

STUDENT HANDBOOK 2007-08



FLORIDA STATE
UNIVERSITY

Dear Student,

Welcome to Florida State University.

This is a special place and your presence here means you are a special person.

Your time at this great university will be filled with opportunity.

Superior academics, championship athletics, world-class cultural events and innumerable ways to serve the community are hallmarks of FSU. If you take advantage of the array of curricular and extracurricular activities you find here, you will have the very best kind of college experience.

Congratulations on becoming a Florida State student. You have personal wishes for a successful and enjoyable university experience.



Sincerely,

T. K. WETHERELL
President

ALMA MATER

Music and lyrics by Johnny Lawrence

High o'er the towering pines
our voices swell
praising those gothic spires
we love so well.
Here sons and daughters stand
faithful and true
Hailing our Alma Mater, F.S.U.

HYMN to the GARNET & the GOLD

J. Dayton Smith, arranged by Charles Carter

Here's a hymn to the Garnet and
the Gold, ringing to the sky.
Here's a song for the men and women bold.
Sing with heads held high.
Striving ere to seek to know,
Fight for victory.
Alma Mater, this our song to you.
Echoes, F.S.U.

FIGHT SONG

Music by Thomas Wright, Lyrics by Doug Alley

You've got to fight, fight, fight, for F-S-U
You've got to scalp 'em Sem-i-noles
You've got to win, win, win, win this game
and roll on down and make those goals,
for F-S-U is on the war path now,
and at the battle's end she's great;
so fight, fight, fight, fight to victory
our Seminoles from Florida State!
F-L-O-R-I-D-A, S-T-A-T-E
Florida State, Florida State, Florida State

ADMINISTRATION

MARY COBURN

Vice President
Student Affairs



LAWRENCE ABELE

Provost & Executive
Vice President for
Academic Affairs



LEE HINKLE

Vice President
University Relations



JOHN CARNAGHI

Senior Vice President
Finance &
Administration



This publication is available upon request in alternative format.

A	ACADEMIC AREAS – Deans (College of/School of)			
	Arts & Sciences	010 Longmire Bldg.	644-1081	
	Business	328 Rovetta Business Bldg.	644-3892	
	Communication	UCC 4100	644-9698	
	Computational Science	253 Love Bldg.	644-1010	
	Criminology & Criminal Justice	202 Hecht House	644-4050	
	Education	236 Stone Bldg.	644-6885	
	FAMU/FSU Engineering	B206 Engineering Bldg.	410-6161	
	Human Sciences	242 Sandals Bldg.	644-5054	
	Law	201 Roberts Hall	644-3071	
	Information Studies	101 Shores Bldg.	644-5775	
	Medical School	1160 Medical School Bldg.	644-1855	
	Motion Picture, Television & Recording Arts	UCA 3100	644-7728	
	Music	202 B Housewright Bldg.	644-3424	
	Nursing	102 Duxbury Hall	644-3296	
	Social Sciences	160 Bellamy Bldg.	644-6284	
			644-4752	
	Social Work	UCC 2500	644-4751	
	Theatre	236 Fine Arts Bldg.	644-6795	
	Visual Arts & Dance	236 Fine Arts Bldg.	644-5244	
	ADMINISTRATION			
	President, T.K. Wetherell	211 Westcott	644-1085	
	Provost, Lawrence Abele	212 Westcott	644-1816	
	Vice President of Finance & Administration	214 Westcott	644-4444	
	Vice President of Student Affairs	313 Westcott	644-5590	
	Vice President of University Relations	216 Westcott	644-1000	
	Vice President of Research	109 Westcott	644-9694	
	ACADEMIC & PROFESSIONAL SERVICES	555 W Pensacola St.	644-3801	
	ADMINISTRATIVE INFORMATION SYSTEMS	UCC 6140	644-0271	
	ADMISSIONS	UCA 2500	644-3420	
	ADVISING FIRST	UCA 3200	644-3430	
	AFRICAN AMERICAN STUDIES	211 Bellamy	644-4418	
	ALUMNI ASSOCIATION	AWC 100	644-2761	
	ATHLETIC ADVISING	UCD 2108	644-9201	
	B	BOOKSTORE	Woodward Street Garage	644-2072
		BUILDING SERVICES	MMB152	644-4001
		BUSINESS SERVICES	UCC 5500	644-1790
	C	CAREER CENTER	UCA 4100	644-6431
		CENTER for ACADEMIC RETENTION & ENHANCEMENT (CARE)		
			UCA 5400	644-9699
		CENTER for CIVIC EDUCATION & SERVICE	930W Park Ave	644-3342
		CENTER for PROFESSIONAL DEVELOPMENT (CPD)	555 W Pensacola St.	644-3801
		COMPUTER STORE	Oglesby Student Union	644-7344
		CONTROLLER	UCA 2200	644-5480

D	DEAN <i>of</i> GRADUATE STUDIES	408 Westcott	644-3500
	DEAN <i>of</i> STUDENTS	UCA 4301	644-2428
	DEAN <i>of</i> UNDERGRADUATE STUDIES	UCA 330	644-2740
E	ESCORT SERVICE (SAFE)		644-7233 (644-SAFE)
F	FINANCIAL AID	UCA 4400	644-5871
	FIRST YEAR EXPERIENCE	UCA 4326	644-8707
	FLORIDA CENTER <i>for</i> PUBLIC MANAGEMENT Herb Morgan Building	Innovation Park, Room 102	644-6460
	FSUCARD CENTER	Woodward Street Garage	644-7777
	FSU FOUNDATION	UCC 3100	644-6000
	FSU LICENSING	UCC 5100	644-2993
G	GREEK LIFE	UCA 4301	644-2428
H	HEALTH CENTER, THAGARD	Thagard	644-6230
	HONORS PROGRAM	UCA 3600	644-1841
	HUMAN RESOURCES	UCA 6200	644-6034
I	INSTITUTE <i>of</i> SCIENCE <i>∩</i> PUBLIC AFFAIRS	UCA 2200	644-2007
	INTERNATIONAL PROGRAMS	UCA 5500	644-3272
	INTERNATIONAL STUDENT CENTER	107 S. Wildwood	644-1702
	INTRAMURAL SPORTS	136 Tully Gym	644-2430
L	LEARNING SYSTEMS INSTITUTE	UCC 4600	644-2570
	LEGAL SERVICES	A224 Oglesby Student Union	644-0083
	LIBRARIES	305 Strozier Library	644-5211
M	MULTICULTURAL AFFAIRS	309 Westcott	644-2450
O	OFF CAMPUS HOUSING	Oglesby Student Union	644-0089
	OGLESBY STUDENT UNION	2 nd Floor SSB	644-3434
	Copy Center	1 st Floor Union	644-2895
	Information & Lost & Found	2 nd Floor SSB	644-3434
	Space Reservations	1 st Floor Union	644-6083
	Student Activities	3 rd Floor Union	644-6673
			(644-MORE)
	ORIENTATION OFFICE	UCA 4320	644-2785
P	PANAMA CITY CAMPUS	Panama City, FL	644-2090
	PARKING <i>∩</i> TRANSPORTATION SERVICES	UCC 5406	644-5278
	PAYABLES <i>∩</i> DISBURSEMENT SERVICES	UCA 5607	644-5021

PAYROLL SERVICES	UCA 5600	644-3813
POST OFFICE	Oglesby Student Union	644-7179
Administrative Office	Oglesby Student Union	644-7179
FAX		644-5400
Student Box Section	Oglesby Student Union	644-1498
PROPERTY RECORDS	UCA 6300	644-6261
PURCHASING	UCA 1400	644-6850
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R REGISTRAR	UCA 3900	644-1050
Drop & Add	UCA 3900	644-3403
Graduation	UCA 3900	644-5850
RETENTION/ACADEMIC SUPPORT	UCA 3500	644-0387
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S SEMINOLE BOOSTERS	UCC 5100	644-3484
SEMINOLE DINING	945 Jefferson Street	644-3663
SEMINOLE GOLD COURSE & CLUB	2550 Pottsdamer Street	644-2582
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SOUTHERN SCHOLARSHIP FOUNDATION	322 Stadium Drive	222-3833
SPORTS INFORMATION	UCC 9003	644-1403
SPORTS MARKETING	UCC 8012	644-2550
STAR CENTER	UCA 4400	644-4840
STUDENT ACTIVITIES	3 rd Floor Oglesby Student Union	644-3840
STUDENT COUNSELING CENTER	SLB 201	644-2003
STUDENT DISABILITY RESOURCE CENTER (SDRC)	108 SSB	644-9566
STUDENT FINANCIAL SERVICES (Cashiers Office)	UCA 1500	644-9452
STUDENT GOVERNMENT ASSOCIATION	2 nd Floor Oglesby Student Union	644-1811
STUDENT RIGHTS & RESPONSIBILITIES	UCA 4313	644-5136
SUNTRUST, FSU CAMPUS BRANCH	Woodward Street Garage	644-5392
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T TECHNOLOGY INTEGRATION	UCC 6100	644-0066
TELECOMMUNICATION & NETWORK SERVICES, Office of Shaw Bldg.		644-4357
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U UNDERGRADUATE STUDIES (Associate)	UCA 3400	644-2451
UNIVERSITY ACCOUNTING SERVICES	UCA 6307	644-5010
UNIVERSITY COMPUTING SERVICES	3 rd Floor Carothers Hall	644-8502
UNIVERSITY HOUSING	1335 Wildwood Dr.	644-2860
UNIVERSITY TRAVEL OFFICE	UCA 5608	644-2460
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V VETERAN AFFAIRS	UCA 4201, A4202	644-1252
VICTIM ADVOCATE PROGRAM	UCA 4327	644-7161, 644-1234
VISITORS INFORMATION	UCB 1200	644-3246
<hr/>		
W WFSQ-FM (Request Line)	1600 Red Barber Plaza	487-3305
WITHDRAWAL SERVICES	UCA 4329	644-1741
WVFS-FM (V-89)	Suite 420 Diffenbaugh	644-1837

www.writing.fsu.edu/rwc/online.htm

ACADEMIC RESOURCES –

Reading/Writing

The Reading/Writing Center provides individualized instruction in reading and writing for students at all levels, freshmen through graduate. It offers ENC 1905 (Improving Writing Skills), REA 1905 (Improving Reading Skills), and ENG 5998 (Writing Graduate Papers). Any student may register for 1-3 credit hours in these classes and receive instruction designed to meet individual interests and needs. Registered students must schedule weekly appointments for the semester at the Reading/Writing Center during the first week of classes. Other students may receive short-term tutorial instruction on a no-credit appointment basis at the center or online at www.writing.fsu.edu/rwc/online.htm; 222C Williams Building; (850) 644-6495. ◆◆◆

The Mathematics Help Center offers tutorial assistance for mathematics courses MAT 0024, MAT 1033, MAC 1105, MGF 1106, MGF 1107, MAC 2233, MAC 1114, MAC 1140, MAC 2311, and limited help in MAD 2104, MAC 2312, and MAC 2313. A schedule of hours is posted at 110 Carothers and 208 Love; (850) 644-3768. The Help Center webpage is www.math.fsu.edu/~dodaro/MLABHours.html. ◆◆◆

www.math.fsu.edu/~dodaro/MLABHours.html

ACADEMIC RESOURCES –

Mathematics

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www.fsu.edu/undergrad/AdvisingFirst/

ADVISING FIRST

Along with being housed in colleges and departments, Advising First advisors are also available in the University Center A Advising Center (UCA 3200), William Johnston Building Advising Center (106 WJB), Strozier Library (Main Lobby), Suwannee Dining Hall (Room 2103) and a variety of the other locations across campus. Advising First Central, which is located in University Center A3200, focuses on advising students who have been instructed or choose to change their intended major. Advising First (WJB) works closely with students who are experiencing indecision with their major selection; helping them to take introductory courses while exploring their available career options.

For more information, please contact Advising First's administrative office at University Center, A3200, (850) 644-3430, or refer to the Advising First Web site at www.fsu.edu/undergrad/AdvisingFirst/. ◆◆◆

Advising First is a program within the Division of Undergraduate Studies at Florida State University, which places professional academic advisors throughout the university's many academic units. Specifically, Advising First advisors provide academic advising to assist students in meeting liberal studies, major, and university requirements. Currently, the program has approximately 40 academic advisors in almost every department or college campus-wide.

www.learningforlife.fsu.edu

ACADEMIC & PROFESSIONAL SERVICES (APPS)

Academic and Professional Program Services (APPS) is the university's central support unit for continuing education and other educational outreach activities offered

on behalf of the university. The FSU Academic & Professional Program Services provides a variety of services for people and organizations. Whether you simply need meeting space to complement your event or a custom designed training program, APPS coordinates our on-campus, non-credit courses and lifelong learning opportunities.

APPS employs cutting-edge technologies to deliver programs that support continuing education and extend the resources of the University to the community, state and around the globe. APPS coordinates credit classes, degree programs, conferences, meetings, seminars, workshops, and summer camps. It offers professional development and personal enrichment courses including writing, technology training, workforce development, and test preparation.

APPS's online professional certifications include FSU Webmaster Certification, Certificate in Financial Planning, and Continuing Legal Education. The center is housed in the FSU Turnbull Conference Center. The APPS Web site gives a detailed description of all the programs and current course offerings, and includes online registration for interested students. Learn more at www.learningforlife.fsu.edu. ◆◆◆

www.fsu.bkstr.com

BOOKSTORE

to shop with popular programs like Guaranteed Buyback, Bookstore Rewards, BookNow, and a fast 1-step textbook deferment for qualified students.

Located on the lower level of the Woodward Street Parking Garage across from the Oglesby Union. Open Monday – Sunday with extended hours during back-to-school sessions. Phone: (850) 644-2072 – Online: www.fsu.bkstr.com ◆◆◆

More than just textbooks, the FSU Bookstore offers school supplies, academically priced software, general reading books, Seminole clothing and gifts, music, movies, games, snacks, and more. Book buyback available daily, and more reasons

www.parking.fsu.edu

BUS SERVICE

Fee, which is included in students' tuition and fees.

The on-campus service, called Seminole Express, has five routes: the Garnet; Gold; Tomahawk; Renegade; and Heritage Grove. The Garnet, Gold and Heritage Grove routes provide service from 7:00 a.m.- 6 p.m. Monday – Friday with buses running every 10 -15 minutes. The Tomahawk and Renegade routes run from 7:30 a.m.- 6 p.m. Monday – Friday with buses departing every 20 minutes. There is also a College of Engineering Shuttle; sponsored by both FSU and FAMU, for transporting students from both campuses to the College of Engineering on Paul Dirac Drive. The first bus leaves FSU at 7 a.m. and stops at FSU at 45 minutes past the hour. A complete list of on-campus bus stops and time schedules can be obtained online at parking.fsu.edu or at the Office of Parking and Transportation Services located in University Center, Building C, Room 5406; (850) 644-5278.

FSU students can also ride for free on any StarMetro bus route around town just by showing their valid (FSUCard) student ID card. For around town route information, visit www.talgov.com/starmetro or call/visit StarMetro. 55 Appleyard Dr.; 8 a.m.-5 p.m.; (850)891-5200. ◆◆◆

Florida State has partnered with StarMetro, the City of Tallahassee's transit system, to provide both on and off campus transportation services for our students. This service is supported in part by the Parking and Transportation

www.fsu.campusrec.com

CAMPUS RECREATION

From step aerobic classes to softball tournaments and weight training to weekend camping trips, Florida State University Campus Recreation offers activities to suit almost every student's recreational appetite.

Reach your personal fitness goals through a workout at the Bobby E. Leach Student Recreation Center. Open seven days a week, the Leach Center provides over 200 free weight, aerobic, and cardiovascular machines along with over 75 weekly aerobic and group exercise classes led by certified instructors.

Racquet sports enthusiasts can take to the court for racquetball, squash, table tennis, and badminton. Walk or run on the Leach indoor track, or join a game and hoop it up on the Leach sports courts.

Plus, you can talk to the Leach staff about a nutrition assessment or body fat analysis and let the staff design a personalized workout program for your fitness needs. Current fee-paying students can use the facility free of charge. Student jobs are also available. Call (850) 644-0548 or visit www.fsu.campusrec.com/leach for details.

Team up with friends for a flag football game, grab your racquet for a battle on the tennis courts, or relive your elementary school days with a game of kickball or dodgeball. Intramural Sports offers students the opportunity to participate in over 30 sports leagues and events throughout the year. Play to win or play for fun. Men's, women's, co-recreational, competitive, and non-competitive leagues are available. And, you can take advantage of over 20 athletic fields at FSU's new Intramural Sports Outdoor Complex, opening this fall. Plenty of space to just play! Students are hired throughout the year as sports officials and site supervisors. Call (850) 644-2430 or log on to www.fsu.campusrec.com/im for information.

If the intramural sports aren't enough, students can join an FSU sport club. The Sport Club Council sponsors over 50 clubs involving students in athletic and recreational endeavors. Surf, soccer, lacrosse, rugby, martial arts, racquet sports, and more. Call (850) 644-7902 or visit www.fsu.campusrec.com/sportclubs for details.

Cool off on a hot Tallahassee day with a dip in the Leach Center pool. Plus, FSU Aquatics offers more than just a place to swim. Become certified as a lifeguard, learn how to swim, or polish your technique through FSU Aquatics classes and lessons. Students are hired as lifeguards every semester. Call (850) 644-4531 or go online to www.fsu.campusrec.com/aquatics for details.

Hungry for an outdoor adventure? Join an Outdoor Pursuits kayaking or hiking excursion. Outdoor Pursuits leads adventure trips to state and national parks and recreational areas year-round. Or, plan your own outing and rent camping equipment, at a reduced rate for students, from Outdoor Pursuits. Call (850) 644-2449 for information.

Just minutes from campus is Florida State's own waterfront park, the FSU Reservation. Enjoy 73 acres of beautiful lakefront property offering swimming, canoeing, sailing, picnicking, wall climbing and all-around relaxing. Meeting and conference space is also available, or bring your group to test out the FSU Challenge ropes course, all at the 'Rez.' Details online at www.fsu.campusrec.com/reservation or call (850) 644-6892.

Get fit, get wet, get out, get away, get in the game, and get involved with Florida State University Campus Recreation. Your on-campus recreational options are almost unlimited. Any questions? Go online for the latest information about FSU Campus Recreation at www.fsu.campusrec.com. ♦♦♦

www.care.fsu.edu

CENTER for ACADEMIC RETENTION & ENHANCEMENT CARE

The CARE Summer Bridge Program is a high school to college transition program for first-generation college students and those who are disadvantaged due to economic, educational or cultural circumstances. Participants are enrolled as

first-time freshmen during the second six weeks summer term. The program offers comprehensive orientation and adjustment activities, academic support, tutorials and small class sections, academic advising, counseling and advocacy services for all participants. Any current undergraduate student who wishes to apply may do so and be granted walk-on status. For additional information contact CARE at (850) 644-9699, e-mail your inquiries to care@admin.fsu.edu, or visit the CARE Web site at www.care.fsu.edu

William Hudson-CARE Associate Director for Academic Programs

Angela Richardson - Director, CARE ♦♦♦

www.acreer.fsu.edu

CAREER CENTER

The Career Center provides help in choosing a major or occupation, getting career experience before graduation and finding your first job after graduation.

The Career Center sponsors a variety of workshops on career planning

and job-hunting topics. In addition, the Career Center Library has general information about occupations and information about specific employers. A 4100 University Center; 8:00 a.m.-5:00 p.m. (Monday - Friday), with drop-in career advising 9:00 a.m.-4:30 p.m. (Monday - Friday) and evening hours in the fall and spring; (850) 644-6431. For more information visit www.career.fsu.edu.

The Curricular-Career Information Service (CCIS) is a career resource center offering books, files, multimedia resources, computers, and career advisors to help with a wide variety of career concerns, including choosing a major, researching occupations, exploring postgraduate study, and developing job search strategies. CCIS also sponsors SDS 3340, a career-planning course open to all students for 1-3 credit hours. (850) 644-9770.

Career Experience Opportunities (CEO) is a comprehensive and centralized experiential education program. CEO coordinates major or career-related work experience opportunities, such as internships, cooperative education, part-time/summer employment, externships and volunteer work, through online resume referrals and on-campus interviews. (850) 644-9775.

Career Placement Services (CPS) assists students in the job search process as well as applying to graduate/professional schools. CPS programs include job fairs, on-campus interviewing, on-line job listings, and student resume databases. Also, the Career Center offers a state-of-the-art online Career Portfolio system to all students ranging from freshmen to graduate students in all academic disciplines. ♦♦♦

www.werve2learn.fsu.edu

CENTER for CIVIC EDUCATION & SERVICE

At Florida State University, community involvement and civic responsibility are integral elements of a liberal arts education. The Center for Civic Education and Service promotes this vision by providing service opportunities for both students and faculty.

The Center operates as a clearinghouse of service-related

FLORIDA STATE UNIVERSITY



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information, including a directory of service organizations in the community, a listing of Service Learning courses that feature community service components, and FSU student service organizations available for community service. The Center also coordinates, advises, and supports many projects and programs related to service. Each year, the Center coordinates a volunteer fair, Seminole Service Days, and Make a Difference Day in February.

The Alternative Break Corps, International Medical Outreach, FSU Habitat for Humanity, and the FSU Service Corps are student organizations that are housed at the Center. The Alternative Break Corps coordinates service trips during Spring Break to cities around the country. Participants eat, sleep, and work in the community they visit. They also conduct weekend service trips periodically throughout the year. The FSU Service Corps coordinates one-time projects while providing student leadership for many on going service programs. International Medical Outreach is a service-learning experience for premedical students, offering the opportunity to enhance medical skills by providing medical care in less-advanced countries. Applications are available for trip participants.

The Center continues the FSU tradition of working with the predominately Hispanic community in Gadsden County by supporting the Panhandle Area Educational Consortium/Migrant Education Program. Transportation is provided for participants who are able to tutor adults and their children in English. There are also many partnerships with urban agencies working with children, adults, and the elderly in Leon County.

The Center is also home to FSU Youth Programs and the Service-Learning Program. Youth Programs offers a variety of mentoring opportunities to students in Leon County elementary and middle schools. All FSU mentors gain valuable experiences: interacting with children; learning and applying tutoring skills in reading and writing; and providing a much-needed service in school sites as well as after-school sites run by Leon County Schools Title I program. Service Learning is experiential learning and service for students that is a part of a course or is a project or activity that includes academic preparation, work activities needed by the community, and structured reflection.

ServScript is a way FSU students can enhance their transcripts. Through the ServScript Program, volunteer service to the community will be reflected on official academic transcripts. Verification forms are available at the Center for Civic Education and Service, on its Web site and at the Registrar's Office.

The Service Scholarship Program awards scholarships to high school graduates who have demonstrated excellence in service to their community and have an interest in continuing to enhance their learning through service at FSU. The Ben Rosenbloom Memorial Service Scholarship offers a scholarship for excellence in service by a current FSU student. More information about both scholarship programs is available at the Center. The Center for Civic Education and Service is located at 930 Park Avenue (near the Leach Center). You can also contact the Center via e-mail at service@admin.fsu.edu, on the web at www.serve2learn.fsu.edu, or by calling (850) 644-3342. ◆◆◆

www.learningforlife.fsu.edu

CENTER for ASSESSMENT & TRAINING

The Center for Assessment and Testing (CAT) is a unit of Academic and Professional Program Services that supports teaching, learning, research, and administration at Florida State University through scanning and

proctored testing services. Scanning services capture and report exam, evaluation, and survey data using up-to-date technology and processes that promote data integrity, security and confidentiality. Proctored-testing services provides FSU students as well as community members easy access to computer and paper-based testing for standardized national and state tests. In addition, testing services for FSU distance learners and for some selected on-campus courses can be provided through the Test Center.

Student services:

Computer-based and paper-based standardized state tests such as CLAST and FTCE

- Computer-based standardized national tests such as TOEFL, GRE, and CLEP
- Paper-based standardized national tests such as ACT, SAT, L-SAT, M-CAT, and others
- Proctored testing for some online and campus-based courses and for research studies.

Faculty services

- Mark-sense scanning, test scoring, analysis, and reports for examinations
- Management of the administration and creation and dissemination of reports for course evaluations (SPOT, SPOT II, eSUSSAI).
- Technical support for scan data collection and analysis in faculty and student research

Center for Assessment & Testing contact: cat@campus.fsu.edu or call (850) 644-3017 ◆◆◆

www.childcare.fsu.edu

CHILD CARE

Florida State University Child Development Programs provide childcare and educational experiences for children ages 6 weeks to 11 years of age. Priority for enrollment is given to parents who are full-time students at Florida State University, then

faculty and staff. As space is limited, apply early at the 103 Student Life Building, 133 South Wildwood, (850) 644-2860. Nationally accredited, there are three locations, one on campus and two off campus with each center serving a different age group and with slightly different hours of operation. For more information call (850) 644-7970 or visit www.childcare.fsu.edu. ◆◆◆

www.learningforlife.fsu.edu/cat/test/CLAST/index.cfm

CLAST

The CLAST (College-Level Academic Skills Test), or an alternative, is required of all students wishing to receive an AA certificate or applying for entry to the upper-division at FSU. Transfer students who have not taken the CLAST must

take it, or exempt from it, during their first term on campus. Failure to meet the CLAST requirement may keep you from continuing in school. During the 2006 academic year, the test will be given in October, February, and June. Registration deadlines are generally six weeks prior to the test date. For information regarding satisfying the CLAST requirement through approved alternatives, contact the CLAST Monitoring section of the Registrar's Office; A 3900 University Center; (850) 644-1050.

The following organizations help students prepare for the CLAST.

Mathematics Help Center; 110 Carothers; (850) 644-3768
Reading/Writing Center; 330 Williams; (850) 644-6495

"Gordon Rule" (formally 6A-10.030 State of Florida Rule) is the law that establishes minimum writing and math requirements for Florida university students. The requirements have been built into the Liberal Studies curriculum and apply to all students who started college as regularly admitted students after October 15, 1982. Students awarded credit for Liberal Studies "Gordon Rule" courses through exemption tests (CLEP, ACT, SAT, AP, International Baccalaureate) are considered to have completed the equivalent writing component for each course exempted. Contact your academic dean's office or Undergraduate Studies for information. Undergraduate Studies; A 3400 University Center; (850) 644-2451. ◆◆◆

COLLEGE of MUSIC

The FSU College of Music offers more than 500 concerts and recitals each year that are usually free. Students are admitted free to Orchestra performances by showing an FSU ID card. In addition, students may purchase inexpensive tickets to opera

and orchestra performances. Before going to a concert or recital, call (850) 644-4774 to verify that no change has been made in the schedule.

Opera is outstanding at FSU. The opera program welcomes volunteer ushers. 002 Housewright; (850) 644-5248.

World Music Ensembles provide rare opportunities to perform or to hear the music of Africa, the Caribbean, China, Japan, India, Indonesia, Ireland, and Latin America. Call Dr. Dale Olsen, (850) 644-5536, for information.

If you have previous musical experience, you may wish to investigate several bands and choruses that are open to all university students on a non-audition, non-major basis. University Orchestras are available to all FSU students by audition. Auditions are held at the beginning of the Fall term. University Orchestra/Bands Office; 101 Housewright; (850) 644-3507. University Chorus Office; 230 Kuersteiner; (850) 644-5084.

More information, including a schedule of events is available at the College of Music Web site www.music.fsu.edu. ◆◆◆

COPY CENTER

FSU Printing and Copying Services serve students, student organizations, faculty, campus departments and affiliates. Union Copy Center is a full-service copy center offering fax service, walk-up copiers and full service copying, folding, book binding

and laminating services. Printing Services offers large format posters, offset and digital printing binding and mailing services. Union Copy Center in the Oglesby Union; (850) 644-2895. Printing Services; 800 West Madison Street; (850) 644-2794. Hours are 8:00 a.m. – 5:00 p.m. (Monday – Friday). ◆◆◆

COUNSELING SERVICES

The University Counseling Center (UCC), a department in the Division of Student Affairs, provides counseling services and programs to help students achieve or maintain a healthy state of mind, enabling them to function academically to the best of their ability.

Individual counseling is offered on a time-limited basis; group counseling is unlimited. The UCC also provides psychiatric consultation. These services are available to all fee-paying FSU students and to TCC students who purchase a health card.

Students who are aware that they will require long-term treatment are encouraged to make arrangements for such care before entering the university, however, the university Counseling Center's staff will make referrals for ongoing treatment in the Tallahassee community, if necessary. Treatment outside of the Center will be at the student's expense.

Counseling sessions are by appointment, except in cases of emergency. Records of visits to The UCC are strictly confidential and are not included in the student's university records. Information concerning use of the Center will not be released to anyone without written permission from the student involved unless there is clear and imminent danger to the student or others.

Outreach programs on a number of topics are available to faculty, staff, residence halls, and student organizations. Interested persons can complete the online request form at www.counseling.fsu.edu. The University Counseling Center is located in the Student Life Building, suite 201. Hours of operation are Monday through Friday 8:00 a.m. to 5:00 p.m.. To schedule an appointment, call (850) 644-2003 or come by the Center. The University Counseling Center is accredited by the International Association of Counseling Centers, Inc.

The Psychology Clinic provides services for a variety of client concerns, including problems related to anxiety, depression, relationship issues, stress, and other personal issues. The Clinic also conducts intellectual, academic, personality, and learning disability evaluations. Therapy fees are on a sliding scale and fees for assessments are at a low, flat rate. To apply for services, call (850) 644-3006, 8:00 a.m. – 9:00 p.m. (Monday – Thursday) and 8:00 a.m. – 4:00 p.m. (Friday). The Clinic is located at 214 Regional Rehabilitation Center.

The Marriage and Family Therapy Clinic provides services to a variety of individuals, couples and families from a broad spectrum of socio-economic and ethnic backgrounds. Presenting problems include divorce and relational conflict, sexual and physical abuse, domestic violence, child custody disputes, alcohol and substance abuse, self-esteem issues, phobias, parenting and juvenile behavior issues, blended families, premarital issues, and court-ordered therapy. Services are available to students and the community at large. Charges are assessed for each 50-minute session based on the client's annual income and number of dependents. 540 W. Jefferson St; by appointment only; (850) 644-1588.

Human Services Center offers individual, family and group counseling for concerns related to personal adjustment, school adjustment, career decision-making, anxiety, depression, stress, assertiveness, and relationship issues. Clients are seen weekly by appointment. Students: \$5.00 for each visit after eight free sessions; nonstudents: \$10.00. 214 Stone; call for appointment, sessions from 4:30 p.m. – 7:00 p.m.; (850) 644-3857 or (850) 644-3854.

Center for Family Services helps individuals and families solve nutritional, financial, housing and interpersonal problems. Counselors also provide information about clothing for the elderly and disabled, and meal planning and nutrition for people with weight problems or for those on restricted diets. Fee for students is \$5, or in some cases free. William Johnston; by appointment; (850) 644-3280.

Community Resources:

Telephone Counseling and Referral Service; P.O. Box 20169, Tallahassee 32316; (850)224-6333

Refuge House and Rape Crisis; P.O. Box 4356, Tallahassee 32315; 24 hours, (850) 681-2111

Apalachee Center for Human Services; 2634 Capital Cir. N.E.; (850)487-2930

AIDS Hot line, 1-800-FLA-AIDS
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DEPARTMENT of DANCE

The Department of Dance brings performances to campus, performing both established masterworks and new choreography. Each year, the department holds three major productions. Days of Dance showcases student and

faculty choreography, Dance Repertory Theatre presents a performance featuring the student dance company and in the spring Evening of Dance displays choreography by faculty and nationally renowned guest choreographers. Each year also has graduate concerts, In the Works and various entrypoints through the Maggie Allesee National Center for Choreography (MANCC).

Performances are either free or offered at a discounted rate to students with a valid FSU ID card.

Classes for non-majors are available each term. 202 Montgomery Hall; 8:00 a.m. – 5:00 p.m.; (850) 644-1024 or online at dance.fsu.edu ◆◆◆

HISTORY in BRIEF

1851 Florida Legislature provided for two seminaries, one on each side of the Suwannee River.

1857 West Florida Seminary began operations on Gallows Hill in Tallahassee and is the oldest continuous site of higher education in Florida.

1880 First two diplomas were awarded.

First Bachelor of Arts degrees were awarded to seven graduates.

1897 Albert Alexander Murphree became president of the seminary. College Hall was built. (Currently the area where Westcott foundation is located)

1901 West Florida Seminary was renamed Florida State College.

1902 Florida State College football team won its first game by beating South Georgia Military Institute.

1905 Ruby Diamond graduated - later the auditorium in Westcott would be renamed for this distinguished alumna. Florida State College was redesignated as Florida Female College.

1907 Bryan Hall was built. Finest residence hall and oldest building on today's campus.

Edward Conradi became president. The college was renamed Florida State College for Women. The school's seal and colors were adopted.

1910 Westcott Building was erected.

1912 Rowena Longmire received the first honorary degree awarded by the college.

1913 Reynolds Hall was completed.

www.disabilitycenter.fsu.edu

DOS - STUDENT DISABILITY RESOURCE CENTER

The Student Disability Resource Center (SDRC) serves as the primary advocate for students with disabilities and a resource center on disability related access for the university community. Academic support services are provided at no cost to students who

meet eligibility requirements. These services may include communication access, alternative testing arrangements, note taking assistance, readers and scribes for exams, and alternate text format. An accessible van is available for on-campus transportation assistance for students, faculty, and staff with mobility impairments. Students with temporary disabilities may also receive services from this office.

The Theodore M. and Vivian R. Johnson Computer Adaptive Technology Lab houses computers with adaptive software and other devices to make course materials accessible and to help students with disabilities be independent. Available for use without charge are PCs with assistive technology devices, scanners, Braille embosser, Closed Caption TV, and variable speed tape recorders.

To register for services, students must present documentation of their disability and meet with SDRC staff and complete a service intake form. Student names and the nature of disabilities are kept confidential and used solely to provide reasonable accommodations. It is the responsibility of the student to request accommodations and inform SDRC staff each semester of changing needs resulting from new schedules.

SDRC is located in Room 108 Student Services Building with operating hours between 8:00a.m. – 5:00 p.m. Mondays through Fridays. Contact SDRC at sdrc@admin.fsu.edu; (850) 644-9566 (Voice) or (850) 644-8504 (TDD); www.disabilitycenter.fsu.edu.

Also see: SDRC Student Handbook, *FSU Grievance/ Complaint Procedures for Persons with Disabilities* section of the FSU Student Handbook, Section 504 of the Rehabilitation Act, and/or the Americans with Disabilities Act. ◆◆◆

www.fye.fsu.edu

DOS - FIRST YEAR EXPERIENCE (FYE)

The First Year Experience (FYE) Program offers a one credit, elective course that assists first time in college students with effectively transitioning into the university. FYE classes are small, personalized, highly interactive and assist

new students by dealing with transition issues, academic success, health and safety, student involvement, values and leadership, and knowledge of campus resources.

FYE classes (AMS 1363) are offered during Summer C (6 weeks) and the first half of the fall semester and are graded on a satisfactory/unsatisfactory basis. Each section is led by an instructional team that consists of FSU faculty or staff members and a current FSU undergraduate student, known as a Peer Leader. A customized textbook, *Experience FSU: Create Your Own Success Story*, was written by FSU students and staff especially for the FYE classes. Additional information may be accessed via the internet at www.fye.fsu.edu. The FYE Program is located in room 4326 University Center A. Please contact Dr. Jan Daly at (850) 644-0820 or jdaly@admin.fsu.edu for more information. ◆◆◆

www.greeklife.fsu.edu

DOS - GREEK LIFE

The Florida State University's fraternity and sorority community plays an active and prominent role on the campus, in the community, and on a national level. With twenty-three fraternities, twenty-eight fraternities, and over 4,700 students in these

organizations, Greek Life is a major contributor in all activities Florida State University has to offer. Greek Life provides opportunities for learning leadership and communication skills, as well as developing a stronger sense of community. Greeks share the common goals of striving for academic excellence, participating in community service, and promoting social development. Each fraternity and sorority devotes time and energy into national and local philanthropic events, recruitment, and campus activities. The Greek experience never stops; it is a lifelong bond steeped in tradition and excellence. Office of Greek Life; A 4300 University Center; 8:00 a.m. – 5:00 p.m.; (850) 644-9574. ◆◆◆

www.srr.fsu.edu

DOS - STUDENT RIGHTS & RESPONSIBILITIES

The director of the Office of Student Rights and Responsibilities has direct administrative responsibility for the university's student disciplinary process and the implementation of the Student Conduct Code.

Through the process, staff members help to educate students about their personal and social responsibilities and maintain student rights in the campus judicial system.

Hazing will not be tolerated in the Florida State University community. No student or organization has the right to inflict physical or mental harm on a person or to demean, disgrace, or degrade a person. Hazing is prohibited and defined in section 1006.63 of the Florida Statutes, in the FSU Student Conduct Code, and in the University Hazing Policy. All forms of hazing by any university student, student organization, or employee are expressly prohibited. Serious penalties, such as separation from the university or loss of affiliation with Florida State University may be imposed on individuals or groups found in violation of these rules. Office of Students Rights and Responsibilities; A 4313 University Center; (850) 644-5136 or Office of Greek Life; A 4300 University Center; (850) 644-2428 ◆◆◆

www.victimadvocate.fsu.edu

DOS - VICTIM ADVOCATE PROGRAM

The FSU Victim Advocate Program, housed in the Dean of Students Department responds 24 hours a day to victims of sexual battery, relationship violence, stalking, physical battery, robbery and other crimes. The program serves

FSU students who are victimized on or off campus, non-students who are victimized by FSU students, and any person who is victimized on the FSU campus. Advocates provide emotional support and practical assistance to victims. They make referrals to appropriate medical care, counseling and judicial/legal services, and will contact professors and family when requested. Sexual assault support groups are available. All services provided are free and confidential. An advocate can be reached by calling (850) 644-7161 or (850) 644-2277 (weekdays), or by contacting the FSU Police Department at

FLORIDA STATE UNIVERSITY



(850) 644-1234 (nights and weekends) and asking to speak with a victim advocate. Victim Advocate offices are located in A 4201 and A 4202 of the University Center; or visit our web page at www.fsu.edu/~vicadv. ◆◆◆

www.withdrawal.fsu.edu

DOS - WITHDRAWAL SERVICES

Students who find it necessary to leave the university due to unforeseen circumstances (medical, family or personal crisis etc.), during a current semester must officially withdraw (all classes) through the Dean of Students Department,

Withdrawal Services, 4329-A University Center. University Policy will not allow you to drop to "zero" hours.

If you do not plan to attend classes and have registered, you must cancel your schedule with the Registrar's Office, (850) 644-1050, by the end of the fifth day of classes to avoid fee liability.

If you withdraw prior to the end of the fourth week of classes, you will receive no grades and a 25% refund adjustment of fees (deadlines adjusted for the summer sessions). Students withdrawing prior to the seventh week of classes will receive no grades and will be fee liable.

Financial aid recipients receiving Title IV federal aid (GSL, UGSL, Pell, Perkins, Plus, and/or college work study) may be required to return funds allocated for tuition and fees.

If you do not follow the proper procedure, you may find yourself with delinquent charges and "F" grades. Check the General Bulletin and Web site for information about procedures.

Dean of Students Department, Withdrawal Services, 4329-A University Center, 8:00a.m.-4:00p.m.; (850) 644-1741. ◆◆◆

www.fsucs.com

FSU COMPUTER STORE

The FSU Computer Store, located in the Student Union, offers academic sales and services to students, faculty, and staff. FSU students enjoy reduced pricing on all hardware, software, and computer related accessories. The

FSU Computer Store offers "Total Mobility Bundles" for all incoming students. These computer packages meet or exceed the Student Computer Initiative (SCI) requirements set forth by the university while providing students with necessary software and hardware components for the academic school year. The FSU Computer Store is authorized for warranty repair on most major computer brands. All hardware and software problems can be fixed at the FSU Computer Store regardless of your warranty. The FSU Computer Store invites you to visit our knowledgeable sales staff for assistance with all your computer needs. Sales: (850) 644-7344. Service: (850) 644-3388. Fax: (850) 644-4996. Web site: www.fsucs.com. ◆◆◆

www.police.fsu.edu

FSU POLICE DEPARTMENT

The FSU Police Department (FSUPD) is a vibrant customer service based agency that employs fully commissioned police officers who successfully complete state approved training from the law enforcement academy.

FSUPD is a fully accredited agency which equates to the

department operating in complete compliance with state approved standards for the safe and efficient operation of a law enforcement agency. Uniformed officers patrol campus 24 hours a day on foot, in automobiles, as well as on bicycles and motorcycles. An experienced staff of trained investigators follows up on crimes reported to the University Police Department. FSUPD is committed to providing the campus community with a safe environment conducive to the goals of education and research. Although reported crime at Florida State is relatively low, it is important for students to remember that they are not immune from criminal activity. Students are encouraged to participate in crime prevention training sessions and report suspicious activity immediately. In partnership with the community, FSUPD work to prevent crime and solve problems that affect students, faculty, staff and visitors. The safety and security of the university is the combined responsibility of the entire FSU community.

To maintain an effective working relationship with the community and to respond to its needs, the FSUPD is organized into four 12-hour shifts that work 24 hours a day, seven days a week. Officers conduct visible patrols, respond to reports of crimes, address problems, and provide information and resources to the community. This information - which includes many practices, procedures, and safety tips for keeping safe at FSU, are delivered in several ways. It is published annually in the Annual Safety Guide, which appears on the FSUPD web site: www.police.fsu.edu, and is discussed in safety talks that are conducted by police officers at the student orientations, new employee orientations and other gatherings. Community members interested in arranging a safety talk should contact the department for scheduling. Location and contact information: 830 West Jefferson St.; (850) 644-1234; Emergencies, 911; Urgent, but not an emergency, 311. ◆◆◆

www.fsucard.fsu.edu

FSUCARD

The FSUCard is the university's official identification card. Once you obtain your FSUCard by stopping in at the FSUCard Center (located in the parking garage across the street from the student union) you will have

your key to campus life! Here are some of the features the FSUCard has to offer:

Debit/Checking- You may open a bank account with SunTrust that enables your FSUCard to be a Debit/ATM card. All of the university offices and merchants located on campus accept the FSUCard. The FSUCard may also be used for purchases off-campus at numerous local merchants, including grocery stores, gas stations, restaurants, auto repair shops, etc. Cash withdrawals may be made at INTERLINK and PLUS ATM machines. SunTrust, our banking partner, offers a fee-free FSUCard account that is a checking account which allows unlimited check writing, includes free SunTrust ATM usage, has no minimum daily balance requirements and provides the first order of 50 checks free of charge. No minimum deposit is required and account activity statements are mailed out on a monthly basis. Internet banking is also included for your convenience. By electing to have your financial aid and scholarships deposited directly to your FSUCard via EFT (electronic funds transfer), you have quicker and easier access to funds. Make sure to ask how you can elect this safe and convenient method of receiving your money!

Smart Chip (Pre-paid value)- You can use your FSUCard to make purchases from beverage, snack, and copy machines, plus laser and microfiche printers in the libraries, and if living in the residence halls, the washers and dryers at the campus laundry facilities. By using the FSUCard instead of coins you receive discounts, such as 10% at drink vending machines (bottles and cans) and two cents per copy made. Value is added to your chip, located on the front of your FSUCard, by using one of the 40 Cash-to-Card machines located throughout the campus. No more pocket change around or having to remember to get quarters to do laundry!

Long Distance Calling- You can use your ID card as a convenient long distance calling card when calling to and from anywhere in the United States. By calling (850) 645-CARD when placing a long distance call from inside the Tallahassee area or 1-888-FSU-CARD when calling from outside the local area you will receive great rates and savings. You will receive a long distance personal identification number (LD PIN) and an automatic \$75 credit limit when you are issued your first FSUCard.

The FSUCard is a vital part of everyday life at FSU; therefore, care should be taken to ensure that the card is not lost or damaged. If lost or damaged, there is a \$15 fee for a replacement card. We will provide a free card sleeve to help protect your card. The FSUCard Center is open Monday through Friday, 8:00am to 5:00pm. The phone number is (850) 644-7777. Visit the Web site at www.fsucard.fsu.edu. ◆◆◆

www.honors.fsu.edu

HONORS PROGRAM

The University Honors Program provides special programming, assistance, and advising to all participants in the university's Liberal Studies Honors Program and the Honors in the Major Program. Students admitted to FSU as freshmen are

invited into the Liberal Studies Honors Program on the basis of their high school GPA and SAT/ACT scores. Students not meeting invitation criteria upon admission to the university may join the Liberal Studies Honors Program the end of their first semester if they achieve a 3.8 GPA on 12 or more graded semester hours of coursework. Honors in the Major programs are offered in 60 departments to academically qualified juniors and seniors. More information about the University Honors Program is available at honors.fsu.edu; A 3600 University Center; 8:00 a.m. – 5:00 p.m.; 644-1841. ◆◆◆

www.internationalcenter.fsu.edu

INTERNATIONAL CENTER

The International Center serves to promote a global understanding throughout the university and the community. The International Center assists FSU's international students, scholars, faculty and staff and offers a variety of programs and events. The

International Center staff helps provide FSU's international students, scholars, faculty and staff with continued support and assistance with immigration matters.

In addition to offering student support services the International Center also administers numerous campus and community programs.

Some of the Center's programs include: International Coffee Hour, held every Friday from 5:30-7 which offers the opportunity to enjoy good conversation and meet people from around the world; Global Café, a weekly "global" luncheon held most Fridays from noon to 1, provides student groups with the opportunity to fundraise while sharing their food and cultures; the International Friends Program links international students with Tallahassee residents for the purpose of sharing friendship and culture; the Global Ambassadors program arranges for international students to speak to groups on campus and in the community; Global Gatherings, a monthly discussion series, provides a forum for discussion about international topics; the International Women's Group, a network of community women, plans activities for the wives and children of international students; and the English Conversation Clubs, offers international students opportunities to improve their conversational English skills. A highlight of the year is the annual International Bazaar, held in February. This event is

an extravaganza of international foods, performances, and displays. Volunteers and interns are welcome. In addition to the International Center's programs, the building's programming space is available to FSU student organizations by request.

The International Center also coordinates Beyond Borders: International Service and Cultural Exchanges that offer opportunities for intensive, short-term intercultural experience that includes volunteer service. The projects are organized with partner universities in Germany, Costa Rica and Jamaica. Participants live with local families or in university facilities and participate with peers in university and community activities organized by the host institutions. All FSU students are eligible to apply. Applicants should have a good record of volunteer service and campus involvement. Groups are limited to 10-12 people.

For a complete list of the International Center's programs and services, please visit www.internationalcenter.fsu.edu.

International Center; 107 S. Wildwood Dr.; www.internationalcenter.fsu.edu; 8:00 a.m. – 5:00 p.m. (Monday – Friday), evening and weekend hours for scheduled activities by arrangement; (850) 644-1702, intctr@admin.fsu.edu. ◆◆◆

www.modlang.fsu.edu/avlab/language_center.html

LANGUAGE LEARNING CENTER

The center offers state-of-the-art audio-video and computer labs for people who want to learn or maintain a foreign language. Audiovisual materials and computer programs are available for a wide variety of modern foreign languages.

A/V Labs: Rooms 104, 130 Diffenbaugh Building; (850) 644-8396; nmountai@mail.fsu.edu; www.modlang.fsu.edu/avlab/language_center.html ◆◆◆

www.lib.fsu.edu

LIBRARIES

Welcome to FSU! We'd like to invite you to explore the world of resources and services available to you at Florida State University Libraries. Florida State University Libraries serve as a center for and portal to the intellectual

vitality of the entire FSU community. The libraries support and enhance the learning, teaching and research activities of students and faculty by providing organized access to information in all formats, promoting information literacy, preserving information for the future, and engaging in collaborative partnerships to advance intellectual discovery and dissemination of ideas.

With holdings of more than 10.1 million books, government documents, videos, microforms, databases, over 200,000 full-text electronic books and 25,000 full-text electronic journal Titles, the FSU Libraries rank among the nation's top research libraries. FSU library resources include eight libraries on the FSU-Tallahassee campus:

Strozier Library Main Library (humanities, social sciences, government documents, maps, Digital Library & Media Center and Special Collections) Reference (850) 644-1486 Circulation (850) 644-5425

Dirac Science Library (physical & life sciences) (850) 644-5534

Claude Pepper Library (papers & memorabilia of the late Congressman Claude Pepper) (850) 644-9217

Goldstein Library (library and information studies materials and a collection of children's and young adult materials) (850) 644-1803

Allen Music Library (composers' works, historical sets, books about music, scores, journals, and sound recordings) Music Reference: (850) 644-5028

College Law Library: Law Reference: (850) 644-4095

HISTORY in BRIEF

1915 Florida State College for Women became fully accredited and was admitted to the Southern Association of Colleges and Universities, the first state college for women to be recognized. Camp Flastacowo was established on Lake Bradford, known today as the FSU Reservation.

1917 Broward Hall was constructed, and named after Governor Napoleon B. Broward, the 19th governor of Florida.

1921 Jennie Murphree Hall was completed, and still is the only all female residence hall on campus.

1928 Gilchrist Hall was built. Named for the 20th governor of Florida, Albert Wallen Gilchrist.

1929 The first bachelor degree in nursing was conferred at Florida State College for Women.

1930s Florida State College for Women became the third largest women's college in the nation.

1935 Thanks to its scholastic strength, Florida State College for Women was awarded the first chapter in the state of Florida of Phi Beta Kappa national honor society.

1941 Doak Campbell became president of the college.

1944 Enrollment was at its highest ever at Florida State College for Women - 2,227 students.

1947 Florida State College for Women was redesignated as coeducational and renamed Florida State University.

College of Medicine Library: Medical Reference: (850) 644-3883

College of Engineering Library: (850)410-6328

Not here in Tallahassee? Library materials and services are also available at Florida State University off-campus sites, including the John and Mable Ringling Museum of Art Library in Sarasota, Florida, the FSU, Panama City campus Academic Resource Center, and the FSU Panama Branch Library on the campus in the Republic of Panama. Serving the FSU international programs are facilities in London, England and Florence, Italy.

The Florida State University Libraries together form a Center of information that is unmatched in the Southeast. You as students, along with faculty and staff have virtual and physical access to resources and services supporting your courses, research, and personal interests.

Your search for books, articles, videos, DVDs and many other kinds of materials at the FSU libraries can begin with an onsite visit or through our Web site at www.lib.fsu.edu. The hours are generous; seven days a week, all are posted on the web for your convenience. Keep in mind that the Library hours change during breaks, holidays, and summer sessions. Call ahead or check the library Web site for current hours www.lib.fsu.edu/hours.html. Public research terminals are available at all sites and can connect you to a wealth of electronic resources including OVER 300 databases many with full-text articles and e-books as well as the Internet. Printers and photocopiers are also available as is adaptive equipment and software for students with disabilities. The online catalog, FSUCAT, provides access to holdings of over 2.5 million books alone and also the library collections of the 10 other state universities. Not to be missed is the growing state-of-the-art Media Center in Strozier Library providing equipment and facilities for creating, listening to and/or viewing multimedia materials.

Can't make it to the libraries in person? Connect to the many libraries resources from your residence hall, home or work. You can remotely connect to The libraries 24/7 through the EZ Proxy authentication service www.lib.fsu.edu/remotearchive_proxy.html. Your FSU email account login and password are the requirements to access all FSU libraries resources. Your FSU ID is also your library card when you need to borrow library materials. There is no limit to how many items you can check out. There is also online renewal. For further information please visit the circulation information page at www.lib.fsu.edu/circulation/circulation.html.

When you need help with an assignment that requires research or need assistance with FSU libraries resources the librarians can save you time or just want to know more about the libraries and how they fit into your FSU life? Our "Ask Us Now" set of services including real-time chat, Research Consultation, and e-mail reference at www.lib.fsu.edu/ask.html will connect you to librarians ready to answer your questions about how the FSU Libraries can be your first-choice, first stop for all your information needs.

The faculty and staff of the Florida State University Libraries want to welcome you on as you begin your scholastic journey here at FSU and are readily available to help you succeed in all your academic endeavors. ◆◆◆

www.mofa.fsu.edu

MUSEUM of FINE ARTS

Florida State University's Museum of Fine Arts, accredited in 2003 by the American Association of Museums, is the major research museum in our geographical area. It houses frequently changing art exhibitions and an impressive

permanent collection of Peruvian, Asian, European, and contemporary art. The museum also sponsors lectures by visiting critics and art historians. Admission is free.

Tours and special programs available. 250 Fine Arts Building; 9:00 a.m. – 4:00 p.m. (Monday – Friday), 1:00 p.m. – 4:00 p.m. (Saturday – Sunday); (850) 644-6836. ◆◆◆

www.finaid.fsu.edu

OFFICE of FINANCIAL AID

The Office of Financial Aid at Florida State University is located in A 4400 University Center. Financial aid information is available from our counselors at the Information Center 8:30 a.m. – 5:00 p.m. (Monday – Friday), and over

the phone at (850) 644-0539 during the same hours. Students can review information on financial aid from our Web site at www.finaid.fsu.edu. Access to the status of an application is available nearly 24 hours a day from the student's financial aid Student Toolkit, Accessible at campus.fsu.edu.

The Free Application for Federal Student Aid (FAFSA) is the application for federal, state, and institutional grants, loans, and work-study at FSU. The FAFSA application is available online at www.fafsa.ed.gov, or through paper form from our office. Some types of aid are limited in funding, so students beginning in the fall semester are advised to complete the FAFSA by the end of January of that year. The FAFSA application must be completed each year for continued funding. Enrollment in the summer term requires an additional FSU Summer Financial Aid Application available online through the student's Financial Aid Student Toolkit.

For scholarship information visit the financial aid Web site www.finaid.fsu.edu for links to state, university, and private scholarships and scholarship searches.

Financial Aid is disbursed the second week of the semester. Notices of the Financial Aid Distribution schedule are emailed by Student Financial Services, to students at their FSU email account, and available at www.sfs.fsu.edu, or on the bulletin board at Student Financial Services, University Center, A 1500.

All financial aid students must verify their financial aid status according to the published schedule on www.fees.fsu.edu. If your financial aid has not arrived you must either apply for a deferment or pay your tuition by the deadline.

Your tuition and registration fees, as well as any outstanding charges, will be deducted from your financial aid before it is disbursed. Your financial aid may be transferred to your FSU Card through an Electronic Funds Transfers (EFT) or a check may be mailed to your local address, according to your selection on the Disbursement Authorization Statement (DAS). All students receiving scholarships, Bright Futures, grants or loans must complete a DAS before your financial aid can be disbursed.

Students may grant FSU permission to release financial record information to parents by completing a Release of Financial Records form. The forms are available online at www.vpfa.fsu.edu/control/forms.html#student.

Students who have emergency situations, such as a death in the family or unexpected major medical or dental bills, may apply for an emergency loan at the Office of Financial Aid, A4400 University Center; 8:30 a.m. – 3:45 p.m. (Monday – Friday). Documentation is required. ◆◆◆

www.gradstudies.fsu.edu

OFFICE of GRADUATE STUDIES

Graduate Studies at Florida State University emphasizes advanced degree programs that entail extensive research activities and preparation for careers in the sciences, engineering, mathematics, technology, the social and behavioral

sciences, the arts, the humanities, and the professions. Florida State University offers 73 doctoral degrees, 109 master's degrees, 28 advanced master's degrees or specialist degrees, and two professional degrees (law and medicine). There are 8,174 graduate and professional students enrolled at FSU.

FLORIDA STATE UNIVERSITY



These students come from all 50 states and from 95 foreign countries.

The Dean of Graduate Studies has university-wide responsibility for the quality of graduate education at FSU and the implementation of graduate policies approved by the Faculty Senate's Graduate Policy Committee. The Office of Graduate Studies provides assistance to graduate students in academic matters; offers advice on university-wide degree requirements; hosts the university-wide recruitment and graduate student orientation events; coordinates the FSU tuition waiver policies; administers the Presidential, University, Wilson, Auzenne, and McKnight Fellowships and the Dissertation Research Grants; provides information about the availability of other university-level and external fellowships and scholarships; oversees the electronic submission of theses, dissertations and treatises; approves final clearance for graduation; and coordinates the annual Faculty Mentoring Award, the Graduate Student Leadership Award and the Graduate Student Research and Creativity Awards.



www.international.fsu.edu

OFFICE of INTERNATIONAL PROGRAMS

FSU's Office of International Programs sends students to study in some of the most exciting destinations in the world! International Programs offer students from throughout the world the ideal combination of contemporary and traditional

education – whether in Old World countries of Western Europe, in nations both ancient and emerging such as China and Russia, or in Latin America's rich and vibrant cultures. Florida State University either owns or operates study centers in London, England; Valencia, Spain; Florence, Italy; and Panama City, Republic of Panama. These centers provide state of the art facilities that accommodate the needs of our students and faculty. Students and faculty are encouraged to take full advantage of the resources and meeting places far beyond the classroom that are available such as art works, architecture, museums and libraries and institutions of government, commerce, and learning.

In addition to the four study centers, FSU offers other international programs in Australia, Brazil, China, Costa Rica, Croatia, Czech Republic, Ecuador, England, France, Ireland, Japan, Russia, Switzerland, and The Netherlands. These locations host a variety of Study Abroad opportunities, ranging from broad curriculum offerings to faculty led programs focusing on a particular area or major.

Students can venture abroad to witness the progress of time, experience other cultures, and appreciate their role as American citizens in the world. With careful planning, students can complete a minor or even an entire Florida State University degree program through the Office of International Programs by also using the resources of the Tallahassee campus and our programs abroad.

FSU International Programs is fully committed to raising campus awareness of the international community by encouraging participation in programs that foster understanding and tolerance of all cultures. For more information please contact: Office of International Programs; A 5500 University Center; 8:00 a.m. – 5:00 p.m.; (850) 644-3272 or 1-800-374-8581; www.international.fsu.edu, intprog1@admin.fsu.edu. ◆◆◆

www.oma.fsu.edu/

OFFICE of MULTICULTURAL AFFAIRS

The mission of the Office of Multicultural Affairs at Florida State University is to create a welcoming environment that is inclusive of all students.

To that end, the Office of Multicultural Affairs provides advocacy, support

services, and culturally based programs that educate students on diversity and multiculturalism and empowers them to be agents of social change in an increasingly diverse and global community.

The Office of Multicultural Affairs is committed to the philosophy that multiculturalism enhances the quality of student life. The goal of OMA is to:

- Aid students as they explore their multiple identities, including race/ethnicity, class, gender identity, nationality, disability, religion/spirituality and sexual orientation.
- Promote a welcoming environment for community partnerships between students, staff, faculty and administrators.
- Encourage opportunities for student collaboration on projects such as programs, committees, and task forces.
- Foster within the FSU community a respect for and appreciation for the history, tradition, and cultures of all of our students.

The Office of Multicultural Affairs is located in A211 Oglesby Union and can be contacted at (850) 644-2450. The office web site is: www.oma.fsu.edu/ ◆◆◆

www.otc.fsu.edu

OFFICE of TELECOMMUNICATIONS (OTC)

Florida State University's Office of Telecommunications provides telecommunication services for voice, video, and data to all students, including Residence Hall

and Heritage Grove residents at FSU. More information, including online sign-up/disconnect forms, repair requests, and support can be found at www.otc.fsu.edu. We look forward to servicing your technology needs while at FSU. or ALL Students: - Computing / Cellular / Long Distance

COMPUTING

FSUID: Your FSUID is the first step to commuting at FSU. Your FSUID username and password is used to access the Blackboard (www.campus.fsu.edu) and many other applications, including email, grades, financial aid, the FSU network, and much more. To activate:

- Obtain your FSUCard and allow up to one hour for the system to update
- Go to the Blackboard login screen – www.campus.fsu.edu
- Click the link "activate Your FSUID", located to the right of the login button
- Follow the steps to set-up your FSUID account

Your FSU EMAIL mail account:

FSU provides e-mail accounts for Students, Faculty, and Staff.

Activating FSU Email Account:

- In most cases, your FSU email account will be created along with your FSUID account.
- The username and password is usually the same as your FSUID username and password.

Note: If you are a returning student or employee, you may need to login to your "FSUIF Identity Management" Tool and re-activate your FSU email account.

Campus Wireless Network: The FSU Wireless Integrated Network (FSUWIN) at FSU is a local area network, which allows mobile users to connect to the Internet through a

wireless connection.

- Specific hardware is necessary to connect to the FSU wireless network, and upgrades are available at the FSU Computer Store for laptops that do not have integrated wireless technology.
- To authenticate and login to the FSUWIN, you must have your FSUID username and password.
- Wireless connectivity is available in most of the “public” areas on campus.
- For an updated list of available wireless areas on campus please visit: www.otc.fsu.edu/Networking/wireless/map.html.

Off Campus Internet: For students living off-campus, OTC offers discounted rates on internet services.

- FSU Dial-up (645-DIAL) service with unlimited hours
- High speed DSL service: Experience speeds of up to 5Mb and talk on your phone while on the Internet. (Based on availability and you must have Embarq for your local phone service). Call 1-800-877-1590 to receive the FSU@Home special pricing. (Ask for the “FSU@Home Special” discount.)

CELLULAR

OTC is pleased to partner with Alltel to provide personal cellular service to the FSU community. With this partnership come special promotions for FSU students and employees!

Specials include:

- 5% off all plans over \$39.99 per month listed at Alltel.com for new & existing customers
- Free Activation
- Free FSU Ring Tone
- Free FSU Wallpaper

Order directly through FSU’s Alltel Representative, located at OTC’s Store in the Union to receive the discount. For more information on phones, plans, and specials visit www.otc.fsu.edu

LONG DISTANCE

A long distance calling card option is auto-activated with every FSUCard. It works like a charge card in that it is an amount you have been “pre-approved” to spend and will be billed for all calls made.

- To access this feature:
In Tallahassee: 645-CARD (2273)
Outside Tallahassee: 1-888-FSUCARD
- Bill is automatically sent to the address provided with the Admissions Office until you call to update your account by providing your email and local address.
- To change your PIN or any other information requests, call the customer service number on the back of your card (1-800-274-8170).

For Residence Hall Students Only Local Phone / Cable TV / Ethernet:

LOCAL PHONE

Local Phone service for students in on-campus residence halls will be available through the OTC for an additional cost. Information regarding service offerings, rates and signup information can be found online: www.otc.fsu.edu/Student/Offer/DOffer.html

Because there may be changes in room assignments/roommates, sign-ups will be accepted starting August 1st. Inquire about adding calling features and voicemail to your local service upon sign-up.

CABLE TELEVISION

Seminole Cable Vision, FSU’s cable network, has a full lineup which includes two channels of HBO, exclusive channels like MTVu, and campus-only channels, such as Seminole Information, which includes local events as well as a Job Board!

Basic Cable is automatically activated in every residence hall room in the Fall Semester through the 5th day of classes. To continue service, ONE roommate in each room must sign up. After the 5th day, if a signup is not received, service will be disconnected. If you wish to reconnect, signup and an activation fee will be required with an average order turnaround of 3-5 business days. Billing for all services begins on the day you signup.

RESNET (Residence Hall Ethernet Network)

All rooms in the residence halls are equipped with an Ethernet connection for each resident.

This high-speed connection provides a fast and “always on” connection to the Internet.

FSU highly recommends you review the suggested computer requirements to ensure network compatibility: www.us.fsu.edu/pc_recommendation.html

If you need assistance configuring your computer to access the network in the Residence Hall, contact the FSU Technology Services Help Desk. (Contact information below)
To connect gaming systems other than a desktop/laptop (XBOX, Sony Playstation, etc.) contact the FSU Technology Services Helpdesk. (Contact information below)

Note: Personal wireless routers, servers (web, mail, gaming), and VOIP services are prohibited on the FSU network.

For Heritage Grove Students – Local Phone / Cable TV / Internet

LOCAL PHONE

Local phone service including 10 calling features is available for a low cost. Long distance is automatically activated upon sign-up. Sign-up today! www.otc.fsu.edu/sorder.html

CABLE TELEVISION

Basic & Digital Cable is available with sign-up. Upon sign-up of basic cable, all jacks will be activated. The basic cable lineup has over 70 channels which includes two channels of HBO. With digital cable, you’ll receive over 150 channels in addition to twelve channels of HBO. Premium services (HDTV, DVR, PPV, etc.) and other premium digital channel packages (Showtime, Starz, etc.) are also available.

INTERNET

Residents can request high speed Internet access through our partner, Apogee. One rate covers ALL residents in the apartment and each resident receives 3.0 Mbps/512 Kbps. For more information, contact Apogee at www.apogeenet.net or 1-877-478-8865.

FSU TECHNOLOGY SERVICES HELP DESK

The Technology Services Help Desk is the first tier of support for current / former students and active or retired faculty/administration/staff members of Florida State University. The FSU Help Desk will either resolve your request or ensure it is delivered to the appropriate area for resolution. Please contact the FSU Help Desk with any questions or problems concerning the above services and support for the Office of Telecommunications.

The Help Desk is open 7 days a week:

- Monday – Friday 7am-9pm
- Weekends 10am-6pm
- Closed Home Football Game Days & 6pm the Friday before

Assistance may be obtained: Online: helpdesk.fsu.edu

- Ticket: Use online form or email help@otc.fsu.edu
- Live Chat with Technician
- Email Client Configuration Instructions
- Current System Update Info

Phone: (850) 644-HELP (4357)

On-campus: OTC Store located in the Oglesby Union

COMPUTER LABS

FSU offers three public computer labs. Each lab is equipped with a wide variety of software and is available to students, faculty and staff.

Milton Carothers Hall (MCH) Room 315

Monday – Thursday	8am – 12pm
Friday	8am – 6pm
Saturday	Closed
Sunday	12pm – 12midnight

Strozier Library Basement

Monday – Thursday	8am – 12pm
Friday	8am – 10pm

HISTORY in BRIEF

1947 FSU Flying High Circus was established.

The Seminole symbol and name were adopted.

FSU football played its first game - losing to Stetson 14-6.

1948 First Homecoming POW-WOW and parade.

1950s FSU had the only School of Government in the South.

1951 Future governor of Florida Reubin O’D. Askew graduated from FSU.

1957 Two Van de Graaf nuclear accelerators were installed at FSU and a program of graduate study and research began.

Robert Strozier became president of FSU.

1958 WFSU-TV began broadcasting.

1960 Gordon Blackwell became president of FSU.

1962 Maxwell Courtney was the first black student to enroll at FSU.

1965 John Champion became president of FSU.

1966 FSU College of Law was established.

FSU Overseas Study Center was opened in Florence, Italy.

FSU Distinguished Research Professor of Chemical Physics Dr. Robert S. Mulliken brought the university its first Nobel Prize.

1969 Enrollment at FSU was 17,000.

Stanley Marshall became president of FSU.

1976 Bobby Bowden era began at FSU.

Saturday	10am – 10pm
Sunday	10am – 12midnight
Oglesby Union Room 202	
Monday – Friday	7am – 12midnight
Saturday – Sunday	8am – 12midnight

The Student Computer Initiative (SCI)

The SCI requires all incoming freshman students, and freshman, sophomore and junior transfer students to own a computer that meets the minimum standards set by the university. The SCI was effective beginning the Fall 2005 semester. While students are not required to purchase a SCI system, they are required to have a system that meets the minimum requirements specified by the university. These requirements are in place to ensure compatibility with the FSU network and computer related coursework. For more information, visit www.fsu.edu/pc_recommendation.html

Additional policies and procedures on Computing at FSU can be found at:

- Guide to Computing - www.gtc.fsu.edu
- Computer Use Policy - www.uccs.fsu.edu/docs/policy.html
- Copyright Policy - www.auditservices.fsu.edu/ ◆◆◆

www.registrar.fsu.edu

OFFICE of the REGISTRAR

Records

Your academic records are the responsibility of the Office of the Registrar. The disclosure or publication of student information is governed by the policies of FSU within the framework of state and federal laws,

including the Family Educational Rights and Privacy Act of 1974. In general, your written consent is required for the disclosure of any non-directory information identifiable and a part of the educational record. Non-directory information is in the General Bulletin and in the Registration Guide that is published each semester. To prevent the release of information, fill out the form available at the information desk in the Office of the Registrar and submit it by the deadline indicated. Be sure that the university has your correct local address at all times and has activated your university email account; only then can you be sure to receive notices and other important documents. Address changes may be completed online through your secure login or by completing a change of address form in the office of the Registrar located at University Center, A3900; 8:00 a.m. – 5:00 p.m. (Monday – Friday); 644-1050.

Registration

The Registration Guide, published each semester by the Office of the Registrar, is the best source of information about registration. Besides class schedules, you'll find a list of all registration deadlines, the final exam schedule, fee and payment information, important announcements, and instructions for class registration.

This information is also found on the FSU Web site www.fsu.edu.

You will register for classes through the FSU Web site www.fsu.edu/student or by the telephone registration system. Instructions for using the telephone registration are available in the Registration Guide. Late registration for continuing students is defined as a first attempt at registering for class being made during the week of drop and add. If you register late, you will have to pay a \$100.00 Late Registration Fee. See the Registration Guide for Late Registration Fee/Late Registration procedures.

Official Drop/Add starts with the first day of classes and ends the fourth day of classes. Refer to the Registration Guide for these and other important deadlines and procedures. Avoid an expensive mistake.

Departments will drop you from a course automatically if you don't attend the first class meeting. This may or may not happen right away, so don't count on a departmental drop if you want a course removed from your schedule. Do it yourself during the official Drop/Add period to be sure you don't end

up paying for the course.

If you decide not to attend school after you've registered, you must cancel your registration in writing through the registrar's office no later than the fifth day of classes. After the fifth day of classes you must officially withdraw from the university (see Withdrawal Services).

The Registration Guide details how to drop/add after the fourth day of classes. You are liable for the cost of any course you drop after the official Drop/Add period. You may drop courses until the end of the seventh week of classes without your academic dean's approval. Adding classes after the official Drop/Add period and drops after the seventh week are allowed only under exceptional circumstances; see your dean for more information.

Registration Forms:

- Underload Permit to take fewer than twelve credit hours, approved by your academic dean.
- Overload Permit to take more than eighteen credit hours, approved by you academic dean.
- S/U Permit to take a class on a satisfactory/unsatisfactory basis, signed by your faculty advisor, for undergraduates; or major professor and instructor, for graduates.
- DIS Form to take directed individual study (DIS) with an instructor, signed by the department chairperson or instructor, and for Undergraduate Studies students, the academic dean.
- Request for Undergraduate to take Graduate Course, signed by academic dean, department chairperson, and instructor.

Important: When your schedule is complete, be sure that the university has your correct address and that your university email account is active. This is the only way you can be sure to receive important notices. To change the address on file, stop by the Office of the Registrar A 3900 University Center and fill out a change of address form or go on-line at www.fsu.edu.

Transcripts:

Maintaining the official transcript of your academic work is the responsibility of the Office of the Registrar. You may request an unofficial copy of your transcript by showing your FSUCard at the information desk.

You may also print an unofficial transcript from the Student First Web site at www.studentsfirst.fsu.edu.

To get an official transcript bearing the university seal you need to complete and sign a short request form at the information desk or mail a written request. You may also request an official transcript through your secure log-in. Allow ten days for your transcript to arrive at its destination. A charge of \$5 will be assessed for each official transcript issued. Transcripts will not be issued if the student owes the university money.

If you have a problem with your transcript, such as a missing grade or one appearing for a class you dropped, please contact the Current Records area in the Registrar's office.

Veterans:

The Office of Veteran Affairs offers veteran students and their families counseling referral, academic advising, and applications for VA education benefits, tuition deferments, work-study employment, and information about employment.

The staff also works directly with the Veterans Administration to solve problems concerning late or reduced benefit payments, program changes and applications for extended eligibility or entitlement. It is imperative that veterans receiving benefits stop by the Registrar's Veterans Certification Office prior to the beginning of each semester to verify that their certifications are in order. A 3900 University Center; 8:00 a.m. – 5:00 p.m.; 644-1252

Community Resources:

American Legion, Lanark Village 175 Oak St.; 697-9998

American Legion, Sauls-Bridges Post 13; 229 Lake Ella Dr.; 222- 3382

Leon County Veterans Services; 918 Railroad Ave; 488-8462

Veterans of Foreign Wars, Post 3308; 2765 W. Tennessee St.; 575-3308 ◆◆◆

FLORIDA STATE UNIVERSITY



www.parking.fsu.edu

OFFICE of PARKING & TRANSPORTATION SERVICES

The Office of Parking and Transportation Services has the unique challenge of trying to provide parking for all of the vehicles that are brought to campus everyday. Their goal is to serve as parking ambassadors to students, faculty, staff and

visitors by helping people move around campus in an efficient and hassle-free manner. If you are planning to bring a vehicle to campus, you will need to register your vehicle and get a parking permit. To obtain a permit, please go online at www.parking.fsu.edu.

Temporary permits are available upon request and may be purchased at Parking and Transportation Services, located in the University Center, 5406C.

To ensure that vehicles are properly parked on campus, all parking spaces are clearly defined and posted. All campus lots are designated by signs indicating "W" for students and "R" for faculty and staff. Motorcycles and mopeds are restricted to specifically designated motorcycle spaces, marked with "MC". Vehicles with valid FSU permits are prohibited from parking in "Visitor" designated spaces. Parking enforcement hours for permit restrictions and payment of meters are: 7:30 a.m. – 6:30 p.m. (Monday – Thursday) and 7:30 a.m. – 4:30 p.m. (Friday). All other parking regulations are enforced 24 hours a day.

Illegally parked vehicles will be ticketed and/or towed. Citations must be paid or appealed within ten calendar days to avoid a \$10 late fee. Vehicles with multiple, unresolved citations may be immobilized ("booted"). The owner must pay all outstanding fines plus an administrative fee of \$30. Unpaid citations prohibit students from registering for classes or graduating. Copies of FSU Parking and Traffic Rules and Regulations are available from the Office of Parking and Transportation Services; University Center, C 5406 or online at www.parking.fsu.edu. ♦♦♦

www.union.fsu.edu

OGLESBY UNION

The Oglesby Union Information Desk and Lost and Found are located in the Oglesby Union Courtyard. 8:00a.m. – 11:00 p.m. (Monday – Friday). 11:00 a.m. – 11:00 p.m. (Saturday – Sunday); (850) 644-3434.

The Krentzman and Bridge Lounges, located on the second floor, provide pleasant places to relax. There are study areas in both lounges. 8:00a.m. – 11:00 p.m. (Monday – Friday), 11:00 a.m. – 11:00 p.m. (Saturday – Sunday); (850) 644-3434.

Restaurants located in the Union include: the Union Food Court, Quizno's Subs, Zia Juice, Hardee's, Miso, Pollo Tropical and Einstein. See also Seminole Dining.

Several 24-hour ATMs are available for use in the Union Courtyard.

At the University Post Office, all United States Post Office services are available except C.O.D. and money orders. Residence hall students are assigned post office box numbers with their room assignments. However, if they subsequently move off campus, arrangements should be made with the University Post Office for continued use of the post office boxes. Students not living in a residence hall may rent a box for \$15.00 each semester or \$30.00 a year. All students holding university post office boxes should notify University Post Office of any change of address. Corner of Micco and Palmetto Drives; 8:00 a.m. – 5:00 p.m. (Monday – Friday); (850) 644-1498 or (850) 644-7179.

(copy center) FSU Printing and Copying Services serves students, student organizations, faculty, campus departments and affiliates. Union Copy Center is a full-service copy center offering fax service, duplicating services, and inexpensive

color copies. Printing services offers printing and typesetting services and free technical advice. Union Copy Center; 7:30 a.m. – 5:30 p.m. (Monday – Friday); (850) 644-2895. Printing Services; 800 West Madison Street; 8:00 a.m. – 4:30 p.m. (Monday – Friday); (850) 644-2794.

(guest services) Meeting rooms are available for student groups and nonacademic events. Scheduling is handled on a first-come, first-served basis by Guest Services. In N203 in the Krentzman Lounge; 8:00 a.m. – 5:00 p.m. (Monday – Friday); (850) 644-6083.

The ACNS Oglesby Union Computer Lab provides a variety of microcomputers, software and printers. Students, staff and faculty with current FSUCards may use the facility. The lab is open 24 hours daily on the 2nd floor of the Union.

(club downunder) Club Downunder, the student run club on campus, features the best in concerts, comedians, special events and student organization co-sponsorships. The Club Downunder is open 3-5 nights a week and also features food and beverage service upstairs during all events. Previous performances have included Soundgarden, Sonic Youth, Jimmy Eat World, The White Stripes, Death Cab for Cutie and the Yeah Yeah Yeahs. Come to the Club Downunder to see tomorrow's stars today! Visit www.union.fsu.edu for more information and a list of upcoming events or go to the Student Activities Center, 3rd floor Oglesby Union.

(art center) The FSU Art Center provides leisure time activities for FSU students, faculty/staff as well as the general public. The Art Center offers a variety of art classes, including Ceramics (wheel thrown pottery and clay handbuilding), Black and White Photography, Mosaic Tile Art, Glass Fusing, Stain Glass, Drawing, Painting, and Jewelry Making. The Frame Shop, located in the Art Center, provides full service custom framing for the FSU community. The Art Center also coordinates the activities of The Oglesby Union Art Gallery, located in the Krentzman Lounge on the 2nd floor. The gallery shows contemporary artworks by FSU artists. The gallery provides an exhibition space for FSU students as well as a place to enjoy and learn about various mediums of art. Contact the Art Center at (850) 644-4737, or visit the Web site at www.union.fsu.edu for more information. 9:00 a.m. – 9:00 p.m. (Monday – Thursday), 9:00 a.m. – 6:00 p.m. (Friday), 10:00 a.m. – 7:00 p.m. (Saturday), and 12:00 p.m. – 5:00 p.m. (Sunday).

The Oglesby Union Board makes all Union policies, assigns office space and approves the Union budget. The board is made up of twelve students, two faculty, two staff and one alumnus. A 305 Student Activities Center, (850) 644-5322.

Activities & Programs

The Student Activities Center (SAC), located on the 3rd floor of the Activities Building in the Oglesby Union, is the center of student activity on campus. Come to the SAC to learn about getting involved in registered student organizations, make a connection with Student Government Association Agencies, or learn about the campus programming boards. You'll always find something to do in the Oglesby Union, and the Student Activities Center is a great place to start! 8:00 a.m. – 5:00 p.m. (Monday – Friday).

Union Productions (UP) is a student run programming board providing on-campus entertainment all year long! The students provide a variety of entertainment for the university's diverse community. Check out all the FREE concerts, comedy shows, hypnotists, casino nights, movies, lectures, poetry events, game-shows, BBQ's, interactive festivals, Breakfast for a Buck at Later... and more! Past shows have included Sugar Ray, Puddle of Mudd, a Def Poetry Jam, Last Comic Standing finalists Rich Vos & Corey Kahaney, Mitch Hedberg, Rah Digga, a carnival and more. Students of the concerts, special events, comedy, culture & the arts and promotions/advertising committees attain excellent job-related experiences through production of UP's weekly events. By working with UP, students learn various skills, including program planning, contract negotiation, budget management, advertising and marketing. Visit them in the Student Activities Center, Oglesby Union 3rd floor Activities Building, call 644-MORE (6673), or visit www.union.fsu.edu.

Student Organization Services (SOS), part of the Student Activities Center, is a resource for campus organizations. SOS manages the registration process for over 3500 student clubs and organizations annually. These groups span a wide

variety of interests and add to the diverse atmosphere at FSU. Students are encouraged to join a student organization or to start their own! SOS also provides leadership development opportunities to the entire student population. Students may take part in leadership development opportunities such as Leadership Roundtables and organizational consultations, LeaderShape, motivational workshops and seminars, and the Genesis Freshman Leadership Program. The Student Organization Advisory and Review (SOAR) Board is the student leadership programming board responsible for planning these and other activities. Students may join the SOAR Council by submitting an application to SOS in the Student Activities Center. All leadership education programs offered are intended to help students acquire a deeper understanding of their unique talents and potential, and how to build skills necessary for success as leaders throughout life. For more information about SOS, contact them at 644-6673 or email ols@admin.fsu.edu. You can also visit us in the Student Activities Center or via the Oglesby Union Web site at www.union.fsu.edu.

Crenshaw Lanes, located on the east side of the Union courtyard, features bowling leagues, cosmic bowling, open bowling and billiards, and facility rental for organizations of all sizes to have socials. Crenshaw Lanes is also home to the FSU men's and women's collegiate bowling teams. By employing mostly student employees, Crenshaw Lanes plays a role in preparing students for their careers, whether it is the bowling industry, student affairs, or any profession, by teaching them good work ethics and customer relations. The facility is also used as a classroom for PE classes, in which students can earn a one-hour credit while learning a lifetime activity. Come to Crenshaw Lanes – It's where friends are made! 10:00 a.m.-10 p.m. (Monday – Wednesday), 10:00 a.m. – 1:00 a.m. (Thursday), 10:00 a.m. – 2:00 a.m. (Friday), 2:00 p.m. – 2:00 a.m. (Saturday), and 2:00 p.m. – 10:00 p.m. (Sunday).

Flying High Circus, the Florida State University Circus, presents nearly 100 flying, swinging, skating, balancing, and juggling performers under its own Big Top circus tent. The circus performs on campus during the first two weekends in April and takes to the road throughout the academic year for sponsored appearances. Students registered at FSU may join by enrolling in PEM 1952 for one credit hour or simply stopping by to volunteer for this extracurricular activity. No experience necessary. Haskin Circus Complex; 8:30 a.m. – 5:00 p.m.; 644-4874; www.union.fsu.edu/~circus. ♦♦♦

RADIO & TELEVISION

WFSU-FM and WFSQ-FM are the area's listener-supported, non-commercial public radio stations. WFSU (88.9) is a 24-hour news and information station offering award-winning programs from National Public Radio, Public Radio International

and BBC News. WFSQ (91.5) is a 24-hour classical and fine arts programming music station. The station welcomes volunteers, interns and work-study students who want to read for the Radio Reading Service or who want to gain experience in production, promotions and radio operations. Broadcast Center; 1600 Red Barber Plaza; 8:00 a.m. – 5:00 p.m. (Monday – Friday); Business (850) 487-3086; Request Line (850) 487-3305.

WVFS-FM 89.7 is a 2700 watt, noncommercial educational radio station that provides the FSU campus and the Tallahassee community with diverse and spontaneous programming 24 hours a day. Regular programming on WVFS focuses on playing the best new music first, along with a combination of old favorites and other musical genres that don't receive much, if any, airplay elsewhere. WVFS specialty shows include blues, jazz, hip-hop, reggae, ska, metal, club, folk, world, experimental, 7" singles, local music, and more. WVFS broadcasts the latest in news and sports, in addition to airing live call-in shows featuring news, sports, literature, and social commentary. WVFS is recognized nationally as one of the top college radio stations in the country. Any students

interested in getting involved with WVFS please contact the station or visit www.wvfs.fsu.edu/. 420 Dittenbaugh Bldg.; Business (850) 644-3871; Request (850) 644-1VFS; fax (850) 644-8753.

WFSU is Tallahassee's only noncommercial, public television station. The station broadcasts PBS favorites such as Masterpiece Theater and Nova. There are a number of ways to become involved. Community support provides more than one-third of the station's budget.

Fund-raisers and pledge drives are partially staffed by volunteers, who gain broadcasting experience as, for example, a member of the camera crew or production staff. Another way to learn production is through a professional-level internship. Public Broadcasting Center.

1600 Red Barber Plaza; 8:00 a.m. – 5:00 p.m. (Monday – Friday); (850) 487- 3170. ♦♦♦

www.theatre.fsu.edu

SCHOOL of THEATRE

The School of Theatre offers an exciting array of fully produced productions each year including musicals, classic and contemporary drama, and new works. Each show boasts a discounted ticket price available to all Florida State students.

Complete information about upcoming shows can be found at www.theatre.fsu.edu or by calling the Fine Arts Ticket Office at (850) 644-6500. ♦♦♦

www.seminoledining.com

SEMINOLE DINING

Seminole Dining offers a variety of dining options for students, faculty, staff and guests. Choose from national brand favorites like Einstein Bros. Bagels, Hardee's, Boar's Head Deli, Quiznos, Starbucks, or try our own 24-hour Park Avenue

Diner. Visit www.seminoledining.com for the most current information.

Residential restaurants – featuring unlimited servings of freshly made-to-order food.

Fresh Food Company – Between Stone Building and Salley Hall

Suwannee Room – William Johnston Building
Figg Player's Athletic Dining Room - University Center D

Retail Locations

Einstein Bros. Bagels – Oglesby Union

Hardee's – Oglesby Union

Miso Noodle, Rice, and Sushi Bar – Oglesby Union

Pollo Tropical – Oglesby Union

Quiznos – Oglesby Union

ZIA Juice – Oglesby Union

Chili's Bar & Grill – Oglesby Union
(coming Fall 2007)

Park Avenue Diner - Woodward and Park Avenues, 50's style diner

Convenience Stores

Boar's Head Deli and C3 Express - William Johnston Building

Trading Post Convenience Store - Oglesby Union

Starbucks The corner of Woodward Avenue and Wildwood (Coming Fall 2007)

We Proudly Brew Starbucks

FSU Bookstore
Strozier Library

HISTORY in BRIEF

1977 Bernard Sliger became president of the university.

1985 Mildred and Claude Pepper Library opened at FSU.

1990 East campus residence halls were renovated.

1991 Dale Lick became president of FSU.

1993 FSU football won the National Championship, beating Nebraska in the Orange Bowl 18-16.

Talbot "Sandy" D'Alemberte became president of FSU.

FSU chemists led by Professor Robert Holton achieved the first total synthesis of Taxol, a cancer fighting drug.

1995 The National High Magnetic Field Laboratory dedicated by Vice President Al Gore.

University Center opened.

1996 A team of FSU scientists was instrumental in the discovery of a subatomic particle, the top quark.

A national survey of dance educators named FSU department of dance the nation's No. 2 dance program.

1999 FSU won the football national championship against Virginia Tech.

2001 FSU College of Medicine opened—the country's first new medical school in a generation.

2003 T.K. Wetherell became president of FSU.

2005 First College of Medicine class graduated from a fully accredited college.

Enrollment was over 39,000.

FSU College of Medicine
Barrister's Bistro - College of Law;
featuring a Boar's head Deli and more

All dining locations accept cash, Garnet Bucks, Flex Bucks, Visa, MC and the FSUCard. Meal memberships (prepaid amount of meals) are available at Suwannee Room and Fresh Food Company. Visit the Seminole Dining Customer Service Office at 945 Jefferson Street or our Web site to purchase a meal membership or to add money to a Garnet Bucks account. Seminole Dining; (850) 644-3663 or Fax: (850) 644-7547; www.seminoledining.com ◆◆◆

www.seminolegolfcourse.com

SEMINOLE GOLF COURSE

THIS IS YOUR COUNTRY CLUB

The Don Veller Seminole Golf Course is home to the Florida State University Seminoles. The Facility is owned and operated by FSU and all students receive a 25% discount on greens fees.

You will find a friendly face every step of the way during your visit with us. Many of our employees are serving an internship from FSU's Professional Golf Management Program, which is one of only 20 programs in the country accredited by the PGA of America. As a matter of fact, our entire operation serves as model facility for these students. "Outstanding Customer Service" are not just buzz words here; they actually come to life. Our operation was recently recognized by the National Golf Foundation as one of the top 10 facilities in the country in customer satisfaction – an award we are very proud of.

THE GOLF COURSE

The par 73, 18-hole championship golf course recently underwent a 1.4 Million-Dollar renovation and reopened September of 2004. The spectacular changes modernized the course with 18 brand new USGA greens featuring the state-of-the-art ultradwarf turf called TiffEagle. TiffEagle is a smaller-bladed type of Bermuda grass that grows more densely, allowing for closer mowing and smoother greens. The course now also features five brand new tee complexes for each hole, and a striking redesign of the 14th hole that includes a greenside lake. The architect for the project was Robert C. Walker of Atlantic Beach, FL. Walker was the former lead architect for Arnold Palmer Golf Design and has recently designed St. James Bay in Carrabelle, FL, Regatta Bay in Destin, FL, and Glen Kernan Golf & Country Club in Jacksonville, FL.

The golf course is truly set up for everyone to enjoy. Strategically placed bunkers, water hazards, and natural areas combined with the gently rolling terrain will challenge the more accomplished players, while the large greens' generous landing areas will be very appealing to the average players. The Don Veller Seminole Golf Course is spread out over 200 acres and is in complete harmony with nature. You won't find any homes, apartment complexes, or commercial building to distract your round. What you will find are plenty of foxes, deer, geese, purple martins, woodpeckers and butterflies.

THE RENEGADE GRILL

Welcome to the Renegade Grill, set inside the elegant Seminole Golf Course Clubhouse and just down the street from the FAMU and FSU School of Engineering. Open daily from 6:30am until 8:30pm, the Renegade Grill offers a complete restaurant menu, including appetizers, personal pizzas, fresh salads and soups, a variety of cold and hot sandwiches, burgers and entrees. Try one of our specialties - the Renegade Burger, an 8oz. 100% Angus Beef burger piled high with sauteed mushrooms and onions. The Renegade Grill is a fun place to relax, watch sports on our TVs and enjoy a delicious meal. There's also a spacious outdoor deck overlooking the beautiful greens of Seminole Golf Course.



STUDENT FINANCIAL SERVICES

The Office of Student Financial Services, www.sfs.fsu.edu, collects tuition and fee payments and disburses financial aid to students after it has been awarded by the Office of Financial Aid, www.financialaid.fsu.edu. All

official notifications are made to students via your FSU Garnet e-mail account.

The tuition and fee schedule printed in the Registration Guide lists the cost per credit hour for undergraduate and graduate level classes. Tuition usually increases each new academic year (which begins with the fall semester) as legislated. The new academic year's rates are not available until July or later. Go to www.sfs.fsu.edu for the most current tuition rates available. Also, for a wealth of information about campus activities and the business of going to school, current students should go to www.studentsfirst.fsu.edu.

Student Online Billing Statement

You can access your online billing statement of tuition and outstanding accounts receivable (parking tickets, library fines, etc.) at www.mymoney.fsu.edu or by using the kiosks located at the University Center Building A, first floor. FSU does not mail a tuition bill each semester, because students can change their class registration up through the 4th day of the semester and tuition is due shortly thereafter, according to the published deadline. We recommend that you view your online billing statement monthly and prior to your window for registration, grade posting, transcript requests, or graduation. Unpaid University charges will put a hold on your ability to register for classes, and you will not be able to receive transcripts or your diploma.

Financial Aid Disbursements

Students receiving financial aid must check their status by going to www.financialaid.fsu.edu. Financial aid is disbursed the second week of the semester and will be shown on your account history statement at www.mymoney.fsu.edu. You may receive any financial aid refunds available to you, after tuition and fees have been deducted, by one of two methods: either sent electronically to your FSUCard account at SunTrust or by check in the mail. Of course, money sent to your FSUCard account at SunTrust is much faster and safer than mail. Go online to www.mymoney.fsu.edu to the Account Refund Setup and select EFT to SunTrust as your method of financial aid disbursement.

Payments:

Unless you have made appropriate arrangements (e.g., financial aid, Bright Futures, Florida Prepaid College Program, agency billing, etc.), tuition and fees must be paid by the published deadline. If tuition is not paid by the deadline, your account will be assessed late fees and your course schedule may be cancelled. Tuition and fee payments can be made online, or in-person, or by drop box, or by mail. Online payments can be made at www.fees.fsu.edu. Credit card payments can only be made online at www.fees.fsu.edu. There is a small convenience fee for online payments. For online payments we accept FSUCards, e-checks and most major credit cards. For in-person payments, come to the Office of Student Financial Services (SFS), open Monday – Friday 8:30 a.m. to 4:30 p.m. In-person payments can be made by check, money order, cash or FSUCard. Foreign and two party checks will not be accepted. Be sure that checks include the student's name, last 4 digits of their social security number, local address, and local telephone number. The payment drop box is located on the outside wall of SFS at A1500 University Center, near the T.K. Wetherell Tower, under the garnet and gold awning. Please do not deposit cash, and be sure to put the last 4 digits of your social security number, local address and local telephone number on your check. Mailed payments must be received by the tuition payment deadline to avoid the \$100 late Payment Fee. You may mail your fee payment to the

FLORIDA STATE UNIVERSITY



Office of Student Financial Services, A1500 University Center, Tallahassee, FL 32306-2394. Be sure that checks include the student's name, the last 4 digits of social security number, local address, and local telephone number.

All third party/agency billings (e.g. ROTC) must be submitted by the third day of the semester.

Students with payment arrangements through the Florida Prepaid College Program (FPP) or Bright Futures should confirm their arrangements by going online. For FPP check your online billing statement as early as the week before classes start to ensure it is posted as a payment arrangement. For Bright Futures, check your online financial aid award.

Students will be charged a \$100 late payment fee if they miss the tuition and fees payment deadline and your course schedule may be cancelled. Go to www.sfs.fsu.edu for the latest information on deadlines, fee schedules and regulations.

Loan Exit Interviews

If you took out any school loans, this section applies to you. Students who graduate, withdraw or drop below six credit hours are required by federal law to complete a Loan Exit Interview, which confirms your rights and responsibilities. Go to <http://campus.fsu.edu> to complete the questionnaire, receive your repayment schedule and find out if you can get any part of your loans paid by the government. Loan exit interview holds are automatically put on students' accounts and will hold transcripts, registration and diplomas until completed.

Student Records and Privacy

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the financial records of students enrolled in a postsecondary institution, regardless of age. However, there are two ways for the parents to obtain access to their student's account activity. Students may give Student Financial Services written consent to release the information to their parents in the form of a Release of Financial Records form. Alternatively, the parents may provide evidence that students are dependents of the parents as defined in Section 152 of the Internal Revenue Code of 1954. A copy of the most recent tax return is required to be submitted to the Office of Student Financial Services each year.

Parking Permits and Transportation Access Fee:

Registered students may be eligible for a parking permit available only online at www.parking.fsu.edu. For more information go to www.parking.fsu.edu.

A per credit hour Transportation Access Fee is assessed to all main campus students. It covers all modes of transportation on campus such as sidewalks, bikes, mass transit (on and off campus buses) and vehicles. The fee will improve the overall infrastructure of campus for all students.

For additional information about parking locations, rules, regulations and rates go to www.parking.fsu.edu or visit the Office of Parking and Transportation Services located at C5406 University Center.

- Inter-Residence Hall Council
- Jewish Student Union
- Pride Student Union
- Women's Center

SGA Affiliated Projects:

- Alumni Village Child Development Center
- Environmental Services Program
- First Responder Unit
- Legislative Affairs
- SAFE Connection
- Starlight Childcare Center
- Student Publications
- V-89 Radio Station

SGA Bureaus:

- FSU Service Corps
- Off-Campus Housing
- Student Legal Services
- Student Broadcast Center ◆◆◆

www.registrar.fsu.edu

SUMMER ATTENDANCE RULE

State law requires undergraduates entering FSU with fewer than sixty semester credit hours to complete at least nine semester hours of summer course work before graduation. Beginning summer C 2003, students

entering with nine hours of credit through approved acceleration are exempt from the summer attendance rule. The summer work may be done at any of the senior universities in the State University System.

Those universities are FSU (Tallahassee and Panama City), FAMU (Tallahassee), University of Florida (Gainesville), Florida Atlantic University (Boca Raton), Florida International University (Miami), University of Central Florida (Orlando), University of North Florida (Jacksonville), University of South Florida (Tampa), Florida Gulf Coast University (Fort Myers), and the University of West Florida (Pensacola). If summer attendance creates a hardship, the dean of the faculties (314 Westcott) may, on the recommendation of an upper-division academic dean, waive the requirement. ◆◆◆

www.tshc.fsu.edu

THAGARD STUDENT HEALTH

Thagard Student Health Center provides convenient, professional and affordable health care to Florida State University students. Your student health fee (paid along with tuition) covers any illness or injury visits, but you must be enrolled in

classes for these visits to be free of charge. Special procedures, laboratory tests, x-rays, physical exams, gynecological exams, prescription medications, or medical supplies that are recommended during your course of treatment are not covered by the health fee, but are available at reduced prices. Students should make an appointment before coming to Thagard by calling (850) 644-TIME. For more information, call (850) 644-6230 or visit www.tshc.fsu.edu. Emergency care is not provided and students need to call 911 or visit the community hospital Emergency Room. Urgent, non emergency visits are generally handled by the Garnet Clinic on the first floor.

Thagard has two clinics, Garnet and Gold, that provide primary care as well as physical exams and foreign travel consultation.

In addition to yearly gynecological exams, the Women's Clinic provides sexually transmitted disease testing, biopsies, urinary tract infection treatment, emergency contraception, and a number of birth control options at discounted rates for female patients.

www.sga.fsu.edu

STUDENT GOVERNMENT ASSOCIATION

Student Government Association (SGA) is your elected voice at FSU. SGA has budget authority and service fees, which currently total over 9.5 million. Participation is open to all students. Visit the SGA Office to find out how to

become involved. A 205 Union; 8:00 a.m. – 5:00 p.m. (Monday – Friday); (850) 644-1811 or visit their Web site at www.sga.fsu.edu.

SGA Agencies:

- American Indian Student Union
- Asian Student Union
- Black Student Union
- Center for Participant Education
- Hispanic Latino Student Union
- Institute for Conservative Studies

The Allergy Clinic, staffed by an experienced RN, delivers and monitors allergy injections provided by your allergist.

In addition to prescription medication, the TSHC pharmacy contains a wide array of over-the-counter medications and personal hygiene items. Costs at the TSHC pharmacy are generally lower than at outside pharmacies, but students are not required to use the TSHC pharmacy for prescriptions written by TSHC clinicians. The TSHC pharmacy accepts more than 100 different insurance plans as payment for medications. Students may refill prescriptions online at www.tshc.fsu.edu. Patients also may utilize the prescription refill line, (850) 644-1870, for added convenience.

The Health Promotion department helps students learn about healthy lifestyles and responsible decision-making and offers peer education programs on topics such as sexual health, alcohol and other drug abuses, smoking, and nutrition. It also offers nutrition services, including diet assessment and assistance with eating disorders, which are free for all fee-paying students. Call (850) 644-4567 for an appointment. Students can also take advantage of smoking cessation services and anonymous HIV counseling and testing offered through the Health Promotion Department. (850) 644-8871.

TSHC offers student discounts for general orthopedic Physical Therapy Services with physician referral. (850) 644-0570.

It is strongly suggested that all students carry health insurance. Starting Fall 07, new students must show proof of insurance comparable to the university sponsored insurance or purchase the university sponsored insurance. An accidental illness health insurance policy is offered to supplement services provided at Thagard. Information is available in the Health Center Insurance office, (850) 644-4250. All international students with Visa Status of J-1, J-2, F-1, or F-2 must meet insurance requirements set by The State of Florida, FSU Board of Trustees and applicable federal guidelines.

Thagard Student Health Center; fall and spring semesters: 8:00 a.m. – 5:30 p.m. (Monday- Friday); 10:00 a.m. – 4:00 p.m. (Saturday). Summer semester hours: 8:00 a.m. – 4:00 p.m. (Monday – Friday). Hours may vary due to breaks, holidays and special events. Please check the Web site for up to date information. ◆◆◆

www.undergrad.fsu.edu

UNDER-GRADUATE STUDIES

The Division of Undergraduate Studies serves as the academic home for most freshman and sophomore students, monitors many of the general university graduation requirements, coordinates academic advising, and

provides services that support student academic excellence.

The Office of Undergraduate Studies is the academic dean's office for most freshmen and sophomores. It is the place to go to resolve academic problems and to ask about Liberal Studies, Gordon Rule, and other general academic requirements. Students desiring an Associate of Arts Certificate, the equivalent of a two-year degree, apply through this office; see the General Bulletin for requirements. Undergraduate Studies determines if transfer credit may apply toward general graduation requirements, while the college/school hosting a major determines their applicability toward major/minor requirements. Visit the Office of Undergraduate Studies during regular business hours: A 3400 University Center, (850) 644-2451.

Academic advising is important in order to progress smoothly toward graduation. Students are encouraged to meet with their advisors before every FSU registration and before taking courses at any other institution to assure that the courses are appropriate. If you cannot remember your advisor's name or contact information, use the online Advisor Search at www.undergrad.fsu.edu/advisors/index.html. Freshmen and sophomore students desiring to change majors should go to the Advising First office in A 3200 University Center, (850) 644-3430; juniors and seniors should go to the dean's office of the college hosting the new major. ◆◆◆

www.housing.fsu.edu

UNIVERSITY HOUSING

University Housing is responsible for all on-campus housing facilities and programs for the residents. You may apply for housing and pay your rent online or through the central business office at 133 South Wildwood, (850) 644-2860.

The Office of Residence

Life is responsible for selecting and training residence hall staff, planning programs, and advising resident student groups. The Guide to Residence Living, given free each year to all residents, is a source of information about residence hall living. For the security of residents, hall entrances are locked at all times, and visitors must use the telephones at the main entrance to request admittance.

University Housing also manages Alumni Village, where married students, older undergraduate students, and single students with children are given preference in the rental of one-, two-, and three-bedroom apartments.

Inter-Residence Hall Council (IRHC) is the central governing body of individual hall governments, providing opportunities for leadership and involvement for students in University Housing. As an Agency of the Student Government Association, IRHC also serves as an advocate for residential students. Hall residents enjoy IRHC-sponsored social and educational activities, as well as on-going leadership training and networking opportunities through both on and off-campus conferences. IRHC is located in the Westside Community Office on the ground floor of Kellum Hall and can be reached at sgairhc@admin.fsu.edu or (850) 644-0041.

Scholarship Houses provide rent-free housing for a limited number of students who have excellent academic records and financial need. Southern Scholarship Foundation; 322 Stadium Dr.; 8:00 a.m. – 4:30 p.m.; (850)222-3833.

University Housing is responsible for all FSU Child Development Programs. See Child Care for more information. ◆◆◆

www.visit.fsu.edu

VISITOR SERVICES

Visitor Services, located at University Center, B1200 provides information about FSU to prospective students and their parents, friends and guests of the university, numerous high school groups, and other visitors to our community.

Campus tours (driving or walking) are offered most weekdays and conducted by University Ambassadors. In addition to a campus tour, students and their parents may attend an admission information session to learn all about admission to FSU.

To schedule a visit, reservations may be made at www.visit.fsu.edu.

The Westcott Welcome Center, located at the southwest corner of College Avenue and Copeland Street can also provide visitors arriving on the east side of campus with directions, maps, or parking suggestions. ◆◆◆



FLORIDA STATE UNIVERSITY STUDENT CODE OF CONDUCT

The moral norm which guides conduct and informs policy at Florida State

University is responsible freedom. Freedom is an important experience which the university, one of the freest of institutions, provides for all of its citizens — faculty, students, administrators, and staff. Freedom is responsibly exercised when it is directed by ethical standards.

As the Florida public university most deeply rooted in the liberal arts tradition, Florida State University not only focuses on intellectual development, but as a community of moral discourse it also recognizes the need for the development of the whole person. The university maintains a comprehensive educational program ranging from classroom instruction to research and creative activities at the frontiers of human knowledge. These modes of research for the truth are mutually enhancing and provide the context for the liberating experiences students gain from contact with ideas and individuals. Education based in the liberal arts provides an opportunity for students to learn to express themselves; to think critically both quantitatively and qualitatively; to gain an understanding of and respect for self and others; to understand the world by knowing more about its history, the role of science and technology, and social and cultural achievement; and to develop specialized talents for a vocation. This opportunity is provided with the conviction, as reflected in the University Seal, that through such an educational experience one can come to a clearer understanding of complex moral issues inherent in human life and can develop the knowledge and skills for effective and responsible participation in the world.

Florida State University shares a commitment to the dignity and worth of each person and is guided in its many endeavors by that underlying value. Through academic activity, community involvement, social interaction, cultural experience, recreational and physical activity, and religious involvement, students find many avenues in the university community for the development of the whole person. The university shares this society's commitment to the rule of law and expects members of the community to abide by the laws of the city, state, and nation, as well as university rules and regulations. The university aspires to excellence in its core activities of teaching, learning, research, creative expression, and public service and is committed to the integrity of the academic process. The Academic Honor Code is a specific manifestation of this commitment. Truthfulness in one's claims and representations and honesty in one's activities are essential in life and vocation, and the realization of truthfulness and honesty is an intrinsic part of the education process.

The university is a place of both assent and dissent and is committed to academic freedom and civil dialogue. In a free and vigorous academic community an ongoing clash of ideas is to be expected and encouraged. The university has a special obligation to see that all have an opportunity to be heard.

Florida State University is committed to nondiscrimination in matters of race, creed, color, sex, national origin, age, and disability. This commitment applies in all areas with students, faculty, and other university personnel. It addresses recruiting, hiring, training, promotions, and applicable employment conditions. It is also relevant to those aspects of the university concerned with the choice of contractors, suppliers of goods and services, and with those of university facilities. The university believes in equal opportunity practices which conform to both the spirit and the letter of all laws against discrimination. A responsible student recognizes that freedom means the acknowledgment of responsibility to the following: to justice and public order; to fellow students' rights and interests; to the university, its rules, regulations, and accepted traditions; to parents and teachers, and to all others whose support makes one's advanced education possible; to the city, state, and national laws; to oneself; and to the opportunity for specialized training and continuing education toward the ends of personal fulfillment and social service. Students are urged to use their freedom in the university community to develop habits of responsibility which lead to the achievement of these personal and social values. Responsible student behavior requires observance of the Student Conduct Code which is based on respect for the dignity and worth of each person and the requirements for successful community life.

Relations among all persons should be characterized by mutual respect and equality. Sexism, sexual harassment, and sexual coercion of any sort are wrong and constitute a violation of fundamental moral requirements and state law. Minimally responsible behavior requires that no one take sexual advantage of another.

The university enforces all laws relevant to alcohol and controlled substances, and further strongly discourages the use of illegal substances at any time. The university disseminates and encourages the dissemination by others of information concerning the responsible use of alcohol.

The cultural, ethnic, and racial diversity of the university community provides an opportunity for learning about those different from oneself. The university expects each individual to make a special effort to ensure that all are treated with dignity and respect and accorded the full opportunities of the university. Racism, whether in assumptions, attitudes, acts, or policies, is incompatible with the concept of responsible freedom as espoused by Florida State University.

The university is a compassionate community. In its treatment of students, it recognizes the wisdom both of letting students experience the consequences of their actions and of providing the opportunity to learn and grow in ways that can overcome past difficulties. The university provides

ongoing student support through the Health Center, counseling services, and the academic advising process.

The university experience is a time for adventure, fun, excitement, making of new friends, and discovery of new possibilities. There are numerous individual and organized opportunities for students to develop, and to learn in the course of their university years to exercise newly acquired freedom deliberately and responsibly.

Matriculation to Florida State University, then, is a summons to the exercise of responsible freedom in a community of teaching, learning, and discovery.

SEMINOLE CREED

Values and Morals at The Florida State University

The guiding ethical norm at FSU is responsible freedom.

** As a member of this community,
I promise the following:*

Truthfulness

*I will be honest and truthful at all times
and work for personal and institutional integrity
at Florida State University.*

Respect

*I will show respect for others,
the university, the community, and myself.*

Excellence

*I will pursue excellence in my learning and living
in the university and beyond.*

Freedom of Speech and Inquiry

*I will support academic freedom, including the right
of dissent and freedom of speech.*

Diversity

*I will learn from and about those who are different
and work to make the university inclusive.*

Justice

*I will treat others in a fair manner and strive
to make the university a community of justice.*

Citizenship

*I will act as a responsible citizen in the university and beyond,
participating in those activities fostering citizenship.*

Discovery

*I will take time for adventure, discovery, fun,
excitement and friendship.*

*See the university's "Summons to Responsible Freedom" on page 8 of the
2001-2005 Florida State University undergraduate catalog

FLORIDA STATE UNIVERSITY STUDENT CODE OF CONDUCT

FLORIDA STATE UNIVERSITY MISSION STATEMENT

The Florida State University is a comprehensive, graduate-research university with a liberal arts base. It offers undergraduate, graduate, advanced graduate, and professional programs of study; conducts extensive research, and provides service to the public in accord with its statewide mission. The university's primary role is to serve as a center for advanced graduate and professional studies while emphasizing research and providing excellence in undergraduate programs.

In accordance with the university's mission, faculty members have been selected for their commitment to excellence in teaching, their ability in research and creative activity, and their interest in public service. Among the faculty are recipients of many national and international honors, who have included four Nobel laureates and ten members of the National Academy of Sciences.

Given its history, location, and accomplishments, The Florida State University does not expect major changes in its mission during the next decade. Rather, it sees further refinement of that mission with concentration on its strong liberal arts base and on quality in its teaching, research, and public service. The university has established its reputation upon areas of strength by building excellence in the four components of the Science Development Program—physics, chemistry, psychobiology (now neuroscience), and statistics—together with the physical, biological, earth, and mathematical sciences closely related to them. Excellence in these and related areas, particularly materials science, resulted in relocation of the National High Magnetic Field Laboratory to Florida State. Enhancement of the fine and performing arts began with the establishment of the Center for Music Research in the already prestigious School of Music and includes prominent programs in Theatre, Dance, and the Visual Arts. Within the areas of humanities, the Departments of English, Philosophy, Religion, and Humanities are particularly distinguished. Special emphasis in economic policy and government has been directed to the College of Social Sciences' Departments of Economics, Geography, Political Science, Urban and Regional Planning, and School of Public Administration and Policy and to its DeVoe L. Moore and Family Center for Economic Policy and Government and the public policy components of the School of Criminology, the School of Social Work, and the College of Education.

The university's location in the state's capital city provides great opportunity for service and interaction among governmental agencies and the social science and professional schools, especially the colleges of Business and Law and the Pepper Institute on Aging and Public Policy. Special resources, such as the School of Computational Science and Information Technology and the Florida State Conference Center, enhance its ability to deliver such service. The university is strongly committed to its mission in international education. It provides study-abroad opportunities for its students and faculty through the Florence and London Study Centers, which it operates for the State University System, and through programs in Barbados, Costa Rica, the Republic of Panama, Switzerland, Russia, Cetamura, Italy, Oxford, England, and in Central and Eastern Europe. The university co-sponsors Florida bi-national linkage institutes in Costa Rica and France.

As a comprehensive residential state university, The Florida State University attracts students from every county in Florida, every state in the nation, and 139 foreign countries. The university is committed to high admission standards that ensure quality in its student body, which currently includes 577 National Merit, National Achievement and Hispanic scholars, as well as students with superior creative talents. It also provides alternative admission and highly successful retention programs for special student populations. Most students pursue a full-time course of study in normal progression from high school or undergraduate comprise 17.8 percent of the student body, are enrolled in over 204 graduate degree programs of which 72, covering 133 fields, are doctoral. The median age of all students is 23.7 and approximately 12.5 percent, mostly graduate students, are over 31 years old.

GENERAL STATEMENT *of* PHILOSOPHY ON STUDENT CONDUCT *&* DISCIPLINE

The disciplinary function at Florida State University is an integral part of the educational mission of the university. The University's Student Judicial System and other components of the program emphasize the development of each individual's acceptance of his or her own personal and social responsibilities. Since behavior which is not in keeping with standards acceptable to the university community is often symptomatic of attitudes, misconceptions, and emotional crises, the treatment of these attitudes, misconceptions, and emotional crises through reeducation and rehabilitative activities is an essential element of the disciplinary process.

A humanistic approach to discipline is employed whenever possible. The university Judicial System and appeals processes are designed to provide and help maintain an atmosphere within the university community that is conducive to academic pursuits. Severe disciplinary action against a student, such as

separation, is considered and invoked only when other remedies fail to meet the needs of the university's mission.

The university, however, recognizes its responsibilities to all members of the academic community – students, faculty, and staff, and the protection of personal and institutional rights and property is a primary focus of the disciplinary process.

The Department of Education and Florida State University have adopted the following rules, regulations, procedures, and policies concerning student rights, responsibilities, and student conduct and discipline through Chapter 6C2-3, Florida Administrative Code.

STUDENT RIGHTS & RESPONSIBILITIES

- (1) The right of all students to seek knowledge, debate ideas, form opinions and freely express their views is recognized. This right must be exercised in a manner which will not interfere with the same rights and freedoms of others in their enjoyment of the benefits of the programs offered by this university, or their lawful use of university facilities, including ingress and egress. Such rights may be exercised subject to applicable laws, rules, regulations, policies and procedures.
- (2) The right of freedom of peaceful assembly is recognized and shall be protected. Only those student gatherings that do not disrupt the orderly functioning of the university and related activities shall qualify as peaceful and therefore be protected. Meetings are included in the terms assemblies and gatherings.
- (3) The area between the university Union and university swimming pool, and the central portion of Landis Green are designated "open platforms". Any student who desires to be heard publicly on any issue of concern may use either of these areas subject to the provisions of subsection (1) at any time when previous scheduling does not preclude such use.
- (4) Organized or prearranged outdoor student assemblies shall be registered at least twenty-four hours in advance in the Space Reservations Office located in the University Union. Exceptions to the twenty-four hour notice requirement may be granted by the Space Reservations Office.
- (5) Registered or non-registered student organizations or other students may hold meetings inside university buildings, provided prior approval is granted by the Space Reservations Office.
- (6) The right to peacefully picket is recognized.
- (7) Public address systems and other electrical amplification equipment may be utilized by registered student organizations in the University Union Courtyard subject to schedules approved by the Space Reservations Office, and shall in no event be used in other outdoor areas of the campus. All such use of public address systems or other amplification equipment shall maintain a reasonable sound level which meets the communication needs of the event without excessive noise penetration to adjacent areas.
- (8) Students' right to write and distribute literature and to express thoughts and beliefs is recognized. Individual students, non-registered and registered student organizations may circulate literature, provided it is identified by authorship and sponsorship.
- (9) Students may sell literature on campus provided a University Solicitor's Permit is obtained from the Office of Business Services.
- (10) Registered student organizations and the Student Government Association may invite persons from outside the university to speak to their memberships and the public. If university facilities are to be used for holding the meeting prior scheduling and space reservations approval shall be obtained from the Space Reservations Office.
- (11) The Student Government Association and registered student organizations may sponsor speeches by or for political candidates for federal, state or local office. Speeches by political candidates shall be presented only at Ruby Diamond Auditorium, the Outdoor Amphitheatre of the Music Building, the Roscoe R. Oglesby Union Complex or Doak Campbell Stadium.

6C2-2.007 Use of Campus Facilities

(1) Definitions.

- (a) "University Persons, Groups and Organizations." university persons, groups, and organizations are defined as one of the following: individual members of the university community – that is, students, faculty members and administrative and professional and career service employees; student organizations, honor societies, fraternities, sororities, and religious associations officially recognized by the university; and officially constituted colleges, schools, divisions, departments, agencies, or other corporate organizational units which are part of, or operate on behalf of, the university, such as foundations and alumni organizations.
- (b) "University Related Groups and Organizations." Groups and organizations not officially recognized by or affiliated with the university, or otherwise failing to meet the definition in paragraph (a) above, but which are related to the university because of the promotion of interests of the university community, the academic

professions, and other related interests of the faculty, staff, or students, or which perform other service to the university and its community, such as credit unions, academic professional associations and fraternities, employee organizations, charitable community organizations, other public educational institutions, and the like.

- (c) "Non-University Persons, Groups and Organizations." Persons, groups or organizations which do not meet the definitions of persons, groups, or organizations as defined in paragraph (a) or (b) above, including those groups and organizations which exist primarily for the purpose of carrying on commercial activity for profit, or which otherwise exist primarily for private individual gain or benefit.
- (d) "Private Events." A private event held on the university campus is one that is open to attendance only by members and invited guests of the host organization or person.
- (e) "Public Events." A public event held on the university campus is one that is open to attendance by all members of the university community and/or to the general public in accordance with the provisions of this policy.
- (f) "Consulting Education Programs." Continuing Education programs are those conferences, meetings, and other events sponsored by the Office of Continuing Education that have their purpose the providing of instructional, training, and other educational programs to people outside the university community.
- (g) "Outdoor Areas of the Campus Subject to Policy." Outdoor areas on the campus are classified as follows and are subject to use only in accordance with policy through the University Space Committee:
 1. Academic areas. Areas adjacent to classrooms, libraries, laboratories, auditoria, the Health Center, and research facilities. Non-academic use of such areas should be scheduled through the Department of Facilities Planning and Scheduling.
 2. Union areas. Outdoor areas adjacent to the University Union. The scheduling of events or meetings in the Union area should be through the Recreation and Leisure Office.
 3. Residential areas. Outdoor areas adjacent to residence halls on the university campus. Meetings or events in these areas should be scheduled through the Recreation and Leisure Office.
 4. Other areas of the campus established for special uses or purposes: The Seminole Reservation, the outdoor amphitheatre at Opperman Auditorium, the Seminole Golf Course, Doak S. Campbell Stadium, baseball fields, and other recreational and sports practice areas are established for special uses. The scheduling or use of these facilities for meetings or events contemplated by this Policy shall be through the Recreation and Leisure Office and, as appropriate, the Recreation and Leisure Office shall consult the Director of Recreation or the Director of Athletics in making the scheduling decisions.
- (2) Exemption. Intercollegiate athletic competition shall be exempt for this policy. Further, intercollegiate athletic competition shall have a first priority over all other use of recreational areas, except the golf course and the swimming pool, covered by this Policy. In no event shall the use of the above facilities interfere with intercollegiate athletic events. In the case of scheduling the use of the golf course and the swimming pool, the Recreation and Leisure Office shall consult with the Director of Recreation.
- (3) Provisions by Category of User.
 - (a) Use of University Facilities by University Persons, Groups, and Organizations.
 1. University persons, groups, and organizations may use university facilities for purpose of hosting private events subject only to the registration requirements of the University Space Committee and the approval by that Office of appropriate space for the activity. Such persons, groups, and organizations also may use university facilities for the purpose of sponsoring and hosting public events subject to the registration requirements of the University Space Committee and subject to the provisions of subsection (4), Scheduling of Facilities, which governs activities contemplating the charging of admission or other fees. Within the provisions of this section, private events shall be accorded priority over public events. The priority will be determined at the time of the scheduling of the event. No university person, organization, or group shall sponsor an event, public or private, for any non-university person, group, or organization that has not sought and received permission on its own to use university facilities in accordance with the provisions of subsection (4) below.
 2. Exempt from this requirement is any university related person, group or organization co-sponsoring an educational activity with the Office of Continuing Education.
 - (b) Use of University Facilities by University Related Persons, ii

Groups, or Organizations.

1. University related persons, groups or organizations may use the following university facilities on a space-available basis subject to payment of the established rental fee plus any additional out-of-pocket costs incurred by the university in scheduling and holding of the activity or event, and subject to the ability of the Department of Facilities Planning and Scheduling to schedule the equipment, services, and personnel necessary for the requested use, provided that such does not interfere with regularly scheduled university events or activities: Ruby Diamond Auditorium; Moore Auditorium; Doak S. Campbell Stadium; the University Baseball Field; University Union; Developmental Research School Auditorium and Gymnasium; Fine Arts Theatre; Conradi Theatre; Tully Gymnasium; Opperman Music Auditorium and Outdoor Amphitheatre; other substantial outdoor areas of the campus as approved by the University Space Committee; classrooms as approved by the Department of Facilities Planning and Scheduling; University Tennis Courts; Seminole Reservation; Intramural Practice Fields.
 2. All use of university facilities by university related persons, groups, or organizations shall be conditional upon the execution of the written agreement between the university and the individual, group, or organization desiring to use the facilities, which agreement shall provide that such individual, group, or organization:
 - a. Shall pay to the university the established rental fee plus any additional out-of-pocket costs incurred by the university in the scheduling and holding of the activity.
 - b. Shall supervise the event and accept full responsibility for any loss and/or damage to university facilities and/or equipment and shall hold the university harmless from any claims arising from any personal injuries in the use of the premises.
 - c. Shall be responsible for reporting and paying all applicable Federal and State taxes.
 - d. Shall assume all responsibility for the promotion and advertising of the meeting or event and for the providing of and supervision of the use of equipment and paraphernalia of any type, unless otherwise agreed to between the university and the individual, group, or organization. The university's name and/or symbols shall not be used in connection with the promotion or holding of any event without the express, written permission of the university.
 3. Use of university facilities by university persons, groups, and organizations and by the Office of Continuing Education shall have priority over use of university facilities by university related persons, groups, or organizations provided that determination of priority shall be made at the time a request for the use of facilities is submitted, except that the priority accorded university persons, groups, and organizations shall permit the cancellation of any commitment made under this Policy to a university related person, group, or organization on written notice by the university at least thirty calendar days prior to the scheduled date of use of the facility by that university related person, group or organization, and the university's athletic events shall have priority in their need for suitable facilities in all cases, even those for which the need arises less than 30 days prior to the scheduled use of a facility by another group.
 - a. Use of University Facilities by Non-University Persons, Groups, and Organizations. It is possible that special conditions might permit the use of university facilities by some organizations in this group, such as educational programs which may be attended by members of corporate organizations; however, generally speaking, groups in this category will not enjoy the use of campus facilities.
 - b. Use of University Facilities for Continuing Education Programs. The Office of Continuing Education has the responsibility for the scheduling of meetings, conferences, or other events sponsored and conducted by the Office of Continuing Education in accordance with its procedures; the Department of Facilities Planning and Scheduling has ultimate responsibility for the scheduling of appropriate facilities.
 4. Scheduling of Facilities
 - a. In order to allow the efficient scheduling and control of the university's facilities, such as requesting by all groups permitted of a facility or facilities to utilize such facilities, the request for necessary facilities should be made at least ten days in advance of the event. Scheduling of facilities for events to be held less than ten days following the request will require the submission of a written request for such due. The requesting of any continuing or permanent use of university facilities, for a certain time each week for a number of weeks, shall not be permitted under this rule, which contemplates the use of university facilities for one-time activities and events.
 - b. Meetings or activities scheduled in accordance with this rule that contemplate the charging of admission or other fees shall be scheduled only in the following facilities: Ruby Diamond Auditorium; Moore Auditorium; Doak S. Campbell Stadium; the University Baseball Field; University Union; Developmental Research School Auditorium and/or Gymnasium; Fine Arts Theatre; Conradi Theatre; Starry Conference Room; Tully Gymnasium; Opperman Music Auditorium and/or Outdoor Amphitheatre; Intramural Practice Fields; Golf Course; Swimming Pool; Seminole Reservation; other areas of the campus as approved by the University Space Committee.
 - c. Such activities may provide an opportunity for persons to contribute voluntarily as they enter or leave the facility, where such method of admission charge or fee is approved by the University Space Committee.
 - d. All instructional space of the university, including seminar rooms, classrooms, laboratories, other research facilities, teaching auditoria, and libraries, is under the assignment and control of the Department of Facilities Planning and Scheduling. Any use of such facilities under this Policy shall be on a space-available basis through the University Functions Office, which Office shall be responsible for obtaining permission for such use from Facilities Planning and Scheduling.
5. General Conditions Applicable to All Uses of Campus Facilities.
 - a. All uses of the university facilities in accordance with this Policy are subject to the laws of the State of Florida and the rules, regulations, and policies of the Board of Regents and the Florida State University.
 - b. Events of a political nature shall be limited to meetings sponsored by university persons, groups, or organizations and shall be held only in Ruby Diamond Auditorium, the Outdoor Amphitheatre, Doak S. Campbell Stadium, or the University Union.
 - c. The use of public address systems or other electrical amplification equipment in outdoor areas of the campus is subject to the approval of the Recreation and Leisure Office, which approval will be granted when it is necessary that such equipment be utilized in the meeting or event and when the use of such equipment does not interfere with the academic processes or activities of the university or with other previously scheduled events or campus activities and when the guidelines established by the Recreation and Leisure Office for the use of such equipment are followed.
 - d. Public address systems and other electrical amplification equipment may be utilized daily in the University Union Courtyard between the hours of 12 p.m. and 2 a.m. only, and shall in no event be utilized daily in the university Union Courtyard between the hours of 12 p.m. and 2 a.m. only, and shall in no event be utilized in other outdoor areas of the campus except in accordance with the following schedule: From 5:15 p.m. until midnight Monday through Friday. From 10 a.m. Saturdays and holidays until 2 a.m. the following day. From 1 p.m. until midnight on Sundays. Amplification of music in the Union Courtyard shall be permitted in the space adjacent to the bookstore but not in that adjoining Moore Auditorium.
 - e. All such use of public address systems or other amplification equipment is subject to the other provisions of this policy and shall maintain a reasonable sound level, which meets the communication needs of the event without excessive noise penetration to adjacent areas.
 - f. All users of university facilities shall take adequate precautions to avoid endangering the safety of personnel in the area of the facilities used.
 - g. The Florida State University does not allow the use of its facilities by groups or organizations that have racially restricting clauses in their constitutions and/or charters or that are known to the Department of Facilities Planning and Scheduling to practice racial discrimination in employment

- or in attendance at organization events.
- h. Cooperative arrangements between State Agencies for the use of University Facilities shall be permitted under this Policy.
6. Activities Requiring the Use of University Auditoria and Conference Facilities.
- a. Programs for FSU Students. For conferences or other special meetings involving Florida State University students only, approval will be secured from the Office of Student Activities and Organization, Room 318, University Union and arrangements for meeting space will be made through the Reservations Office of the University Union.
- b. Programs for Faculty, Staff and Outside Groups, including Non-Local Students.
1. Categorization of Programs. For purposes of internal administration, all activities involving outside groups are categorized either as "university related" or "Non-University related."
- a. An on campus activity involving outside participants is considered university-related when:
- The university faculty and professional staff play no direct role in planning and/or executing the program or activity, and
 - The university's role is limited to that of providing such meeting space and logistical services as are needed for the activity and considered by the Office of Continuing Education to be appropriate for the university to provide.
2. Policies and Procedures Applicable to Both university related and Non-University Related activities. To insure optimal use of the university's resources, and also assure an appropriate reception and treatment of visiting groups to the campus, the following procedures will be observed by all concerned, effective immediately.
- a. For all conferences or special meetings involving outside participants, including non-local students, and requiring the use of university classrooms, auditoria, dining halls, and/or other facilities and services, and Application Form shall first be completed and filed with the Office of Continuing Education.
- b. The Office of Continuing Education will approve the Application if it finds that:
- The group itself and the purpose for which it seeks to utilize university resources are compatible with the university's role and function;
 - Adequate meeting space, facilities, and services are available to satisfy the requirements of the group.
- c. When the application is approved, the Office of Continuing Education will make the necessary arrangements for accommodating the needs of the visiting group. In doing this, the Office of Continuing Education will work through those offices designated by the university to schedule meeting space, provide special equipment, facilities, and/or services.
3. Policies and Procedures Applicable Only to University Related Activities. The Office of Continuing Education will establish a budget for each conference or project involving such groups and arrange with University Union, housing, food services, and other designated offices for requisite meeting space, dormitory rooms, meals, etc. A program coordinator will be appointed by the office of Continuing Education to be responsible for general program administration and implementation. The coordinator shall assist the faculty chairman in program development and keep the office of Continuing Education and the College Dean and faculty members concerned fully informed at all phases of the program planning and execution. Appropriate members of the university faculty and staff will participate in the planning and programming and, where feasible, in the actual instruction. All net receipts of the program or activity accrue directly to the university and all budgeted costs of the program will be paid by the office of Continuing Education. Following each program or project, the Coordinator shall make a written report to the faculty members and Dean concern and the Office of Continuing Education.
4. Policies and Procedures applicable only to non university related activities. There are many worth while public relations and other benefits to be derived by the university from it's cooperation with our side groups, organized clubs, associations, and organizations in the matter of making the university campus facilities available for their use. However, the following conditions will necessarily govern the use of university campus facilities for non university related activities sponsored by such groups.'
- University related activities shall have priority over non university related activities in the use of university auditoria and other facilities.
 - Other things being equal, preference for the use of university facilities by non university related activities shall be given to requests from governmental and education group.
 - Except for Westcott and Moore auditoria and Doak S. Campbell stadium, campus facilities may not be used by non university related groups for meetings or programs for which they charge admission or use other means to produce revenue. When these facilities are used by non university related groups charging admission, the proceeds shall be under the supervision of the internal auditor of the university, but the groups shall have full responsibility for recording and paying all applicable federal and state taxes.
 - A non university group using a university auditorium shall clearly state an identity of the sponsoring group in its request and in news releases, placards, tickets, etc.
 - No alcoholic beverages are permitted on campus.
 - In considering requests for approval of the use of university facilities for non university activities, the Office of Continuing Education will determine, as a basis of such approval, that:
 - The group concerned will reimburse the university for all costs involved.
 - The group concerned will be supervised by the sponsoring organization and will accept full responsibility for any losses and/or damages to the university facilities and/or equipment.
 - The group agrees to provide the Office of Continuing Education with copies of any subsequent reports of the meeting or activity it disseminates.
 - University related activity will not be deprived of meeting space by approval of the proposed Non University related activity.
5. Use of university facilities by private individuals and commercial organizations. Normally, university space shall not be provided for private individuals or commercial organizations.
6. Use of university Facilities for Political Speeches. It is recognized that the university, as a state educational institution, has an obligation to assist political organizations to inform the faculty and student body of the issues in primary and general elections. Pursuant to the Board of Regents policy, all political speech making shall be limited to meetings sponsored by recognized organizations of the university and shall be held only in the Longmire Building, the Outdoor Amphitheatre, or the University Union.

STUDENT ORGANIZATIONS & ACTIVITIES

6C2.-3.006, Florida
Administrative Code

- (1) Immediate Suspension for Disruptive Activity. Students shall be subject to administrative suspension by the President of the university or his designees, including but not limited to the Vice President for Academic Affairs, Vice President for Administrative Affairs, Vice President for Student Affairs, Dean of Students, or University Judicial Officer, pending a hearing on the charge where (a) The student is ordered by an officer or faculty member to cease and desist any activity which disrupts the orderly operation of the university, and (b) The student persists in

ACADEMIC HONOR POLICY

Introduction

The statement on Values and Moral Standards at FSU says: "The moral norm which guides conduct and informs policy at Florida State University is responsible freedom. Freedom is an important experience which the university, one of the freest of institutions, provides for all of its citizens – faculty, students, administrators, and staff. Freedom is responsibly exercised when it is directed by ethical standards." (Values and moral standards at FSU retrieved from the current General Bulletin located at www.registrar.fsu.edu/)

The statement also addresses academic integrity: "The university aspires to excellence in its core activities of teaching, research, creative expression, and public service and is committed to the integrity of the academic process. The [Academic Honor Policy] is a specific manifestation of this commitment. Truthfulness in one's claims and representations and honesty in one's activities are essential in life and vocation, and the realization of truthfulness and honesty is an intrinsic part of the educational process." (Values and moral standards at FSU retrieved from the current General Bulletin located at www.registrar.fsu.edu/)

Guided by these principles, this Academic Honor Policy outlines the university's expectations for students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty throughout the process.

FSU Academic Honor Pledge

I affirm my commitment to the concept of responsible freedom. I will be honest and truthful and will strive for personal and institutional integrity at Florida State University. I will abide by the Academic Honor Policy at all times.

Academic Honor Violations

Note: Instructors are responsible for reinforcing the importance of the Academic Honor Policy in their courses and for clarifying their expectations regarding collaboration and multiple submission of academic work. Examples have been provided for the purpose of illustration and are not intended to be all-inclusive.

1. **PLAGIARISM.** Intentionally presenting the work of another as one's own (i.e., without proper acknowledgement of the source).

Typical Examples Include: Using another's work from print, web, or other sources without acknowledging the source; quoting from a source without citation; using facts, figures, graphs, charts or information without acknowledgement of the source.

2. **CHEATING.** Improper application of any information or material that is used in evaluating academic work.

Typical Examples Include: Copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination; using books, notes or other devices (e.g., calculators, cell phones, or computers) when these are not authorized; procuring without authorization a copy of or information about an examination before the scheduled exercise; unauthorized collaboration on exams.

3. **UNAUTHORIZED GROUP WORK.** Unauthorized collaborating with others.

Typical Examples Include: Working with another person or persons on any activity that is intended to be individual work, where such collaboration has not been specifically authorized by the instructor.

4. **FABRICATION, FALSIFICATION, AND MISREPRESENTATION.** Intentional and unauthorized altering or inventing of any information or citation that is used in assessing academic work.

Typical Examples Include: Inventing or counterfeiting data or information; falsely citing the source of information; altering the record of or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for absence or tardiness in a scheduled academic exercise; lying to an instructor to increase a grade.

5. **MULTIPLE SUBMISSION.** Submitting the same academic work (including oral presentations) for credit more than once without instructor permission. It is each instructor's responsibility to make expectations regarding incorporation of existing academic work into new assignments clear to the student in writing by the time assignments are given.

Typical Examples Include: Submitting the same paper for credit in two courses without instructor permission; making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work.

6. **ABUSE OF ACADEMIC MATERIALS.** Intentionally damaging, destroying, stealing, or making inaccessible library or other academic resource material.

V Typical Examples Include: Stealing or destroying library or reference

materials needed for common academic purposes; hiding resource materials so others may not use them; destroying computer programs or files needed in academic work; stealing, altering, or intentionally damaging another student's notes or laboratory experiments. (This refers only to abuse as related to an academic issue.)

7. **COMPLICITY IN ACADEMIC DISHONESTY.** Intentionally helping another to commit an act of academic dishonesty.

Typical Examples Include: Knowingly allowing another to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be tested before a scheduled exercise; deliberately furnishing false information.

8. **ATTEMPTING** to commit any offense as outlined above.

Student Rights

Students have the following important due process rights, which may have an impact on the appellate process:

1. to be informed of all alleged violation(s), receive the complaint in writing (except in a Step 1 agreement, described in the Procedures Section, where the signed agreement serves as notice) and be given access to all relevant materials pertaining to the case.
2. to receive an impartial hearing in a timely manner where they will be given a full opportunity to present information pertaining to the case.

Students are also accorded the following prerogatives:

1. when possible, to discuss the allegations with the instructor.
2. privacy, confidentiality, and personal security.
3. to be assisted by an advisor who may accompany the student throughout the process but may not speak on the student's behalf.
4. to choose not to answer any question that might be incriminating.
5. to contest the sanctions of a first-level agreement and to appeal both the decision and sanctions of an Academic Honor Hearing.

The student has the right to continue in the course in question during the entire process. Once a student has received notice that he/she is being charged with an alleged violation of the Academic Honor Policy, the student is not permitted to withdraw or drop the course unless the final outcome of the process dictates that no academic penalty will be imposed. Should no final determination be made before the end of the term, the grade of "Incomplete" will be assigned until a decision is made.

Students should contact the Dean of Students Department for further information regarding their rights.

Procedures for Resolving Cases

Step 1. Throughout the Step 1 process, the instructor has the responsibility to address academic honor allegations in a timely manner, and the student has the responsibility to respond to those allegations in a timely manner. For assistance with the Academic Honor Policy, students should consult the Dean of Students Department and instructors should consult the Office of the Dean of the Faculties.

If a student observes a violation of the Academic Honor Policy, he or she should report the incident to the instructor of the course. When an instructor believes that a student has violated the Academic Honor Policy in one of the instructor's classes, the instructor must first contact the Office of the Dean of the Faculties to report the alleged violation to determine whether to proceed with a Step 1 agreement. The instructor must also inform the department chair or dean. (Teaching assistants must seek guidance from their supervising faculty member.) However, faculty members or others who do not have administrative authority for enforcing the Academic Integrity Policy should not be informed of the allegation, unless they have established a legitimate need to know. If pursuing a Step 1 agreement is determined to be possible, the instructor shall discuss the evidence of academic dishonesty with the student and explore the possibility of a Step 1 agreement. Four possible outcomes of this discussion may occur:

1. If the charge appears unsubstantiated, the instructor will drop the charge, and all documents created in investigating the allegation will be destroyed. The instructor should make this decision using the "preponderance of the evidence" standard and should inform the Office of the Dean of the Faculties.
2. The student may accept responsibility for the violation and accept the academic sanction proposed by the instructor. In this case, any agreement involving an academic penalty must be put in writing and signed by both parties on the "Academic Honor Policy Step 1 Agreement" form, which must then be sent to the Dean of Students Department. This agreement becomes a confidential student record of academic dishonesty and will be removed from the student's file five years from the date of the final decision in the case.
3. The student may accept the responsibility for the violation, but contest the

proposed academic sanction. In this circumstance, the student must submit the “Academic Honor Policy Referral to Contest Sanction” form along with supporting documentation to the Office of the Dean of the Faculties. The Dean of the Faculties (or designee) will review the submitted documentation to determine whether the instructor has imposed a sanction that is disproportionate to the offense. The Dean of the Faculties may affirm or modify the sanction as appropriate. The decision that results from this review is final.

4. The student may deny responsibility. In this circumstance, the instructor submits the “Academic Honor Policy Hearing Referral” form along with supporting documentation to the Dean of the Faculties Office for an Academic Honor Policy Hearing. The student is issued a letter detailing the charges within ten class days of the receipt of the referral, and the schedule for the hearing will be set as soon as possible and within 90 days from the date of the letter. These timelines may be modified in unusual circumstances. Unless all parties agree, the hearing will not be held any sooner than 7 class days from the student’s receipt of the charge letter. The process then proceeds to Step 2.

If the student is found to have a prior record of academic dishonesty or the serious nature of the allegations merits a formal hearing, the instructor must refer the matter to Step 2 for an Academic Honor Policy Hearing by submitting the “Academic Honor Policy Hearing Referral” form to the Office of the Dean of the Faculties.

Step 2. Academic Honor Policy Hearing. A panel consisting of five members shall hear the case. The panel shall include: one faculty member appointed by the dean from the unit in which the course is taught; one faculty member appointed by the Dean of the Faculties who is not from that unit; and two students appointed through procedures established by the Dean of Students Department. The panel shall be chaired by the Dean of the Faculties (or designee), who is a non-voting member of the committee.

The hearing will be conducted in a non-adversarial manner with a clear focus on finding the facts within the academic context of the course. The student is presumed innocent going into the proceeding. After hearing all available and relevant information, the panel determines whether or not to find the student responsible for the alleged violation using the “preponderance of the evidence” standard. If the student is found responsible for the violation, the panel is informed about any prior record of academic honor policy violations and determines an academic sanction (and disciplinary sanction, if appropriate). In some cases, a Step 1 sanction may have been appropriately proposed prior to the convening of an Academic Honor Hearing. If the student is found responsible in these cases, the panel typically will impose a sanction no more severe than that which was proposed by the faculty member. The panel is required to provide a clear written justification for imposing a sanction more severe than the sanction proposed in Step 1.

The chair of the Academic Honor Policy hearing panel will report the decision to the student, the instructor, and the Dean of Students Department. The Dean of Students Department will report the decision to the University Registrar, if appropriate. If the student is found “responsible,” this outcome will be recorded with the Dean of Students Department and becomes a confidential student record of an Academic Honor Policy violation. Records in which suspension or a less severe sanction (including all academic sanctions) is imposed will be removed five years from the date of the final decision in the case. Records involving dismissal and expulsion will be retained permanently, except in cases where a dismissed student is readmitted. Those records will be removed five years from the date of the student’s readmission.

Sanctions

Step 1

This Step 1 procedure is implemented with first-offense allegations that do not involve egregious violations. The decision regarding whether an allegation is egregious is made by the Dean of the Faculties (or designee) and the instructor. The criteria used by the instructor to determine the proposed academic penalty should include the seriousness and the frequency of the alleged violation. The following sanctions are available in the Step 1 procedure.

1. additional academic work
2. a reduced grade (including “0” or “F”) for the assignment
3. a reduced grade (including “F”) for the course

Step 2

An Academic Honor Policy Hearing is held for all second offenses, for all first offenses that involve egregious violations of the Academic Honor Policy, for all offenses that involve simultaneous violations of the Student Conduct Code, and in all cases where the student denies responsibility for the alleged violation. The decision regarding whether an allegation is egregious is made by the Dean of the Faculties (or designee) and the instructor. In some cases, a Step 1 sanction may have been appropriately proposed prior to the convening

of an Academic Honor Policy Hearing. If the student is found responsible in these cases, the panel typically will impose a sanction no more severe than that which was proposed by the faculty member. The panel is required to provide a clear written justification for imposing a sanction more severe than the sanction proposed in Step 1. Students will not be penalized solely for exercising their right to request a Step 2 hearing. The following sanctions are available in Step 2 (see the Procedures section) and may be imposed singly or in combination:

1. additional academic work
2. a reduced grade (including “0” or “F”) for the assignment
3. a reduced grade (including “F”) for the course
4. Reprimand (written or verbal)
5. Educational Activities – attendance at educational programs, interviews with appropriate officials, planning and implementing educational programs, or other educational activities. Fees may be charged to cover the cost of educational activities.
6. Restitution
7. Conduct Probation – a period of time during which any further violation of the Academic Honor Policy may result in more serious sanctions being imposed. Some of the restrictions that may be placed on the student during the probationary period include, but are not limited to: participation in student activities or representation of the university on athletic teams or in other leadership positions.
8. Disciplinary Probation – a period of time during which any further violation of the Academic Honor Policy puts the student’s status with the university in jeopardy. If the student is found “responsible” for another violation during the period of Disciplinary Probation, serious consideration will be given to imposing a sanction of Suspension, Dismissal, or Expulsion. The restrictions that may be placed on the student during this time period are the same as those under Conduct Probation.
9. Suspension – Separation from the university for a specified period, not to exceed two years.
10. Dismissal – Separation from the university for an indefinite period of time. Readmission is possible but not guaranteed and will only be considered after two years from the effective date of the dismissal, based on meeting all admission criteria and obtaining clearance from the Dean of Students or designee.
11. Expulsion – Separation from the university without the possibility of readmission.
12. Withholding of diplomas, transcripts, or other records for a specified period of time.
13. Revocation of degree, in cases where an egregious offense is discovered after graduation.

Appeals

Decisions of the Academic Honor Policy Hearing Panel may be appealed to the Academic Honor Policy Appeal Committee, a standing four-member committee composed of two faculty appointed by the President and two students appointed by the Vice President for Student Affairs. The chair will be appointed annually by the President, and members will serve two-year renewable terms. In case of a tie vote regarding a case, the committee will submit a written report to the Provost, who will then make the final determination.

On appeal, the burden of proof shifts to the student to prove that an error has occurred. The only recognized grounds for appeal are:

1. Due process errors involving violations of a student’s rights that substantially affected the outcome of the initial hearing.
2. Demonstrated prejudice against the charged student by any panel member. Such prejudice must be evidenced by a conflict of interest, bias, pressure, or influence that precluded a fair and impartial hearing.
3. New information that was not available at the time of the original hearing.
4. A sanction that is extraordinarily disproportionate to the offense committed.
5. The preponderance of the evidence presented at the hearing does not support a finding of responsible. Appeals based on this consideration will be limited to a review of the record of the initial hearing.

The procedures followed during the appeals process are:

1. The student should file a written letter of appeal to the Office of the Dean of the Faculties within 10 class days after being notified of the Academic Honor Policy Hearing Panel decision. This letter should outline the grounds for the appeal (see 1-5 above) and should provide supporting facts and relevant documentation.
2. The Academic Honor Policy Appeal Committee will review this letter of appeal and will hear the student and any witnesses called by the student, except in appeals based on consideration #5 above. The committee may also gather any additional information it deems necessary to make a determination in the case.

3. The Appeals Committee may affirm, modify, or reverse the initial panel decision, or it may order a new hearing to be held. This decision becomes final agency action when it is approved by the Provost. In cases where the student is found responsible, the decision becomes a confidential student record of academic dishonesty.
4. Appellate decisions are communicated in writing to the student, the instructor, the Office of the Dean of the Faculties, and the Dean of Students Department within 30 class days of the appellate hearing.

Academic Honor Policy Committee

An Academic Honor Policy Committee shall be appointed by the University President. The Committee will include: three faculty members, selected from a list of six names provided by the Faculty Senate Steering Committee and three students, selected from a list of six names provided by the Student Senate. The Dean of the Faculties or designee and the Dean of Students or designee shall serve ex officio. Faculty members will serve three-year staggered terms, and students will serve one-year terms. The committee will meet at least once a semester. It will monitor the operation and effectiveness of the Academic Honor Policy, work with the Faculty Senate and the Student Senate to educate all members of the community regarding academic integrity, and make recommendations for changes to the policy.

Amendment Procedures

Amendments to the Academic Honor Policy may be initiated by the Academic Honor Policy Committee, the Faculty Senate, the Student Senate, and/or the Vice President for Academic Affairs. Amendments to the policy must be approved by both the Faculty Senate and the Student Senate.

STUDENT CONDUCT CODE

(1) Introduction.

The Student Conduct Code applies the principles found in the “Statement on Values and Moral Standards at Florida State University” by promoting responsible freedom for all students. Responsible freedom is exercised when actions are directed by ethical standards. This Code seeks to apply the principle of responsible freedom as it guides the conduct of Florida State University students. Moreover, the Code operates as a vehicle for informing students about their rights and responsibilities while reinforcing the development of ethical standards that make responsible freedom possible. The “Statement of Values and Moral Standards at Florida State University is found in the current FSU Student Handbook”, which is incorporated herein by reference.

(2) Scope. Florida State University jurisdiction regarding discipline is generally limited to conduct of any student or registered student organization that occurs on Florida State University premises. In addition, the university reserves the right to impose discipline based on any student conduct, regardless of location, when that conduct may adversely affect the university community or its international programs. The university further reserves the right to restrict contact with specified people.

The right of all students to seek knowledge, debate ideas, form opinions, and freely express their ideas is fully recognized by Florida State University. This Student Conduct Code applies to student conduct and will not be used to discipline the lawful expression of ideas. Specific restrictions on time and place of meetings and assemblies are found in Oglesby Union and other university rules, regulations, or policies.

The processes for adjudicating violations of state and federal law and violations of the Student Conduct Code are separate and may be pursued independently and simultaneously.

(3) Authority.

- (a) Authority for student discipline ultimately rests with the President and the Board of Trustees, who delegates this authority to the Vice President for Student Affairs. The Vice President delegates this authority to the Dean of Students and to the Director of University Housing. Under the direction of the Dean of Students and the Director of University Housing, the Associate Deans of Students, the Assistant Dean of Students/Director of Student Rights and Responsibilities, resident directors/program leaders of international programs and appropriate University Housing staff are responsible for implementing the student disciplinary system. Either the President, the Vice President, the Dean of Students (or their designee), or resident directors/program leaders in international programs may take direct jurisdiction of any case due to the inability of the appointed hearing officer to serve, or when it is determined by the immediate circumstances that taking direct jurisdiction is in the best interest of the university. The

Vice President for Student Affairs and the Dean of Students have the authority to designate individuals as hearing or appellate officers when appropriate.

- (b) The Vice President (or designee) also has the authority to notify the person listed as the student’s emergency contact (or other appropriate person) in case of an emergency involving that student.
- (c) All hearing bodies have the authority to consult with other appropriate university officials in order to resolve a Student Conduct Code case effectively.
- (d) Decisions of all the Student Judicial Boards and Greek Judicial Boards are considered recommendations to the Director of Student Rights and Responsibilities (see (g) below).
- (e) Decisions of administrative hearing panels are recommendations to an Associate Dean of Students, or the designee of the Dean of Students (see (g) below).
- (f) Decisions of the Housing Judicial Board(s) are recommendations to the Assistant Director of Housing, or the designee of the Director of Housing (see (g) below).
- (g) All recommended disciplinary decisions must be approved in writing by the appropriate administrator (or designee) and only then will be communicated to the student. (See c - f above.) The appropriate administrator may adopt or amend the recommended decision, or order a new hearing. Prior to amending or ordering a new hearing, the administrator will confer with the appropriate hearing body. Upon approval, the recommended decision becomes a first-level disciplinary action.
- (h) Decisions of all other hearing bodies constitute first-level disciplinary actions.
- (i) If a first-level disciplinary action is not appealed, that decision becomes final agency action.
- (j) Appellate bodies are listed in Section 10, Appeals. Appellate decisions are considered recommendations to the Vice President for Student Affairs and become final agency action upon approval by the Vice President (or designee).

(4) Definitions.

- (a) Advisor. The term “advisor” means any one person chosen by the charged student, victim, or any witness to assist throughout the disciplinary process, unless service in this capacity would reasonably conflict with the fair application of the judicial process as determined by the Director (or designee) of the Office of Student Rights and Responsibilities.
- (b) Charged Student. The term “charged student” means any student who has been formally charged with an alleged violation of the Student Conduct Code.
- (c) Class day. The term “class day” means any day that either classes or final exams are scheduled.
- (d) Hearing Body. The term “hearing body” means any person or persons authorized by the Dean of Students or Director of University Housing to conduct hearings to determine whether a student has violated the Student Conduct Code and to impose sanctions.
- (e) On-Campus. The term “on-campus” means all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the university, including adjacent streets, sidewalks, and parking lots.
- (f) Policy. The term “policy” means the written statements of the university as found in, but not limited to, the Student Conduct Code, the General Bulletin, the Student Handbook, the Directory of Classes, the Guide to Residence Living and other written regulations and rules for departments, organizations, and clubs.
- (g) Preponderance of the Evidence. “Preponderance of the evidence” means that the evidence, as a whole, shows that the fact sought to be proved is more probable than not. This is the standard used in adjudicating all disciplinary cases within this Student Conduct Code.
- (h) Student. The term “student” means any person who is admitted to and enrolled in any credit-bearing course or program in any school or division of Florida State University, any person who is admitted to the university and is present on campus for the purpose of being enrolled in any university course or program, including Orientation, or any person who has been enrolled in any credit-bearing course or program at the university and continues to be associated with the university because the student has not completed the course or program in which the student was enrolled. In cases of dual enrollment, jurisdiction over a student’s conduct will be determined in consultation with appropriate officials at the student’s other institution.
- (i) Student Defender. The term “Student Defender” means any person provided by the Student Government Association, either through formal appointment or informal referral, to serve as a resource and advisor to the charged student under the authority of FSU Regulation 6C2R-3.006.
- (j) Student Organization. The term “student” also means any student organization that is officially recognized by the university.

- (k) University. The term "University" and "University properties" means Florida State University, including the main campus, all property leased, used or controlled by the university, all branch campuses, facilities and university international programs. The Student Conduct Code applies to the university as defined herein. Non-substantive procedural modifications that reflect the particular circumstances of each campus and international program are permitted.
- (l) University Community. The term "university community" includes any person who is a student, faculty member, university official, visitor, volunteer, representative of the university, or any other person employed by the university. (
- m) University Official. The term "University official" means any person employed by the university to perform assigned teaching, research, administrative, professional or other responsibilities.

(5) Offenses. The following offenses, or the aiding, abetting, or inciting of, or attempting to commit these offenses, constitute violations of the Student Conduct Code.

- (a) Sexual Misconduct.
1. Any sexual act that occurs without the consent of the victim, or that occurs when the victim is unable to give consent.
 2. Obscene or indecent behavior, which includes, but is not limited to, exposure of one's sexual organs or the display of sexual behavior that would reasonably be offensive to others.
 3. Conduct of a sexual nature that creates an intimidating, hostile, or offensive environment for another person. This includes unwanted, unwelcome, inappropriate, or irrelevant sexual or gender-based behaviors, actions or comments.
- (b) Endangerment.
1. Physical violence towards another person or group.
 2. Action(s) that endanger the health, safety, or well-being of one's self or another person or group.
 3. Interference with the freedom of another person to move about in a lawful manner.
- (c) Harassment.
1. Conduct, (not of a sexual nature), that creates an intimidating, hostile, or offensive environment for another person.
 2. Action(s) or statement(s) that threaten harm or intimidate another.
 3. Acts that invade the privacy of another person.
 4. Stalking, defined as: to follow or otherwise contact another person repeatedly, so as to put that person in fear for his or her life or personal safety.
- (d) Hazing.

Any group or individual action or activity that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s). Although hazing is related to a person's initiation or admission into, or affiliation with, any student group or organization, it is not necessary to have direct proof that a person's initiation or continued membership is contingent upon participation in the activity for a charge of hazing to be upheld. The actions of either active, associate, new and/or prospective members of an organization may be considered hazing.

Hazing includes, but is not limited to:

1. Interference with a student's academic performance.
2. Forced consumption of food, alcohol, drugs, or any other substance.
3. Forced physical activity, such as calisthenics.
4. Deprivation of food or sleep.
- 5 Kidnapping.
6. Any activity that would subject the individual to embarrassment or humiliation.

Please refer to the Florida State University Hazing Policy and Section 1006.63 Florida Statutes for more details.

- (e) Weapons.
1. On-campus possession or use of firearms, explosives, or other weapons or dangerous articles or substances, including non-lethal weapons such as pellet guns, or the use of any item as a weapon. Note: This rule does not apply to any student law enforcement officer or to any student ROTC member acting under the supervision of an ROTC unit in a manner proscribed by military regulations of the United States Government.
 2. Off-campus, illegal possession or use of firearms, explosives, or other weapons or dangerous articles or substances.
- (f) Fire and Safety.
1. Inappropriate activation of any emergency warning equipment or the false reporting of any emergency.
 2. Illegal possession, or removal of, damage to, or tampering with fire safety or other emergency warning equipment.
 3. Failure to evacuate a university building or facility when a fire alarm is sounded.
 4. Arson: defined as setting fire to property.
- (g) Alcohol and Illegal Drugs.
1. Possession or use of illegal drugs.
 2. Purchase, distribution, delivery, or sale of illegal drugs.
 3. Possession or use of drug paraphernalia.
 4. Possession or consumption of alcohol when under the age of 21 as specified by the State of Florida.
 5. Providing alcoholic beverages to an individual who is under the age of 21 as specified by the State of Florida.
 6. Driving while under the influence of alcohol or any illegal substances.
 7. Intoxicated behavior.
 8. Any other violation of the FSU Alcohol Policy, Rule 6C2-6.012, F.A.C.
- (h) Disruption.
1. Failure to comply with a lawful order of a university official or any non-university law enforcement official.
 2. Provides false information to a university official or to a non-university law enforcement official, including disciplinary hearing bodies.
 3. Acts that impair, interfere with, or obstruct the orderly conduct, processes, and functions of the university or the rights of other members of the university community. This includes acts that occur both inside and outside of the classroom setting and may involve use of electronic or cellular equipment.
 4. Commercial solicitation on campus without prior approval from university officials.
 5. Acts that disrupt the university disciplinary process, including attempting to coerce or influence a person regarding their participation in any disciplinary proceeding.
- (i) Identification.
1. Permits another person to use his or her identification.
 2. Inappropriate use of another person's identification.
 3. Impersonation, or misrepresenting the authority to act on behalf of another or the university.
 4. Forgery, alteration, or misuse of identification, documents, records, keys, or access codes.
 5. Manufacture, distribution, delivery, sale, purchase, possession, or use of false identification.
- (j) Property.
1. Damage or destruction of public or private property.
 2. Theft - without authorization removes or uses the property or services of another person or of the university.
 3. Possession, sale, or purchase of property or services that are known or reasonably, under the circumstances, should have been known to have been stolen.
 4. Enters or uses the property or facilities of the university or of another person without the proper consent or authorization.
- (k) Computers.
1. Unauthorized access or entry into a computer, computer system, network, software, or data.
 2. Unauthorized alteration of computer equipment, software, network, or data.
 3. Unauthorized downloading, copying, or distribution of computer software or data.
 4. Any other act that violates Florida law or the Florida State University Policies And Responsibilities For Use Of Campus Computer And Network Resources, which is hereby adopted by reference.
- (l) Gambling.
1. Engages in or offers games of chance for money or other gain in violation of the laws of the State of Florida.
- (m) Other Violations.
1. Violation of Federal or State law or local ordinance.
 2. Violation of Florida Board of Education or Board of Governors Rule.
 3. Aids or abets any other violation of Federal law, State law, or local ordinance.
 4. Violation of any other university regulation or policy as described in the FSU General Bulletin, University Housing contract, University Housing Publication - Graduate/Undergraduate, The Guide to Residence Living, other University Housing publications, the FSU Student Handbook, the official FSU Web site, Student Activities and Organizational Policies (Student Organizational Manual or other university policies and Student Organization Advisor's Manual), all of which are hereby adopted by reference or other university policies directly related to departments, organizations or clubs.

(6) Students' Rights.

- (a) Notice: Students will be given clear and complete written

notice of the Student Conduct Code charge(s) and the allegations upon which the charge(s) is/are based.

- (b) Hearing: Students will be given an opportunity to present information, including witness testimony, during a fair and impartial hearing. (A more complete description of the procedures utilized to implement these rights is found in Section (7), Procedures.)

(7) Procedures. Introduction. The Office of Student Rights and Responsibilities and University Housing are charged with implementing the Student Conduct Code in ways that are congruent with the FSU "Statement on Values and Moral Standards" and with all appropriate laws and administrative rules. The procedures implemented by these offices will be consistent with all appropriate due process rights accorded to students in university disciplinary decisions.

- (a) Charges - A review for possible charges may be initiated in the following ways:

1. Filing a police report with the FSU Police Department or requesting that a report from another law enforcement agency be sent to the FSU Police Department.
2. Providing a signed statement to the Office of Student Rights and Responsibilities or University Housing. All information will then be reviewed by an appropriate staff member in the Office of Student Rights and Responsibilities or University Housing to determine whether Student Conduct Code charges will be filed or if alternative action, including mediation, is appropriate. When possible, reports should be submitted to either law enforcement or the appropriate administrator in a timely manner.

- (b) Notice. The written notice given to any charged student will include the following:

1. Sufficient detail to prepare a defense (including source of information, alleged offense, and specific Student Conduct Code charges).
2. An invitation to attend an information session, during which the student will view all materials related to the case, receive instruction regarding the disciplinary process and the student's rights, and confirm the forum in which the case will be heard.
3. Notice of a formal hearing will occur at least five class days prior to the adjudication of the case. Informal hearings will be scheduled at the convenience of the charged student and the hearing body.
4. Parent(s) of any student under the age of eighteen at the time of the alleged offense may also be notified of pending charges.
5. The Office of Student Rights and Responsibilities or University Housing may place a judicial hold on the records and registration of any student who fails to address the Student Conduct Code charges in a timely manner. Any pending judicial matters must be resolved prior to a student's graduation, the release of transcripts, transfer of credits to another institution, or re-enrollment at the university.
6. The address on file with the University Registrar's Office will be used for all disciplinary notices sent to the student.

- (c) Hearing. Hearings will follow these guidelines:

1. All hearings will be fair and impartial and will use a reasonable person standard when assessing whether the information presented constitutes a preponderance of the evidence. A charged student may submit a challenge to the impartiality of any member of a hearing body to the Office of Student Rights and Responsibilities or the hearing body.
2. A charged student will have the opportunity to present evidence on his or her behalf, including presenting witnesses and/or signed, written statements.
3. The charged student, victim, and any witnesses may be accompanied during the hearing by an advisor (see Section (4)(a)). According to Rule 6C2-3.006, F.A.C., the Student Defender may serve as an advisor. Students are required to address the hearing body in person, on their own behalf, although they may consult with their advisor during the hearing. This consultation must take place in a manner that does not disrupt the proceedings. The advisor shall not speak on behalf of the student unless expressly authorized to do so by the hearing body. The charged student, victim, or any witnesses shall provide the advisor's name in writing to the Office of Student Rights and Responsibilities or University Housing two class days prior to the hearing. The advisor may not serve as a witness.
4. A student may choose not to answer any and all questions posed by a hearing body. This protection from self-incrimination does not extend to student organizations.
5. The burden of proof at a first-level hearing always rests with the university. The standard of proof will be the preponderance of the evidence, meaning that the evidence, as a whole, shows that the fact sought to be proved is more probable than not.
6. All individual hearings will be conducted in private. If the charged student wants to have the hearing open, the charged student must

submit a written request for a public hearing to the Director of the Office of Student Rights and Responsibilities or University Housing at least three class days prior to the hearing. Charges involving alleged sexual misconduct will not be heard in public without prior written consent of all victims. After receiving the consent of all victims in the case, the Director of the Office of Student Rights and Responsibilities may open the hearing to the public.

7. All hearings for student organizations will be public. The Director of Student Rights and Responsibilities (or designee) reserves the right to limit the number of attendees.
8. All hearing decisions will be communicated in writing to the charged student and will include the findings of fact, determination of responsibility, and sanctions imposed (if applicable).
9. Appropriate witnesses will be called by the university to all formal hearings (see (d) below for a description of formal versus informal hearings). Those witnesses who appear may be cross-examined by the charged student. If called witnesses do not appear, their written or taped statements may be considered by the hearing body. In some cases, student witnesses who fail to appear may be charged with a violation of the Student Conduct Code. Appropriate witnesses may also be called by the charged student to all hearings.
10. If the charged student fails to appear at the scheduled hearing (after proper notice), the hearing may be held in the charged student's absence.
11. Prior records of disciplinary action and victim impact statements are considered by the hearing body only in the sanctioning phase of deliberations.
12. The hearing body's determination of "responsible" or "not responsible" will be based solely on the information presented at the hearing. However, when additional information that affects this determination is gathered outside the hearing, it may be used provided it is shared with the charged student and the student has an opportunity to respond to the information. In cases involving multiple students charged, information provided at one hearing may be used as evidence in the related case(s).
13. To request the cancellation of a previously scheduled formal hearing, the charged student must submit a written statement to the Office of Student Rights and Responsibilities five class days prior to the hearing date. At the discretion of the Director of Student Rights and Responsibilities (or designee), the hearing may be rescheduled or conducted in the charged student's absence.

(d) Types of Hearings. Two distinct types of hearings (informal and formal) are provided for by the Student Conduct Code. Informal hearings typically can be scheduled more quickly than formal hearings and are usually better suited to cases involving fewer questions of fact. Formal hearings may be more appropriate for cases involving more serious alleged violations of the Student Conduct Code.

1. Formal Hearings:

- a. Require the hearing body to call appropriate witnesses to provide information in support of the charges.
- b. Will be held no sooner than five class days after notice is received by the charged student. The student may submit a written request to hold the hearing before the five days. The request will be considered by the Office of Student Rights and Responsibilities.
- c. Will be audio recorded. This recording will serve as the official record of the proceedings.
- d. A formal decision letter will be sent to the student within ten class days from the conclusion of the hearing process. This time limit may be extended if additional consideration of evidence and deliberation is required.
- e. The following order of presentation is recommended for use in formal hearings. The hearing body may change the order if necessary.
 1. Presentation of formal charges.
 2. Opening statement by the university, followed by the opening statement of the charged student.
 3. Presentation of evidence and witnesses by the university, followed by questioning of those witnesses by the hearing body and the charged student. Witnesses are then dismissed.
 4. Presentation of evidence and witnesses by the charged student, followed by questioning of those witnesses by the charged student and the hearing body. Witnesses are then dismissed.
 5. Questions directed to the charged student by the hearing body.
 6. Closing statement by the university, followed by the closing statement of the charged student.

2. Informal hearings:

- a. The university does not automatically call witnesses to support the charges, although the hearing body may gather any additional

information needed, including calling witnesses. The charged student will be informed of any additional information gathered by the hearing body. The charged student may call witnesses and present evidence.

- b. Are scheduled at the convenience of both the charged student and the hearing body.
- c. Brief written decisions (including findings of fact) will serve as records of informal hearings and will be communicated within ten class days of the hearing body's final meeting with the student. This time limit may be extended if additional consideration of evidence and deliberations are required.
- d. The hearing may be audio recorded at the discretion of the hearing body.
- e. Hearing Bodies and Authorities. Any specific procedures used by hearing bodies will comply with the requirements of this Student Conduct Code. The range of available hearing bodies may differ on branch campuses or International Programs.
 1. The Director of Student Rights and Responsibilities (and designee(s)) may conduct both informal and formal hearings on individual or student organization cases.
 2. A hearing officer designated by the Dean of Students may conduct both informal and formal hearings on individual or student organization cases.
 3. The Dean of Students may conduct both informal and formal hearings on individual or student organization cases.
 4. The Student Judicial Board may conduct both informal and formal hearings on individual or student organization cases.
 5. An Administrative Hearing Panel may conduct formal hearings on individual or student organization cases. Panels are composed of one faculty member, one staff member, both designated by the Dean of Students (or designee), and two Student Judicial Board members. In times of limited student availability, panels may proceed with one Student Judicial Board member.
 6. Greek Judicial Boards may conduct both informal and formal hearings regarding cases of Greek organizations alleged violations of the Student Conduct Code. The boards may also provide information regarding individual cases related to a student organization case that is being heard to the Office of Student Rights and Responsibilities.
 7. University Housing hearing officers (Director, Associate Director, Assistant Directors and designees) may conduct both informal and formal hearings regarding cases arising in University Housing in which the charged student is a resident of University Housing.
 8. University Housing Judicial Board(s) may conduct formal hearings regarding cases arising in University Housing in which the charged student is a resident of University Housing.

(f) Choice of hearing type and hearing body. Students may typically choose both the hearing type and the hearing body to adjudicate their case subject to the restrictions stated in (7)(d) above. Further restrictions to that choice include:

1. When it is determined that a case requires a formal record of proceedings, a formal hearing may be chosen by the Dean of Students (or designee).
2. When two or more individual cases stem from the same incident, those cases should typically be heard by the same hearing body. In such cases, the Director of Student Rights and Responsibilities (or designee) may either pre-select the hearing type and hearing body or consult with the students involved before making the decision.
3. The Dean of Students or Director of University Housing (or designee) reserves the right to choose the appropriate hearing type and body for other administrative or case related reasons.
4. During time periods in which any of the hearing bodies are not officially constituted, the Dean of Students or Director of University Housing (or designee) may choose an appropriate alternative as the hearing body.

(8) Victims' Rights.

A victim has the right to have his or her unrelated past behavior excluded from the hearing. The hearing body will decide if such information is unrelated. The past sexual history of the victim is not considered relevant, unless deemed necessary by the hearing body. At least two class days prior to the scheduled hearing, victims must notify the Director of the Office of Student Rights and Responsibilities or University Housing if they wish to exercise any of the following rights listed in this section.

(a) Rights

1. To have an advisor (see Section (4)(a)) accompany him/her when presenting information to the hearing body and to any other relevant

meetings held throughout the disciplinary process.

2. To submit a victim impact statement to the Office of Student Rights and Responsibilities or University Housing. This information will be used only in the sanctioning phase of deliberations, if the charged student is found responsible for the charge(s). The charged student may request to view the victim impact statement. The request will be considered by the Director of Student Rights and Responsibilities or University Housing in consultation with the victim.
3. To submit questions to the hearing body. The hearing body will then consider posing those questions to the charged student.
4. At the request of victims in cases involving sexual misconduct, physical violence, or stalking charges, the victim may request to testify in a separate room from the charged student so long as the process does not unduly compromise the charged student's right to question the witness.
5. The victim may request to be present throughout the entire hearing, or portions thereof. This option will be considered by the hearing body.
6. To be notified of the status and final outcome of the disciplinary process.

(9) Sanctions.

- (a) In light of the facts and circumstances of each case, the following sanctions, or combination of sanctions (with or without appropriate modifications) may be imposed upon any individual student found to have violated the Student Conduct Code. Certain sanctions may incur a financial cost.
1. Reprimand (written or verbal).
 2. Service Hours - completion of tasks under the supervision of a university department or outside agency.
 3. Educational Activities - attendance at educational programs, interviews with appropriate officials, planning and implementing educational programs, or other educational activities.
 4. Counseling Assessment - referral for assessment at a counseling center for alcohol/drug dependence, general mental health, or other counseling issues.
 5. Restitution only in cases involving university property. Restitution must be submitted to the appropriate university department in a manner that is approved by that university department.
 6. Conduct Probation - A period of time during which any further violations of the Student Conduct Code may result in more serious sanctions being imposed. Some of the restrictions that may be placed on the student during the probationary period include, but are not limited to: participation in student activities, representation of the university on athletic teams or in other leadership positions, entrance into university residence halls or other areas of campus, or contact with another specified person(s).
 7. Disciplinary Probation - A period of time during which any further violation of the Student Conduct Code puts the student's status with the university in jeopardy. If the student is found "responsible" for another violation of the Code during the period of Disciplinary Probation, serious consideration will be given to imposing a sanction of Suspension, Dismissal, or Expulsion from the university. Some of the restrictions that may be placed on the student during the probationary period include, but are not limited to, participation in university or student activities, representation of the university on athletic teams or in other leadership positions, entrance into university residence halls or other areas of campus, or contact with another specified person(s).
 8. Change in University Housing assignment.
 9. Exclusion (either temporary or permanent) from University Housing.
 10. Suspension - Separation from the university for a specified period, not to exceed two years. This may include restricted access to campus and/or other specified activities.
 11. Dismissal - Separation from the university for an indefinite period of time. Readmission is possible but not guaranteed and will only be considered after two years from the effective date of the dismissal, based on meeting all readmission criteria and obtaining clearance from the Dean of Students or designee. This may include restricted access to campus and/or other specified activities.
 12. Expulsion - Separation from the university without the possibility of readmission. This may include restricted access to campus and/or other specified activities.
 13. Withholding of diplomas, transcripts, or other records.
 14. Transcript Notations - a written notation indicating that disciplinary action was taken. This sanction may be applied only in cases in which the student has been permanently separated from the university.
 15. Restrictions on contact with specified people.

(b) The following sanctions may be imposed upon groups or organizations found to have violated the Student Conduct Code:

1. Those sanctions listed in Section (9)(a) Suspension, Dismissal, or Expulsion of student organizations includes loss of recognition status.
2. Additional sanctions specific to student organizations are found in Greek and other organizational constitutions and in Oglesby Union and Student Activities Center's policies, which are hereby incorporated by reference.
3. In the instance when a sanction issued by the National or other governing bodies exceeds that of the university, the university may concur with that sanction.

(c) Decisions regarding falsification of admission or readmission information may be forwarded to the appropriate office for review of the application and appropriate action regarding admission.

(d) If a student does not complete a sanction by the required deadline, a hold may be placed on the student's record.

(10) Appeals. An appeal may be requested on any first-level decision, provided that one or more of the reasons for appeal listed in (10)(c) is relevant to the case. On appeal, the burden of proof rests with the student to show clearly that an error has occurred during the first level hearing process. The appellate body varies depending on the initial hearing body and is outlined below. All appellate decisions are considered recommended decisions to the Vice President for Student Affairs (or designee).

(a) Appellate Bodies.

1. Recommended decisions of the Student Judicial Board may be appealed to the Dean of Students (or designee).
2. Recommended decisions of Greek Judicial Boards may be appealed to the Dean of Students (or designee).
3. Recommended decisions of the Housing Judicial Board may be appealed to the Director of University Housing (or designee).
4. Recommended decisions of Administrative Hearing Panels may be appealed to the Dean of Students (or designee).
5. Decisions of the Director of Student Rights and Responsibilities (and designees) may be appealed to the Dean of Students (or designee).
6. Decisions of other hearing officers appointed by the Dean of Students may be appealed to the Dean of Students (or designee, including a panel).
7. Decisions of hearing officers appointed by the Director of University Housing may be appealed to the Director of University Housing (or designee).
8. Decisions of the Dean of Students may be appealed to the Vice President for Student Affairs (or designee).

(b) Appeal Requests.

1. A written request shall be submitted to the Office of Student Rights and Responsibilities or University Housing (see Section (a)) within five class days after the student is notified of the initial hearing decision.
2. The request shall state the reason(s) for appeal (see (c) below), the supporting facts, and the recommended way to correct the error.

(c) Appeal considerations are limited to:

1. Due process errors involving violations of a charged student's rights (see Section (6)) that substantially affected the outcome of the initial hearing.
2. Demonstrated prejudice against any party by the person presiding over the hearing. Such prejudice must be evidenced by a conflict of interest, bias, pressure, or influence that precluded a fair and impartial hearing.
3. New information that was not available at the time of the original hearing.
4. A sanction that is extraordinarily disproportionate to the offense committed.
5. The preponderance of the evidence presented at the hearing does not support a finding of "responsible". Appeals based on this consideration will be limited solely to a review of the record of the first-level hearing.

(d) Appellate Review:

1. Will involve an initial file review by the appellate officer. The appellate officer may make a determination based solely on this review. The outcome of the file review may become the official decision (see Section (e) below regarding appellate decisions).
2. If the appellate officer determines a need for additional information, he/she may request written materials and/or an appeal hearing with the charged student (see sections 3-7 below).
3. If deemed necessary, an appeal hearing will be scheduled within ten class days of receiving the written request for appeal.
4. If deemed necessary, an appeal hearing will involve hearing the charged student and any witnesses called by the student; the

appellate officer may determine whether he/she needs to call any further witnesses or gather additional information.

5. An appeal hearing will be audio recorded; this recording will serve as the official record of the hearing.
6. The charged student will be afforded the opportunity to bring an advisor to the appellate hearing. (See section (7)(c)3 regarding the role of an advisor.)
7. All hearings will be fair and impartial. A student may submit a written challenge to the impartiality of any appellate officer to the Office of Student Rights and Responsibilities or University Housing.

(e) Appellate Decisions.

1. The appellate officer may affirm, modify, or reverse the first-level decision, or order that a new hearing be held.
2. All decisions are recommended to the Vice President for Student Affairs. The Vice President (or designee) has the right to affirm, modify, or reverse the recommended decision, or to order a new hearing.
3. All decisions are communicated in writing within fifteen class days of an appellate hearing. This time period may be extended if necessary for consideration of the record on appeal.
4. Once approved by the Vice President (or designee), appellate decisions become final agency action. Final agency action decisions may be appealed to the First District Court of Appeals.
5. Except in the case of an immediate suspension, the student's status will remain unchanged until the resolution of the university appellate process.

(11) Records.

- (a) Records of all disciplinary cases will be maintained in the Office of Student Rights and Responsibilities or in University Housing. Records which result in a finding of not responsible or result in suspension or a less severe sanction shall be destroyed in compliance with Florida Records law. Dismissal records shall be permanently retained as official records, unless the student is readmitted and successfully completes a degree, at which point the record should be removed five years beyond the date of readmission. Expulsion records shall not be removed from the official files under any circumstances. Any records kept beyond these limits for statistical purposes will not be considered or released as official disciplinary records.
- (b) A student's prior disciplinary record will only be considered during the sanctioning phase of deliberations, and will not be considered prior to a determination of responsibility.
- (c) The release of student disciplinary records will be governed by applicable federal and state laws regarding the privacy of educational records. General information regarding the outcome of disciplinary proceedings (without identifying information) may be released to the public.

(12) Interim Disciplinary Action. Based upon a student's or student organization's (see Section 4(j)) alleged behavior, the Vice President for Student Affairs, the Dean of Students, (or their designee(s)) may impose an interim disciplinary action prior to a student's hearing on the facts of the case.

- (a) When the student's actions/behaviors affect the safety, health, or general welfare of a student and/or the university community, an interim disciplinary action may also include prohibiting the student from being on university property, attending classes, attending programs and activities, and using university facilities.
- (b) The interim disciplinary action may include notification of appropriate faculty and staff, and restrictions including but not limited to, suspension, limited class attendance, use of university facilities, participation in student activities, representation of the university on athletic teams or in other leadership positions, entrance into university residence halls or other areas controlled, leased or used by the university, or contact with specified person(s).
- (c) An interim disciplinary action requires that the student be notified in writing.
- (d) The university or the student may request a meeting to discuss the restrictions imposed by the interim disciplinary action. The student's request must be in writing to the Dean of Students.
- (e) If a meeting is requested on the interim disciplinary action, a meeting will be scheduled within three class days of the receipt of a written request. The Dean of Students (or designee) will conduct the meeting. The student will be notified of the outcome of the meeting in writing. The written notification of the outcome is final as to the interim disciplinary action, pending the final results of the disciplinary hearing.
- (f) Formal disciplinary charges may be filed at the completion of all law enforcement investigations or as soon thereafter as possible.

STUDENT ORGANIZATIONS & ACTIVITIES

6C2-3.0015

- (1) Each student organization's purposes and activities shall comply with applicable provisions of the United States Constitution, federal laws, the Constitution of the State of Florida, state laws, rules of the Board of Regents and Florida State University, and the purposes set forth in the Student Body Constitution, and the constitution of the student organization. The student organization and its officers are responsible and accountable for all actions of the organization. Any violation of law, Board of Regents' rules, or Florida State University rules shall be considered as offenses committed by the organizations. Its officers or members shall be subject to action pursuant to Section 6C2-3.004, F.A.C. Any violation by a student organization shall render the organization's registration subject to review and possible revocation.
- (2) Student organizations charged with offenses or any act in violation of laws, policies or procedures shall have their cases heard by the appropriate person or body designated as follows:
 - (a) The Interfraternity Council Judicial Board for social fraternities' nonacademic offenses and for violations of the standards of conduct for member organizations.
 - (b) The Pan-Hellenic Council Judicial Board for social sororities' nonacademic offenses of the Student Conduct Code.
 - (c) The Pangreek Judicial Board for nonacademic offenses and for violations of the standards of conduct for member.

UNIVERSITY DEFENDER

6C2-3.006, Florida
Administrative Code

- (1) Immediate Suspension for Disruptive Activity. Students shall be subject to administrative suspension by the President of the university or his designees, including but not limited to the Vice President for Academic Affairs, Vice President for Administrative Affairs, Vice President for Student Affairs, Dean of Students, or University Judicial Officer, pending a hearing on the charge where (a) The student is ordered by an officer or faculty member to cease and desist any activity which disrupts the orderly operation of the university, and (b) The student persists in activity which is disruptive after receiving the warning and order in 6C2-3.07(1)(a) above and the disruptive activity still constitutes a threat to the orderly operation of the university, and (c) The President or his designated representatives shall decide on evidence seen or reported that the activity disrupts the orderly operation of the university.
 1. Suspension for the Protection of the University Community. Any student charged with or convicted of a violation of law, Board of Regents policies, or university regulations injurious to the health and welfare of the university community shall be subject to administrative suspension, with or without prejudice, depending upon the nature and circumstances of the case, by the President of the university or his delegates including but not limited to the Vice President for Administrative Affairs, Vice President for Student Affairs, Associate Vice President for Student Affairs, Dean of Students, or University Judicial Officer.
 2. Conditions of Administrative Suspension not Within Judicial System. In all cases under 400.1 and 400.2 above, where a student is suspended as a result of a charge against him, the student charged shall be entitled to an administrative hearing within forty-eight hours after written request thereof is delivered to the Vice President for Student Affairs, provided that the time period prescribed herein above shall not include weekends or holidays. Written notice of the time and place of such hearing, along with the name of the hearing officer, shall be transmitted in writing to the student charged. If a hearing is not held within forty-eight hours as herein provided, the suspension shall be automatically lifted, provided that a delay caused by the student or by circumstances beyond the control of the university shall toll (i.e., stop) the running of the forty-eight hour period, and the suspension shall be continued.
 3. Jurisdiction at Preliminary Hearing. The jurisdiction of the hearing officer at the hearing shall be limited to the question of whether or not the suspension shall continue until a hearing is held on the merits of the case in the University Judicial System.

ADMINISTRATIVE SUSPENSIONS NOT WITHIN THE JUDICIAL SYSTEM

6C2-3.007, Florida Administrative Code

- (1) Immediate Suspension for Disruptive Activity. Students shall be subject to administrative suspension by the President of the university or his designees, including but not limited to the Vice President for Academic Affairs, Vice President for Administrative Affairs, Vice President for Student Affairs, Dean of Students, or University Judicial Officer, pending a hearing on the charge where (a) The student is ordered by an officer or faculty member to cease and desist any activity which disrupts the orderly operation of the university, and (b) The student persists in activity which is disruptive after receiving the warning and order in 6C2-3.07(1)(a) above and the disruptive activity still constitutes a threat to the orderly operation of the university, and (c) The President or his designated representatives shall decide on evidence seen or reported that the activity disrupts the orderly operation of the university.
 1. Suspension for the Protection of the University Community. Any student charged with or convicted of a violation of law, Board of Regents policies, or university regulations injurious to the health and welfare of the university community shall be subject to administrative suspension, with or without prejudice, depending upon the nature and circumstances of the case, by the President of the university or his delegates including but not limited to the Vice President for Administrative Affairs, Vice President for Student Affairs, Associate Vice President for Student Affairs, Dean of Students, or University Judicial Officer.
 2. Conditions of Administrative Suspension not Within Judicial System. In all cases under 400.1 and 400.2 above, where a student is suspended as a result of a charge against him, the student charged shall be entitled to an administrative hearing within forty-eight hours after written request thereof is delivered to the Vice President for Student Affairs, provided that the time period prescribed herein above shall not include weekends or holidays. Written notice of the time and place of such hearing, along with the name of the hearing officer, shall be transmitted in writing to the student charged. If a hearing is not held within forty-eight hours as herein provided, the suspension shall be automatically lifted, provided that a delay caused by the student or by circumstances beyond the control of the university shall toll (i.e., stop) the running of the forty-eight hour period, and the suspension shall be continued.
 3. Jurisdiction at Preliminary Hearing. The jurisdiction of the hearing officer at the hearing shall be limited to the question of whether or not the suspension shall continue until a hearing is held on the merits of

GRADE APPEALS SYSTEM

The purpose of the grade appeals system is to afford an opportunity for an undergraduate or graduate student to appeal a final course grade under certain circumstances. Faculty judgment of students' academic performance is inherent in the grading process and hence should not be overturned except when the student can show that the grade awarded represents a gross violation of the instructor's own specified evaluation (grading) statement and therefore was awarded in an arbitrary, capricious, or discriminatory manner. The evaluation (grading) statement utilized during the grade appeals process is the one contained in the instructor's syllabus at the beginning of the semester. This system does not apply to preliminary or comprehensive exams or to thesis or dissertation defenses; these issues are reviewed by the Student Academic Relations Committee via the Dean of the Faculties.

Step 1. Within 30 calendar days following the date that final grades are made available to students, the student must contact the instructor in question to discuss the grade and attempt to resolve any differences. The student should document any attempts to contact the instructor in order to establish that the appeal was begun within this 30-day period. In the event that the instructor is not available, the student should provide that documentation to the instructor's program or department chair. It is expected that the student will first attempt to resolve the grade dispute with the instructor; however, either the student or the instructor may consult with the appropriate program or department chair during this process.

Step 2. If no resolution is reached within this 30-day period, after the student's documented attempt, the student has an additional 15 calendar days to submit a written statement to the program or department chair. This statement must include an account of attempts to resolve the issue, as well as the evidence that forms the basis for the appeal.

Within 20 calendar days thereafter, the department or program chair will arrange for a meeting of a grade appeals screening committee composed of three students enrolled in the academic unit offering the course to review the appeal. Appropriate students who have no conflict of interest will be chosen to serve on this screening committee by a student organization associated with the program or department, if such an organization exists. If none exists or if members of such an organization are

not available, the department or program chair will select appropriate students who have no conflict of interest. Both the student and the instructor may attend the meeting. The role of the screening committee is solely to determine whether the student has presented sufficient evidence to warrant further review. Within five calendar days after this meeting, the screening committee will render its decision in writing (recommend/do not recommend further review) to the program or department chair, the student, and the instructor. A negative decision will end the appeal. A positive decision will trigger the next step in the process.

Step 3. Within 20 calendar days of a positive decision from the grade appeals screening committee, the program or department chair will appoint and arrange for a meeting of a grade appeals board. This board is composed of three faculty members and two students other than those who served on the screening committee.

The purpose of this board is to determine whether or not to uphold the final grade assigned by the instructor. The board will consider only the evidence provided by the student and the instructor in making the determination. Both the student and the instructor may attend the meeting.

The grade will be upheld unless the evidence shows that the grade was awarded in an arbitrary, capricious, or discriminatory manner, as a result of a gross violation of the instructor's own evaluation (grading) statement. If the original grade is not upheld, the board will recommend that an alternative grade be assigned by the program or department chair.

If the student has evidence that this grade appeals process has deviated substantially from these established procedures, resulting in a biased decision, the student may consult with the Dean of the Faculties regarding referral to the Student Academic Relations Committee.

GENERAL ACADEMIC APPEALS PROCESS

Students who allege that an academic regulations and procedures have been improperly applied in specific instances may have their grievances addressed through the general academic appeals process. In this process, the student brings a complaint first to the instructor, then to the department chairperson, and finally to the academic dean appropriate to the course involved, stopping at the level at which the complaint is resolved.

A graduate student whose complaint is unresolved must see the Dean of Graduate Studies prior to meeting with the Dean of the Faculties." If no resolution is reached, the student brings the complaint to the attention of the Dean of the Faculties for either resolution or referral to the Student Academic Relations Committee of the Faculty Senate. A graduate student whose complaint is unresolved must see the Dean of Graduate Studies prior to meeting with the Dean of the Faculties. The Student Academic Relations Committee has the authority to direct, through the Vice President for Academic Affairs, the corrective action to be taken when justified.

BOARD OF TRUSTEES REGULATIONS

6C-6.015, Florida Administrative Code
Student Records and Reports

- (1) Each university shall maintain records and reports of students in all programs conducted by each university under the authority of the Board.
- (2) The president of each university shall designate custodians of student records and reports. The term "records" and "reports" means those records, files, documents, and other materials as defined in Section 228.093(2)(a), Florida Statutes, which contain information directly accessible to other professional personnel for purposes of this rule.
- (3) Each university shall adopt rules for student records and reports which shall include the right of waiver of access, right to challenge and hearing, right of privacy, directory information, transfer of records, and security of records. The rules shall also provide for annual notification of parents and students regarding rights relating to student records and reports and regarding the location and availability of the university's rules on student records and reports as outlined in Section 228.093(4), Florida Statutes.
- (4) Provisions shall be made by each university for permitting the student or the parent or guardian of dependent students as defined in Title 26 U.S.C. Section 152 (Section 152 of Internal Revenue Code of 1954) who is or has been in attendance in the university to inspect and review the student records and reports.
 - (a) Requests for student lists and for access to student records and reports or for copies or explanation thereof pursuant to Section 228.093, F.S., shall be presented in writing on a form specified by the university.
 - (b) Access to any report or record requested under Subsection 228.093(3)(a)2 will be granted within 30 days after receipt of the request by the institution.

- (5) Student records and reports shall be open to inspection only as provided in Section 228.093, Florida Statutes, or upon the order of a court of competent jurisdiction.

COMMERCIAL SOLICITATION ON CAMPUS

6C-9.006, Florida Administrative Code

The regulation of commercial solicitation on the campus, the posting of advertising material and related issues on campus bulletin boards are within the responsibilities of the University President.

FSU NON-DISCRIMINATION POLICY & GRIEVANCE PROCEDURES

A. Non-Discrimination

The moral norm which guides conduct and informs policy at the Florida State University (FSU) is responsible freedom. Freedom is an important experience which the university, one of the freest of institutions, provides for all of its citizens: faculty, students, administrators, and staff. Freedom is responsibly exercised when it is directed by ethical standards.

Relations among all persons should be characterized by mutual respect and equality. The university expects each individual to make a special effort to ensure that all are treated with dignity and respect and accorded the full opportunities of the University. Racism, sexism, or other forms of prohibited discrimination, whether in assumptions, attitudes, acts, or policies, are incompatible with the concept of responsible freedom as espoused by the Florida State University.

The Florida State University is, therefore, committed to a policy of nondiscrimination because of race, creed, color, sex, religion, national origin, age, handicap or disability. This policy extends to all faculty, students, administrators, staff, employment and enrollment applicants and any others who are affiliated with the university. It addresses recruitment, advertising, hiring, training, promotion, demotion or transfer, layoff or termination, rates of pay or other forms of compensation and any other applicable employment conditions.

B. Illegal Discriminatory Harassment

The Florida State University prohibits acts of harassment against faculty, students, administrators or staff on the basis of race, creed, color, sex, religion, national origin, age, handicap or disability. This policy covers conduct which presents clear and immediate danger of bringing about injury or substantial abuse to students, faculty or employees, or which substantially interferes with the opportunity of a student to obtain an education, or which creates an intimidating or hostile work or educational environment.

This policy specifically prohibits any act of discriminatory intimidations by threats of imminent violence against individuals on the basis of their race, creed, color, sex, religion, national origin, age, handicap or disability.

C. Provisions

- (1) Charging Party - The Florida State University supports the right of every student or employee who believes that a violation of university policy for any act of retaliation to be taken against a student or employee because he or she has filed a grievance or rendered testimony. Any aggrieved student or employee is therefore encouraged to openly and freely express his or her grievance through the appropriate procedures without fear of retaliation. Any employee desiring specific interpretation or clarification of policies or grievance procedures related to possible discrimination or illegal discriminatory harassment may direct an informal inquiry to the University Human Resource Associate, or alternatively, to the Office of University Human Resources, Room 301, Westcott Administration Building. Any student seeking such interpretation or clarification of policies or grievance procedures may direct an informal inquiry to the Dean of Students and/or Director of Minority Student Affairs as well as the Office of University Human Resources.
- (2) Alleged Offender/Protection of Rights - Determination of policy violation will be made on a case by case basis with all facts and circumstances fully considered. The Florida State University respects the individual rights of all students and employees, and any person alleged to have committed a violation of the university's nondiscrimination or illegal discriminatory harassment policies will be afforded full protection of those rights under applicable laws.

FSU GRIEVANCE/COMPLAINT PROCEDURES for PERSONS with DISABILITIES

Objective: The purpose of these procedures is to ensure that the Florida State University complies with the provisions of the Americans With Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and that faculty, staff, students, applicants and visitors with disabilities are provided the means to seek recourse in the event a violation is perceived to have occurred.

Authority: These procedures are authorized under the Americans With Disabilities Act of 1990 and are consistent with the requirements of Section 504, Rehabilitation Act of 1973.

Policy: All members of the university community are entitled to learn, study and work in an atmosphere free from illegal discrimination. The university's equal opportunity policies prohibit discrimination against students, employees, applicants or visitors on the basis of their disability as well as race, color, creed, age, gender, national origin or religion. Under the Non-Discrimination Policy whether there is intent to discriminate is irrelevant, the focus is instead on whether students, employees or applicants have been treated differently or subjected to an intimidating, hostile or offensive environment as a result of their disabilities.

Procedures: Any grievances or complaints alleged as violations of the Americans With Disabilities Act (hereafter referred to as ADA), to include denials of reasonable accommodation requests, may be filed with the Dean of Students, Dean of the Faculties or the Office of Personnel Relations. These offices will receive, review, and investigate the complaint(s) and work should be listed or reported to the university ADA Coordinator, Office of Human Resources for monitoring and record-keeping purposes. The responsible university offices will not currently investigate an ADA-related complaint or grievance, and where possible, should confer to avoid duplication of efforts. The ADA Coordinator will monitor investigations to ensure expeditious resolution.

Student Complaints: Complaints filed by students and student applicants with disabilities will be handled by the Dean of Students. Complaints that should appropriately be handled under other existing student grievance procedures will be referred accordingly. The Student Disability Resource Center will complete an investigation of the complaint, prepare written findings regarding probable cause, and submit a recommendation for resolving the complaint to the responsible university administrator(s) for action immediately upon completion of the investigation.

Review Process: The following procedures will be used for all complaints or grievances alleging violations of the ADA or Section 504:

1. The complaints alleging violation of the ADA or Section 504 must be made in writing to the appropriate investigating department with in sixty (60) calendar days of the alleged violation or claim of failure to provide reasonable accommodation. The written complaint should specify the time, place, and nature of the act claimed to be in violation and may be supplemented by supporting documents and/or affidavits from persons having first hand knowledge of the facts. A student complaint must be filed within thirty (30) school days of the beginning of the first term in which enrolled following that in which the alleged violation occurred.
2. The appropriate department will investigate all pertinent facts and circumstances in support of the alleged violation within twenty (20) working days of receipt of the complaint, to include review and verification of all documentation and testimony by involved and/or knowledgeable parties.
3. The investigating department may attempt resolution of a complaint through mutual agreement of the affected parties at any point during the course of the investigation. Should such resolution be achieved, the investigation shall be ended. The terms and conditions of the resolution agreement shall be issued to the charging party and the appropriate administrator of the party or department charged within ten (10) working days for review and signatures.
4. Where resolution through mutual agreement is not achieved, written findings from the investigation shall be forwarded simultaneously to the charging party, responsible administrator of the charged department and the university ADA Coordinator immediately upon completion of the investigation.
5. The responsible administrator shall take final action on the recommendation within ten (10) working days after receipt of the recommendation. Consultation will be provided by the university ADA Coordinator as requested.
6. Either party may appeal the findings of the investigating department to the University President (or the President's designee) by filing a request for a review of a complaint alleging discrimination on the basis of disability or failure to provide reasonable accommodation within ten (10) calendar days of receipt of the finding.
7. Within seven (7) calendar days of receipt of the initial findings, the University President may render a final decision on the complaint or

choose to appoint a hearing panel to review the appeal. If a hearing panel is used, the President shall appoint a three to five-member hearing panel that will include at least one person with a disability. The hearing panel shall conduct a hearing, consider evidence and testimony in justification of the appeal, and render its decision within twenty-one (21) days of appointment. The President may accept, reject or modify the decision of the review panel.

8. Upon final resolution of a complaint, copies of records will be forwarded to and maintained by the ADA Coordinator, Office of University Human Resources. All records relating to complaints of failure to provide reasonable accommodations are evaluative in nature and all medical information contained in complaint records shall be deemed confidential pursuant to, but not limited to, the provisions of Sections 240.237, 240.253, 228.093, 455.241, Florida Statutes. A complainant with a disability who believes that his or her grievance has not been handled appropriately, should bring this to the attention of the University ADA Coordinator. Appeal request forms and information on hearing procedures are available from the Office of Personnel Relations, the Office of the Dean of the Faculties, the Student Disability Resource Center, and the Office of University Human Resources. These procedures are available in alternative formats by contacting the Florida State University Student Disability Resource Center.

SECTION 504

Florida State University adheres to Section 504 of the Rehabilitation Act which states "no otherwise qualified individual with a disability in the U.S... shall solely by reason of his (or her) disability, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

TITLE IX POLICY

Florida State University strives to provide "reasonable accommodation" or changes and modifications which can be made in the structure of a job or educational program, or the manner in which a job is performed or educational program is conducted. At the university level this may include:

- accessible class locations
- substitution for admission requirements (F. S. 240.152)
- substitution for upper division entry and/or graduation requirements (F. S. 240.153, 6C-6.018)
- interpreters, notetakers, readers, tutors, alternative test-taking
- registration assistance
- accessible housing and accessible restrooms in classroom and office buildings

Students with questions concerning their rights should contact the Student Disability Resource Center / 108 Student Services Building / 644-9566 Voice or 644-8504 TDD.

REHABILITATION ACT OF 1973

(ADA) OF 1990 Title II

The ADA prohibits discrimination against people with disabilities in employment, public accommodations, state and local government services, transportation, and telecommunications.

TITLE II: PUBLIC SERVICES

Public universities, as instrumentalities of state government, may not discriminate against qualified individuals with disabilities by excluding them from participating in or denying them the benefits of the services, programs, or activities of the institution.

New construction and alterations to existing facilities must be accessible. Existing facilities must meet program accessibility requirements consistent with Section 504 of the Rehabilitation Act of 1973.

For more information on the ADA, contact the Student Disability Resource Center /644-9566 Voice or 644-8504 TDD.

(1) POLICY STATEMENT.

Sexual harassment is a form of discrimination based on a person's gender. Sexual harassment is contrary to the university's values and moral standards, which recognize the dignity and worth of each person, as well as a violation of federal and state laws and university rules and policies. Sexual harassment cannot and will not be tolerated at The Florida State University, whether by faculty, students, or staff, or by others while on property owned by or under the control of the university.

(2) COORDINATOR OF SEXUAL HARASSMENT RESOLUTIONS.

The Office of the University's Coordinator of Sexual Harassment

Resolutions (the "Coordinator"), within the Office of the Inspector General, is designated to receive and investigate sexual harassment complaints as set forth in this policy and to maintain the records pertaining thereto.

(3) DEFINITION.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed at an employee or student by another when:

- (a) submission to such conduct is made either explicitly or implicitly a term or condition of employment, academic status, receipt of university services, participation in university activities and programs, or affects the measure of a student's academic performance; or,
- (b) submission to or rejection of such conduct is used as the basis for a decision affecting employment, academic status, receipt of services, participation in university activities and programs, or the measure of a student's academic performance; or,
- (c) such conduct has the purpose or effect of unreasonably interfering with employment opportunities, work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.

(4) EXAMPLES OF SEXUAL HARASSMENT.

Incidents of sexual harassment may involve persons of different or the same gender. They may involve persons having equal or unequal power, authority or influence. Though romantic and sexual relationships between persons of unequal power do not necessarily constitute sexual harassment, there is an inherent conflict of interest between making sexual overtures and exercising supervisory, educational, or other institutional authority. Decisions affecting an employee's job responsibilities, promotion, pay, benefits, or other terms or conditions of employment, or a student's grades, academic progress, evaluation, student status, recommendations, references, referrals, and opportunities for further study, employment or career advancement, must be made solely on the basis of merit. Examples of sexual harassment include, but are not limited to, the following, when they occur within the circumstances described in Section (3) above:

- (a) use of gender-based verbal or written language offensive or degrading to a person of that gender, whether or not the content is sexual;
- (b) inappropriate display of gender-based pictorial images offensive or degrading to a person of that gender, including but not limited to sexual posters, photographs, cartoons, drawings, or other displays of sexually suggestive objects or pictures;
- (c) use of inappropriate gestures or body language of a sexual nature, including leering or staring at another;
- (d) unwelcome requests or demands for sexual favors or unwelcome sexual advances;
- (e) inappropriate nonconsensual touching of another's body, including but not limited to kissing, pinching, groping, fondling, or blocking normal movement; or
- (f) sexual battery. (Note: some acts of sexual harassment may also constitute violations of criminal law, e.g., sexual battery, indecent exposure, sexual abuse, etc. In such instances, the Florida State University Police Department is to be notified immediately and will provide assistance to the victim and initiate an investigation of the crime. For additional information, please refer to the University's Sexual Battery Policy.)

(5) DISCIPLINARY AND OTHER ACTION

Sexual harassment is prohibited at The Florida State University. The university will take appropriate action against any person found to be in violation of this policy. (Note: a person who has sexually harassed another or retaliated against another may also be subject to civil or criminal liability under state or federal law.)

- (a) Disciplinary Actions. Any employee who has sexually harassed another employee or a student, retaliated against such person for bringing a complaint of sexual harassment, or otherwise violated this policy shall be guilty of misconduct and subject to disciplinary action up to and including dismissal, in accordance with applicable law, rules, policies, and/or collective bargaining agreements. Any student, except when acting in the capacity of an employee, who has sexually harassed another student or an employee, retaliated against such person for bringing a complaint of sexual harassment, or otherwise violated this policy shall be subject to disciplinary action up to and including expulsion, pursuant to the Student Code of Conduct. The term "employee" includes all persons employed by the university including faculty and graduate teaching assistants.
- (b) Other Actions. The university will take such corrective action against any non-students or non-employees found to have violated this policy as may be appropriate under the circumstances

(6) RETALIATION.

Retaliation against one who in good faith brings a complaint of sexual harassment or who in good faith participates in the investigation of a sexual harassment complaint is prohibited and shall be a violation of this policy and shall constitute misconduct subject to disciplinary or other action as described in Section (5) above.

(7) FILING OF FALSE SEXUAL HARASSMENT COMPLAINT.

Knowingly filing a false sexual harassment complaint is prohibited and shall be a violation of this policy and shall constitute misconduct subject to disciplinary action as described in Section (5) above.

(8) REPORTING REQUIRED.

Any student or employee who has witnessed what is perceived to be a violation of this policy should report that conduct to the Coordinator, who then will proceed as appropriate. Any supervisor who has witnessed or becomes aware of the alleged occurrence of sexual harassment by, or who receives a complaint of sexual harassment involving, a person within that supervisor's purview is required to take prompt corrective action as appropriate, and to report the matter to the Coordinator. Failure of the supervisor to take appropriate corrective action or to report the incident shall be a violation of this policy and shall constitute misconduct subject to disciplinary action as described in Section (5) above.

(9) COMPLAINT PROCEDURE.

(a) Filing of Complaint. Any student or employee who believes that he or she is a victim of sexual harassment in violation of this policy is encouraged to promptly notify the alleged perpetrator (the "respondent") verbally or in writing that his or her conduct is unwelcome. Such action may cause the unwelcome conduct to cease as well as help to maintain an environment free from sexual harassment. Assistance and support is available from the Office of the Dean of the Faculties (for faculty), the Office of the Dean of Students (for students), or the Department of Personnel Services (for non-faculty employees). Regardless of having given notice to the respondent, the student or employee (the "complainant") may initiate a complaint under this policy by bringing the matter to the attention, preferably in writing by completing the complaint form, of any of the following:

1. The Coordinator;
2. The Office of the Dean of the Faculties;
3. The Office of the Dean of Students;
4. The Department of Personnel Services;
5. A student's school or college dean; or,
6. An employee's immediate or next immediate supervisor.

(b) Contents of Complaint. The complaint should provide the following information to facilitate a prompt and thorough investigation:

1. The names, addresses, telephone numbers, administrative unit, and position or status of the complainant and the respondent, if known;
2. Specific acts alleged, including dates, times, and locations;
3. Names, addresses, and phone numbers of potential witnesses;
4. The effect the alleged acts have had on the complainant;
5. Actions the complainant may have taken to attempt to stop the harassment;
6. Complainant's suggestion of proposed action to address or resolve the harassment; and
7. Other information the complainant believes is relevant.

All complaints should be filed in a timely manner. Complaints filed for acts that occurred more than one year from the filing date of the complaint will generally not be investigated unless appropriate in the judgment of the OAS.

(c) Transmittal of Complaint to Coordinator. The complaint shall immediately be forwarded to the Coordinator. If the complaint is verbal, the person receiving the complaint shall make a written summary thereof on the complaint form and request the complainant to sign it.

(d) Initial Review of Complaint. The Coordinator will make an initial determination whether the alleged perpetrator is a student or employee. If the alleged perpetrator is identified as one who is not a student or employee, then the Coordinator will refer the matter to the Office of the General Counsel for appropriate action. If the Coordinator determines that the alleged perpetrator is a student or employee, the Coordinator will review the complaint to determine whether the acts complained of, as stated by the complainant, constitute a violation of this policy, and if not, the complainant will be so informed. If the Coordinator determines the alleged acts may constitute a violation of this policy, investigation will proceed as set forth in Section (10) below, unless the matter is satisfactorily resolved as in the following paragraph (e).

(e) Notification to Respondent and Supervisor; Informal Resolution; Withdrawal of Complaint. The Coordinator will notify the

respondent and his or her appropriate supervisor of the allegations contained in the complaint and the complainant's suggestion of proposed action to address or resolve the alleged harassment. The respondent will be offered the opportunity to accept the complainant's proposed resolution or to propose another possible resolution. If the matter is thus resolved informally to the complainant's satisfaction, or if the complainant chooses to withdraw the complaint, the complainant will sign a statement releasing the university from taking any further action. If the matter is not resolved at this stage to the satisfaction of all parties, including the university, the complaint will be investigated as set forth in Section (10) below.

(10) INVESTIGATION.

The following procedures will govern all investigations of complaints alleging violations of this policy:

- (a) The Coordinator will thoroughly investigate complaints alleging violations of this policy with the assistance, as needed, of the following: the Office of the Dean of the Faculties, the Department of Personnel Services, and/or the respondent's supervisor(s), except in cases where the respondent is a student. If the respondent is a student, the Coordinator will forward a copy of the complaint and any associated materials to the Office of the Dean of Students, which will, if appropriate, adjudicate the matter under the Code of Student Conduct. The Dean of Students will notify the Coordinator of the outcome.
- (b) The investigation should include interviewing the complainant and witnesses suggested by the complainant who may have knowledge of the offending behavior.
- (c) The respondent will be given an opportunity to respond to the complaint verbally and in writing and may suggest additional witnesses.
- (d) The investigation should also include interviewing such other witnesses as are deemed appropriate under the circumstances.
- (e) The investigation should include a review of any files and records of previous sexual harassment complaints against the respondent and any other documents deemed relevant.
- (f) All witnesses who provide relevant information will be asked to submit a written, signed statement attesting to their knowledge of the subject circumstances.
- (g) Confidentiality of the investigation will be maintained to the extent allowed by law.

(11) REPORT OF COORDINATOR.

The Coordinator will prepare a report setting forth the Coordinator's findings, with relevant exhibits attached, as appropriate. The report will contain the Coordinator's conclusion as to whether this policy has been violated and include a recommendation as to whether disciplinary action should be initiated or the complaint should be dismissed. The report should be completed within 120 days following the filing of the complaint, where practicable, and will be submitted to the appropriate vice president of the respondent's unit or department.

(12) SUBSEQUENT ACTION.

The vice president will make a determination, upon review of the Coordinator's report, consultation with the Dean of the Faculties or the Director of Personnel Services, and consideration of any other relevant information, including aggravating or mitigating circumstances, whether disciplinary action is warranted under the circumstances. If the vice president determines that disciplinary action should be initiated, then, consistent with due process requirements, the respondent will be notified in accordance with applicable Board of Regents and university rules and policies and collective bargaining agreements, and appropriate disciplinary procedures as provided for therein will be followed. Regardless of whether formal disciplinary action is initiated, the university may take such informal corrective action as may be appropriate under the circumstances. The vice president will notify the Coordinator of the outcome. The Coordinator will notify the complainant of the results of the investigation and subsequent disciplinary or other corrective action taken, if any, to the extent allowed by law.

(13) DISTRIBUTION OF POLICY.

Copies of this policy shall be furnished to all current and future employees and students at The Florida State University, and will be made available in alternative format upon request. Any person involved in the process under this policy needing accommodations for a disability should notify the Coordinator.

(14) APPLICABILITY.

This policy supersedes any and all prior university policies regarding complaints of alleged acts of sexual harassment that occur after its effective date.

(15) EFFECTIVE DATE.

The effective date of this policy is July 1, 1998.

I. Policy Statement

The goals of the Florida State University are to educate members of this community about sexual battery, to apprehend and sanction perpetrators of sexual battery, and to provide the best possible support to victims of sexual battery.

Sexual battery is a crime defined in Section 794.011, Florida Statutes, as "the oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object; however, sexual battery shall not include acts done for a bona fide medical purpose."

The provisions of Chapter 794, FS, apply equally to male and female staff, faculty, and students of the Florida State University, on or off the campus, regardless of whether the perpetrator and the victim are acquaintances or strangers. Sexual battery involves a lack of consent by the victim.

Sexual battery committed by a student is also a violation of the FSU Student Conduct Code (6C2-3.004, Florida Administrative Code).

Educational programs on sexual assault prevention are presented by the FSU Police Department, the Victim Advocate Program, the Orientation Office, University Housing, the Student Government Association, and others.

II. Reporting System

All FSU faculty and staff shall report every incident of sexual battery to the FSU Police (644-1234). It is the responsibility of each faculty and staff member to assist student victims in reporting incidents to the FSU Police. If the victim chooses not to provide evidence to the police, faculty and staff must still notify the FSU Police Department of the happening of the alleged sexual battery without identifying the victim, as soon as practicable. Both the FSU Police Department and the Victim Advocate Program will report statistical data on sexual battery and attempted sexual battery to their respective Vice Presidents, who will then notify the President of the university.

Any individual within the University community who has been sexually battered on campus or off campus should immediately seek assistance from the FSU Victim Advocate Office (644-7161 or 644-2277) or other victim services of their choosing. The Victim Advocate Office will provide confidential crisis intervention and information regarding the victim's needs or options. All Services of the Victim Advocate Program are confidential and a police report does not have to be filed to receive support.

If the victim chooses to prosecute the alleged perpetrator, the FSU Police Department should be contacted immediately (644-1234). Incidents occurring off campus will be reported to the Law Enforcement Agency with jurisdiction (Tallahassee Police Department or Leon County Sheriff).

Victims are encouraged to seek medical attention and an evidence collection exam at Tallahassee Memorial Hospital emergency room. Because physical evidence is extremely important in the prosecution of sexual battery, it is strongly recommended that victims do not change their clothing or clean their body prior to evidence collection.

III. Services for Victims

The following services are available on campus for student victims of sexual battery or attempted sexual battery:

- Confidential Victim Advocacy (including crisis intervention, emotional support and practical assistance and referral), Victim Advocate Program; 4th Floor, University Center, 644-7161 and 644-2277; evening and weekends 644-1234 (FSU Police Dept. ask for victim advocate).
- Individual Counseling Student Counseling Center, 2nd Floor, Student Life Building, 644-2003.
- Pastoral Counseling contact Victim Advocate Program for comprehensive phone list.
- Medical Attention (not evidence collection), Thagard Student Health Center, 644-5255.

The following services are available off campus to all victims of sexual battery or attempted sexual battery:

- Confidential Victim Advocacy (crisis intervention, emotional support and practical assistance), Phone Counseling and Referral Hotline, Refuge House/Rape Crisis Center, 681-2111.
- Phone Counseling and Referral (hotline), Telephone Counseling and Referral Service (Big Bend 211) dial 211.
- Evidence Collection and Exam, Tallahassee Memorial Hospital, 431-5411.
- Whenever feasible, the Florida State University will assist student victims in rearranging their class schedules and their room assignments if so requested by the victim.

Other services may be available. Please call the Victim Advocate Program for additional information.

IV. Enforcement

The FSU Police Department is accorded full law enforcement authority on the campus and within the City of Tallahassee 500 feet

contiguous to the campus. In the event of a sexual battery or attempted sexual battery on campus, the FSU Police Department is responsible for investigating the crime and making any subsequent arrests. In the event of a sexual battery or attempted sexual battery occurring off-campus against a student, the Law Enforcement Agency (Leon County Sheriff or Tallahassee Police Department) with jurisdiction is responsible for investigating the crime and making any subsequent arrests.

Legal penalties for sexual battery will differ, depending on the nature of the crime, but sentences will be in accordance with Florida law.

University employees found guilty of sexual battery or attempted sexual battery are subject to institutional disciplinary action, including termination.

The effective date of this policy is January 6, 2004.

UNDERGRADUATE ADVISING POLICY

To progress satisfactorily through a degree program, each student must have available ample and accurate academic advice, tailored to individual educational needs. Florida State University is committed to a strong program of effective academic advising for all of its students and understands academic advisement to be a function considerably broader than assistance with course scheduling. Academic advising is a process that helps students interpret the values and benefits of higher education, that assists students in their choice of educational and career objectives commensurate with their interests and abilities, and that examines the consequences of possible short- and long-range goals.

The university faculty and staff affirms their responsibilities to make available to every student information about academic policies and requirements, to notify them in a timely manner of changes either in the university's policies and curricula or in the student's academic standing, to help them evaluate course options and plan successful completion of educational goals, to guide students in developing decision-making skills, and to refer them to the various academic and student support services on campus available to help them make the most of their educational opportunities. Further, the faculty and staff affirm their responsibility to inform students clearly about students' own responsibilities in the advising process.

The Student's Role in Advisement

Florida State University expects students to assume an ever increasing responsibility for their own academic progress as they move through the University. To accomplish this goal, each student will:

- (1) Assume responsibility for knowing the university rules, regulations and policies and the requirements pertaining to his or her degree program and consult the University Bulletins and Directory of Classes for up-to-date information.
- (2) Furnish a current address and immediately inform the Registrar's Office of any change of address.
- (3) Know his or her adviser, make timely contact with the adviser upon the student's arrival on campus and during the first semester, and continue to see the adviser at least once a term until achieving junior status.
- (4) See his or her adviser or academic dean immediately after being placed on academic warning or probation.
- (5) Notify the appropriate dean's office of any change in intended major or any problems he or she is experiencing with advisement.
- (6) Recognize that the matriculation catalog governs each student's graduation requirements. This catalog remains in effect for six years for the bachelor's degree unless the student elects to meet the requirements of any subsequent Bulletin published during the period of enrollment.

See the FSU Faculty Handbook for the complete policy statement, including "The Faculty's Role in Advisement." Contact the Office of the Dean of Undergraduate Studies (314 Westcott / 4-2740) for information.

RELIGIOUS HOLY DAYS

The Florida State University policy on observance of religious holy days provides that:

- (1) Each student shall, upon notifying his or her instructor, be excused from class to observe a religious holy day of his or her faith.
- (2) While the student will be held responsible for the material covered in his or her absence, each student shall be permitted a reasonable amount of time to make up the work missed.
- (3) Professors and university administrators shall in no way arbitrarily penalize students who are absent from academic or social activities because of religious holy day observance.

BICYCLE PARKING

In accordance with the Florida Americans with Disabilities Act of 1993, State of Florida Fire Marshal's Rules and Regulations and University Rules, it is unlawful and dangerous to park bicycles in locations where they impede pedestrian or vehicular traffic. Prohibited areas include:

- any area within six feet in front and to the side of any entrance to or exit from any building;
- within any sidewalk;
- on any access or egress ramp, steps, stairs or handrails;
- in corridors; and
- within any roadway or motor vehicle parking spaces.

FSU Police and the Department of Environmental Health and Safety are authorized to cut security chains and remove for impoundment any bicycle parked or stored in violation of this rule.

Any person whose bicycle has been impounded may claim that bicycle within 30 days of impoundment by contacting the FSU Police or Environmental Health and Safety. The burden of proving ownership shall rest upon the person claiming the bicycle. Bicycles not claimed within 30 days shall be considered abandoned and will be disposed of in accordance with State and university rules governing abandoned property.

For more information of bicycle registration, where to park your bike and how to operate is safely please contact the FSU Police at 644-1239 or Department of Environmental Health and Safety at 644-6895.

HIV/AIDS POLICY

Students, employees, and applicants for admission or employment at the Florida State University who have or who may become infected with the HIV virus will not be excluded from enrollment or employment or restricted in their normal responsibilities and access to university services or facilities due to their HIV/AIDS status, unless individual medically-based judgments establish that exclusion or restriction is necessary to the welfare of the individual or of other members of the university community. That is, the university will not discriminate against otherwise qualified HIV-infected applicants, students, or employees.

The Florida State University Committee on HIV/AIDS is responsible for monitoring developments with regard to HIV/AIDS, acting upon and administering the State University System's (SUS) and the university's policies on HIV/AIDS and coordinating the university's efforts in educating the university community on the nature and prevention of the disease. In addition, the FSU Committee on HIV/AIDS meets as needed to consider special problems related to HIV/AIDS which require university action.

The university will be guided in its implementation of this policy by current authoritative medical information, applicable federal and state law, the SUS HIV/AIDS Policy, and the guidelines suggested by the Centers for Disease Control, the Public Health Service, the American College Health Association, and the Florida Department of Health and Rehabilitative Services.

The Florida State University has designated HIV/AIDS counselors who are available to the university community. These counselors are:

David Moynahan, M. D., Medical Director Thagard Student Health Center, 644-3010

Richard Senesac, Ph.D., Clinical Director Student Counseling Center, 644-2005

FLORIDA STATE ALCOHOL POLICY

Introduction

In its Statement on Values, Florida State University affirms the guiding ethical principle of responsible freedom. Students, staff and faculty are expected to show respect for order, ethical conduct, and the rights of others, and to model in daily living a high sense of personal honor and integrity. Florida State University neither encourages nor condemns the legal consumption of alcoholic beverages. The university recognizes, however, that the majority of undergraduate students are below the legal drinking age and that there are serious health risks and behavior problems associated with the use of alcohol in the collegiate environment. Consequently, alcohol will be permitted at Florida State University only in those settings which:

1. Comply with state and federal laws, municipal county ordinances, and this policy;
2. Present minimum low health and safety risks; and
3. In no way inhibit the full participation of those who choose not to drink alcohol.

Any person or group in violation of federal or state laws, local ordinances, or of this policy will be reported to the proper federal, state, local or university

authorities for appropriate action. Campus groups or organizations, including student organizations, may establish their own procedures providing they are consistent with the guidelines of this policy. A copy of all procedures and guidelines established by groups and or organizations must be filed with either the Office of Student Rights and Responsibilities in the Dean of Students Department or with the Office of Student Activities and Organizations in the Union.

I. Policy Pertaining to All Members, Groups, Events, and Organizations in the University Community.

- (a) No individual under the legal drinking age (minimum of 21 years of age) may serve, sell, consume or possess alcohol on university properties, except to the extent allowed by law within licensed premises or designated areas of the university.
- (b) No individual may serve or otherwise provide alcohol to persons under the legal drinking age.
- (c) The Consumption of Alcohol: The consumption of alcohol on university properties will be restricted to the following areas:
 1. Florida State University Law School Rotunda;
 2. Licensed areas of the university (e.g., Center for Professional Development, Club Downunder, Crenshaw Lanes, Wild Pizza);
 3. Academic food service facilities in the Sandels and Johnston Buildings;
 4. Hecht House;
 5. University Center areas include:
 - i. S Skyboxes
 - ii. Miller Great Hall (C3200, UC)
 - iii. President's Box (Level 7, UC)
 - iv. Booster/Alumni Board Rooms (C5300, C5301 UC)
 - v. University Club (Building B, Floor 3, UC)
 - vi. Meeting Rooms (Building B, Floors 5 & 6, UC)
 6. Lounges in the Longmire Building
 7. Broadcast Center;
 8. Premises in and around President's house;
 9. University property not located on the main campus, which has been leased by the university to private entities or persons, referred to in this rule as "private premises";
 10. Private university living quarters where those present are of legal drinking age (see the Guide to Residence Living, Community Expectations, for further restrictions that may apply in residence halls);
 11. Premises in Doak Campbell Stadium area used or licensed for use on football game days;
 12. At the following sites, when sold in conjunction with an artistic or municipal event:
 - i. The Fine Arts Gallery;
 - ii. The reception/hospitality room in the Opperman Music Hall;
 - iii. The Fine Arts Building; and the
 - iv. FSU Lab Theater.
 13. Werkmiester Reading Room (201 Dodd Hall)
 14. In common areas for special events, if approved by the University President or his/her designee. For faculty, the designee is the Dean of Faculty, for events managed by the direct support organizations or the Office of University Events, the designee is the Vice President for University Relations, for all other groups the designee is the Vice President of Student Affairs.
- (d) The Sale of Alcohol: The sale of alcohol on campus must be approved by the President or his or her designee. Although the President or his designee may approve the sale of alcohol on campus, only the Division of Alcoholic Beverages and Tobacco can issue the permit required to sell alcohol in the State of Florida.
- (e) Promotional Guidelines: The on-campus promotion of activities or events shall not advertise alcohol or sponsorship by alcohol marketers without prior written approval of the Vice President for Student Affairs. Events that seek advertising approval must meet the following requirements:
 1. Alcohol shall not be used as an inducement to participate in a university event and may not be offered as a prize or gift in any form of contest, raffle or competition. Social events which encourage drinking, drinking contests, or drunkenness, and the advertisement of such events, are prohibited.
 2. Alcohol advertising on campus or in campus media, including that which promotes events as well as product advertising, shall not portray drinking as a solution to personal or academic problems of students or as an enhancement to social, sexual, or academic status.
 3. Advertising for any university event where alcoholic beverages are served shall mention the availability of non-alcoholic beverages as prominently as alcohol, i.e., beverages.

4. Promotional materials, including advertising for any university event, shall not make reference to the amount of alcoholic beverages available. This includes references to kegs or open bars.
- (f) Florida State University Police should be notified of all events that are not regularly scheduled that plan to serve alcohol.
- (g) Laws and Regulations: All members of the campus community (students, faculty, staff, alumni, and guests) must adhere to all applicable state and local laws and university regulations related to the sale and use of alcohol. They include, but are not limited to the following:
 1. It is unlawful for any person to aid or abet an underage person in the 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. No person may bring any type of alcoholic beverage into a licensed facility or area nor may any person take alcoholic beverages out of the licensed facility or area.
 5. Transportation of all alcoholic beverages on campus shall be in unopened and unobservable containers.
 6. Damage to or destruction of property, or injury to person(s), which is caused by or can be shown to be related to the consumption of alcohol will be subject to disciplinary action, as will any other violation of this rule.

II. Guidelines for University Sponsored Events.

Definition: Large public and formal events where the university acts in symbolic ways to honor, celebrate, and reward achievements central to its mission (e.g., graduation, convocation, dedications, awards, ceremonies). These events convey important values about what is central to the university. Florida State University is concerned with the image conveyed when alcohol service is included as part of these events.

All University Sponsored Events are subject to abide by the guidelines outlined in Section I of the alcohol policy. In addition, the following restrictions apply;

- (a) Alcohol will not be served at any reception or other function, as defined above, sponsored by the university or taking place on the university campus where attendance is essentially open to the public and is not controlled by such means as individual invitation, registration, reservation and/or a fee payment process.
- (b) At those functions where attendance will be predominately by alumni and friends of the university, is controlled by individual invitation, registration, reservation, or a fee payment process, alcoholic beverages may be served with the following restrictions:
 1. All students and other youthful patrons will be required to show identification, including birth date, to ensure that they are 21 or over;
 2. The right to refuse to serve anyone who seems to be in danger of over imbibing will be reserved and used; and
 3. An ample supply and variety of food and non-alcoholic beverages will be available.
- (c) At university sponsored functions where attendance will be predominately students, no alcoholic beverages will be served, regardless of the degree of control exercised over attendance

III. Guidelines For University Related Events.

Definition: Any organization or group, consisting primarily of Florida State University students, employees, faculty or alumni, and/or which utilizes the Florida State University name or its premises, in which alcohol is served, must adhere to the following guidelines. These guidelines apply to all student organizations, whether or not they have received formal recognition or not.

All university Related Events are subject to abide by the guidelines outlined in Section I of the alcohol policy. In addition, the following restrictions apply;

- (a) Sponsors are required to provide one or more alternative non-alcoholic beverage available in sufficient quantity throughout the event.
- (b) Non-alcoholic beverages must be available at the same place as the alcoholic beverages and featured as prominently as the alcoholic beverages.
- (c) If the alcoholic beverage is being sold, the alternative beverage should be available at a price equal to or less than the price of the alcohol being provided.
- (d) Wherever alcohol is present, food must also be available.
- (e) The burden of proof for showing legal age is placed upon the person desiring alcohol service. No service will be provided unless clear evidence of legal age is presented.
- (f) It is the responsibility of the server, at the time that an

alcoholic beverage is requested, to check the picture ID of anyone who appears that they could be under 21 years of age. If, for any reason, proof of legal drinking age cannot be provided upon request, it is the responsibility of the server to deny the request.

- (g) At social functions where alcoholic beverages are provided by the sponsoring organization, direct access should be limited to a person(s) designated as the server(s). Servers must not consume alcohol during the event.

Any organization found not to be in compliance with the university alcohol policy at their event may be subject to university disciplinary action and may forfeit its right to any fee support from the university.

IV. Tailgate Events

Definition: Gatherings occurring in the parking areas surrounding the area of Doak Campbell Stadium prior to and after scheduled football games.

Florida State University does not support or condemn the consumption of alcohol by individuals 21 years or age or older that occurs before and after scheduled football games on this campus. Florida State University does not condone any act related to the consumption of alcohol that impairs, interferes, or endangers the safety or enjoyment of anyone attending these events, including the individual who chooses to consume alcohol. Individuals who choose to consume alcohol are responsible for their behavior and should not operate a motor vehicle after they have consumed alcohol.

V. Administration and Enforcement of Policy

- (a) The Dean of the Faculties is the responsible university official for administration of the alcohol policy for all events involving primarily faculty. The Vice President for University Relations is the responsible administrator for events managed by the direct support organizations or the Office of University Events. The Vice President for Student Affairs is the responsible university official for administration of the alcohol policy for events involving all other groups and individuals. Changes and revisions shall be coordinated by the Vice President for Student Affairs in consultation with other Vice Presidents, the Dean of the Faculties and the General Counsel, subject to final approval of the President of the university.
- (b) Any outside group wishing to have an event on university property independent of student, faculty or administrative sponsorship shall come within the purview of the Vice President for Student Affairs office, and permission may be given at his/her discretion.
- (c) Enforcement of the alcohol policy shall reside in the Office of Student Rights and Responsibilities for individual student and student organization cases, the appropriate Greek Council (IFC, NPHC, NPC) for Greek related violations, and the Dean of Faculties for faculty related violations. Enforcement of the alcohol policy for groups coordinated by the Office of University Events shall reside in the Vice President for University Relations. All other violations shall be forwarded to the Office of the Vice President of Student Affairs or his or her designee for review. The university maintains the right to forward possible violations of any Federal, State, and local laws and ordinances to the proper authorities through the Florida State University Police Department.

VI. Educational Resources and Support

- (a) In support of responsible management of alcohol, the university provides information in the form of books, pamphlets, videotapes and computer resources through the Office of Health Promotion at the Thagard Student Health Center. The Office of Resident Life [644-2860] and the FSU Police Department [644-1239] also sponsor educational programs.
- (b) Volunteer opportunities for students seeking to work toward greater alcohol responsibility are available through KARMA (Knowing About the Responsible Management of Alcohol and other drugs) Peer Educators (644-8871), PAR (Partnership for Alcohol Responsibility (644-6489) at Thagard Student Health Center and GAMMA (Greeks Advocating the Mature Management of Alcohol). [644-7215]
- (c) SMART (Students Making Alcohol and Other Drug Responsibility Theirs) Choices consists of two two-hour class sessions and an interactive on line program at Thagard Student Health Center that presents the legal and personal consequences of substance abuse. Students who are sanctioned by the Office of Student Rights and Responsibilities (644-2428, Dean of Students Office) or University Housing (644-2860) for on- or off-campus violations of the University's alcohol and drug policy must complete the course. The purpose of the course is to introduce the student to a process of self-examination that may lead to improved decision making and behavior change.
- (d) The Learning Resources Center of the College of Nursing has books, slides and videotapes on alcohol and other substances which are available to instructors in the College of Nursing. All other staff or faculty would need approval from the Dean of the College of

Nursing to access these resources. [644-1291]

- (e) The Instructional Media Center Film and Video Library provides media resources, which include listings on alcohol topics, to all campus approved departments and organizations. There is no charge for this service when it is used for regularly scheduled classes. [644-2820; Web site is www.ics.lsi.fsu.edu]
- (f) The University Counseling Center provides counseling services to students. These services are free to students who have paid their fees, and include alcohol and other substance abuse counseling. [644-2003] Counseling services are also provided by the Marriage and Family Therapy clinic, which fees are based on annual income. [644-1588]
- (g) The Human Services Center is a training clinic within the College of Education. Counselors are graduate students with counseling majors. Fees are based on a sliding scale. [644-3854, 644-3857]
- (h) The Psychology Clinic is also a training clinic. Counselors are graduate students in clinic psychology programs. They provide one-on-one psychology services (no support groups) to both students and the community. Fees are based on a sliding scale. [644-3006]
- (i) The Employee Assistance Program (EAP) at Florida State University was established to assist employees with behavioral, medical and substance abuse problems affecting employment. Employees can enter the program through a self-referral or supervisory referral. The EAP functions as a coordinator of counseling and other appropriate services available both within the university and the community. [644-2288]
- (j) Telephone Counseling and Referral Service, Inc. is a 24-hour hotline and has the most extensive and current listing of counseling and support services (AA, ALANON, etc.) in the Tallahassee community. [224-6333]

PUBLIC EXHIBITION of BOXING, MARTIAL ARTS or other FIGHTING PROHIBITED

Objective

THIS policy is developed to ensure the safety of students, faculty, staff and visitors to the campus on university property, and to minimize inappropriate exposure of the university and students, faculty, staff and visitors to potential criminal and/or civil liability and institutional and personal harm.

Overview

Florida Law strictly prohibits any competition "which utilizes, but is not necessarily limited to, strikes or blows to the head . . . unless it is sanctioned and supervised by an amateur sanctioning organization approved by the (Florida State Boxing Commission) . . ." Section 548.008(1), Florida Statutes. Any person participating in a match prohibited by Section 548.008, Florida Statutes or any person holding, promoting, or sponsoring a match prohibited by the statute commits a misdemeanor or felony, respectively.

Florida Law does permit a match conducted or sponsored by a bona fide nonprofit school or education program whose primary purpose is instruction in the martial arts, boxing, or kickboxing, provided the match is held in conjunction with the instruction and is limited to amateur participants who are students of the school or instructional program. See Section 548.007, Florida Statutes.

Any exhibition of boxing, kickboxing, martial arts, mixed martial arts, or other forms of fighting which pits two or more individuals against each other in any form of combat, including that in which blows are struck by the combatants utilizing safety equipment or any weapon, is prohibited on property owned or controlled by The Florida State University. This does not include athletic events sponsored by departments, or recognized student organizations of the university which adhere to recognized standards of safety and professional conduct in such activity, and which are properly sanctioned, approved and governed by an appropriate authority with recognized purview over such contests.

Recognizing the many variations of such activities or contests that may arise in a diverse academic setting, and the intent of this policy, the Associate Vice President for Finance & Administration, or his/her designee, in consultation with the Chief of University Police, and other appropriate university officials, shall have sole and exclusive discretion to permit or prohibit any such activity, consistent with this and any other applicable university policy or rule.

No provision of this policy shall be construed to in any way restrict athletic contests, carried on by the university or under its sanction, in which contestants or players inadvertently or as part of the rules of the sport make physical contact with each other in the normal course of the sport.

Enforcement

Any person or entity engaging in, arranging, promoting, facilitating, or in any way causing or contributing to the exhibition of activities that violate

Florida law shall be subject to arrest and criminal prosecution. Any such person or entity shall, if a member of the student body or subject to university policies or rules, be subject to sanction by the Office of Student Rights & Responsibilities or designee, or Human Resources for violation of this policy, or in the alternative, be subject to trespass warning and ejection from university property by a University Police Officer.

Severability

If any portion of this policy is declared invalid by a court of competent authority, or by any competent university authority, the surviving provisions shall remain in effect to the fullest extent permitted by law and university policy or rule.



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