



**STUDENT HANDBOOK
2011-2012**

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WELCOME!

The faculty, staff, and administration of City College are here to assist you in your educational process, maintain an environment which encourages the successful completion of your education programs, and to help you develop the skills needed to be successful in the profession you have chosen.

Following are the rules and regulations that you as a student are expected to be aware of and adhere to.

MISSION

The mission of City College is to educate and train students in their chosen majors for employment in specific career fields. The college awards Diplomas, Associate of Science and Bachelor of Science degrees based on the student's completion of required coursework.

GOALS AND OBJECTIVES

The following goals are integral to the mission of the College:

- To maintain employer satisfaction within the community by providing professionally trained and educated graduates for industry, business, health care, and government.
- To encourage students to realize the importance of reaching personal and professional goals through self-motivation, individual growth, and the pursuit of excellence.
- To prepare students for employment in specific career fields.
- To facilitate entry of graduates into their chosen careers.
- To offer sound educational programs at the Diploma, Associate and Bachelor degree levels.
- To continually evaluate and appraise every facet of the College's programs to ensure relevance to the needs of the employment community, effective preparation of students for success in career and compatibility with the College's standards.

Philosophy

City College is dedicated to the training and educating of men and women for a full life and a successful career in a number of career fields. The College offers its students a quality education in an atmosphere of personalized attention.

City College considers the student as an individual and strives to be aware at all times of the needs of each member of its student body. The College seeks to give students an understanding of and respect for their own and others' ideas and thoughts. All graduates of City College are imbued with the belief that they should understand and practice their responsibilities to family, individuals, and community by becoming an effective and contributing citizen.

Transfer of credits

The philosophy of the College is to provide a well-rounded education to students resulting in increased marketability in a given career field. Most students come to City College seeking a specific skill that will enable them to enter the work force upon graduation.

The College does not guarantee that credits earned at City College will transfer to another institution. Transferability of credits is always at the discretion of the evaluating institution. Many factors are reviewed in the evaluation of transfer credits. Policies on the similarity of programs, course content, credit or contact hours, and minimum academic standards may be set by each individual institution. Students interested in transferring credits to another institution should contact the transcript evaluator at that institution directly.

Transfer articulation agreements

City College has developed articulation agreements with several colleges and universities. In addition, City College participates in the Florida Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by twenty-six participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. For additional information relating to articulation agreements or the Florida Statewide Course Numbering System, contact the Academic department or Executive Director.

Scheduling

Scheduling at City College is graduate-driven with regard to quarterly course offerings. Consequently, not all classes are offered every quarter. Classes are scheduled so that students who remain "on track" may complete their education in a timely manner. The College cannot guarantee graduation on a specific date as there are many variables in determining completion dates. Factors that can delay graduation are: reduced course loads, withdrawal from a class or classes, failure of a class or classes, leave of absence and session changes.

ACADEMIC POLICIES

City College Attendance Policy

Any student who does not attend classes for 14 consecutive calendar days will be removed from enrollment and dropped from all courses for that quarter. Students are expected to attend all scheduled classes regularly and on time in order to achieve the learning goals for their program of study. Excessive absenteeism may result in course failure or withdrawal from the institution. Instructors are expected to construct syllabi and lesson plans that use student participation and attendance as part of the overall learning outcomes for a course.

Impact of the 14-day attendance policy

Students who are removed from enrollment prior to the midpoint of the term (Week 6) will earn a W on their transcript. A W will have no impact on a student's CGPA, but will be computed in a student's maximum time frame calculation. Students who are removed from enrollment after the midpoint of the term (Week 6) will earn an F on their transcript. An F will have an impact on a both a student's CGPA and maximum time frame calculation. Removal from enrollment may place a student on probation or in academic dismissal status. A student who is removed from enrollment for the quarter for failure to attend classes for 14 consecutive days may be permitted to apply for re-entry in the subsequent quarter, provided that the student is in good academic standing. Students removed from enrollment who seek re-entry in a subsequent quarter will be required to follow all re-entry guidelines.

In the event that a student has to miss class, students may still record attendance through completion of an educational activity designed to directly fulfill the objectives of a course. An **educational activity** is defined as:

- submitting an assignment
- Taking an examination
- Computer Assisted Instruction, Interactive tutorial
- Study groups assigned by the instructor
- Online discussions about academic matter
- Online tutorials

For students submitting an educational activity in lieu of regular class attendance, there must be documented evidence of the educational activity if it is not regular attendance. Documentation must be in the form of

- An email with a date and the attached assignment. Copies of the email and the attachment should be kept by the faculty member and/or Program Chair as proof.
- Signed attendance sheets by the students involved in a study group along with the signature of approval from the faculty member.
- Logs from the LMS documenting student participation in online forums, discussions, tutorials, etc.

Attendance for campus-based (traditional) courses

Students are expected to attend all scheduled classes in order to achieve the objectives and goals of their programs. Prospective employers are often interested in an applicant's college attendance record as well as the applicant's academic record.

Any student who does not attend classes for 14 consecutive calendar days will be removed from enrollment and dropped from all courses for that quarter. Students who are removed from enrollment prior to Week 6 will earn a W on their transcript. A W will have no impact on a student's CGPA, but will be computed in a student's maximum time frame calculation. Students who are removed from enrollment after Week 6 will earn an F on their transcript. An F will have an impact on both a student's CGPA and maximum time frame calculation. Removal from enrollment may place a student on probation or in academic dismissal status. A student who is removed from enrollment for the quarter for failure to attend classes for 14 consecutive days may be permitted to apply for re-entry in the subsequent quarter, provided that the student is in good academic standing. Students removed from enrollment who seek re-entry in a subsequent quarter will be required to follow all re-entry guidelines.

Mid-Quarter start attendance- Students must attend classes no later than the second week of each mid-quarter.

A student dismissed for non-attendance may restart, if approved by the Director of Education and Director of Financial Aid/Student Services. The student's grade point average is reinstated. A Restart Fee of one hundred dollars (\$100.00) is charged."

Attendance for online (non-traditional) courses

Attendance is recorded in an online environment through evidence of posting assignments and completing activities. The City College online week begins on **Sunday and ends on Saturday**. Students must enter the LMS and post at least **twice between Monday and Friday**. Attendance is posted on Fridays at 1pm.

The equivalency of attending class in a traditional setting for an online course of study will be satisfied by students being required to login and logout of the course internet platform for, at least, the required contact hours outlined in the course syllabus. This requirement may be fulfilled via any of the methods below:

1. Completion of a test or quiz posted online;
2. Participation in online student discussions;
3. Posting and exchanging messages in the course message boards;
4. Participation in faculty-monitored online chat/lecture sessions;
5. On-campus meeting with faculty directly related to course content.

Prospective employers are often as interested in an applicant's college attendance record as in his/her academic record. Attendance is recorded every hour of each course meeting.

A student who ceases to attend all courses will be withdrawn from the College, and if applicable, the appropriate agency will be notified.

A student dismissed for non-attendance may restart, if approved by the Director of Education and Director of Financial Aid/Student Services. The student's grade point average is reinstated. A Restart Fee of one hundred dollars (\$100.00) is charged."

Absences

The College recognizes that students occasionally get sick, have family emergencies or personal reasons that cause them to be absent. Students are, however, being trained to work in the business world where excessive absenteeism and tardiness are not tolerated. Students who are absent are responsible for all class work missed.

Course work is divided into instructional "quarters". Day and evening students complete one quarter of instruction in eleven weeks.

Absence on examination days

It is very difficult for an instructor to schedule a make-up exam for students who miss class on an examination day. Some faculty members do not permit missed work to be made up. It is imperative that students sit for all scheduled exams. If extreme circumstances exist which prevent attendance on an exam day, the respective faculty member must be notified by telephone and/or e-mail on the day of the exam. Faculty members will inform each class of their policy on make-up exams.

Tardiness

Because City College students are preparing to work in a specific career field, professional behavior and habits are critical to academic success. It is important that classes are attended as scheduled. Dependability, attendance, punctuality, and a commitment to graduate are essential at all times. As a student preparing for professional career opportunities, you are expected to be here during all scheduled classes and to arrive on time.

Leave of absence

The College recognizes that personal situations arise which may require an extended period of time to resolve. It would not be to the student's benefit to maintain continuous enrollment when conflicting pressures prevent regular attendance.

Under this circumstance, a student must submit a "Request for Leave of Absence Form" to the Director of Education. This form is available in the Registrar's Office. A leave of absence, instead of a formal withdrawal, indicates that the student sincerely intends to resume his/her education at a specified time, generally at the start of the next quarter. No leave of absence may exceed one (1) academic quarter within one academic year.

A student requesting a leave of absence does so with the knowledge that courses needed in his/her program may not be offered the term when he/she returns. Consequently a leave of absence may result in a delayed graduation date.

Withdrawal

If a student wishes to voluntarily withdraw from the College for any reason, the student must officially notify the College in writing. Students who wish to withdraw should address the letter to the Director of Education. Regardless of the circumstances for withdrawing or the date of notification, the official withdrawal date is the last date of class attendance. Any possible refund of tuition is based on the last date of attendance.

Students who wish to withdraw from a single class but remain registered for other classes are held responsible for tuition and fees for the total number of credit hours for which they originally registered. If the withdrawal from a single course occurs after drop/add week, no refund for the course will be issued.

Grading system

Students at the College receive grades based on classroom participation, laboratory and project work and written examinations. Final grades are issued at the end of each quarter based on the following criteria:

A	(90-100)	equals 4.0 quality points
B	(80- 89)	equals 3.0 quality points
C	(70- 79)	equals 2.0 quality points
D	(60- 69)	equals 1.0 quality points
F	(below 60)	equals 0.0 quality points
I	(incomplete)	equals 0.0 quality points
W	(withdrawal)	equals 0.0 quality points
S	(satisfactory)	equals 0.0 quality points
T	(transfer credit)	equals 0.0 quality points
P	(pass)	equals 0.0 quality points
NP	(no pass)	equals 0.0 quality points

The number of quality points awarded in a course is determined by multiplying the number of credit hours for that subject by the number of quality points earned in the course. Grades of "W", "S", "I", "T", "N" and "NP" are not used in the GPA calculation.

The Grade Point Average (GPA) is computed by dividing the total number of quality points by the total number of credit hours attempted. Grade reports are issued to the student each quarter. A student may appeal a final grade only within the first week of the following quarter.

Incomplete grade

An incomplete grade or an "I" is given to a student who has not completed his/her required course work within the allotted time due to **extenuating circumstances**. These circumstances must be documented and communicated to the appropriate faculty member. This grade can only be issued by the faculty member. The student must make up all work within two weeks of the quarter end. If he/she does not complete the work, then he/she may receive an "F" for that course.

Grade penalty

For a student who totally withdraws from the College or is dismissed by the

College, the last day of physical attendance determines whether or not grades are recorded for that quarter. If the last date of attendance is within the first half of the course, a grade of "W" is earned. If the last day of attendance occurs within the last half of the course, an "F" will be assigned to each requirement that is not completed and averaged in with the grades earned for completed work.

Repeated courses

Students may repeat coursework as necessary to meet academic requirements. A student may repeat courses for which an "F," "D," or "W" was earned. When a student repeats a course for the purpose of raising a failing grade, the highest grade will be used in calculating the student's cumulative grade point average. However, all courses taken are calculated into credit hours attempted for the purpose of the student's Maximum Time Frame for completion. Financial aid may be received as long as all other eligibility requirements are met.

A student making a grade of "D" may advance if desired. It is recommended, however, the course be repeated, if it is in the student's major area of study. Courses that are taken and then retaken are both counted towards attempted hours, and the highest grade will be used in calculating the student's CGPA. Essential courses may be taken no more than two times.

EMS/Nursing Programs: A grade of C or lower in core courses will require an EMS/Nursing student to repeat a course. EMS/Nursing students cannot repeat more than two core courses during the entire program. An individual course may only be repeated one time.

Homework

Homework is a natural part of the educational process. As a professional student, you should realize the importance of completing your assignments on time as required by your faculty member. Faculty members will inform each class of their individual policy on submission of homework.

Student externship program

City College requires Medical Assisting and Legal Assisting students to fulfill an externship component in order to earn the Associate of Science Degree. The requirements are as follows:

Allied Health in Medical Assisting: The student must complete a total of 160 hours for the class. The student must complete 150 hours in a medical facility and 10 hours at the College with the medical instructor. The Department Chairperson or Externship Coordinator will make the arrangements with the student and the externship site.

Allied Health in Mental Health Technology: The student must complete a total of 160 hours for the class. The student must complete 150 hours in a mental health facility and 10 hours at the College with the designated instructor. The Department Chairperson or Externship Coordinator will make the arrangements with the student and the externship site.

Legal Assisting: The student must complete a total of 150 hours for the class. The student will work all the hours in the legal facility in order to receive credit. The Department Chairperson or Externship Coordinator will make the arrangements with the student and the externship site.

Industry and/or Professional Practicum: These are elective courses for which any student may apply. The industry and/or professional practicum are similar to an internship. Upon completion of 90 hours (for the industry practicum) or 120 (for the professional practicum) of externship plus other academic requirements, the student will receive 3 or 4 credit hours toward his/her degree. Usually the practicum is taken during the last quarter of study. Senior standing is required. Arrangements must be made with the Department Chairperson or Externship Coordinator.

Essential courses

The College has developed courses to help students improve deficiencies in English use, Mathematics, and Reading. The score on the standardized skills assessment determines placement into these courses. This placement testing is mandatory for all new students. The Director of Education may waive the testing requirement if a student has satisfactorily completed the minimum or equivalent of an Associate's degree at post-secondary level.

Essential courses are in addition to and do not fulfill the course requirements for any program of study. These courses are graded on a Pass/No Pass basis and are not computed in a student's Grade Point Average.

Graduation requirements

Every student who has successfully completed a course of study and fulfilled all obligations to the College will be awarded a Diploma, Associate of Science, or Bachelor of Science Degree during graduation exercises. Replacement cost for these documents is \$10.00. Graduation exercises are held annually, between June and July of each year. A graduation fee of \$150.00 is assessed to each graduating student, regardless of participation.

The candidate for a Diploma, Associate of Science or Bachelor of Science degree must:

1. Successfully complete all specified requirements for the degree.
2. Earn a cumulative grade point average of at least 2.0, "C", average. (*Emergency Medical Services and Nursing students must earn a minimum grade of B in all major and concentration core courses.*)
3. Achieve a specified level of performance in each skill area required for graduation.
4. Be free from all indebtedness to the College.

Graduation with honors

Students who meet the requirements for graduation and whose cumulative grade point average meets the following criteria are graduated with honors.

<u>Honor</u>	<u>Minimum grade point average</u>
Cum Laude	3.50 – 3.69
Magna Cum Laude	3.70 – 3.89
Summa Cum Laude	3.90 – 4.00

Awards and recognition

Understanding that “exceptional achievement” is earned and should be recognized, the College awards individual certificates each quarter for the following:

- ▶ President’s List (*3.9 - 4.0 term average*)
- ▶ Executive Director/Vice-President’s Award (*3.7 - 3.89 term average*)
- ▶ Outstanding Academic Achievement (*3.5 - 3.69 term average*)
- ▶ Perfect Attendance
- ▶ Student of the Quarter

Transcripts

One copy of a student’s transcript is available free of charge within two weeks of program completion. An official transcript will be mailed to a school or prospective employer within ten days of request and upon receipt of a signed release form. Additional copies are available for \$2.00 per transcript.

Personal information changes

When a student has a change of name because of marriage or divorce, or change of address or telephone number, it is imperative that these changes be reported to the Registrar’s office. A name change requires proper documentation for the file. The College frequently encounters the need to contact its students, either by mail, by phone, or by e-mail. If the contact information is not correct, the student will not receive pertinent communication regarding classes, graduation, financial aid, etc.

Dress code

City College expects its students to maintain a neat, well-groomed appearance at all times. Students may dress comfortably without going to extremes. *(Nursing and EMS students must refer to their respective department handbooks for additional dress code policies. Allied Health has a uniform requirement; see Department Chair for details.)*

- Rule #1 - NO shorts or cutoffs
- Rule #2 - NO tank tops or tube tops
- Rule #3 - NO bare midriffs
- Rule #4 - NO hats

Remember that this is an excellent time, while preparing academically for your career, to also prepare a wardrobe suitable for work. Employers frequent the College campus. While this presents an excellent opportunity for you to visit with employer representatives, you should be dressed appropriately for a meeting that could benefit your future.

Student ID is a dress code requirement for all programs.

Conduct

City College requires order and discipline in order to promote cooperation among the student body. Conduct involves many types of personal behavior including respect for others. Profanity is never acceptable. We expect a professional demeanor at all times.

STUDENT CONDUCT POLICY AND ACADEMIC INTEGRITY

City College recognizes its students as responsible and capable adults and citizens preparing for a career. Students are, therefore, expected to conduct themselves appropriately during their education process in accordance of what will be expected of them upon graduation and entering the workforce. The City College Student Conduct Policy applies to all students and student organizations endorsed by City College. The Student Conduct Policy shall apply to all student conduct that occurs on a City College campus and/or an event sponsored by City College, inclusive of externships and clinical sites. At the discretion of the Executive Director and/or the Director of Education or his or her designee, the policy shall also apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial college interest and potentially violates a campus policy.

Anti-Hazing Policy

It is the policy of City College that there will be no initiations (hazing) connected with any College-sponsored club/organization. All clubs/organizations formed by City College students must be approved by the Director of Education and are under the strict auspices of a staff or faculty member. Any deviation from this policy may result in immediate dismissal.

Definition of Terms

Academic Integrity: City College defines Academic Integrity as a code of ethics governing honesty in a student's pursuit of scholarly research and application. As such, infractions of City College's Academic integrity policy are deemed to be a form of academic dishonesty.

Suspension: Suspension is at the discretion of the Director of Education, Executive Director or the Disciplinary Appeals Panel. Suspension should not exceed two academic quarters. Students who are suspended are not eligible for a Leave of Absence and upon application for reentry to City College must pay the \$100 Re-start fee.

Conduct Dismissal: A student is administratively dismissed from the College for violation of the student conduct policy. The student is not eligible for re-entry into City College.

Academic Honesty: City College defines academic dishonesty as the “submission of work completed by another person as your own.” All ideas, words or work from others that are included in a student’s submitted work must be identified and cited. Failure to appropriately identify the ideas, words or work of others included in a student’s work is considered academic dishonesty and violates the conduct section of the catalog. Academic dishonesty may result in a zero on the graded activity, or suspension and/or termination from one or more of your courses or your entire program of study.

Ideas, words or work that require citation include, but are not limited to, hard copies or electronic publications, whether copyrighted or not, and visual and verbal communication that clearly originates from an identifiable source. This policy applies to all courses whether taught in residence or online and all sources whether electronic or hardcopy.

Disciplinary Offenses

Infractions of Academic Integrity

- a. Plagiarism, for example:
 - Submit work completed in whole or in part by another person as if it were your own.
 - Restate or paraphrase another writer’s work without acknowledging the source.
 - Copy another student’s homework and submit the work as if it were the product of your own labor.
 - Attempt to gain an advantage by using another student’s work, revealing the questions or answers on quizzes to other students, or viewing quiz questions or answers obtained by another student.
 - Whenever you conduct research, you **MUST** include references to the sources you used. The most common method is to write "Work Cited" at the end of your submission, and then list the URL's for websites you used or quoted. If you use text or graphics from a website or any other source and do not cite the source, you will receive a grade of zero for the assignment.
- b. Cheating on assignments or examinations
- c. Engaging in unauthorized collaboration on academic work
- d. Use of test materials without authorization
- e. Submitting false or incomplete records of academic achievement
- f. Altering, forging or misuse of academic records
- g. Falsifying data, research, procedures or data analysis
- h. Deceiving the college and/or college officials
- i. Violation of technology policies, for example:
 - theft or abuse of computer, email or internet or intranet resources
 - unauthorized entry into a file, to use read or change the contents
 - unauthorized electronic file transfers
 - unauthorized use of another individuals identification and/or password
 - using computing facilities to interfere with the work of another student, faculty member, or school official.
 - using computing facilities to send obscene or abusive messages
 - using computing facilities to interfere with normal operation of the schools’ computing system.

Disruptive, Disorderly, Threatening or Aggressive Conduct

Any student who engages in behavior which interferes with the normal operations of the college, inclusive of classes and administrative functions is subject to disciplinary procedures.

- a. Disruptive classroom conduct which inhibits student learning or the instructors ability to teach.
- b. The use of lewd or indecent language and/or conduct.
- c. Breach of peace inclusive of verbal and physical altercations with other students, faculty or administrative staff.
- d. Use of threats by any means of communication including but not limited to, threats of physical abuse and threats to damage or destroy college property or the property of other students or college employees.
- e. Any conduct that threatens the health or safety of another individual.
- f. Theft, attempted theft, vandalism/damage or defacing of college property, college-controlled property; or the property of another student, staff member or guest.

Illegal or Unauthorized Possession or Use of Weapons

Possession or use of firearms, explosives, dangerous chemicals, or other weapons, likeness of weapons, on college property, school sponsored events, except where possession is required by law.

Illegal or Unauthorized Possession or Use of Alcohol, Controlled and/or Illegal Substances

- a. Being under the influence of alcohol, illegal or controlled substances on college property, or at any college sanctioned event, inclusive of externships and clinical sites.
- b. Use, sale, possession or distribution of alcohol, illegal or controlled substances on college property or at any college sanctioned event, inclusive of externships and clinical sites.

Falsification

Deliberately providing City College and/or its officials with false or misleading information. Inclusive of forgery, alteration and misuse of college documents, records or identification with an intent to defraud or misinform.

Violation of Federal or State Laws

Violation of federal, state or local laws and college rules and regulations on college property or at college-sanctioned or college sponsored events, inclusive of externships and clinical sites.

Unauthorized Use of College Facilities

Unauthorized entry and use of college property, inclusive of medical labs, simulation labs and/or equipment, computers, computer labs and data and voice communication networks.

DISCIPLINARY PROCEDURES

Any City College staff or faculty member may file a complaint that a student is in violation of the student conduct policy.

- a. The complaint must be prepared in writing by completing the Disciplinary Notice Form.
- b. The complaint should include the nature of the infraction, the date, time, location. The names of students, faculty and/or staff or witnesses should be included.
- c. Complaints should be submitted in a timely manner and should account for no more than 48 hours after the alleged infraction, unless there are extenuating circumstances requiring more time which should be documented.

Disciplinary Sanctions

For cases of infractions of academic integrity, faculty members have two options.

For the first infraction:

- a. The student may either fail the assignment and lose the grade for that assignment without the possibility of replacing that grade; or
- b. The student may fail the course and be required to re-take the course.

The Director of Education must approve the decision of the instructor. A copy of the Disciplinary Notice form and any decision made will be placed in the student academic file.

For a second infraction, the student is subject to either

- a. Suspension from the college or
- b. Conduct Dismissal from the college.

For a second infraction, the decision for suspension and/or dismissal will reside with the Director of Education, since faculty members may not be aware of a student's prior infraction. A copy of the Disciplinary Notice form and any decision made will be placed in the student academic file along with the letter to the student indicating that they have either been (a) suspended or (b) Dismissal from school for violation of the Student code of conduct.

Special Note: *Egregious behavior on the part of a student can result in immediate dismissal from the college.*

For all other infractions, the final decision rests with the Executive Director

APPEALS

A student who has been found to be in violation of the City College Code of Conduct will have the opportunity to appeal the decision made. The student's appeal must be in writing and within 14 days of the college's decision. The student will then present their case to the **Disciplinary Appeals Panel** which may consist of the following members:

- a. Campus Executive Staff

- b. Campus Staff
- c. Faculty and or Student members

The decision of the Disciplinary Appeals Panel is final.

Title IX - Non-Harassment Statement

City College is committed to address and eliminate harassment and sexual harassment wherever it occurs.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as gender, color, race, religion, creed, ancestry, national origin, age, physical or mental disability, marital status, sexual orientation, gender identity or other protected group status. Additionally, the University will not tolerate harassment based on an individual's physical characteristics.

Sexual harassment deserves special mention. Sexual harassment encompasses a wide range of unwanted, sexually directed behavior.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment,
- submission to or rejection of such conduct by an individual is used as the basis for educational or employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonable interference with an individual's educational or work performance or creating an intimidating, hostile or offensive working environment

Sexually harassing behavior can include, but is not limited to, the following: verbal behavior such as negative or offensive comments, jokes, or suggestions about another employee's gender, sexuality or gender identity; threats related to sexual conduct; unwelcome sexual flirtations, advances or propositions; demands for sexual favors; subtle pressure for sexual activity; obscene or lewd sexual comments; unwelcome physical behavior; other forms of personal attention which are inappropriate to the academic or employment setting and which may reasonably be perceived as sexual overtones or denigration.

In an effort to address harassment issues the College has designated the (Executive Director for students or the Director of Human Resources for employees) to act as Title IX Coordinator for Harassment Issues.

COPYRIGHT COMPLIANCE

City College's staff, faculty and students are expected to comply with U.S. Copyright Law, Title 17 of the United States Code, and to respect the intellectual property rights of others. Those who disregard the copyright compliance guidelines of the College place themselves at risk for possible legal action and may incur personal liability. Employees of the College who direct or require others to copy or distribute copyrighted material in any format including, but not limited to books, movies, music, paintings, photographs, and software, have a responsibility to discourage copyright infringement, and to inform those copying or distributing copyrighted material to do so in compliance with U.S. Copyright Law.

SAFETY AND SECURITY

Damage or destruction of college property

Students or student groups who damage furniture, building, grounds, equipment, or any other property belonging to the College or the staff, are responsible for replacing and/or repairing these items.

Use of college equipment and property

College equipment and property are not to be removed from the building without the permission of the Director of Education or Department Chair. Students who wish to use the equipment during unscheduled class periods must receive permission from the Director of Education or a designated College official. If it is during a scheduled class time, the faculty member must also give permission.

E-mail and Internet usage by students at City College

The E-mail system and Internet access is the property of City College and is being provided for educational purposes. All communication and information transmitted by, received from, or stored in this system are the property of City College. The use of E-mail for personal purposes is prohibited. The College reserves the right to monitor, access, retrieve, view, read and delete any item stored in the E-mail system without notice to or permission of any student.

Upon request, any password used by students must be revealed to the College administration, and E-mail files may be accessed by the College administration or staff. No E-mail system messages should be created, sent or received if they contain intimidating, hostile, or offensive material concerning sex, race, color, national origin, religion, sexual orientation, age, marital status, disability, or any other classification protected by law. The E-mail system may not be used to solicit for religion or political causes, commercial enterprises, outside organizations, or other non-educational related solicitations.

Approval by administration is required before any student can post information on the Internet. Lesson plans are not posted on the Internet. Entering "chat rooms" must be for educational purposes only. Viewing pornographic material is prohibited. Any student who discovers misuse

of the E-mail or Internet system should immediately contact his/her faculty member or College administration.

Students should not expect any “privacy rights” with respect to the College’s E-mail or Internet access. Violations of the College’s E-mail and Internet policies may result in disciplinary action or possible dismissal from College by the College administration.

Grievance procedure

A grievance procedure is available to any student who believes a College decision or action has adversely affected his/her status, rights or privileges as a student. The Grievance Procedure establishes a prompt and equitable process for resolving student grievances. Students with grievances should first meet with their instructor or Department Chairperson; if the student does not feel the issue has been resolved they can then complete a written statement and submit it to the Director of Education. If the grievance is still not resolved, then they may meet with the Executive Director of the College.

After taking these steps, if a grievance is not resolved they may refer their complaint to the Executive Director, Commission for Independent Education, 325 W. Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, (888) 224-6684 or Accrediting Council for Independent Colleges and Schools, Suite 980, 750 First Street NE, Washington, DC 20002-4241, (202) 336-6780.

Anti-hazing policy

It is the policy of City College that there will be no initiations (hazing) connected with any College-sponsored club/organization. All clubs/organizations formed by City College students must be approved by the Director of Education and are under the strict auspices of a staff or faculty member. Any deviation from this policy may result in immediate dismissal.

Use of drugs and alcohol

In response to the requirement of the “Drug Free Schools and Communities Act Amendments of 1989” (Public Law 101-226) the following will be the policy of City College Ft. Lauderdale, Gainesville, and Miami campuses:

No employee or student of this College shall have in his or her possession any alcoholic beverage or controlled substance (illicit drugs) on College property or at any College activity, whether for personal consumption or distribution to any other personnel or student. Any infraction of this policy will be grounds for immediate dismissal.

Firearms, explosives, knives

Use or possession of firearms, explosives, or other harmful items on College property, or at College functions is in violation of local law and College regulations and will not be permitted

Smoking

City College is designated as a non-smoking institution. Students who wish to smoke may do so in a designated smoking area.

Parking

Parking is available adjacent to the College. Students are required to have a parking permit (decal) visible on their vehicle. Parking decals are available in the Admissions Department. Students are asked to park within the lines of the designated parking spaces. Students may not park in the parking spaces designated for College visitors.

Any car without a City College Parking sticker is subject to being towed.

Telephone

Students are not permitted to use the telephones in City College offices. **The use of cellular telephones or beepers in the classrooms and throughout the campus' halls is prohibited.** Emergency messages will be delivered to students; students will not be called to the phone.

Student lounge

A student lounge is provided for students for use when classes are not in session and for break periods. Vending machines and a microwave are generally provided for the students' use. Students are expected to keep their lounge clean. **Food (of any kind) and drinks (of any kind) are not permitted in the classrooms.**

Loss and liability

The College does not assume responsibility for the loss of books or other personal property. However, all faculty and students are instructed to give the librarian all articles found so that the owner may claim them at the Lost and Found located in the library.

Guests/Children on campus

Under no circumstances is the College to be used as a meeting place for students with their friends or family. Students are expected to be in class during their scheduled class period.

Minors are not allowed in class sessions or in the library. Unattended minors are not permitted in any area of the campus.

Deliveries made to the college

The College does not accept deliveries of any kind in the name of a student. This includes United States mail deliveries.

SERVICES FOR STUDENTS

Facilities available for physically challenged students

A ramp is available for disabled students at the student entrance. Restrooms are available for the disabled, and signs throughout the College include Braille, for the sight impaired.

Bulletin boards

There are bulletin boards in the student lounge and classrooms (if applicable) where students may post notices. All student notices must be dated and approved by the Director of Education. Each department has a bulletin board displaying various sources of information. Bulletin boards in the Career Hall are updated by the Career Development Department and show job listings, agency openings and articles. No student notices are to be posted on these bulletin boards; there is a board for student notices in the Student Lounge.

Student activities

The College does not have an organized program of activities. We are willing, however, to help sponsor and encourage activities that the student body desires, such as parties, dances, professional groups, etc. Interest and demand will determine activities held.

All student organizations must secure a faculty sponsor and a letter of approval from the Director of Education prior to the 20th day of the preceding month. Recognized student organizations must receive permission to use the College facilities from the Director of Education.

The College's Accounting Office is required to audit financial records of any student organization once a year and retains the right to perform audits at any other time. Campaigns and pledge activities should appear on the approved calendar. Signs, banners and advertisements should be in good taste and are subject to approval of the group sponsor(s).

Career development

The College provides graduates with a placement service. Our Director of Career Assistance and Development assists graduates in every possible way to obtain the best position based on their preferences, talents and skills. The College, of course, **CANNOT GUARANTEE EMPLOYMENT** to the graduate but can provide contacts and guidance that have previously proven successful. Before graduation, students must see the Director of Career and Assistance and Development, who will supply placement forms and help to arrange interviews. It is the student's responsibility to periodically contact the Career Assistance and Development office and report the results of all interviews.

Library

The Libraries at City College are the centers for information resources related to all program areas. Students and faculty have access to up-to-date information that will assist them in their chosen field of study, and also in becoming life-long learners. In addition, the libraries provide students access to printing, photocopying and computers with Microsoft Office and Internet access.

Each City College library is staffed by a professional librarian who holds a Masters Degree in Library Science. The librarians offer assistance one-on-one, over the phone, and in class in order to provide a personalized learning experience for students.

When students use the library, they must follow the instructions that are posted. All books taken must be checked out, and periodicals and reference materials must remain in the library.

In addition to the above resources City College offers access to online eResources. These consist of a variety of resources from dictionaries to journal articles. Information about how to access the eResources is available at the library. In addition, a collection of online tools to assist students in learning how to cite sources, basic math, English and other academic topics are available on the Learning Resources site, <http://citycollege.libguides.com>.

Library contact information and links to the library online catalogs are available from the homepage of the Learning Resources site.

Bookstore

The College maintains an online bookstore carrying the required textbooks and supplies for the various courses of study.

COLLEGE HOURS

<u>Weekday</u>	<u>Administrative Offices</u>
Monday	8:00 a.m. – 8:00 p.m.
Tuesday	8:00 a.m. – 8:00 p.m.
Wednesday	8:00 a.m. – 8:00 p.m.
Thursday	8:00 a.m. – 8:00 p.m.
Friday	9:00 a.m. – 5:00 p.m.
Saturday	9:00 a.m. – 2:00 p.m.

<u>Weekday</u>	<u>Daytime Classes</u>	<u>Evening Classes</u>
Monday	8:00 a.m. – 5:00 p.m.	5:15 p.m. – 11:05 p.m.
Tuesday	8:00 a.m. – 5:00 p.m.	5:15 p.m. – 11:05 p.m.
Wednesday	8:00 a.m. – 5:00 p.m.	5:15 p.m. – 11:05 p.m.
Thursday	8:00 a.m. – 5:00 p.m.	5:15 p.m. – 11:05 p.m.
Friday	8:00 a.m. – 1:00 p.m.	
Saturday	9:00 a.m. – 2:00 p.m.	

The College does reserve the right, however, to establish and alter the scheduled hours of class meetings.

CALENDAR

Holidays

Academic holidays note: Certain programs require clinical attendance on certain holidays. EMS and/or Nursing Programs may require you to attend a clinical on some of the holidays below. Consult with your Department Chair for holiday attendance requirements.

Labor Day	Veterans' Day	Thanksgiving Day
Christmas Day	Memorial Day	Day after Thanksgiving
New Year's Day	Independence Day	Others to be announced
Martin Luther King Day	Presidents' Day	

2012 ACADEMIC CALENDAR

Winter Term

December 5-6 (2011)	Continuing student registration
January 7	Winter quarter orientation and new student registration
January 9	Classes begin
January 16	Martin Luther King Day (No classes)*
February 11	Mid-quarter orientation/registration
February 15	Mid-quarter classes begin
February 20	Presidents Day (No classes)*
March 24	Quarter Ends
March 25 – April 3	Spring Break

Spring Term

March 12 - 13	Continuing student registration
March 31	Spring quarter orientation and new student registration
April 4	Classes begin
May 12	Mid-quarter orientation/registration
May 14	Mid-quarter classes begin
May 28	Memorial Day (No classes)*
June 19	Quarter Ends
June 20 – 26	Summer Break

Summer Term

June 11-12	Continuing student registration
June 23	Summer quarter orientation and new student registration
June 27	Classes begin
July 4	Independence Day (No classes)*
August 4	Mid-quarter orientation/registration
August 6	Mid-quarter classes begin
September 3	Labor Day (No classes)*
September 11	Quarter Ends
September 12-30	Fall Break

Fall Term

September 4-5	Continuing student registration
September 29	Fall quarter orientation and new student registration
October 1	Classes begin
November 3	Mid-quarter orientation/registration
November 7	Mid-quarter classes begin
November 11	Veterans Day (No classes)*
November 22-23	Thanksgiving (No classes)*
December 15	Quarter Ends
December 16 – January 3	Winter Break

Holidays*

Holiday class times may be made up on Fridays and/or Saturdays prior to the week of final exams

Holidays may not apply to clinical and externships.