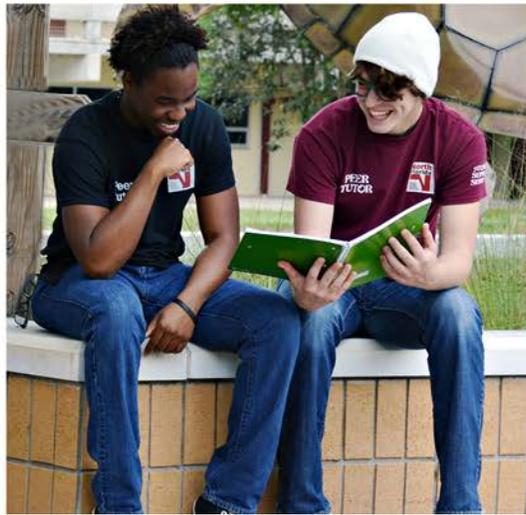




changes lives

NFCC

DOES THAT



Student Handbook

(amended October 2015)

Student Rights and Responsibilities

North Florida Community College is a place of learning, safety, shared responsibility and harmony. The faculty, staff and students have an obligation to foster an atmosphere of mutual respect and high regard for the life and property of the College.

All members of the educational community share respect for the law and adhere to the highest ethical and moral standards of conduct. In the event that these high standards are not self-enforced, the College will take action to protect its interests. Student conduct on campus and at off-campus sponsored activities and facilities is expected to be supportive of these interests.

Student Rights

Students have certain rights as members of the College community.

These rights include the following:

1. The right to a quality education
2. The right to freedom of expression
3. The right to hold public forums
4. The right to peacefully assemble
5. The right to a fair and impartial hearing
6. The right to participate in Student Government
7. The right to be a member in authorized student organizations
8. The right to appeal College decisions through established grievance procedures
9. The right of personal respect and freedom from humiliation and control
10. The right to make the best use of the student's time and talents and to work toward the goal which brought the student to the College
11. The right to ask about and recommend improvements in policies that affect the welfare of students

Student Responsibilities

Students have certain responsibilities as members of the College community.

These responsibilities include the following:

1. Knowing the rules, regulations and policies of the College
2. Meeting the course and graduation requirements of the students' program of study
3. Keeping college records current with up-to-date addresses and other information
4. Meeting with an academic advisor at least once each term
5. Complying with College rules, regulations and policies
6. Behaving with respect for others and oneself

Rights of a Charged Student

A charged student has the following rights:

1. The right to specific written notification of the charges
(It is the responsibility of the student to have a current mailing address on file with the Registrar)
2. The right to the names of the accusers and a copy of all written statements regarding the charges
3. The right to a prompt hearing
4. The right to an advocate of choice provided the advocate is not an attorney

5. The right to hear accusers and all witnesses
6. The right to present witnesses or evidence
7. The right to refuse to give self-incriminating testimony
8. The right to a full and complete record of the hearing
9. The right to an appeal

Student Code of Conduct

Enrollment at NFCC entails an obligation on the part of the student to be a responsible member of the College community. It is the responsibility of the College to inform students of their rights and responsibilities, to define reasonable standards of behavior, and to assure students of substantive and procedural due process. It is the student's responsibility to be aware of this published and readily available code.

All members of the College community are expected to contribute to a positive campus environment conducive to the pursuit of educational goals and objectives. To accomplish this, all members of the College community must adhere to the following:

1. Cooperate with College employees in the performance of duties and authorized activities.
2. Refrain from obstructing educational activities.
3. Meet all financial obligations to the College.
4. Obey all local, state, and federal laws and regulations and all NFCC policies and procedures.
5. Give accurate and complete information for all official records required by the College.
6. Wear student identification at all times while on College property.

A student enrolled at NFCC assumes responsibility for conduct compatible with the functions and processes of the College as an educational institution. While the College is dedicated to the rights and freedoms afforded to individuals, some actions are considered inappropriate in an institution of higher education.

These inappropriate actions include the following:

1. Obstruction or disruption of teaching, administration of the College, disciplinary proceedings, or other College activities on or off College properties.
2. Failure to comply with directives of College officials acting in the performance of duties, including requests to desist from specified activities or behaviors and requests to leave the College campus.
3. Forgery, alteration, misuse or misrepresentation of documents, records, means of identification, email, and other electronic information submitted to or belonging to the College and/or theft of such College property.
4. Use of College records with intent to defraud.
5. Physical abuse of any person on College owned or controlled property or at College sponsored or supervised functions that threatens or endangers the health or safety of any such person.
6. Psychological abuse of any person on College-owned or controlled property or supervised functions, including threats, harassment, stalking, and use of telephone, email, or other electronic media to intimidate, harass, terrify, annoy, or offend.
7. Theft or damage to property of the College or to personal property of a member of the College community or a visitor to the College while said personal property is on College property.
8. Unauthorized use of the College name by any student or student organization, including speaking or acting on behalf of the College without due authorization.
9. Unauthorized use of College supplies and equipment.
10. Violation of copyright laws associated with print, audio/video, and computer software materials.
11. Disorderly, lewd, indecent, or obscene conduct, language or other forms of expression on campus or at any College-sponsored or College supervised activity, including the sending of offensive, harassing, lewd, or

defamatory messages of any kind. College computers and network systems are not to be used for the viewing, downloading, transmitting, or printing of obscene, pornographic, libelous, or defamatory materials. "Chat Room" participation associated with obscene, pornographic, libelous, and defamatory subject matter is prohibited.

12. Possession or use of firearms, explosives, dangerous chemicals or substances, or other weapons on College property or at any College-sponsored activity.
13. Use, possession, or distribution of illegal drugs, alcohol, and other illegal substances on campus or at any College-sponsored activity.
14. Unauthorized use of computers for the purpose of compromising computer systems or network security.
15. Plagiarism or other behavior involving academic dishonesty.

All instances of academic dishonesty are reported to the Dean of Academic Affairs. The types of academic dishonesty and the penalties imposed upon a student who violates the academic honor code are found in the Academic Regulations section of the College Catalog. Failure to respond to a request to meet with the Office of Academic Affairs may result in a Student Code of Conduct violation.

16. Unauthorized entry into or occupancy of College facilities including buildings or grounds.
17. Participation in hazing, defined in Florida Statute 1006.63 as "any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution.
18. Engaging in Dating Violence, Domestic Violence, Sexual Battery/Assault, Sexual Cyberharassment, Sex Discrimination/Gender-Based and/or Gender-Identity Discrimination, Sexual Misconduct, Stalking, or Sexual Violence, as those terms are defined in NFCC's Title IX Procedures. NFCC's Title IX Procedures are available on NFCC's website at www.nfcc.edu (front of main page) and from NFCC's Title IX Coordinator.

While the above list includes the types of behaviors and activities deemed to be violations of the Student Code of Conduct, the list is not intended to be all inclusive. In addition to the NFCC Student Code of Conduct, students enrolled in a limited access program are also obligated to accept the rules and regulations of that program.

Complaint Procedures for Violations of the Student Code of Conduct Not Involving Sexual Misconduct (as defined in NFCC's Title IX Procedures)

Informal discussion between College officials and persons involved in possible violations of the Student Code of Conduct is encouraged as a beginning step. Every effort to reach an acceptable solution to the problem, including the involvement of appropriate department chairpersons, should be exercised before the persons directly involved in the violation pursue official action.

I. Formal Complaint: Incident Report

A written report of the alleged violation of the Student Code of Conduct is to be submitted to the Director of Recruitment, Advising & Retention. The report constitutes a formal charge and should thoroughly detail the alleged violations. The Director of Recruitment, Advising & Retention may opt to begin an informal investigation of the alleged violation prior to notification of the student.

II. Notice to the Student

The Director of Recruitment, Advising & Retention must notify the accused student with a written notice of allegations. The notice must include the following:

- Date of the alleged violation(s)
- Nature of the alleged violation(s)
- Instructions for a meeting request

- Consequences of failure to meet with the Student Disciplinary Committee

The Director of Recruitment, Advising & Retention will send the student a copy of the NFCC Student Code of Conduct, along with the notice. A copy of the notice will be filed with the Dean of Enrollment and Student Services, the individual who filed the complaint, and that individual's department chair or supervisor. Upon receipt of the notice the student will have five (5) work days to contact the Director of Recruitment, Advising & Retention to schedule a meeting with the Student Disciplinary Committee. The Director of Recruitment, Advising & Retention will notify the Committee members and the charging party of the meeting date.

Failure to contact the Director of Recruitment, Advising & Retention to schedule a meeting date or failure to appear for the agreed meeting permanently waives the right to procedures described in III through VII and allows the Student Disciplinary Committee to assess a suitable penalty.

The student has the right to select an advocate of choice provided the advocate is not an attorney. The advocate's role is to ensure that the student understands the alleged violation and his/her due process rights under the Student Code of Conduct.

III. Meeting with Student Disciplinary Committee

The Director of Recruitment, Advising & Retention will convene the Student Disciplinary Committee and provide instructions on procedures to the committee. The Disciplinary Committee is comprised of the following:

- Two students
- Two faculty members
- A fifth person acceptable to the other four members
- Director of Recruitment, Advising & Retention (facilitator - nonvoting)

The Student Disciplinary Committee will meet with the student and the individual initiating the formal complaint, separately or together, at the Committee's discretion. The person lodging the complaint will present facts in support of the alleged Student Code of Conduct violation. The student has the right to review the information presented and to question witnesses. The student may also introduce facts and respond to the allegations. As a result of the meeting, the Student Disciplinary Committee may determine that the student did not violate the Student Code of Conduct, in which case the matter is closed.

Should the Student Disciplinary Committee find the student in violation of the Student Code of Conduct, the findings and penalty will be forwarded to the Dean of Enrollment and Student Services. The student will be advised in writing of the findings and penalty within five (5) work days of the meeting. If the penalty is a reprimand, the student may not exercise an appeal. The matter is considered closed. All petitions shall be adjudicated to finality even if the aggrieved is no longer a student at the time of the proceeding.

IV. Appeal to the Student Grievance Committee

If a penalty for violation of the Student Code of Conduct involves expulsion, suspension, probation, restrictions, restitution, trespass, or withholding an academic record or degree, the student may file an appeal with the Grievance Committee.

The student must provide a written and signed notice stating the basis for the appeal. The notice must be received by the Director of Recruitment, Advising & Retention within five (5) work days of the student's receipt of the decision made by the Student Disciplinary Committee. Failure to submit the notice within the five (5) work day period constitutes acceptance of the decision. Upon receipt of a properly submitted notice, the Director of Recruitment, Advising & Retention

will notify the Grievance Committee and schedule a meeting with the student. A copy of the notice will be sent to the Dean of Enrollment and Student Services. The notification of the meeting will be delivered to the student at least ten (10) work days prior to the hearing. The ten (10) work days notification may be waived by written mutual agreement of parties if the student wishes to expedite the process.

NOTE: If a Trespass Warning is issued against a student by College Public Safety for reasons unrelated to a Code of Conduct Violation, the student may not exercise an appeal.

V. Hearing Before the Student Grievance Committee

The Director of Recruitment, Advising & Retention will convene the Student Grievance Committee and provide instructions on procedures to the committee. The Student Grievance Committee is comprised of the following:

- Two students
- Two faculty members
- A fifth person acceptable to the other four members

The chairperson of the committee will be selected by the committee. A recording secretary will be provided by the Director of Recruitment, Advising & Retention. The recording secretary will take notes and make an audiotape of the proceedings. The proceedings are confidential, and the Director of Recruitment, Advising & Retention will emphasize the necessity of confidentiality to all parties. The Director of Recruitment, Advising & Retention and the Dean of Enrollment and Student Services may not be present during the formal grievance proceedings.

The following procedures apply to the grievance meeting:

1. The hearing is closed to protect privacy and confidentiality of the persons involved. A person may maintain silence as a means of protection against self-incrimination and this silence may not be used against the student. The Student Grievance Committee will base recommendations on presented evidence.
2. The student may present witnesses on his/her behalf. The witnesses will speak directly to the allegations and not to the general character of the student.
3. Only the committee and the student may ask questions.
4. The student may hear all testimony.
5. The student may question each witness.
6. Testimony of witnesses is limited to fifteen minutes each.
7. No witness may listen to the testimony of another witness before or after his/her own testimony.
8. The person initiating the formal complaint testifies first followed by his/her witnesses.
9. The student presents his/her own response followed by his/her witnesses.
10. Witnesses may not be interrupted during testimony.
11. The chairperson of the Grievance Committee is responsible for ensuring adherence to policy associated with the meeting.
12. Documents produced during the course of the meeting are collected by the chairperson of the committee and shredded. Original documents are forwarded by the chairperson to the Dean of Enrollment and Student Services.

VI. Student Grievance Committee Recommendation(s)

The committee will deliberate immediately after the meeting. After voting in secret (using paper ballots), the committee may make one of the following recommendations to the Dean of Enrollment and Student Services.

- The penalty imposed is upheld.
- A lesser penalty should be imposed.
- A harsher penalty should be imposed.

- No penalty should be imposed.

The recommendation must be based on “a preponderance of facts” and reflect the votes of at least three of the five committee members. The written recommendation is to be signed by each member of the Grievance Committee and forwarded to the Dean of Enrollment and Student Services and copied to the Director of Recruitment, Advising & Retention. All petitions shall be adjudicated to finality even if the aggrieved is no longer a student at the time of the proceeding.

VII. Final Appeal

The President of the College shall be the final appeal but only after the prescribed grievance process has been exhausted.

Within five (5) work days of the committee’s decision, the President of the College shall review the recommendation of the Student Grievance Committee and shall provide to the student written notice of the President’s final decision. In addition, a copy of the notice is to be provided to the Dean of Enrollment and Student Services, the Director of Recruitment, Advising & Retention and the person who initiated the action. The decision of the President is final. The Office of the Dean of Enrollment and Student Services’ office is the official repository of records associated with Student Grievance Committee recommendations and actions.

Complaint Procedures for Violations of the Student Code of Conduct Involving Sexual Misconduct

The College has adopted comprehensive procedures governing complaints involving acts of Sexual Misconduct. NFCC’s Title IX Procedures shall apply to any complaint involving Sexual Misconduct. To the extent any provision in this Student Code of Conduct conflicts with the procedures applicable to acts involving Sexual Misconduct contained within NFCC’s Title IX Procedures, NFCC’s Title IX Procedures shall apply.

NFCC’s Title IX Procedures are available on NFCC’s website at www.nfcc.edu (front of main page) and from NFCC’s Title IX Coordinator. NFCC’s Title IX Coordinator and Deputy Title IX Coordinator are as follows:

Title IX Coordinator	Deputy Title IX Coordinator
Tyler Coody 325 NW Turner Davis Dr. Building 12, Room 128B Madison, FL 850-973-1639 coodyt@nfcc.edu	Jhan Reichert 325 NW Turner Davis Dr. Building 4, Room 102 Madison, FL 850-973-9485 reichertj@nfcc.edu

Suspension or Expulsion from College Property

If an instructor, staff member, or a student believes that an individual is engaging in disruptive activities, he/she may initiate one of the following actions.

1. Inform the offending individual that such behavior is in violation of the NFCC Student Code of Conduct and may result in disciplinary action, including possible suspension or expulsion.
2. Notify the Director of Recruitment, Advising & Retention or, in his/her absence, the Dean of Enrollment and Student Services.
3. Notify campus security or the appropriate local law enforcement agency. This course of action is especially appropriate if the offending behavior results in the following:
 - A threat to the peace, safety, or welfare of any person or group
 - A disruption of or a threat to educational activities
 - The likelihood of damage to the physical property of the College

The decision to suspend or expel a student rests with the Dean of Enrollment and Student Services or his/her designee.

The Dean of Enrollment and Student Services shall notify the President of the College and the Director of Recruitment, Advising & Retention of the decision to suspend or expel.

The suspension or expulsion remains in effect until the complaint procedures have been completed. These procedures are described under Complaint Procedures: Sections I through III in the Student Handbook and College Catalog.

A student who is suspended or expelled for violation of the Student Code of Conduct may file an appeal to the Grievance Committee. This procedure is described under Complaint Procedures: Section IV in the Student Handbook and College Catalog.

Immediate Suspension or Expulsion

The College recognizes that there may be times when the institution needs to respond immediately to a situation which the Dean of Enrollment and Student Services deems a direct and imminent threat to the safety of College personnel and students. The Dean of Enrollment and Student Services has the authority to "immediately suspend or expel" the alleged source of the threat. In this case, the "immediate suspension or expulsion" supersedes the standard procedure for Student Code of Conduct violations.

In those cases in which the Dean of Enrollment and Student Services believes that an immediate suspension or expulsion from College property is warranted, the student can appeal directly to the Student Grievance Committee. The President of the College or designee shall be the final appeal, but only after the prescribed grievance process through the Student Grievance Committee has been exhausted. The President or designee shall review the matter and decide what action, if any, should be taken.

Disciplinary Penalties

Disciplinary penalties of a progressive nature may be imposed on a student for violations of law and/or the Student Code of Conduct. Any of these penalties may be imposed on a student, a group of students, or a student organization.

The Dean of Enrollment and Student Services shall notify the student, in writing, of specific details of the penalties. A copy will be maintained in the student's official College record. The student shall be informed that further violations of College rules and regulations may result in more severe disciplinary action.

These penalties include, but are not limited to, the following:

1. **Expulsion:** Permanent termination of a student's privilege to attend the College. This may include a restrictive order that would exclude the person from campus.
2. **Suspension:** Termination of a student's privilege to attend the College for an indefinite or a specified period of time. This may include a restrictive order that would exclude the person from campus.
3. **Probation:** A formal action for violation of College rules and regulations. As a result of conduct probation, conditions are placed upon the student's continued attendance at NFCC.
4. **Restrictions:** Conditions imposed on a student that would specifically dictate and limit future presence on the College campus and participation in College-related activities. The restrictions involved will be clearly identified. Restrictions may also apply to denial of the privilege to operate a motor vehicle on campus, participation in certain activities/events/organizations, access and use of College services, and presence in certain buildings or locations on campus.
5. **Restitution:** Payment for injury in cases involving theft, destruction or loss of property or deception.
6. **Reprimand:** A written statement documenting student misconduct which reflects unfavorably on a student's file.

Student Grievance Procedure

A grievance is defined as a complaint or dissatisfaction occurring when a student thinks that any condition at the College affecting him/her is unjust or inequitable or creates unnecessary hardship. Such grievances include but are not limited to mistreatment by any College employee; discrimination; problems with student or academic services; academic probation, suspension, readmission actions, or other academic matters. These grievances do not include matters which have been determined through procedures prescribed for the Student Code of Conduct.

Exclusions

Dating Violence, Domestic Violence, Sexual Battery/Assault, Sexual Cyberharassment, Sex Discrimination/Gender-Based and/or Gender-Identity Discrimination, Sexual Misconduct, Stalking, or Sexual Violence, as those terms are defined in NFCC's Title IX Procedures: Grievances related to any of these acts should be directed to NFCC's Title IX Coordinator in accordance with NFCC's Title IX Procedures.

Discrimination: Grievances related to charges of discrimination due to age, color, sex, religion, national origin, race, creed, marital status, physical, or mental disability, or equity issues of any kind should be directed to the Equity Coordinator.

Fees: Grievances concerning the assessment or refund of tuition and fees shall be directed to the Dean of Administrative Services.

Financial Aid: Grievances related to financial aid shall be directed to the Dean of Administrative Services.

Parking and Traffic: Grievances related to parking or traffic regulations shall be directed to the Dean of Administrative Services.

Contested Grades for Courses: (see appeal procedure found at the end of this section).

The student is encouraged to seek out the Office of the Ombudsman for guidance on this procedure, exclusions or any other matter of concern.

1. The first step is an oral discussion between the student and the person(s) alleged to have caused the grievance. The student should meet with the person as soon as practical after becoming aware of the condition that is the basis for the grievance. If the student considers the response to this discussion to be unsatisfactory, he/she should initiate the action outlined in Step 2.
2. The second step requires the student to submit a written petition within five (5) work days after notification of the Step 1 decision to the immediate supervisor or department head of the person alleged to have caused the grievance.

The written petition should include the following:

- the student's name, local address, and phone number
- the name and office of the individual alleged to have caused the grievance
- a detailed statement of the event(s) being petitioned
- a statement of action previously taken to resolve the issue
- the results of these actions
- the outcome desired by the student

The supervisor or department head will render a written decision to the student within five (5) work days of the date the petition was filed or within a time limit mutually agreed upon by both parties.

3. Any student who is not satisfied with the response after completing Steps 1 and 2 may present the grievance in written form to the Dean of Academic Affairs within five (5) work days after receiving notification of the Step 2 decision.

The student shall be informed of the Step 3 decision within (5) work days of the date the petition was filed or within a time limit mutually agreed upon by both parties.

All petitions filed shall be adjudicated to finality even if the aggrieved is no longer a student at the time of the proceeding.

Final Appeal

The President of the College or designee shall be the final appeal but only after the prescribed grievance process has been exhausted. The President or designee shall review the matter and decide what action, if any, should be taken.

Appeal of a Final Course Grade Policy

In very limited circumstances, a student may appeal the final course grade assigned by an instructor. Such appeals must be initiated within the first ten (10) work days of the semester following the semester in which the grade was assigned.

Generally, grounds for appeal include allegations of the following:

- Instructor error in the computation leading to the assigned grade
- Evident inconsistencies in course syllabus descriptions of grade derivation and how the grade was actually derived

The decision of the Dean of Academic Affairs is final.

Appeal Procedure

1. The student must confer with the instructor who assigned the grade within the prescribed time frame.
2. If the conference with the instructor does not result in resolution of the grade concern, the student then confers with the department chair responsible for the oversight of the course in which the grade was received.
3. If the conference with the department chair does not result in resolution of the grade concern, the student may appeal to the Dean of Academic Affairs. Such an appeal must be presented via a written petition within five (5) work days. The petition must include a statement of the student viewpoint and any information deemed pertinent by the student. Upon receipt of the appeal petition, the Ombudsman is made available to the student to assist in the appeals process.
4. The instructor who assigned the grade must provide a written report within five (5) work days describing his/her viewpoint and any information deemed pertinent.
5. After careful review of all pertinent documents and discussions with involved parties, the Dean of Academic Affairs shall render a decision relative to the student appeal. The appeal decision shall be rendered and communicated to involved parties within ten (10) work days after receipt of all pertinent documents from the student and instructor.

The decision of the Dean of Academic Affairs is final.

Hazing

Mental or physical hazing of any kind is a violation of the Student Code of Conduct and is prohibited. Hazing is defined as any mental or physical abuse, which, intentionally or unintentionally, humiliates or degrades an individual or threatens his/her health, safety, or mental or physical wellbeing. Hazing is prohibited by Florida State Statute. Those guilty of hazing are subject to disciplinary probation, suspension, dismissal, and/or any combination of such penalties.

Drug and Alcohol Use

NFCC strongly endorses the notion that the use of drugs, (excluding those prescribed by a physician to treat a specific medical condition) and alcohol can

- Be detrimental to the physical and mental well-being of its students
- Seriously interfere with the performance of individuals as students
- Be extremely dangerous to the student and his/her fellow students

Students and employees are subject to discipline for the unlawful possession, use, or distribution of drugs or alcohol on College property or while participating in College activities as follows:

- Illegal use, possession, or sale of alcohol or controlled substances as defined by Florida State Statute, by any student/employee while such student/employee is on school property or in attendance at a school function is a ground for suspension, expulsion, or imposition of other disciplinary action. Institution specific sanctions are in addition to any legal sanctions imposed.

Tobacco Use

There is to be no smoking inside any building on the property of NFCC. Students and staff who wish to smoke may do so only in designated areas. No smoking will be permitted on porches, in hallways and corridors, or just outside exterior doors within 20' of where others must walk through the smoke. No area inside any building on the property of NFCC will be designated as a smoking area.

The use of "ELECTRONIC CIGARETTES" will not be allowed in any college building.

Users of smokeless tobacco products on campus are prohibited from spitting in areas where students and staff are walking or are gathered. The improper use of tobacco products on campus property is grounds for disciplinary action. Violation of the policy may result in referral to appropriate campus personnel for disciplinary action.

NFCC has established designated smoking areas on campus which include the following:

- Anywhere in an open-air area at least 20 feet from any side walk or building and away from classroom entrances and shelters where students must assemble to enter classrooms.
- In the small gazebo located just west of the Student Center.
The large gazebo will be reserved for smoke-free recreation or relaxation.

Any student who is seen smoking in restricted areas will be asked to move to a designated smoking area.

Students should dispose of cigarette butts and smokeless tobacco products properly by using the ash receptacles (Genie bottles) conveniently placed around campus. Failure to do so will be considered littering. Any student who refuses to comply with requests of College personnel regarding this policy may be subject to discipline as explained in the Student Code of Conduct in the Student Handbook.

Standards of Dress

Students shall dress appropriately for campus activities. Students will be asked to cover any visible underwear or clothing with profanity or sexually explicit graphics. Failure to comply will be viewed as a violation of the Student Code of Conduct. Shirts and shoes are required at all times when on campus.

Student Ombudsman

Mission Statement:

The Student Ombudsman provides all NFCC students with a safe, confidential place to bring questions and concerns about College rules, policies, or procedures. The Ombudsman assists students in navigating College policies and procedures and understanding the student's rights and responsibilities.

The Ombudsman Office is:

Confidential – All concerns or information brought to the Ombudsman will not be shared with anyone else unless granted permission to do so or otherwise required by law.

Impartial – The Ombudsman does not advocate for the student or the College. The Ombudsman provides information and/or options available to the student.

Independent – The Office of the Ombudsman operates independently of administrative authorities.

Informal – The Ombudsman will informally investigate student concerns without issuing judgments or decisions. The Ombudsman does not arbitrate, adjudicate, or participate in any internal or external formal process (including legal processes).

If an issue should arise involving the Ombudsman, the Ombudsman shall recuse him/herself and the issue will be referred to the Ombudsman's supervisor for action.

For more information, call (850) 973-9418 or email ombud@nfcc.edu.

Additional Information

Student Housing

NFCC does not own or operate any student housing facilities. Accommodations are available through private persons and agencies within the community.

Food Service

A food service facility is located in the Student Center. Breakfast and lunch are available at modest cost. Food service facilities are closed during school holidays, weekends, and summer semesters. A number of restaurants are conveniently located in Madison.

Student Email Accounts

Students will be provided with an official NFCC GoMail account and email address through the MyNFCC Information Network. Once successfully enrolled at NFCC, students can access their NFCC GoMail account by logging on to the MyNFCC Information Network. A link to the MyNFCC Information Network is available at www.nfcc.edu.

All official campus communications will be sent to the student's NFCC GoMail address, and students will be held responsible for regularly checking their email for any updates and information. This will be the only email address used by NFCC faculty and staff to communicate with students.

Student ID Cards

Students are required to obtain and wear an ID card while on campus. ID cards are made in the Library throughout the year. There is no charge for the first ID. The replacement fee for a lost or damaged ID is \$5.

Bookstore

Textbooks are now ordered through the NFCC Virtual Bookstore. The Virtual Bookstore is accessible from the NFCC website home page - www.nfcc.edu. For assistance with textbooks orders, visit the Advising Center in Building 2 or call (850) 973-9437.

Student Counseling Services (SCS)

The Student Counseling Service is a FREE confidential service offered to current NFCC students. SCS provides assessment and short-term counseling, crisis intervention, and referrals on the NFCC campus through Resolutions Health Alliance (RHA) of Lake City, Florida.

A counselor is available on the NFCC campus from 9 a.m. until 2 p.m. on the 2nd and 4th Wednesday of each month except when those times fall on holidays or campus closure dates. The counselor's office is located in the NFCC Fine Arts Building (Bldg. 10, Rm 14). Appointments are recommended to insure that the counselor is available at a specific date and time. To schedule an appointment call (386) 754-9005 and identify yourself as a North Florida Community College student. RHA will schedule the appointment.

Confidentiality is essential to the success of the SCS. Student SCS records are not included in any college records. The student's confidentiality is protected within the confines of applicable state and federal statutes.

A toll-free crisis counseling hotline is available to NFCC students 24 hours a day at 1-800-330-5615. This hotline is offered through Meridian, not RHA, and is available to all NFCC students.

For further information, contact Kay Hogan at (850) 973-1605 or hogank@nfcc.edu.

Residence and Telephone Changes

Students should inform the Registrar's Office of any change in current address, mailing address, or telephone number. This information is needed in case of emergency and for official communications from the College.

Student Health

Medical emergencies are referred to the Madison County Emergency Medical Services (911).

Florida statute requires provision of detailed information concerning the risks associated with meningococcal meningitis and hepatitis B and the availability, effectiveness, and contraindications of any required or recommended vaccine.

This information is sent to all students applying for admission to NFCC.

Health Disclosure

College students are at increased risk for certain vaccine-preventable diseases. Safe and effective vaccines are available for meningococcal meningitis (a rare but deadly blood and brain infection), hepatitis B (a serious liver infection), and influenza. NFCC recommends students discuss the need for these vaccines with their health care providers. Further information is available at www.mayoclinic.org/diseases-conditions.

Notification of Social Security Number Collection and Use

In compliance with Florida Statutes, North Florida Community College (NFCC) issues this notification regarding the purpose for the collection and use of any student's Social Security Number (SSN). NFCC collects and uses a student's SSN only to perform the College duties and responsibilities. To protect the student's identity, NFCC will maintain the privacy of his/her SSN and will not release it to unauthorized parties in compliance with state and federal laws. The College assigns each student a unique student identification number which is used for educational purposes at NFCC, including the access of the student's college records.

NFCC may collect and/or use any student's Social Security Number for the following purposes:

PURPOSE

FEDERAL AND STATE REGULATIONS

Admissions and Registration

- Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student SSNs to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for NFCC to collect the SSN of every student. **A student may refuse to disclose his/her SSN for this purpose, but he/she may be subject to IRS penalties.**
- The Florida public school system uses the SSN as a student identifier. It is beneficial to have access to the same information for purposes of tracking and assisting students in the transition from one educational level to the next, linking all levels of the state education system. The intent is to establish a comprehensive management database of information which will co-reside with the Division of Public Schools Information Database and the State University System Database to provide integrated information at the state level for educational decision-making.
- SSNs appear on official transcripts and are used for business purposes in accordance with parameters outlined by the U.S. Department of Education.
- Tracking uses are authorized by SBE Rule 6A-10955(3)(e); 1008.386, F.S. and the General Education Provisions Act (20 USC 1221(e-1)).
- Hope/Lifetime Tax Credit uses are authorized by 26 USC 6050S and Federal Register, June 16, 2000/IRC Section 25A
- Registration uses are authorized by 119.071(5), F.S.
- Issuance of Form 1098T for tuition payment reports are authorized by 26 USC 3402, 6051

Veteran Administration Benefits

- The SSN is required for enrollment verification and reporting for all Veterans Administration beneficiaries. **A Veteran student is required to report his/her SSN in order to receive the appropriate benefits and for tracking purposes.**
- Required by 38 USC 3471

Parking

General Information:

1. The term vehicles refers to all means of transportation other than by foot. Examples include cars, trucks, buses, motorcycles, motor scooters, mopeds, bicycles, skates, etc.
2. The provisions within these regulations shall be applicable to all persons who operate or park vehicles on the NFCC campus.
3. The responsibility for locating legal parking rests with the operator of the vehicle. Lack of convenient space will not be considered a valid excuse for violating traffic and parking regulations.
4. All drivers must abide by signs and roadblocks posted by College personnel. Traffic cones blocking a specific parking lot designate the lot is full or unavailable at that time.
5. All drivers must cooperate with and follow the instructions of personnel designated by the College to assist with traffic control.
6. Movement of traffic on campus roads is not to be obstructed by stopping in the streets or parking lots for any purpose other than parking or complying with the traffic regulations.
7. If a vehicle operator observes others parked in violation of the rules and regulations, this should not be construed as evidence that the regulation is no longer in effect or that it is acceptable to park in the same manner.
8. Lack of knowledge of the rules and regulations shall not be a valid excuse for violating any traffic regulation.
9. The speed limit on the NFCC campus is 15 M.P.H., unless otherwise posted.
10. All traffic crashes on the NFCC campus should be immediately reported to the NFCC Security Department.
11. Vehicles in violation of more than one traffic regulation at any one time may be given more than one ticket and/or may be towed.
12. Illegally parked vehicles may be warned, ticketed, "booted," and/or towed at the owner's expense.
13. The College will not be responsible for loss or damage to any vehicle or its contents while operated and/or parked on the NFCC campus.
14. No skateboards, roller skates, roller blades, or other such roller-equipped means of transportation are allowed in the parking lots, on sidewalks, on walkways, between and around buildings, or inside buildings except when hand carried.
15. Vehicles must observe all traffic signs and traffic control devices.

Parking and Traffic Regulations:

1. Parking lot designations are as follows:
 - White Lined: Students/Visitors
 - Yellow Lined: Faculty/Staff
 - Blue Lined: Handicapped
2. Only vehicles driven by NFCC faculty and staff are allowed to be parked in the reserved parking lots designated as Faculty and Staff areas. These areas are reserved from 6 a.m. until 5:15 p.m. Monday-Friday. Certain parking spaces are designated for NFCC vehicles. Only vehicles owned by the College are allowed to park in these spaces that are reserved 24 hours per day.
3. Loading Zone parking is restricted to loading and unloading. Vehicles parked in loading zones for other reasons and/or after the loading is completed are in violation of NFCC parking regulations. The Loading Zone parking regulation is in effect 24 hours a day.
4. Vehicles are not allowed to park in No Parking Zones on campus. These areas include, but are not limited to the following:
 - Areas not designated for parking
 - Turn-around/drop-off circles

- Areas along roadway curbs (painted or not painted)
 - Moving traffic areas and traffic lanes
 - Driveways and walkways
 - Areas that could obstruct other vehicles
 - Areas which indicate "No Parking Zones" by the use of obstacles or signs
5. Vehicles shall not be parked or stopped in a manner that blocks other vehicles or impedes the traffic flow.
 6. Vehicles shall not be illegally parked by backing into a space. Head-in parking only.
 7. Parking across parking space lines is prohibited.
 8. Parking on, beside, or over a curb is prohibited.
 9. Parking in areas designed for other vehicles is prohibited.
 10. Parking and/or driving on unpaved areas of the campus is prohibited except where designated.
 11. Parking and/or driving on sidewalks is prohibited.
 12. Driving over curbs is prohibited.
 13. Drivers are not to leave their vehicles unattended in the drop off/pick up zones on campus. Such zones shall not be used to wait for a parking space to become available.
 14. Vehicles are not allowed to drive or park in areas which have been barricaded or where cones have been placed. Moving, altering, or disregarding such obstacles is prohibited.
 15. Motorists must yield the right-of-way to pedestrians.
 16. Vehicle audio equipment shall not be played any louder than necessary for the convenient hearing by persons inside the vehicle, and the volume of the vehicle audio equipment shall not be played at a level that is disturbing to others.
 17. Overnight parking is not permitted on campus except by prior approval from the Security Department. Overnight parking for the purpose of residing or sleeping is not allowed on NFCC property. NFCC is not responsible for damage or theft of property of any vehicle while parked on or passing through the College campus.
 18. Trailers, buses, motor homes and similar vehicles with attachments which will not fit correctly in a regular parking space must be parked at the outer edges of the parking lot away from areas with the highest concentration of parked vehicles.
 19. In the event that a vehicle must be parked illegally to await repairs or fuel, the NFCC Security Department must be notified immediately. The disabled vehicle must be moved or towed as soon as possible.
 20. Parking privileges are subject to revocation by the administration of NFCC for continued and repeated violations of the parking and traffic regulations.
 21. Vehicles left on the NFCC campus for longer than a week may be considered abandoned and may be towed at the owner's expense.

Enforcement (Parking)

If a vehicle is parked illegally anywhere on the NFCC campus, the vehicle is subject to be towed at the owner's expense. Signs are displayed near parking areas with the name and address of the company to contact if the vehicle is towed. The company that tows the vehicle is an independent contractor hired by the College. The College has no authority to negotiate towing fees and is not in any way responsible for damage or liability to the vehicle or its contents.

Towing is provided by: Jimmie's Firestone, 6025 South SR 53, Madison, FL 32340, (850) 973-8546

Campus Security: Contact NFCC Campus Security at (850) 973-0280.

Campus Security

Non-students on Campus

Any and all persons with no legitimate reason for presence on College property are subject to relevant local, state, and federal laws. In particular, said persons are subject to laws associated with loitering.

Campus Escort

Campus Security will provide escorts (by foot or vehicle), upon request, to and from campus buildings and parking lots for students and employees, as time and duty permit. Contact Campus Security at (850) 973-0280.

Campus Alert System

NFCC has the ability to send a direct notification to students through text messages and emails in the event of a campus emergency or closing due to inclement weather. This system is called "e2Campus."

Registering one's phone takes only a few minutes, and students may register two devices as well as an alternate email address. To register a cell phone, log onto D2L and follow the link provided.

CUBIT - College and University Behavioral Intervention Team

NFCC is concerned about the safety, health, and well-being of its students, faculty, staff, and visitors – individually and collectively (herein referred to as NFCC members). A College and University Behavioral Intervention Team (CUBIT) has been formed that will use a multidisciplinary approach to maintain the safety of the NFCC campus. The CUBIT is committed to balancing the rights of the individual with the collective safety of the campus.

The CUBIT acts as a clearinghouse for campus concerns regarding behavior perceived to be aberrant, threatening, or dangerous. The team will assess and manage potentially dangerous situations that pertain to NFCC members. The NFCC CUBIT goal is to address behaviors of concern, showing due diligence for the safety of NFCC members while protecting NFCC member confidentiality to the appropriate extent. The NFCC CUBIT will focus on NFCC members who may be exhibiting signs of impending problems. By monitoring persons with problems, NFCC hopes to avert serious safety threats and to direct NFCC members to resources that can help alleviate stress.

Silent Witness

The Silent Witness Program allows concerned NFCC students, faculty, and staff an anonymous method to report information about campus issues; violations of the law; matters of improper, behavioral, or anti-social conduct; student or employee harassment; fraud; and general safety or security concerns to the College and University Behavioral Intervention Team (CUBIT).

CUBIT consists of a group of NFCC employees who are concerned about the safety and well-being of each member of the NFCC family. The team is made up of members who have specific skills and backgrounds in the areas of public safety, mental health, and student affairs. Information submitted will be handled confidentially with the purpose of assisting the student, faculty member, or staff member.

Although the NFCC team accepts anonymous reports, it also encourages anyone to provide his/her name and contact information so that the NFCC CUBIT can follow-up to gather additional information.

The Silent Witness form is available at www.nfcc.edu/silent-witness-cubit.

North Florida Community College Clery Act Statistics

OFFENSE	YEAR	On Campus Property	On Campus Student Housing Facilities	Non Campus Property	Public Property	Unfounded (Investigated, but unfounded)
Murder/Non-Negligent Manslaughter	2014					
	2013					
	2012					
Negligent Manslaughter	2014					
	2013					
	2012					
Sex Offenses, Forcible	2014					
	2013					
	2012					
Sex Offenses, Non-Forcible	2014					
	2013					
	2012					
Robbery	2014					
	2013					
	2012					
Aggravated Assault	2014					
	2013					
	2012					
Burglary	2014					
	2013					
	2012	1				
Motor Vehicle Theft	2014					
	2013					
	2012					
Arson	2014					
	2013					
	2012					
Arrests: Weapons: Carrying, Possessions, Etc.	2014					
	2013					
	2012					
Arrests: Drug Abuse Violations	2014					
	2013					
	2012					
Arrests: Liquor Law Violations	2014					
	2013					
	2012					
Disciplinary Referrals: Liquor Law Violations	2014					
	2013					
	2012					
Fires	2014					
	2013					
	2012					

NFCC Clery Act Statistics - Hate Crimes

Larceny / Theft							
Year	Race	Gender	Religion	Sexual Orientation	Ethnicity	Disability	Unfounded (Investigated, but unfounded)
2014							
2013							
2012							
Simple Assault							
Year	Race	Gender	Religion	Sexual Orientation	Ethnicity	Disability	Unfounded (Investigated, but unfounded)
2014							
2013							
2012							
Intimidation							
Year	Race	Gender	Religion	Sexual Orientation	Ethnicity	Disability	Unfounded (Investigated, but unfounded)
2014							
2013							
2012							
Destruction/Damage/Vandalism							
Year	Race	Gender	Religion	Sexual Orientation	Ethnicity	Disability	Unfounded (Investigated, but unfounded)
2014							
2013							
2012							