is not doing well in the class due to extended absences, the student is urged to consider options such as dropping the class, withdrawing from the class or taking an incomplete.

Training

The DRC and EOP will coordinate the provision of training to academic advisors and faculty members regarding best practices in accommodating students with disabilities.

Classroom Accommodation

Upon a student’s written request, DRC will notify the student’s professors of the
need for classroom accommodation. DRC will assist faculty in identifying ways of meeting student needs for accommodation.

If a student requests classroom accommodation directly from the faculty member, the faculty member should contact the DRC to confirm the need for the accommodation and to identify accommodations and services that are required. Dissemination of the Policy.

The university catalog shall include notification that disabled applicants and students may apply for reasonable accommodation in admissions, programs of study, testing, and course requirements. DRC shall be listed as the contact point for initiation of such requests.

Each School/College shall display a copy of this policy in public areas where students typically gather while waiting for course advisement. Copies of the policy shall be provided to all FIU Faculty, including adjunct faculty members.

Student Appeal

Students who disagree with decisions on admissions, testing, and course substitutions may file a complaint under the provisions of the Florida Educational Equity Act, through Equal Opportunity Program and Diversity Department at FIU.

Contact: Shirlyon McWhorter
Location(s): PC321, MMC
Phone(s): (305) 348-2785

FORGIVENESS POLICY

Students may repeat a limited number of courses to improve their grade point average (GPA). Only the grade received on the last repeat is used in the GPA calculation. Under the University’s Forgiveness Policy, students must file a Repeated Course Form with the Office of the Registrar. There is no time limit on the use of the forgiveness policy for grades; however, the forgiveness policy cannot be used once a degree is posted. All courses taken with the grades earned will be recorded on the student’s transcript. The repeated course form will not be processed if the first or repeated grade received is ‘DR’, ‘DP’, ‘IF’, ‘WI’, ‘WP’, ‘AU’, ‘NR’, or ‘EM’. Repeated courses will be appropriately designated (T: attempted; R: last Repeat).
Undergraduate students may use the forgiveness policy a maximum of three times for the purpose of improving the GPA. The same course may be repeated up to three times or the student may use the three opportunities to apply to different courses. Only the final grade for the three courses repeated under the forgiveness policy will be counted in computing the student’s GPA. In order for a course to be considered as repeated and adjusted in the GPA, the course must be the same and must be repeated at the university.

Students who have used their three options under the Forgiveness Policy may still repeat courses; however, both the original grade and any additional grades received through repeating a course will be used in computing the GPA.

A course taken on a letter grade basis must be repeated on the same letter grade basis. Students will not be allowed additional credit or quality points for a repeated course unless the course is specifically designated as repeatable (independent study, studio courses, etc.) Students not using the forgiveness policy may still repeat a course. All attempts will apply to computation of the GPA but credit for one attempt will apply toward graduation. Students may check with the appropriate academic department to determine whether there are additional restrictions on repeating courses.

**Repeat Surcharge**

The 1997 Legislature passed House Bill 1545 which mandates that undergraduate students pay additional charges for the third time a student either takes or attempts a college credit course. Any undergraduate course taken, beginning Fall 1997, and all courses taken after this date will be subject to the repeat surcharge. Attempted hours mean those hours dropped/withdrawn after the drop/add period or failed. Withdrawals, incompletes and dropped courses will be subject to the tuition surcharge, if they are fee-liable.

All students are included regardless of type of residency. Undergraduate courses are 1000-4000 level courses. If you are taking a course for the third time, you will be charged with a REPEAT COURSE SURCHARGE. You may obtain and file an Appeal of Repeat Course Surcharge form from our website [http://onestop.fiu.edu/Registrar/policies-procedures/index.html](http://onestop.fiu.edu/Registrar/policies-procedures/index.html) No appeal will be accepted after the deadline date.

**IMMUNIZATION POLICY**
As a pre-requisite to registration, Florida International University requires all students to comply with the following immunization policy regulations from the Florida Board of Governors regarding immunity of MMR, Hepatitis B, and Meningitis. If proper documentation is not provided, a student will not be able to register and will continue to have an immunization hold on his or her account.

1. Measles, Mumps, Rubella:
   Prior to registration, all students born on or after January 1, 1957 are required to show proof of immunity to MMR.

   **Acceptable proof consists of:**
   - Two (2) doses of the MMR
   - Two (2) Measles and one (1) dose of Rubella
   - Proof of immunity by way of a blood test lab result (measles [rubeola] and rubella positive IgG titer required)
   - The first dose must be received on or after the 1st birthday and at least 28 days apart.
   - Vaccines given prior 1969 can only be accepted if the vaccine is specified to be a “live virus” vaccine.
   - Documents must be signed and stamped by a health care provider.

2. Hepatitis B
   Prior to registration, all students who matriculated after July 1, 2008 are required to show proof of immunity for Hepatitis B. This vaccine is strongly recommended but not mandatory.

   **Acceptable proof consists of:**
   - Three (3) doses with the second dose taken at least 28 days after the first dose; the third dose must be taken at least 56 days after the second dose and at least 112 days after the first dose
   - Proof of immunity by way of a blood test lab result (Hepatitis B Surface Antibody test required)
   - Hepatitis B immunization waiver (can be waived online through my.fiu.edu for students age 18 and over)
3. Meningitis

Prior to registration, all students who matriculated after July 1, 2008 are required to show proof of vaccination for Meningitis. This vaccine is strongly recommended, particularly for students living on campus, but not mandatory.

Acceptable proof consists of:

• One (1) dose of Meningococcal Meningitis vaccine or
• Meningitis immunization waiver (can be waived online through my.fiu.edu for students age 18 and over)

For more information about immunizations requirements, including a list of frequently asked questions, please visit our website at studenthealth.fiu.edu.

MEDICAL INSURANCE POLICY FOR INTERNATIONAL STUDENTS

By Board of Trustees and university rule, all international students at FIU in F and J status are required to have medical insurance prior to registration, of which proof must be submitted to Student Health Services (SHS). Students will NOT be allowed to register for classes without complying with the medical insurance requirement, and will receive an “IMI” service indicator (health insurance hold) on their student record, as it appears in Panther Soft. “IMI” service indicators will NOT be lifted until students comply with the FIU medical insurance requirement. There are NO EXCEPTIONS to this rule.

The medical insurance requirement can be met in one of two ways:

• By purchasing the FIU Sponsored Health Insurance Plan
• By submitting an International Student Alternative Health Insurance ComplianceForm completed by your current insurance company and approved by SHS.

FIU Sponsored Health Insurance Plan

FIU partners with the State University System's Insurance Broker, Gallagher Student Health & Special Risk, to provide international student health insurance coverage through UnitedHealthcare Insurance Company.

UnitedHealthcare Insurance plans will only be available for purchase online via the Gallagher Student Health & Special Risk website. For your convenience, plans will be sold annually or per semester in accordance with the academic
schedule. Note: online purchases have an e-check fee of $3.00 or credit card processing fee of $10.00. For online enrollment, please visit
Gallagherstudent.com/FIU.

Spouse and Child(ren) rates and enrollment are also available online at gallagherstudent.com/FIU.

If you have any questions regarding the 2014–2015 plans through Gallagher Student Health & Special Risk and UnitedHealthcare Insurance, you may contact an account representative at the following:

Live Chat Online: Gallagherstudent.com/FIU
Email: FIUstudent@gallagherstudent.com
Toll Free Phone: 877-498-5468
Mail: 500 Victory Road Quincy, MA 02171

ALTERNATE INSURANCE POLICY

If you have your own insurance policy, your insurance company must complete and fax the International Student Alternative Health Insurance Compliance Form directly to FIU Student Health.

NOTE: FIU Student Health will not be able to review any alternative health insurance plan without the Alternative Health Insurance Compliance Form. The guidelines for insurance have been established by the Florida Board of Governors and must be met. Please review the Florida Board of Governors state regulation prior to purchasing any alternative plan. The completed compliance form must verify the following:

• the coverage meets or exceeds the minimum FIU requirements
• the name, address, and telephone number of a claims agent in the United States
• you are covered under the policy
• your insurance has been pre-paid through current year

The Health Compliance Unit must receive the International Student Alternative Health Insurance Compliance Form directly from your insurance company. Your policy will be reviewed, and if it complies with the guidelines, you will be cleared to register. If your policy does not comply with the guidelines, you will not be cleared until you document insurance coverage which meets FIU
requirements or purchase the FIU Sponsored Health Insurance Plan.

**Medical Evacuation & Repatriation**

If the alternate policy is approved subject to Medical Evacuation & Repatriation, the service indicator will not be released until this requirement is met. Students are advised to NOT purchase Medical Evacuation and Repatriation UNTIL they have proof that the alternate insurance policy was approved subject to it.

**REGULATION ON PROHIBITED DISCRIMINATION, HARASSMENT AND RELATED MISCONDUCT INCLUDING SEXUAL AND GENDER-BASED HARASSMENT, SEXUAL VIOLENCE, DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING**

FIU-105 Regulation on prohibited discrimination, harassment and related misconduct including sexual and gender-based harassment, sexual violence, dating violence, domestic violence and stalking provides a comprehensive framework for students and employees to resolve discrimination. Below is the table of contents, policy statement and scope and applicability of the Regulation.

For more information, go to:

https://regulations.fiu.edu/regulation.

**Responsible University Officer:** Title IX Coordinator

**Responsible Office:** Equal Opportunity Programs and Diversity

I. Policy Statement
II. Scope and Applicability
III. Definitions
IV. Prohibited Conduct
V. Reporting Options
VI. Interim Protective Measures Available Through the University
VII. Investigation and Resolution of a Report of a Potential Violation of This Regulation
VIII. Additional Resources
IX. Retaliation Prohibited
X. Education and Prevention Programs
XI. Annual Review
XII. Contacts

I. POLICY STATEMENT

Florida International University (FIU or the university) affirms its commitment to ensure that each member of the university community shall be permitted to work or study in an environment free from any form of illegal discrimination based on race, color, religion, age, disability, sex (including sexual misconduct), sexual orientation, gender identity or expression, national origin, marital status, veteran status, and/or any other legally protected status (collectively referred to as Protected Status). The university recognizes its obligation to work towards a community in which diversity is valued and opportunity is equalized.

The university recognizes that discrimination and/or harassment based on a Protected Status undermines the integrity of the academic and work environment. All members of the university community should be able to work and/or learn in an atmosphere free from discrimination and/or harassment; and the university is committed to addressing conduct that violates these standards. The university encourages all community members to take reasonable and prudent actions to prevent or stop Prohibited Conduct. Taking action may include direct intervention when safe to do so, enlisting the assistance of friends, contacting law enforcement, or seeking assistance from a person in authority. Community members who chose to exercise this responsibility will be supported by the university and protected from Retaliation. It is the particular responsibility of those members of the university community who hold positions of authority over others to avoid actions that are, or can be considered, a violation of this Regulation or as unprofessional.

This Regulation prohibits all forms of Discrimination and Harassment based on Protected Status. It expressly, therefore, prohibits Sexual Violence and Sexual Exploitation, which by definition involves conduct of a sexual nature and is prohibited form of Sexual or Gender-Based Harassment. This Regulation further prohibits Dating Violence, Domestic Violence and/or Stalking, which does not need to be based on an individual’s Protected Status to be prohibited under this Regulation. Finally, this Regulation prohibits Complicity for knowingly assisting in an act that violates this Regulation and Retaliation against an individual because of his or her good-faith participation in the reporting, investigation, or
adjudication of violations of this Regulation. University students and employees who violate this Regulation may face discipline up to and including expulsion or termination.

To foster a climate that encourages prevention and reporting of Discrimination, Harassment, and related misconduct, the university will actively promote prevention efforts, educate the community, respond to all reports promptly, provide Interim Protective Measures to address safety and emotional well-being, and act in a manner that recognizes the inherent dignity of the individuals involved.

The university is committed to the principles of free inquiry and expression. Vigorous discussion and debate are fundamental to this commitment, and this Regulation is not intended to restrict teaching methods or freedom of expression, nor will it be permitted to do so. Offensiveness of conduct, standing alone, is not sufficient for the conduct to constitute prohibited Harassment. The conduct must be sufficiently severe to interfere with an individual’s ability to participate in employment or educational program and activities from both a subjective and objective perspective. Prohibited Conduct under this Regulation is not a proper exercise of academic freedom and may not be legally protected expression. On the contrary, Prohibited Conduct compromises the university’s integrity as well as its tradition of intellectual freedom.

II. SCOPE AND APPLICABILITY

This Regulation applies to the conduct of university students and employees, including faculty and staff. The non-discrimination provisions also apply to contractors and other third parties under circumstances within the university’s control. The Regulation provides for the prompt and equitable resolution of reports of Discrimination, Harassment, and related misconduct.

This Regulation applies to all Prohibited Conduct that occurs on campus. It also applies to Prohibited Conduct that occurs off campus, including online or electronic conduct, if: the conduct occurred in the context of an employment or education program or activity of the university, had continuing adverse effects on campus, or had continuing adverse effects in an off-campus employment or education program or activity. Examples of covered off-campus conduct include athletic competitions, university-sponsored study abroad, research, or
internship programs. In determining whether the university has jurisdiction over off campus conduct that is not part of an educational program or activity of the university, the Title IX Coordinator/Director of the Equal Opportunity Programs/Diversity Office will consider the seriousness of the alleged conduct, the risk of harm involved, whether both parties are members of the campus community, and/or whether the off campus conduct is part of a series of actions that occurred both on and off campus.

Regardless of where the conduct occurred and with whom, the university will offer resources and assistance to community members who are subject to Prohibited Conduct. The university will also assist the Reporting Party in identifying and contacting external law enforcement agencies and community resources, as desired.

III. DEFINITIONS

A. **Reporting Party** is defined as any individual who may have been the subject of any Prohibited Conduct by an individual or organization covered under the Regulation regardless of whether the Reporting Party makes a report or seeks action under the Regulation.

B. **Responding Party** is defined as any individual who has been accused of violating the Regulation.

C. **Protected Statuses** is defined as certain characteristics possessed by an individual that have been afforded protection by law, such as age, color, creed, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.

D. **Age** is defined as the number of years from the date of a person’s birth. With respect to employment, individuals who are forty (40) years of age or older are protected from Discrimination and Harassment. There is no age threshold for students or other participants in educational programs or activities.

E. **Color** is defined as an individual’s skin pigmentation, complexion, shade, or tone.
F. **Creed** is defined as a well-formed and thought-out set of beliefs held by more than one individual, which may not necessarily involve belief in a supreme being. The university will accommodate an individual’s observances and practices required by their creed unless it is unable to reasonably accommodate an individual’s creed-required observance or practice without undue hardship.

G. **Disability** is defined as any person who has a physical or mental impairment that substantially limits one or more major life activities; or has a record of such impairment; or is regarded as having such impairment. A qualified person with a disability must be able to perform the essential functions of the employment or the academic, athletic, or extra-curricular program, with or without reasonable accommodation.

H. **Gender** is defined as an individual’s socially constructed status based on the behavioral, cultural, or psychological traits typically associated with societal attribution of masculinity and femininity, typically related to one’s assigned sex at birth.

I. **Gender Expression** is defined as how someone expresses gender through appearance, behavior, or mannerisms. A person’s Gender Expression may or may not be the same as the gender identity or gender.

J. **Gender Identity** is defined as the gender with which an individual identifies psychologically regardless of what gender was assigned at birth.

K. **Genetic Information** is defined as the information about
   i. an individual’s genetic tests,
   ii. the genetic tests of family members of such individual, and
   iii. the manifestation of a disease or disorder in family members of such individual. Genetic Information includes, with respect to any individual, any request for, or receipt of, genetic services, or participation in clinical research that includes genetic services by such individual or any family member of such individual.
L. **National Origin** is defined as an individual’s actual or perceived country or ethnicity of origin.

M. **Race** is defined as an individual’s actual or perceived racial or ethnic ancestry or physical characteristics associated with a person’s race, such as a person’s color, hair, facial features, height, and weight.

N. **Religion** is defined as all aspects of religious observance and practice as well as belief.

O. **Sex** is defined as an individual’s biological status of male or female, including pregnancy. Conduct of a sexual nature is by definition based on sex as a Protected Status.

P. **Sexual Orientation** is defined as the inclination or capacity to develop intimate emotional, spiritual, physical, and/or sexual relationships with people of the same sex or gender, a different sex or gender, or irrespective of sex or gender.

Q. **Veteran’s Status** is defined as disabled veterans, special disabled veterans, Veterans of the Vietnam era, and other protected veterans as defined by federal and state law.

R. **Prohibited Conduct** is defined as misconduct based on any form of Discrimination and Harassment based on a Protected Status and Domestic Violence, Dating Violence, Stalking, Complicity, and Retaliation.

S. **Sexual or Gender-Based Harassment** is defined as those incidents that are sufficiently pervasive, persistent, or severe that a reasonable person would be adversely affected to a degree that interferes with his/her ability to participate in or to realize the intended benefits of a university activity, employment, or resources.

   Sexual or Gender-Based Harassment includes:

   i. Unwelcome sexual advances, requests for sexual favors and other verbal, physical, or electronic conduct of a sexual nature that creates a hostile, intimidating, or abusive environment;

   ii. Verbal, physical, or electronic conduct based on sex, gender, sexual
orientation, or sex-stereotyping that creates a hostile, intimidating, or abusive environment, even if those acts do not involve conduct of a sexual nature; or

iii. Exhibiting what is perceived as a stereotypical characteristic for one’s Sex or for failing to conform to stereotypical notions of masculinity and femininity, regardless of the actual or perceived sex, gender, sexual orientation, gender identity, or gender expression of the individuals involved.

T. Sexual Assault or Sexual Violence is defined as forms of sexual or gender-based harassment that involve having or attempting to have sexual contact with another individual without consent.

U. Sexual Exploitation is defined as a form of sexual or gender-based harassment that involves one or more of the following behaviors committed for any purpose, including sexual arousal or gratification, financial gain, and/or other personal benefit:

i. taking sexual advantage of another person without consent;

ii. taking advantage of another’s sexuality; or

iii. extending the bounds of consensual sexual contact without the knowledge of the other individual.

Examples of Sexual Exploitation include, but are not limited to:

• threatening to disclose an individual’s sexual orientation, gender identity, or gender expression;

• observing another individual’s nudity or sexual contact, or allowing another to observe the same, without the knowledge and consent of all parties involved;

• non-consensual streaming of images, photography, video, or audio recording of sexual contact or nudity, or distribution of such

1 The following terms included in this definitional section also have corresponding Florida statutory definitions because the behavior may constitute a crime: sexual assault, sexual exploitation, dating violence, domestic violence, stalking, and aggravated stalking. Some Florida criminal statutes overlap with the definitions contained in the Regulation and some may provide greater protection.
without the knowledge and/or consent of all parties involved;
• prostituting another individual;
• knowingly exposing another individual to a sexually transmitted infection, without the individual’s knowledge and/or consent;
• knowingly failing to use contraception without the other party’s knowledge and/or consent; and
• inducing Incapacitation for the purpose of taking sexual advantage of another person.

V. Sexual Contact is defined as the intentional touching or penetration of another person’s clothed or unclothed body, including but not limited to the mouth, neck, buttocks, anus, genitalia, or breast, by another with any part of the body or any object in a sexual manner. Sexual contact also includes causing another person to touch their own or another’s body in the manner described above.

W. Consent is defined as an affirmative act or statement by each person that is informed, freely given and mutually understood.
  • It is the responsibility of each person involved in any sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity.
  • Consent must be ongoing throughout a sexual activity and can be revoked at any time.
  • Within each sexual encounter, there may be separate individual sexual acts involved, and consent to one act by itself does not constitute consent to another act.
  • Lack of protest or resistance does not mean consent, nor does silence mean consent has been granted.
  • The existence of a dating relationship between the persons involved, or the fact of past sexual relations, should never by itself be assumed to be an indicator of consent for any current or future sexual encounter.
  • If coercion or force is used, there is no consent.
  • If a person is mentally or physically incapacitated so that the person
cannot understand the fact, nature or extent of the sexual situation, there is no consent; this includes but is not limited to conditions due to age, alcohol or drug consumption.

- Someone under 16 years of age cannot consent to sexual activity regardless of the age of the other person. Someone who is at least 16 years of age but less than 18 years of age cannot consent to sexual activity if the other person is 24 years of age or older.

- Whether one has taken advantage of a position of influence over another may be a factor in determining consent.

X. **Coercion** or **Force** is defined to include conduct, intimidation, and/or express or implied threats of physical, emotional, or financial harm that would reasonably place an individual in fear of immediate or future harm and that is employed to persuade or compel someone to engage in sexual contact.

Examples of coercion or force include:

- causing the deliberate incapacitation of another person;
- conditioning an academic benefit or employment advantage on submission to the sexual contact;
- threatening to harm oneself if the other party does not engage in sexual contact; or
- threatening to disclose an individual’s sexual orientation, gender identity, gender expression, or other personal sensitive information if the other party does not engage in the sexual contact.

Y. **Incapacitation** is defined as a temporary or permanent state in which a person cannot make informed, rational judgments because the person lacks the physical or mental capacity to understand the nature or consequences of his or her words and/or conduct and/or the person is unable to physically or verbally communicate consent.

Z. **Dating Violence** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Reporting Party. The existence of such a relationship shall be determined based on the Reporting Party’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.

For the purpose of this definition—

1. Dating violence includes, but is not limited to, sexual or physical
   abuse or the threat of such abuse.
2. Dating violence does not include acts covered under the definition
   of domestic violence.

AA. Domestic violence is defined as (1) A felony or misdemeanor crime of
violence committed—

i. By a current or former spouse or intimate partner of the Reporting
   Party;

ii. By a person with whom the Reporting Party shares a child in
    common;

iii. By a person who is cohabitating with, or has cohabitated with, the
    Reporting Party as a spouse or intimate partner;

iv. By a person similarly situated to a spouse of the Reporting Party
    under the domestic or family violence laws of the jurisdiction in
    which the crime of violence occurred, or

v. By any other person against an adult or youth Reporting Party
    who is protected from that person’s acts under the domestic or
    family violence laws of the jurisdiction in which the crime of
    violence occurred.

BB. Stalking is defined as (i) Engaging in a course of conduct directed at a
specific person that would cause a reasonable person to-- (A) fear for
the person’s safety or the safety of others; or (B) suffer substantial
emotional distress. (ii) 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,
surveys, 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 Reporting Party.

CC. **Complicity** is defined as any act that knowingly aids, facilitates, promotes, and/or encourages the commission of Prohibited Conduct by another person.

DD. **Retaliation** is defined as acts or words taken against an individual because of the individual’s participation in a protected activity that would discourage a reasonable person from engaging in protected activity. Protected activity includes an individual’s good faith:

(i) participation in the reporting, investigation, and/or resolution of an alleged violation of this Regulation; (ii) opposition to policies, practices, and/or actions that the individual reasonably believes are in violation of the Regulation; or (iii) requests for accommodations on the basis of religion or disability. Retaliation may include intimidation, threats, coercion, physical harm, or adverse employment or educational actions. Retaliation may be found even when an underlying report made in good faith was not substantiated. Retaliation may be committed by the Responding Party, the Reporting Party, or any other individual or group of individuals.

EE. **Title IX Coordinator** is defined as the individual who oversees FIU’s response to reports and complaints that involve sexual violence, dating violence, domestic violence, and/or stalking, who monitors the outcomes, identifies and addresses any patterns, and assesses the effects on the campus climate so the university can address such issues that affect the wider school community.

FF. **Interim Protective Measures** is defined as those temporary actions taken by the university to ensure equal access to its education programs and activities and to foster a more stable and safe environment during the process of reporting, investigating, and/or disciplining, if appropriate, a violation of this Regulation.

GG. **Responsible Employee** is defined as any employee who has the authority to take action to redress sexual violence, domestic violence,
dating violence and/or stalking; who has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX coordinator or other appropriate school designee; or who has been designated as Campus Security Authority.

**HH. Campus Security Authorities** is defined as those university employees who have a duty of reporting incidents of behavior that may constitute a Clery Crime to the Clery Coordinator (e.g., members of the University Police Department and those officials with significant responsibility for student and campus activities). An official with significant responsibility for student and campus activities is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Examples of Campus Security Authorities include:
- the Dean of Students
- the Director of Campus Life
- any Residential Life professionals (e.g., Resident Advisor)
- staff at the Office of Student Conduct and Conflict Resolution who oversee the student conduct process
- the athletic coaches
- a faculty advisor to a student organization

**II. Clery Crimes** are defined as:

(i) Primary crimes include:

- (A) Criminal homicide (i.e., murder, non-negligent manslaughter, negligent manslaughter)
- (B) Sex offenses (i.e., rape, fondling, incest, statutory rape)
- (C) Robbery
- (D) Aggravated assault
- (E) Burglary
- (F) Motor vehicle theft, and
- (G) Arson

(ii) Arrests and referrals for disciplinary actions, including

- (A) arrests for liquor law violations, drug law violations, and
illegal weapons possession.

(B) Persons not included (ii)(A) above but were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.

(iii) Hate crimes including:

1. Larceny-theft
2. Simple assault
3. Intimidation, and
4. Destruction/damage/vandalism of property

To constitute a hate crime, it must appear that the Reporting Party was intentionally selected because of the perpetrator’s bias against the Reporting Party. Bias includes the Reporting Party’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

(iv) Dating violence, domestic violence, and stalking

JJ. **Response Team** is defined as a group of designated individuals who respond to a report of sexual misconduct, dating violence, domestic violence, and/or stalking.

KK. **Minor** is defined as a person who is under the age of 18 years old.

LL. **Preponderance of the Evidence** is defined as when the information that is presented supports a finding that it is more likely than not that a violation occurred.

**IV. PROHIBITED CONDUCT**

**A. Discrimination and Harassment Based on All Protected Statuses Prohibited**

This Regulation prohibits all forms of Discrimination and Harassment based on an individual’s Protected Status, including, age, color, creed, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, veteran’s status and/or any other legally protected status. In addition, this Regulation prohibits related misconduct, including domestic violence, dating violence, stalking, complicity, and/or retaliation.
This Regulation prohibits discrimination, meaning any unlawful distinction, preference, or detriment to an individual as compared to others that is based on an individual’s Protected Status and that is sufficiently serious to unreasonably interfere with or limit:

- An employee’s or applicant for employment’s access to employment or conditions and benefits of employment (e.g., hiring, advancement, assignment); or
- A student’s or admission applicant’s ability to participate in, access, or benefit from educational programs, services, or activities (e.g., admission, academic standing, grades, assignment).

Discrimination includes failing to provide reasonable accommodations, consistent with state and federal law, to a qualified person with a disability.

This Regulation prohibits harassment, which is a type of discrimination that occurs when verbal, physical, electronic, or other conduct based on an individual’s Protected Status interferes with that individual’s (a) educational environment (e.g., admission, academic standing, grades, assignment); (b) work environment (e.g., hiring, advancement, assignment); (c) participation in a university program or activity (e.g., campus housing); and/or (d) receipt of legitimately requested services (e.g., disability or religious accommodations), thereby creating hostile environment harassment or quid pro quo harassment, as defined below.

**Hostile environment harassment:** Unwelcome conduct based on Protected Status that is so severe, persistent, or pervasive that it alters the conditions of education, employment, or participation in a university program or activity, thereby creating an environment that a reasonable person in similar circumstances and with a similar identity would find hostile, intimidating, or abusive. An isolated incident, unless sufficiently severe, does not amount to hostile environment harassment.

**Quid pro quo harassment:** Unwelcome conduct based on Protected Status where submission to or rejection of such conduct is used, explicitly or implicitly, as the basis for decisions affecting an individual’s education, employment, or participation in a university program or activity.
Consistent with the definitions provided above, below are examples of conduct that constitutes discrimination and harassment:

- May be blatant and involve an overt action, threat, or reprisal; or may be subtle and indirect, with a coercive aspect that is unstated but implied.
- May or may not include intent to harm.
- May not always be directed at a specific target.
- May be committed by anyone, regardless of Protected Status, position, or authority. While there may be a power differential between the Reporting Party and the Responding Party (perhaps due to differences in age or educational, employment, or social status), discrimination and harassment can occur in any context.
- May be committed by a stranger, an acquaintance, or someone with whom the Reporting Party has a current or previous relationship, including a romantic or sexual relationship.
- May be committed by or against an individual or by or against an organization or group.
- May occur in the classroom, in the workplace, in residential settings, or in any other setting.
- May be a pattern of behavior or, if sufficiently severe, a one-time event.
- May be committed in the presence of others when the Reporting Party and Responding Party are alone, or through remote communications, including email, text messages, or social media.
- May take the form of threats, assault, property damage, economic abuse, and violence or threats of violence.
- May include harassing or retaliatory behavior directed to a sexual or romantic partner, family member, friend, or pet of the Reporting Party.

The university strongly discourages amorous or sexual relations between employees (i.e., faculty and staff) and students. Such relationships, even when consensual, may be exploitative, and imperil the integrity of the educational process or work environment. They may also lead to charges of Sexual Harassment.
However, when an individual evaluates (including academic evaluations) or directly supervises another individual with whom he or she has an amorous or sexual relationship, a conflict is created and that is Prohibited Conduct. The university will take action to resolve any conflict of interest created by these relationships.

Whenever a conflict of interest situation arises or is reasonably foreseen, the employee in a position of authority must resolve any potential conflict of interest by taking necessary steps, including, but not limited to, removing himself or herself from evaluative or academic decisions concerning the other individual. If he or she is unable to resolve personally the conflict of interest, he or she is required to inform the immediate supervisor promptly and seek advice and counsel in dealing with the conflict. The employee, along with the supervisor, is responsible for taking steps to ensure unbiased supervision or evaluation of the employee or student. Failure to resolve potential or actual conflict of interest situations as described in this Regulation may result in disciplinary action in accordance with university policies.

This Regulation does not preclude a division, college, or department from having a stronger policy against amorous or sexual relationship between employees or between faculty and/or staff with students provided that the policy is approved following the procedure set forth in University Policy 150.205 Developing University-Wide Policies.

B. SEXUAL ASSAULT, SEXUAL VIOLENCE, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING ARE PROHIBITED FORMS OF DISCRIMINATION

Just as the university’s prohibition of discrimination based on Protected Status (including sexual assault as a form of sexual harassment) is grounded in federal law, so is its prohibition against domestic violence, dating violence, and stalking. The university’s response to sexual assault, sexual violence, domestic violence, dating violence, and stalking is governed by the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, 20 U.S.C. § 1092(f) (the Clery Act) and Section 304 of the 2013 Amendments to the Violence Against Women Act. Such acts violate the essential dignity of our community member(s) and are contrary to our institutional values. The university is committed to taking all
appropriate steps to eliminate sexual assault, sexual violence, domestic violence, dating violence and stalking; prevent the recurrence of such acts; and address their effects, both for the Reporting Party and the broader community. The university recognizes that sexual assault, sexual violence, domestic violence, dating violence, and stalking encompass a broad spectrum of conduct and will respond according to both the severity of the offense and the threat it poses to the campus community.

V. REPORTING OPTIONS

The university is committed to providing reporting options through multiple contact points across campus that are broadly accessible to all university community members. Any individual can make a report under this Regulation to the individuals or to the individuals/departments listed below. The report may be made in person, by telephone, in writing, by e-mail, electronically, or anonymously. All reports will be shared with the Title IX Coordinator and University’s Response Team. If the report involves a Minor, the Florida Department of Children and Families will be contacted as required by Florida Statutes Sections 39.201 and 39.205 and the University Mandatory Reporting of Child Abuse, Abandonment, and Neglect policy (see https://policies.fiu.edu/files/785.pdf).

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<thead>
<tr>
<th><strong>REPORTING OPTIONS</strong></th>
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<td>Below is a list of university employees to which someone could report.</td>
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<tr>
<th>Shirlyon McWhorter</th>
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<tr>
<td>Title IX Coordinator</td>
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<tr>
<td>Director, Equal Opportunity Programs and Diversity</td>
</tr>
<tr>
<td>PC215 Phone: (305) 348-2785</td>
</tr>
<tr>
<td>Email: <a href="mailto:shirlyon.mcwhorter@fiu.edu">shirlyon.mcwhorter@fiu.edu</a></td>
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<tr>
<th>Kristen Kawczynski</th>
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<tr>
<td>Deputy Title IX Coordinator</td>
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<tr>
<td>Director, Student Conduct and Conflict Resolution</td>
</tr>
<tr>
<td>GC311A Phone: (305) 348-3939</td>
</tr>
<tr>
<td>Email: <a href="mailto:kristen.kawczynski@fiu.edu">kristen.kawczynski@fiu.edu</a></td>
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<tr>
<th>Julie Berg</th>
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<tr>
<td>Deputy Title IX Coordinator</td>
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<tr>
<td>Senior Associate Athletic Director</td>
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<tr>
<td>USCBA 202A Phone: (305) 348-2352</td>
</tr>
<tr>
<td>Email: <a href="mailto:julie.berg-Mc_Graw@fiu.edu">julie.berg-Mc_Graw@fiu.edu</a></td>
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<tr>
<th>Larry Lunsford</th>
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<tr>
<td>Vice President for Student Affairs</td>
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<tr>
<td>GC219K Phone: (305) 348-2797</td>
</tr>
<tr>
<td>Email: <a href="mailto:Larry.Lunsford@fiu.edu">Larry.Lunsford@fiu.edu</a></td>
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A. University Employees Who Must Report Violations

The university employees who are obligated by law or by university designation to report potential violations of this Regulation are those who are Responsible Employees and Campus Security Authorities. Examples of Responsible Employees include Deans, Directors, Department Chairs, Coaches, Student Affairs professionals (including Resident Advisors), and faculty who serve as advisors to student groups. Members of the University Police Department are also Responsible Employees. Responsible Employees will safeguard an individual’s privacy, but are required by the university to immediately share all details about a report of Prohibited Conduct (including the known details of the incident (e.g., date, time, location), the names of the parties involved, a brief description of the incident and whether the incident has been previously reported) with the Title IX Coordinator in person, by telephone, electronically, or by email. Such reporting ensures timely support for all parties and enables an effective and consistent institutional response.

Campus Security Authorities must share all known details of an incident which may constitute a Clery Crime, consistent with the expectations for Responsible Employees with the Clery Act Coordinator and the Title IX Coordinator. The Clery Act Coordinator is responsible for maintaining the university’s daily crime log and annual security report which contains information on certain crimes but

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<tr>
<th>Tony Delgado</th>
<th>Karyn Boston</th>
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<tr>
<td>Interim Assistant Vice President for Student Affairs and Dean of Students</td>
<td>University Compliance Officer</td>
</tr>
<tr>
<td>GC 219F</td>
<td>Office of University Compliance and Integrity</td>
</tr>
<tr>
<td>Phone: (305) 348-7670</td>
<td>PC429 Phone: (305) 348-2216</td>
</tr>
<tr>
<td>Email: <a href="mailto:tony.delgado@fiu.edu">tony.delgado@fiu.edu</a></td>
<td>Email: <a href="mailto:karyn.boston@fiu.edu">karyn.boston@fiu.edu</a></td>
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Below is a list of web-based reporting options.

| Silent witness which provides confidential reporting to FIU Student Affairs: go.fiu.edu/report | FIU Ethical Panther line which provides confidential reporting to the University Compliance Office at www.convercent.com/report or by calling 1-844-312-5358 |

In determining to whom to report, it is important that the Reporting Person understand the consequences of making such a report.
no identifying information with respect to a Reporting Party.

B. Other Individual’s Reporting Obligation (Except Confidential Resources)

All other employees (who are not designated as confidential resources) will safeguard an individual’s privacy, but are strongly encouraged to share any information about such conduct with the Title IX Coordinator and/or a member of the Response Team in recognition of the understanding that centralized reporting is an important tool to address, end and prevent Prohibited Conduct.

Similarly, all students (who are not otherwise required to report as a Responsible Employee and/or Campus Security Authority) are strongly encouraged to report any information, including reports or partial reports, to the Title IX Coordinator and/or a member of the Response Team.

C. Confidential Resources

The trained professionals designated below can provide counseling, information, and support in a confidential setting. These confidential resources will not share information about an individual (including whether that individual has received services) without the individual’s express permission unless there is a threat of serious harm to the patient/client or to others or there is a legal obligation to reveal such information (e.g., suspected abuse or neglect of a Minor). The on-campus professionals are also available to help an individual make a report to the university.

On Campus:

Victim Empowerment Program (VEP) Counseling and Psychological Services (CAPS)
MMC | SHC 270 | (305) 348-2277
BBC | WUC 320 | (305) 919-5305

Office of Employee Assistance
MMC | GL473
BBC | ACI 203
(305) 348-2469

Student Health Services
MMC | SHC (305) 348-2401
BBC | SHS (305) 919-5620

The following individuals serve as an ombudsperson to either the students or faculty. These individuals will protect the confidentiality of the student or faculty member to the extent permitted by law. However, they are considered both a Responsible Employee and Campus Security Authority.

Tony Delgado Office of the (Student) Ombudsperson Assistant Dean of Students
GC219 Phone: (305) 348-2797

Rebecca Friedman
Faculty Ombudsperson Office of the Provost
PC520A Phone: (305) 348-0169

The following are off-campus providers which provide confidential services. However, these providers have no obligation to report to the university.

JMH Rape Treatment Center
(305) 585-7273

Florida Council Against Sexual Violence Information Line
1-888-956-7273

For any report under this Regulation, every effort will be made to respect and safeguard the privacy interests and safety of all individuals involved in a manner consistent with the need for a careful assessment of the allegation and any necessary steps to eliminate the conduct, prevent its recurrence, and address its effects. Privacy and confidentiality have distinct meanings under this Regulation.

1. Privacy

Privacy generally means that information related to a report under this Regulation will only be shared with those university employees who “need to know” in order to assist in the active review, investigation, or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process. If the decision
is made to pursue an action against a Responding Party, information related to
the report will be shared with the Reporting Party at the same time as it is
shared with the Responding Party. Information regarding a report will not be
shared with either party's parents or guardians unless the party is a Minor (and
sharing is permissible under the Family Education Rights and Privacy Act
[FERPA]); the party has signed a waiver that is compliant with FERPA; or there is
an articulable threat to the health or safety of the party or other individuals.

2. Confidentiality
Confidentiality means that information shared with designated campus or
community professionals will only be disclosed with the individual's express
written permission unless there is a continuing threat of serious harm to the
patient/client or to others or there is a legal obligation to reveal such
information (e.g., where there is suspected abuse or neglect of a Minor). An
individual can seek confidential assistance and support by speaking with
specially designated Confidential Resources.

3. Records
The Equal Opportunity Programs/Diversity Office will maintain records of all
reports under this Regulation and their outcomes in order to track patterns and
systemic behaviors.

4. Release of Information
If a report of Prohibited Conduct discloses a serious and immediate threat to
the campus community, FIU Police Department will issue a timely notification
to protect the health or safety of the community as required by the Clery Act.
The notification will not include identifying information about a Reporting Party.
Pursuant to the Clery Act and the 2013 Amendments to the Violence Against
Women Act, anonymous statistical information regarding reported criminal
incidents must be shared with FIU Police Department for inclusion in the daily
crime log. This information will also be included in the University's annual
security report.

All University proceedings are conducted in accordance with the requirements
of Title IX, the Clery Act, the Violence Against Women Act, FERPA, state and
local law, and University Regulation. No information, including the identity of
the parties, will be released from such proceedings except as required or permitted by law or University Regulation.

5. Understanding the Difference Between Making a Report to the University and Seeking Confidential Assistance Through a Confidential Resource

There is a distinction between making a report to the university such as to a Responsible Employee, Campus Security Authority, or the University Police and seeking confidential assistance through confidential resources. Making a report to the university by contacting one of the groups listed above means that the report will be shared with the Title IX Coordinator and/or members of the University’s Response Team. The Title IX Coordinator and/or a University Response Team member will communicate with the Reporting Party regarding resources, support and to identify the appropriate action to respond to the report as outlined in this Regulation. There are many options for resolution of a report, and a Reporting Party is encouraged to make a report even if he or she does not want the University to take action against a Responding Party. The university will make every effort to respect a Reporting Party’s autonomy if that is the Reporting Party’s desire. Support and resources are always available to a Reporting Party regardless of the chosen course of action. Notwithstanding the Reporting Party’s decision, the university will assess whether it is necessary to take some action to continue to provide a safe and non-discriminatory environment. The university will advise the Reporting Party as necessary.

By contrast, information shared with a Confidential Resource will not be disclosed to anyone else, including the university, except under very limited circumstances. Any individual may choose to seek support from confidential professionals on and off campus, including the staff at the Victim Empowerment Program, the counselors at the University Counseling and Psychological Services Center, medical health providers, clergy, and rape crisis counselors.

D. Mandatory Reporting of Abuse, Abandonment, and Neglect Policy of a Minor

This policy applies to all Florida International University (FIU) faculty, staff, students and volunteers. This policy implements the mandatory reporting obligations in Florida law regarding child abuse, abandonment and neglect. In
the State of Florida, any person who knows, or has reasonable cause to suspect, that a Minor is abused, abandoned or neglected must immediately report this information to the Florida Department of Children and Families (DCF) in order that no harm comes to the Minor.

In the course of their employment, research, service and/or academic endeavors, all FIU faculty, staff, students and volunteers are expected to report instances of abuse, abandonment and neglect of a Minor which they know of or have reasonable cause to suspect. FIU strives to create an environment where anyone who knows of, or has reasonable cause to suspect, abuse, abandonment or neglect of a Minor feels empowered to report it without any fear of retaliation. Additionally, any person who knows, or has reasonable cause to suspect, that a Minor is the victim of childhood sexual abuse or the victim of a known or suspected juvenile sexual offender must immediately report the information to the DCF. The means to contact DCF are set forth below in the Procedures section outline in the University policy which can be found online at: https://policies.fiu.edu/files/785.pdf.

E. The Effect of Making a Report

Making a report to the university means telling a Responsible Employee or Campus Security Authority what happened, in person, by telephone, in writing, by e-mail, electronically, or anonymously. The university encourages a Reporting Party or someone on the Reporting Party’s behalf to make a report directly to a Responsible Employee or Campus Security Authority. In turn, these university employees will, as quickly as possible, refer the report to the Title IX Coordinator and/or the Response Team to assure consistent application of this Regulation.

Upon receipt of a report, the Title IX Coordinator and/or the Response Team will conduct an initial assessment of the incident or behavior at issue which includes evaluating the risk of harm to the parties, any other individuals, or the broader campus community; the Reporting Party’s desired course of action; and the necessity for any Interim Protective Measures to protect the safety of the Reporting Party, any other individuals, and/or the community. A member of the Response Team will offer appropriate resources to support the Reporting Party and at the conclusion of the initial assessment, determine the appropriate
manner of resolution.

The university recognizes that deciding whether to make a report and choosing how to proceed are personal decisions. A Reporting Party does not have to decide whether to request any particular course of action. Choosing to make a report and deciding how to proceed after making a report is a process that unfolds over time. The university will make every effort to respect a Reporting Party’s choice, including the desire for autonomy, in making the determination as to how to proceed. Resources are always available to support a Reporting Party regardless of the course of action chosen. All individuals are encouraged to make a report regardless of when or where the incident occurred, and to seek any necessary help from campus or community resources.

Notwithstanding the Reporting Party’s decision, the university will assess whether it is necessary to take action to continue to provide a safe and non-discriminatory environment. The university will advise the Reporting Party as necessary.

VI.

INTERIM PROTECTIVE MEASURES AVAILABLE THROUGH THE UNIVERSITY

When a report is received, the Title IX Coordinator or designee, in consultation with other appropriate administrators, will make an assessment of any risk of harm to the parties, any other individuals, or to the broader campus community and may impose reasonable and appropriate Interim Protective Measures when necessary to protect the safety of the parties or witnesses involved and/or to provide academic or other appropriate support. Interim Protective Measures are temporary actions taken by the university to ensure equal access to its education programs and activities and to foster a more stable and safe environment during the process of reporting, investigating, and/or disciplining, if appropriate, a violation of this Regulation. Because they are temporary in nature, interim protective measures may be amended or withdrawn as additional information is gathered. The Title IX Coordinator or designee, in consultation with other administrators, will maintain consistent contact with the parties so that all safety, emotional, and physical well-being concerns can be reasonably addressed.

Interim Protective Measures may be applied to the Reporting Party, the
Responding Party, and/or other involved individuals as appropriate to ensure their safety and well-being. Interim Protective Measures may be requested by the parties or the university at any time, regardless of whether any particular course of action is sought by the Reporting Party. The range of Interim Protective Measures may include:

- Access to counseling services and assistance in setting up initial appointments
- Imposition of a “No-Contact Order” for all or part of any university property
- Rescheduling of exams and assignments
- Providing alternative course completion options
- Change in class schedule, including the ability to drop a course without penalty or to transfer sections
- Change in work schedule or job assignment
- Change in campus housing assignment
- Assistance from university support staff in completing housing relocation, if feasible
- Limiting access to certain university facilities or activities pending resolution of the matter
- Voluntary leave of absence from work in accordance with university policies
- Providing an escort to assure safe movement between classes and activities
- Arranging for medical services
- Providing academic support services, such as tutoring
- University-imposed leave, suspension, or separation for the Responding Party
- Any other feasible measure(s) which can be tailored to the involved individuals to achieve the goals of this Regulation

All individuals are encouraged to report concerns about the adequacy of the Interim Protective Measures or failure of another individual to abide by any Interim Protective Measure to the Title IX Coordinator. Violations of Interim Protective Measures will be addressed in accordance with this Regulation. The Title IX Coordinator will take appropriate, responsive, and prompt action to enforce Interim Protective Measures and/or to respond to Retaliation by
another party or witness.

VII.
INVESTIGATION OF A REPORT OF A POTENTIAL VIOLATION OF THIS
REGULATION AND RESOLUTION OF AN INVESTIGATION

If, after an initial assessment of a report of a Prohibited Conduct, the Title IX Coordinator determines that an investigation is necessary, the Title IX Coordinator will oversee the investigation. If Reporting Party and the Responding Party are students, the Director of Student Conduct and Conflict Resolution/Deputy Title IX Coordinator will work with the Title IX Coordinator regarding the investigation. All investigations will be conducted in a prompt fashion to determine what occurred and whether steps must be taken to resolve the situation. The investigation phase will be completed within 60 calendar days from the filing of a report or when the university becomes aware of behavior that may be a violation of this Regulation. The parties will be advised of any extension of time as needed to complete the investigation phase.

There may be instances in which a Reporting Party is unable or unwilling to pursue a report of discrimination, but where the university administration is aware of the behavior. In such instances, the Title IX Coordinator may choose to pursue an investigation of the alleged offense. The decision of whether or not to take further action on a report will be based on an assessment of safety and the maintenance of a non-discriminatory environment.

The investigation may include, but shall not be limited to, interviewing the Reporting Party and the Responding Party regarding the allegations, interviewing other persons who may have information relevant to the allegations, preparing witness statements for all persons interviewed, and reviewing of any relevant documents. Upon completion of the investigation, a report shall be prepared which includes a summary of the complaint, a description of the investigation, and the findings of fact.

A.
Resolution of the Investigation When Both Parties are Employees or if the Responding Party is an Employee and the Reporting Party is a Student
If the Reporting Party and Responding Party are employees or if the Responding Party is an employee and the Reporting Party is a student, the investigation report shall be given to the following people at the same time: the Vice President for Human Resources or designee, the Reporting Party, the Responding Party, the immediate supervisor of the Responding Party, and the appropriate vice president or department head for additional action as necessary.

Either party may seek review of the investigation report to the Vice President for Human Resources or a designee by filing an appeal within three (3) calendar days of receipt of the investigation report. The appeal shall be based on one or more of the following: relevant evidence was not reviewed and/or new evidence is available, or the factual evidence was insufficient to support the findings. The appeal shall be in writing and shall set forth the issues to be considered in the appeal. Copies of the appeal shall be provided to the other party. The other party may file a response to the appeal to the Vice President for Human Resources or designee within three (3) days of receipt of the appeal. The Vice President for Human Resources or designee shall issue a written finding within three (3) calendar days after receipt of the appeal, or of a response to the appeal, whichever is later, and will give the report to all parties at the same time. These deadlines may be extended provided all parties mutually agree in writing to the extension.

Upon final acceptance by the Vice President for Human Resources or designee of a written finding that there was a Preponderance of Evidence that an employee violated this Regulation, the Director of Employee Labor and Relations Department, the immediate supervisor of the Responding Party, and the Title IX Coordinator will determine the disciplinary action to be taken against the Responding Party. The resolution of the complaint will be communicated to the Reporting Party and the Responding Party at the same time. Disciplinary action shall be taken in accordance with the Regulations and policies affecting the class of employee and the terms of any applicable collective bargaining agreement.

B.

Resolution of the Investigation When Both Parties are Students or the
Reporting Party is an Employee and the Responding Party is a Student

If the Reporting Party and Responding Party are students or if the Reporting Party is an employee and the Responding Party is a student, the investigation report shall be given to the Reporting Party, the Responding Party, and the Director of Student Conduct and Conflict Resolution/Deputy Title IX Coordinator at the same time. The Director of Student Conduct and Conflict Resolution/Deputy Title IX Coordinator will determine whether the Responding Party should be charged with a violation of the Student Code of Conduct and will advise the Title IX Coordinator accordingly. If such determination is made, the Student Code of Conduct will govern the process. See FIU Regulation 2501 at:

http://regulations.fiu.edu/regulation

VIII. ADDITIONAL RESOURCES

A. Equal Opportunity Programs and Diversity Office

The Equal Opportunity Programs and Diversity Office has primary responsibility for administering this Regulation and oversees the investigation, response to, and resolution of all reports of Prohibited Conduct; however, questions, concerns, and/or reports may also be addressed to any member of the Response Team.

Title IX Coordinator

The university has a designated the Director of the Equal Opportunity Programs and Diversity as the Title IX Coordinator. The Title IX Coordinator oversees the university’s investigation, response to, and resolution of all reports of Prohibited Conduct based on sex (including sexual or gender-based harassment and sexual violence), domestic violence, dating violence, and stalking, and of related complicity and retaliation involving students, faculty, and staff. The Title IX Coordinator is:

• Knowledgeable and trained in university policies and procedures and relevant state and federal laws;
• Available to advise any individual, including a Reporting Party, a Responding Party, or a third party about University and community resources and reporting options;
• Available to provide assistance to any University employee regarding how to respond appropriately to a report of Title IX-related Prohibited Conduct, Domestic Violence, Dating Violence, Stalking, and/or related Retaliation;

• Participates in ensuring the effective implementation of this Regulation, including monitoring compliance with all procedural requirements, recordkeeping, and timeframes;

• Responsible for overseeing training, prevention, and education efforts and annual reviews of climate and culture; and

• Maintains all discrimination reports.

Inquiries or concerns about Title IX may be referred to the university’s Title IX Coordinator. Concerns about the university’s application of Title IX under this Regulation may be addressed to the United States Department of Education, Office for Civil Rights:

Title IX Coordinator Office for Civil Rights
Shirlyon McWhorter (800) 421-3481
(305) 348-2785 Email: OCR@ed.gov
shirlyon.mcwhorter@fiu.edu

B. Response Team

A report of Prohibited Conduct may be made to any designated person or by any method included in the Reporting Option section above. Members of the Response Team can help any university community member understand the Regulation and the options for resolving concerns raised under this Regulation in academic or work settings at the university. The Response Team will attempt to protect and safeguard the privacy of all individuals involved in a manner consistent with the need for a careful assessment of and response to the report.

The Response Team consists of a small “need to know” number of individuals. Depending on the roles (e.g., student, faculty, and staff) of the Reporting Party and the Responding Party, the Response Team includes the following:

• Title IX Coordinator
• Student Conduct and Dispute Resolution Director/Deputy Title IX Coordinator
• Dean of Students
• Director of Victim Empowerment Program
• Director of Residential Life
• Assistant Chief of Police of the University Police
• Vice President for Academic Affairs
• Senior Associate Athletic Director/Deputy Title IX Coordinator
• Other administrators as needed depending on the facts and circumstances of the case.

C. How to Get Help In the Event of an Emergency

Anyone who has experienced sexual violence, domestic violence, dating violence, and/or stalking is urged to immediately seek help. In life threatening situations, dial 911. Other help includes seeking medical assistance, seeking confidential counseling or crisis response, filing a report with law enforcement, and making a report to the university. FIU Police Department will help any individual get to a safe place, provide transportation to the hospital, contact another law enforcement agency, and offer information about the university's resources and processes. Information about the difference between Reporting Options and confidential resources is listed above.

Emergency Response

Call 911

FIU MMC Police
(305) 348-5911

FIU BBC Police
(305) 919-5911

Other Agencies Not Affiliated with FIU that can be Contacted for Emergency Assistance

Sweetwater Police Department
(305) 552-9900

Miami-Dade Police Department
(305) 476-5423
Medical Treatment

**FIU Student Health Services**

MMC | SHC  
(305) 348-2401  

BBC | SHS  
(305) 919-5620  

Other Agencies Not Affiliated with 
FIU that can be Contacted for 
Medical Treatment

**Rape Treatment Center**

(305) 585-5185

**Confidential Counseling & Crisis Response**

**FIU Counseling and Psychological Services (CAPS)**

caps.fiu.edu  

MMC | SHC 270  
(305) 348-2277  

BBC | WUC 320  
(305) 919-5305

**Victim Empowerment Program (VEP)**

vep.fiu.edu  

24-Hour Hotline | (305) 348-3000  

**FIU Office of Employee Assistance**

MMC | GL473  
BBC | ACI 203  
(305) 348-2469

IX. RETALIATION PROHIBITED
Retaliation is expressly prohibited by this Regulation, and the university will take immediate and responsive action to any report of Retaliation or any violation of Interim Protective Measures. During the investigation and resolution of violations of this Regulation that are alleged in good faith, reasonable steps will be taken to protect the Reporting Party, the Responding Party, and other participants in the reporting, investigation, and resolution process from Retaliation. Any individual who engages in Retaliation will be subject to prompt and appropriate disciplinary action. Individuals who have a concern about potential or actual Retaliation should contact the Title IX Coordinator for assistance in addressing the concern. If the concern about Retaliation involves the Equal Opportunity Programs/Diversity Office or Title IX Coordinator, an individual may contact the Vice President of Human Resources.

X. EDUCATION AND PREVENTION PROGRAMS

The university is committed to offering educational programs to promote awareness and prevention of Prohibited Conduct. Educational programs include an overview of the university’s policies and procedures; relevant definitions, including prohibited conduct, discussion of the impact of alcohol and illegal drug use; Consent; safe and positive options for bystander intervention; review of resources and reporting options available for students, faculty, and staff; and information about risk reduction. Incoming first year students and new employees will be offered primary prevention and awareness programming as part of their orientation. Returning students and employees will also have ongoing opportunities for training and education. The Title IX Coordinator maintains an education and prevention calendar and tailor programming to campus needs and climate. Online training programs can be accessed through the Division of Human Resources Talent Management and Development’s website at:

http://hr.fiu.edu/index.php?name=professional_development

As part of the university’s commitment to provide an educational and work environment free from Prohibited Conduct, this Regulation will be disseminated widely to the university community through email communication, publications, websites, new employee orientations, student orientations, and other appropriate channels of communication.
XI. ANNUAL REVIEW

This Regulation is maintained by the Equal Opportunity Programs and Diversity Office. The Equal Opportunity Programs and Diversity Office and Title IX Coordinator will review this Regulation on at least an annual basis, with the assistance of an advisory group consisting of student, faculty, staff, and community representatives selected by senior leadership of that office. The review will capture evolving legal requirements, evaluate the supports and resources available to the parties, and assess the effectiveness of the resolution process (including the fairness of the process, the time needed to complete the process, and the sanctions and remedies imposed). The review will include the opportunity for individuals affected by the Regulation to provide feedback and will incorporate an aggregate view of reports, resolution, and climate. The Title IX Coordinator will prepare an annual report, publicly available, which will include recommendations and steps taken to improve the delivery of services and the effectiveness of the Regulation and procedures.

XII. CONTACTS

Questions about this Regulation should be directed to Shirlyon McWhorter, the Title IX Coordinator and Director of the Equal Opportunity Programs and Diversity Office at Florida International University Modesto A. Maidique Campus PC 321 11200 S.W. 8th Street Miami Florida. The telephone number for the Equal Opportunity Programs and Diversity Office is (305) 348-2785. The fax number is (305) 348-3459. The Title IX Coordinator's email address is shirlyon.mcwhorter@fiu.edu.

The Title IX Coordinator has appointed the following people as Deputy Title IX Coordinators:

- Dr. Kristen Kawczynski, Director of the Student Conduct and Conflict Resolution Department. Her contact information is: (305) 348-3939. Her email address is kristen.kawczynski@fiu.edu.
- Julie Berg, Senior Associate Athletic Director. Her contact information is: (305) 348-2352 Her email address is: Julie.berg-Mc_Graw@fiu.edu.

Specific Authority: Board of Governors Regulation 1.001 (5)(a). History--Formerly FIU-104 (repealed) and FIU-103 (repealed). New April 15, 2015.
PARKING RULES AND REGULATIONS

Below are the parking regulations pertaining to students. For complete regulations see University Traffic and Parking Regulations, FIU-1105, located at: https://regulations.fiu.edu/regulation

General. This regulation is applicable to all persons who operate or park a motor vehicle on the campuses of Florida International University. Every motor vehicle parked in a non-meter space on university property must maintain a valid permit. All Miami-Dade County traffic and parking ordinances which are not in conflict or inconsistent with university regulations shall extend and be applicable to the university’s campuses. The Department of Parking and Transportation is authorized and empowered to enforce all university traffic and parking regulations as per Florida Statute Section 1006.66. Copies of the university traffic and parking regulations are available from the Department of Parking and Transportation, and through the Florida International University website URL http://parking.fiu.edu. The university assumes no liability for vehicles parked or operated on university property. The issuance of a permit does not guarantee space availability at a preferred location.

Virtual Permits. Florida International University is utilizing virtual parking permits for vehicles parking on its campuses.

4 steps for registering your vehicle:

1. Visit parking.fiu.edu
2. Click on “My Account” and then log in with your FIU credentials
3. On the dashboard, click on “Add New Vehicle.” Complete required fields and then click “Create”
4. Your vehicle will automatically be linked to the virtual permit. You can now park on campus.

License Plate Recognition. Florida International University utilizes license plate recognition hardware and software (LPR) for parking systems management.

Registration of Motor Vehicles.
Vehicles used by members of the faculty, staff, students, (full or part-time), concessionaire employees and others who park at a non-metered location on
campus must be registered with the Department of Parking and Transportation during the first day the vehicle is on campus. Registration can be completed online at URL http://parking.fiu.edu or at the Parking and Transportation Offices located at the Modesto A. Maidique (MMC) and Biscayne Bay Campuses (BBC).

Students Virtual Permit Classifications Include:

Students employed as faculty or staff at the university may elect to purchase a “STAFF” virtual permit at the cost according to the classification. A one semester virtual permit for each classification is available during an academic school year.

1. Student – A “STUDENT” virtual permit will be issued by the Department of Parking and Transportation to each student who is currently enrolled and has paid the transportation access fee or meets the criteria established by Florida Statutes 1009.25; 1009.26 and 1009.265 governing Educational Scholarships, Fees and Financial Assistance, fee exemptions, fee waivers and State employee fee waivers. A Transportation Access Fee is assessed to all students per semester as part of their enrollment fees except for students registered for a fully online degree program, students using tuition waiver, or otherwise classified as exempt.

2. Resident Student – A “HOUSING” virtual permit will be granted to those students who reside in on-campus housing.

3. Housing Garage – An “H-GARAGE” daily or semester virtual permit will be issued to those who desire a higher level of parking service at the housing garage.

4. ROTC – A “ROTC” virtual permit is available to non-FIU students registered in the program.

Carpool permits. Carpool permits are available for those employees and students who register for the car sharing program. Please visit the Parking & Transportation website. All registrants must have a current FIU virtual permit and must be affiliated with the university.

Metered Parking. Metered parking is available throughout the university at a
cost of 25 cents per 15 minutes. A current FIU virtual permit does not entitle the driver to park in a metered parking space without paying the appropriate fee, unless otherwise specified on the permit.

**Deactivated Virtual Permits.** A virtual permit may be deactivated if the Transportation Access Fee is not paid for the current semester. Vehicles found on campus with a deactivated virtual permit, or multiple vehicles found on campus with the same virtual permit, will be ticketed and the vehicle is subject to immobilization and/or towing at vehicle owner’s expense.

**Permits, Traffic and Parking Regulations, Garage Parking and Golf Cart.**

**Permit Regulations**

1. Maintaining a Permit. Every motor vehicle parked on university property must maintain a valid permit or use metered parking.

2. Disabled Permits. Parking areas designated as disabled are enforced at all times and a current state issued disabled placard/hang-tag and/or license plate must be visible and properly displayed. Misuse of a disabled placard may result in the immobilization and/or towing of the vehicle at owner’s expense.

**Traffic and Parking Regulations**

1. Speed Limit. The speed limit on university property is 25 miles per hour on main roads unless otherwise posted. The speed limit is 5 mph inside the garage and in surface lots.

2. Right-of-Way. Pedestrians and wildlife have the right-of-way over motor vehicles, including golf-carts. Pedestrians must use crosswalks when crossing a roadway.

3. Parking areas may be restricted by permit classification, time or purpose and shall be considered no parking zones to those individuals who do not fall within the restriction of the permit classification. Parking on lawns, landscaped areas, sidewalks, or other areas not specifically designated by signs or curb markings as parking areas is a violation. The absence of a “No Parking” sign does not mean parking is permissible in an area. Changes in designated parking areas shall become effective at such time as signage or
other identifying markings are posted. The following parking restrictions are found in areas on the university’s campuses.

- Exec
- Admin
- Faculty/Staff
- Student
- Metered
- Disabled
- Disabled Modified Vehicles
- Motorcycle/Motorbike/Moped
- State Vehicles
- Time Limit Parking
- Housing Parking
- Service/Delivery
- Golf Cart
- Carpool
- Electric Vehicle
- Clinic Spaces
- RCCL
- MCH

**Access vehicles.** No motor vehicles, other than police, emergency, or golf carts may be operated or parked at any time on the walkways, grass, service areas, driveways or other prohibited zones, except where specifically permitted by signage. No motor vehicle, motorcycle or other type of vehicle, including a bicycle, shall be parked in such a way as to create a hazard obstruction to traffic or access. Temporary parking areas may be designated in grass areas by the placement of delineating signs, bumper blocks or other identifying marks. Parking adjacent to any university building shall be prohibited except as identified by authorized signs.

4. Non-permitted vehicles left for more than three (3) consecutive days without prior approval from the Department of Parking and Transportation, or which are apparently abandoned shall be subject to immobilization, towing, and/or impoundment, and ultimately disposed of at the owner’s expense. The university does not assume
any responsibility for motor vehicle or their contents while they are parked on campus. Major repairs to vehicles shall not be performed on either campus.

5. Skateboarding and rollerblading are prohibited in parking areas.

Golf-Cart Regulations

1. Golf-carts are restricted by Florida International University for use on university premises only by university employees, volunteers, contractors, vendors or agents and are generally recognizable as a low speed or utility vehicle, such as, but not limited to, utility terrain vehicles, including all-terrain vehicles designed for work uses, and golf carts, club car or conveyance. Please refer to the Golf Cart Policy posted at http://policies.fiu.edu.

2. Any person who accepts the privilege of operating a golf-cart on university premises is deemed, by so doing, to have the knowledge, training and skill to safely operate this vehicle and shall be fully accountable for their actions and the consequences thereof.

3. Golf-cart Enforcement. Golf-carts shall be operated in accordance with the following specific regulations:
   
   i. Golf-carts shall not be parked within 20 feet of the entrance or exit of any building, except at loading docks or designated golf-cart parking.
   
   ii. Operators shall stop golf-carts at all blind intersections and sound their horns before proceeding.
   
   iii. Golf-carts shall not be parked in any manner likely to obstruct or interfere with the flow of pedestrian or vehicular traffic in heavily traveled areas. This includes, persons in wheelchairs or mobility assistance devices. In addition, golf carts shall not park in the following areas: fire lanes, handicap parking, meter parking, on sidewalks or ramps that would impede handicap accessibility.
   
   iv. Operators shall not bring a golf cart to rest for any period of time in the middle of roads and walkways.
v. Golf-carts may be driven on sidewalks only where streets and/or parking lots are not available. Golf carts are not permitted in any red zones as identified on the maps which can be found at http://policies.fiu.edu

vi. Golf-carts shall not be driven through buildings or breezeways, covered walkways, landscaped areas or golf cart-free red zones as identified on the maps which can be found at https://policies.fiu.edu/files/781.pdf. Golf carts shall not be driven through the Green Library breezeway or any other building except: 1) under circumstances of police or medical emergency, 2) in order to provide maintenance service to a location in a specific building or to grounds in which large amounts or heavy equipment and supplies, but not people, are being transported to the work site, 3) in order to make a delivery of large amounts or heavy materials which cannot be otherwise transported to a specific location in a building, 4) in order to assist a handicapped individual or, 5) when conducting a pre-approved university tours.

vii. Use of ear phones, eating, texting, or the use of any device that may hinder the proper and safe operation of golf carts is prohibited.

Enforcement

a) Violations. Failure to abide by any of the provisions of these regulations shall be considered a university parking infraction. The University may enforce university parking infractions through use of warnings, citations and fines, vehicle immobilization, towing and any other means authorized by statute. Towing fees vary according to type of vehicle. If a third party towing company is used, the charge will be contingent upon the towing company fees.

b) Enforcement hours. Metered parking is enforced daily, from 7:00 a.m. to 10:00 p.m. including weekends and holidays. Parking areas
designated as Faculty/Staff shall be enforced between the hours of 6:00 a.m. to 7:00 p.m., Monday through Friday, unless otherwise indicated by signage. Parking in all other areas, including Executive, Administrative and Disabled shall be observed and enforced at all times. Only one citation per day will be issued for each violation in the same location on the same vehicle.

c) **Schedule of Fines.** The schedule below establishes fines for the various categories of violations which are considered to be university parking infractions:

Unlawfully Parked in Disabled Space ...............$250.00
Virtual Permit Fraud .........................$100.00
Immobilization Fee .........................$50.00
Hazardous Parking .........................$25.00
Restricted/Improper Parking ...............$25.00
Golf-Cart Violation .........................$25.00
Invalid Permit ..............................$20.00
Parking on Grass .........................$20.00
Overtime Parking in Meters ...............$20.00
Expired Permit ..............................$20.00
Deactivated Permit .......................$20.00
Improper Permit Registration ................$20.00
Crosswalk Light Violation ................$20.00
Head-in Parking Only .................$15.00
Other ........................................$15.00

Parking in Unauthorized Areas

Restricted Executive/Admin ..........$30.00
Restricted Faculty/Staff ...............$25.00
Restricted Housing .......................$25.00
No Carpool Permit .......................$25.00
Restricted Electric Vehicle Space ......$25.00

d) **Late Fees.** If a university citation is not paid or appealed in the time provided by this regulation, a $5.00 late fee shall be assessed in
addition to the fine established for the violation. The assessment of the late fee shall not preclude the university from enforcing these regulations through alternative means such as preventing registration, withholding transcripts, withholding of diploma, towing and/or immobilizing the vehicle. Finally, the outstanding balance will be sent to a collection agency and additional fees will be assessed.

e) **Remedies for Failure to Pay Fines.** In addition to the assessment of a late charge fee, and other penalties as provided in this regulation, the following remedies are available to the university:

1. Student debts may be referred to a collection agency.
2. Prevent student registration.
3. Withhold issuance of transcripts or degrees.
4. Use of vehicle immobilizer, tow and/or impound the person’s vehicle.
5. Take other action as permissible pursuant to the university collection policy.

f) **Responsibility for Citations.** The person who registers a motor vehicle with the Department of Parking and Transportation assumes responsibility for all citations issued to that vehicle. If the motor vehicle has not been registered with the Department of Parking and Transportation then the person(s) in whose name the motor vehicle is registered with the State Department of Highway Safety and Motor Vehicles shall be held responsible for citations issued to the vehicle. Employees of FIU operating state university vehicles and golf-carts shall be responsible for citations issued to such vehicle(s).

g) **Procedures for Payment of Fines and Appeals:**

A person to whom a citation has been issued shall have ten (10) business days from the date of issuance to respond to the citation either by paying the fine or by filing an appeal. If payment or request for an appeal is not received within the allotted time, a $5.00 late fee shall be assessed, and the university may take any authorized action to enforce the penalty.
h) **Payment of Fines.** Fines may be paid by credit card through the Florida International University website URL [http://parking.fiu.edu](http://parking.fiu.edu) or in person at the Department of Parking and Transportation by check, money order, cash, the FIU One Card, or credit card. Alternatively, payments may be mailed to the Department of Parking and Transportation located on Modesto A. Maidique Campus. All payments sent by mail should include the payee's Panther ID number if applicable, and citation number(s).

i) **Appeals Process and Procedures.** Appeals of citations for university parking infractions and towing/vehicle immobilization fees may be instituted by filing an appeal through the Florida International University website URL [http://parking.fiu.edu](http://parking.fiu.edu) or at the Department of Parking and Transportation using the "Florida International University Department of Parking and Transportation CITATION APPEAL FORM", Form PT #04 Appeal Form. The completed Citation Appeal Form must include a current mailing address or email address where notices can be sent to and received by the Appellant. Completed Citation Appeal Forms will be forwarded by the Department of Parking and Transportation to an Appeal Hearing Officer for review and decision. Appeals should only be filed if a legitimate basis exists. The following reasons are not considered legitimate basis for filing an appeal:

   i. Disagreement with the Parking & Transportation Rules and Regulations.
   
   ii. Ignorance of the regulations.
   
   iii. Stated inability to find a permitted parking space.
   
   iv. Operation of the vehicle by another individual.
   
   v. Failure to issue citations previously for similar violations.
   
   vi. Tardiness to class and/or appointment.
   
   vii. Inability to pay fine.
   
   viii. Received incorrect verbal information from a non FIU Parking and Transportation employee.
   
   ix. Observing others illegally parked.
x. Not paying for sufficient metered time.

j) Appeal Hearing Officer Procedures. Appeal Hearing Officers will receive and evaluate appeals. They will be guided by the Parking Regulations and shall consider any relevant circumstances, as articulated in the appeal, in making their decision(s). Appeal Hearing Officers may request further information or interview the appellant, witnesses or the citing officer. Appeals will be reviewed and appellants notified in writing.

k) Appeal Hearing Officer Decisions. The Appeal Hearing Officer’s decision shall contain findings of fact and be reduced to writing and a copy shall be furnished to the appellant by the Department of Parking and Transportation. If your appeal is denied, you may file for a secondary review by the appeal board. Appeal forms are available online through the Florida International University website URL http://parking.fiu.edu or at the Department of Parking & Transportation using the “Florida International University Department of Parking & Transportation CITATION APPEAL FORM”, FORM PT #04 Appeal Form. The appeal board may reduce, excuse the fine or uphold the appeal hearing officer’s decision.

University Events

a) Any event held on campus, whether hosting internal or external guests, requiring the use of parking spaces, must be coordinated with the Department of Parking & Transportation. Pre-purchased virtual permits are available through the online portal or by contacting the Department of Parking and Transportation. Requests must be received seven (7) business days prior to the date of the event. If the event is cancelled, a cancellation fee may be assessed and all expenses incurred related to the event request will be collected.

b) All temporary directional signage used on any campus must adhere to the signage protocol established by the Department of Parking and Transportation. Lawn signs are not permitted. Please contact the Department of Parking & Transportation to order temporary directional signage.
c) The Department also handles any event requests that require transportation, including golf cart and shuttles. For more information, please refer to http://parking.fiu.edu.

Garage car count systems

Garage car count system on the FIU Mobile app. Find out where to park before arriving on campus.

FIU Plates

Get your FIU license plate today. New plates can be purchased at our parking offices or online at go.fiu.edu/plate.

Transportation Information

Remember: Shuttles (CATS, GPE, & Panther Mover) are not in service during semester breaks between semesters, only running when classes are in session—Monday to Friday.

We offer many commuting alternatives to campus, as well as within campus. Many of them are free! Please visit the individual sections at parking.fiu.edu/campus-transport to see more information on each program.

The Golden Panther Express Shuttle (GPE)
provides transportation between MMC and BBC weekdays. There is a fee for this service, which can be paid using your FIU One Card.

The CATS Shuttle
is a free service that transports between Engineering Campus (EC) and MMC.

The Panther Mover
shuttles students and faculty/staff from the Panther Parking Garage to Primera Casa (PC).

The Panther Safety
program ensures your safety each evening and is a courtesy transport within campus. This service is offered at the MMC and BBC.

Metro Passes/Monthly EASY Cards
are available at a discount for current students.

For detailed information regarding the FIU Bus schedules, please visit:

parking.fiu.edu/campus-transport

CATS SHUTTLE
The CATS shuttle travels between Modesto A. Maidique Campus and the Engineering Center. The service operates two shuttles from 6 a.m.-11: p.m., with departures every 15 minutes at the top of the hour starting at 6:00am from MMC and starting at 6:17 a.m. from EC. All shuttles will provide additional stops east of PG5, the Miami–Dade transit hub located at 107th Ave and 17th street, and at the new housing towers in the City of Sweetwater.

GOLDEN PANTHER EXPRESS
The Golden Panther Express Shuttle provides an alternative to driving between FIU’s two main campuses: Modesto A. Maidique Campus and Biscayne Bay Campus. The pick-up and drop off stop for Modesto A. Maidique Campus is in Lot 3, east of the Graham Center Building and next to the Gold Parking Garage. The pick-up and drop off stop for Biscayne Bay Campus is located in front of AC1 Building.

Monday–Friday:
Every half hour from 6 a.m.–10 p.m. with additional departure at 11 p.m.
(i.e 7 a.m., 7:30 a.m., 8: a.m.)

Average Trip Time: 1 hour
Rates for One Way Trip
Currently Registered Students $2.50/Non-Students & Affiliates $5.00
There are re-valuing stations located across all campuses making it easy and convenient to deposit funds into your FIU Cash account while on campus. Simply insert the cash into the ValuePort and the funds are instantly available on your card!

Additional re-valuing stations available 24/7 are located at:

MMC: Graham Center (GC), Green Library (GL) – 2nd floor, PG1 – Gold Garage (FIU One Card Office),

BBC: Wolfe University Center-WUC (next to FIU One Card Office),
Hubert Library, PG1 – Gold Garage
(FIU One Card Office), Academic One
IT SECURITY OFFICE (ITSO)
PROPER USE OF COMPUTERS AND NETWORKS
It’s so easy! Being a responsible network user at FIU is as easy as 1,2,3!
STEP 1: KEEP YOUR COMPUTER SECURE!
Follow these simple guidelines:
• Use strong passwords. Choose passwords that are difficult or impossible to guess but easy to remember. Give a different password to each account you have. For example, do not use the same password for PantherSoft as what you would use for your Facebook or Twitter accounts. Never write passwords down or share them with others.
• Make regular backups of critical data on your computer. Imagine losing research material or papers that you have spent hours working on. This can be easily avoided by making sure that you frequently back up the data on your computer.
• Use virus protection software. That means three things: (1) having it on your computer in the first place (FIU offers free antivirus software for all students at shoputs.fiu.edu; (2) configuring your antivirus software to automatically check for new virus signature updates daily, and (3) configuring your antivirus software to automatically scan all the files on your system at least once a week.
• Use a personal firewall as a gatekeeper between your computer and the Internet. Firewalls are usually software. They are essential for any computers that connect to a network.
• Do not keep computers online when not in use. Shut them off or physically disconnect them from the Internet.
• Do not leave your computer running and accessible to strangers or intruders. If you have to step away, lock it, enable a password protected screensaver, or just shut it off and take it with you.
• Do not open e-mail attachments from strangers, regardless of how enticing the subject line or attachment name may be. Be suspicious of unexpected e-mail attachments even from someone you know
because it may have been sent without that person's knowledge from a virus-infected computer.

• Regularly download security patches and operating system updates from your software vendors. Just as cars need tune-ups, computers need updates!

STEP 2: KEEP YOUR NETWORK ACCESS!

You must have current system updates and antivirus software installed and updated to gain access to FIU’s network resources. You may have your access revoked for the following reasons:

• Unpatched Systems: Your computer does not have the latest security patches installed in a timely matter.
• Compromised System: Your computer was compromised and/or set up to execute commands or programs at the direction of a hacker.
• Computer Virus Proliferation: Your computer is infected with a virus or worm that propagates via the FIU network.
• Copyright Infringement: You violated copyright laws. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject you to civil and criminal liabilities. See IT Security Policies here https://security.fiu.edu/policies/
• Denial of Service Attack: You directly attempted to prevent legitimate users from using FIU’s network resources. For example, attempts to flood the FIU network with mass emails, thereby slowing down that services and/or preventing legitimate network traffic.
• Hacking: Knowingly accessing someone else’s computer without explicit authorization.

STEP 3: BE A SMART SOCIAL NETWORKER

• Do not put your address or whole birth date on social networking pages.
• Do not post anything on your page or send an email with information you would not want to see on the front page of the news.
• Learn the security settings for social networking sites and use them.
• Read the user agreements.

For more information on any of the above, please visit the Information Technology Security Office website at http://security.fiu.edu

OFFICE OF THE OMBUDSMAN
The Ombudsman Office acts as an impartial and confidential forum to assist students who have encountered problems or conflicts at the university, particularly problems or concerns not adequately addressed through normal channels. This may include correcting processes or procedures which hinder resolving the issue or are causing an inordinate delay.

The Ombudsman may resolve problems through various methods, including investigation, mediation, or making referrals to the appropriate university department for review. For more information or services, please contact the Office of the Ombudsman at (305) 348-2797 located in Graham Center room 219 at the Modesto A. Maidique Campus.

ACCREDITATION

These web pages present the regional, professional and specialized accreditations that the university maintains or pursues. It also includes the accreditation goals that are being pursued for the next few years.

STATE AUTHORITY AND COMPLAINT PROCESS

STUDENT COMPLAINTS

Florida International University supports the rights of students to lodge complaints, file grievances, and appeal judicial outcomes in an environment free of fear, retaliation, or other adverse consequences.

The Student Handbook describes procedures for lodging student grievances on academic matters, for appealing student misconduct charges, and for lodging specific complaints, including discrimination or harassment. Student handbook information on the grievance policy and procedures can also be found on the integrity website.
COMPLAINT PROCEDURES TO OVERSIGHT AGENCIES

Procedures are in place to allow students to file complaints with the Florida State University System Board of Governors as well as the regional accrediting agency, The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

The Florida Board of Governors (BOG) has grievance procedures in place for students seeking to file a complaint. However, students are encouraged to resolve university concerns by contacting the campus office responsible for the area relevant to the complaint. Further, if dissatisfied with the response, the student may contact the relevant area supervisor, director, department chair, or dean at FIU for resolution.

There are a number of venues for making a complaint to the BOG. Different entities will have appropriate jurisdiction to either address or investigate students’ concerns. The BOG Website provides information regarding filing a complaint.

The Southern Association of Colleges and Schools Commission on Colleges complaint procedure states: “SACSCOC expects individuals to attempt to resolve the issue through all means available to the complainant, including following the institution’s own published grievance procedures before submitting a complaint to SACSCOC.” The SACSCOC website provides information for filing a complaint. SACSCOC Website

SPECIALIZED AND PROFESSIONAL ACCREDITATION:

https://accreditation.fiu.edu/specialized-professional-accreditation/index.html

SACS - REGIONAL ACCREDITATION:

http://apa.fiu.edu/
If you have any questions or suggestions contact:
Susan Himburg, Associate V.P. for Academic Planning and Accountability
PC 112, (305) 348-3233
RELIGIOUS HOLY DAYS

It is university policy that instructors reasonably accommodate students because of observation of religious holy days. The student shall be given a reasonable amount of time to complete coursework and/or assignments missed during their approved absence. The approved make-up assignment must be equivalent in content, type, and grading scale to the missed coursework and/or assignment.

Because there are some classes and other functions where attendance may be considered essential, the following policy is in effect:

1. A student who desires to be excused from class to observe a holy day of his or her religious faith should notify all of his or her instructors preferably upon receipt or access to the syllabus, and no later than two weeks before the religious holy day.

2. While the student will be held responsible for the material covered in his or her absence, each student shall be permitted to a reasonable amount of time to make up any work missed.

3. No major test, major class event, or major university activity will be scheduled on a major religious holy day.

4. If a student feels that an instructor has not complied with this policy, he/she may file a complaint of discrimination with the Office of Equal Opportunity Program and Diversity in accordance with FIU Regulation 105.

ARTICULATION AGREEMENT

The university subscribes to the statewide articulation agreement between the state universities and public colleges in Florida. For a list of individual articulation agreements, go to: https://policies.fiu.edu/files/691.pdf

POLICY STATEMENT

Students who graduate from an institution within the Florida College System with an Associate of Arts degree are guaranteed the following rights under the Statewide Articulation Agreement:
• Admission to one of the 11 state universities, except to limited access programs;
• Acceptance of at least 60 semester hours by the state universities;
• Adherence to the university requirements and policies, based on the catalog in effect at the time the student first enters the Florida college, provided the student maintains continuous enrollment;
• Transfer of equivalent courses under the Statewide Course Numbering System;
• Acceptance by the state universities of credits earned in accelerated programs (e.g. Dual Enrollment, CLEP, Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education);
• No additional general education core requirements;
• Advance knowledge of selection criteria for limited access programs;
• Equal opportunity with native university students to enter limited access programs.

Missed Class Related to Authorized University Events
Students may be asked to represent the university at authorized university events or activities during the semester. The participation in such events may interfere with attendance and completion of course work and/or assignments in the students’ courses. It is university policy that instructors must afford students a reasonable amount of time to complete course work and/or assignments missed during their approved absence. The approved make-up assignment must be equivalent in content, type, and grading scale to the missed coursework and/or assignment.

VETERANS INFORMATION
The Office of Veterans Affairs assists veterans, their dependents and spouses who wish to receive their VA educational benefits at FIU. The Office also provides personal benefits counseling, fee deferments, tutorial assistance, and VA work-study positions.

If you are planning to attend the University, please contact the Veteran and Military Affairs Office prior to the date of entry to fill out any VA educational related paperwork needed.
Training Status Graduates:

Full-time ........................ 9 Credits
¾ time ................................ 7 Credits
Half time ............................ 5 Credits
Less than half time ........... 4 Credits

Training Status Undergraduates:

Full-time .............................. 12 Credits
¾ time .................................. 9 Credits
Half time ............................... 6 Credits
Less than half time .......... 5 Credits

Graduate Summer and Dynamically Dated Courses “mini terms”

Full-time .............................. 6 Credits
¾ time .................................. 4-5 Credits
Half time ............................... 3 Credits
Less than half time .......... 2-1 Credits

Note: Audited and Zero credit classes are not eligible to be paid through your G.I.Bill

For additional information regarding other Veterans Educational Programs, please contact the Office of Veterans Affairs (located in Modesto A. Maidique campus, “Veterans Tower”) at 305-348-2838.
RESOURCES
IT’S ON US

For more information on prevention, reporting and resources on campus, visit:

itsonus.fiu.edu
“It’s On Us” is a national campaign aimed at ending sexual assault on college campuses. The slogan is intended to emphasize the role that each person – men and women – play in preventing and stopping violence. FIU’s campaign expands education on prevention, bystander intervention and resources for victims. We hope you will join us. It’s On Us to stop sexual assault.

**The Facts:** 1 in 5 women and 1 in 16 men are sexually assaulted in college. Six percent of men in college admit to committing sexual assault. It’s on us, the rest of us, to step up and stop it.

**What you can do**
- Recognize that if someone doesn’t or can’t consent to sex, it’s sexual assault.
- Keep an eye on someone in a vulnerable situation.
- Look out for someone who has had too much to drink.
- Act when we think someone is in trouble.
- Stand up to those who tell us it’s not our business.
- Call non-consensual sex what it is—Rape.
- Take responsibility for our actions and our inaction.
- Never blame the victim.

**Getting help & reporting sexual assault:** The following offices can help students who have been a victim of sexual assault, or if you’re a friend of someone who was assaulted. They can also assist in filing a formal report or complaint, if you wish to do so.

**Victim Empowerment Program**
vep.fiu.edu | advocacy@fiu.edu
Student Health Center 270
(305) 348-2277

**Student Conduct and Conflict Resolution**
Conduct.fiu.edu | conduct@fiu.edu
Graham Center 311 | (305) 348-3939

**Dean of Students Office**
Dr. Cathy Akens, Graham Center 219
(305) 348-2797 | akensc@fiu.edu

**Office of Equal Opportunity Programs and Diversity**
Shirlyon McWhorter, Title IX Coordinator
Primera Casa 321 | (305) 348-2785

**FIU Police**
24-Hour Emergency lines MMC: (305) 348-5911 | BBC: (305) 919-5911
police.fiu.edu

Remember that it’s on us to make FIU a healthy and safe community.
Campus Life provides a variety of programs and services to students and the University Community. Students’ academic learning is enhanced through active participation in campus activities. Students can learn skills such as: leadership development, organizational techniques, service-learning, event planning, evaluation techniques and programming. Events include: Midnight Breakfast, Welcome Week & Late Day Latte.

Facebook Page facebook.com/campuslifeBBC

**Student Government Association [SGA]** on the Biscayne Bay Campus is the student voice on campus issues and concerns. Students are encouraged to make a difference by participating in the council’s many committees. Email address: sgabbcc@fiu.edu

**Student Organizations Council [SOC]** is the official governing body of all students clubs and organizations on campus. It is comprised of an executive board and a representative from each of the registered clubs and organizations. Email address: socbbc@fiu.edu

**Panther Power** is the spirit organization at BBC. It is designed to promote athletics while motivating students to become more involved. Email address: pppbbo65@fiu.edu

**Student Programming Council [SPC]** plans a variety of activities for students. The council plans, promotes and implements campus events. These events include a film series, performing arts, comedy shows, parties, special events, multi-cultural activities, and trips. All students are welcome to join SPC. Email address: spcbcc@fiu.edu

**Multifaith Council** is a group of several organizations designed to focus on a multitude of faiths. Organizations include but are not limited to: Hillel at FIU, Intervarsity, JCLE, Episcopal and Interfaith Ministries.
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<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Academic Advising Center</td>
<td>305-919-5754</td>
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<tr>
<td>Bayview Student Living</td>
<td>305-998-3777</td>
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<td>Campus Life BBC</td>
<td>305-919-5804</td>
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<td>Career and Talent Development</td>
<td>305-919-5770</td>
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<td>Creative Writing Program</td>
<td>305-919-5857</td>
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<td>Parking &amp; Transportation</td>
<td>305-919-5558</td>
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<td>Enrollment, Admissions &amp; Financial Aid</td>
<td>305-919-5750</td>
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<tr>
<td>FIU Bookstore</td>
<td>305-919-5580</td>
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<td>Hubert Library</td>
<td>305-919-5718</td>
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<td>FIU Public Safety</td>
<td>305-919-5559</td>
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<td>FIU Public Safety Emergency Line</td>
<td>305-919-5911</td>
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<td>International Student &amp; Scholar Services</td>
<td>305-919-5813</td>
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<tr>
<td>Orientation &amp; Parent Programs</td>
<td>305-348-6414</td>
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<tr>
<td>Office of the Registrar</td>
<td>305-919-5750</td>
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<tr>
<td>Recreation Center</td>
<td>305-919-5678</td>
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<tr>
<td>Student Government Association</td>
<td>305-919-5680</td>
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<tr>
<td>Student Health Services</td>
<td>305-919-5307</td>
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<tr>
<td>Wolfe University Center</td>
<td>305-919-5800</td>
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THE BAY LIFE
CAMPUSLIFE.FIU.EDU
FLORIDA INTERNATIONAL UNIVERSITY

Modesto A. Maidique Campus (MMC)
11200 S.W. 8th Street
Miami, Florida 33199
(305) 348-2000

Biscayne Bay Campus (BBC)
3000 N.E. 151st Street
North Miami, Florida 33181
(305) 919-5500

FIU at I-75 Campus
1930 S.W. 145th Avenue
Miramar, FL 33027
Ph: (954) 438-8600

The Engineering Center
10555 West Flagler Street
Miami, FL 33175
(305) 348-2522

The Wolfsonian-FIU
1001 Washington Avenue
Miami Beach, Florida 33139
(305) 531-1001

floridainternational
flickr.com/fiu

You Tube

twitter.com/fiu