





NORTH FLORIDA
COLLEGE

2025 STUDENT HANDBOOK

Sentinels stand together.

Contact Information

850-973-9481 

belld@nfc.edu 

STUDENT HANDBOOK

Student Rights and Responsibilities

NFC is determined that the campus be 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.

It is expected that all members of the educational community will 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 school sponsored activities and facilities is expected to be supportive of these interests.

For purposes of this Student Handbook, “working day” means any day that falls on Monday through Friday which the College is open for operation. Additionally, when referring to an employee by his or her official title herein, such reference is also intended to include the employee’s designee (with the exception of the President of the College).

Student Rights

As members of the College community, students have certain rights that include the following.

Students have the

- Right to a quality education;
- Right to freedom of expression;
- Right to hold public forums;
- Right to peacefully assemble;
- Right to a fair and impartial hearing;
- Right to participate in Student Government;
- Right to be a member in authorized student organizations;
- Right to appeal College decisions through established grievance procedures;
- Right of personal respect and freedom from humiliation and control;
- Right to make the best use of your time and talents and to work toward the goal which brought you to College; and
- Right to ask about and recommend improvements in policies that affect the welfare of students.

Student Responsibilities

As members of the College community, students have certain responsibilities that include the following.

Students are

- Expected to assume responsibility for knowing the rules, regulations and policies of the College;
- Expected to meet the course and graduation requirements of his/her program of study;
- Expected to keep college records current with up-to-date addresses and other information;
- Expected to meet with an academic advisor at least once each term;
- Expected to comply with College rules and policies; and
- Expected to behave in a manner which demonstrates respect for others and self.

Rights of a Charged Student

A charged student has the following rights:

- 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.);
- The right to the names of the accusers and a copy of all written statements regarding the charges, unless

- prohibited by law;
- The right to a prompt and impartial hearing;
- The right to an advisor of choice during the disciplinary process unless the advisor's role would conflict with the disciplinary process as determined by the Director of Advising, Transfer, and Career Development. The College does not select advisors for students;
- The right to hear accusers and all witnesses;
- The right to present witnesses or evidence;
- The right to refuse to give self-incriminating testimony;
- The right to a full and complete record of the hearing; and
- The right to an appeal.

Student Code of Conduct

[NOTE: Please refer to the academic regulation section of this catalog for grade appeals.]

Enrollment at NFC 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 NFC policies.
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 NFC 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 include, but are not necessarily limited to, the following:

1. Obstruction or disruption of teaching, administration of the College, disciplinary proceedings, the educational environment at the College, or other College activities on or off College properties;
2. Failure to comply with directives of College officials acting in the performance of duties. This includes requests to desist from specified activities or behaviors and requests to leave the 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. This includes threats, harassment, stalking and use of telephone or email to intimidate, harass, terrify, annoy or offend;
7. Theft or damage to property of the College or to the property of a member of the College community or visitor of the College while said personal property is on College property;

8. Unauthorized use by any student or student organization of the College name. Included is 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. This includes the sending of offensive, harassing, lewd, or defamatory messages. 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, substances, instruments or other weapons with intent to inflict bodily harm on any individual or damage to a building or grounds of College property. Use, possession, or distribution of illegal drugs, alcohol and other illegal substances on campus 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 behavior involving academic dishonesty;

All instances of academic dishonesty will be reported to the Vice President of Academic and Student Affairs, at which time a hold will be placed on the student's account until the penalty phase is completed. Any student suspected of violating the academic honor code will first be contacted by the instructor to set up a meeting to discuss the violation and the associated penalties followed by a meeting with the Vice President of Academic and Student Affairs. If the student fails to meet with the instructor and/or the dean, a written report of the alleged violation of the Student Code of Conduct will also be submitted to the Director of Advising, Transfer, and Career Development. The report constitutes a formal charge and the student is subject to additional penalties. The types of academic dishonesty and the penalties imposed upon a student who violates the academic honor code can be found in the Academic Regulations section.

16. Unauthorized entry into or occupancy of College facilities including buildings or grounds;
17. Participation in hazing. Action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose in initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution; and
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 NFC's Title IX Procedures. NFC's Title IX Procedures are available on NFC's website at www.nfc.edu (front of main page) and from NFC's Title IX Coordinator.

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

Complaint Procedures for Alleged Violations of the Student Code of Conduct Not Involving Sexual Misconduct

Informal discussions between College officials and persons involved in possible violations of the Student Code of Conduct are encouraged at the beginning of any complaint. 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 Advising, Transfer, and Career Development. The report constitutes a formal charge and should thoroughly detail the alleged violations. The Director of Advising, Transfer, and Career Development 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 Advising, Transfer, and Career Development must provide the charged student with a written notice of allegations. The notice will include, at a minimum, the following:

- The date of the alleged violation(s);
- The nature of the alleged violation(s);
- The College's disciplinary procedures, including the Student Handbook and Code of Conduct; and
- Instructions for requesting a hearing with the Student Disciplinary Committee

A copy of the notice of allegations is to be filed with the Vice President of Academic and Student Affairs, the individual who filed the complaint, and that individual's department chairperson. Upon receipt of the notice of allegations, the charged student will have five (5) working days to contact the Director of Advising, Transfer, and Career Development to schedule a hearing with the Student Disciplinary Committee. The Director of Advising, Transfer, and Career Development will notify the Committee members and the charging party of the hearing date. The hearing will be scheduled no earlier than five (5) working days following the student's request for a hearing. The student will be provided with a copy of all materials related to the complaint, unless prohibited by law.

Failure to timely contact the Director of Advising, Transfer, and Career Development to request a hearing date, or failure to appear at a hearing, permanently waives the right to the procedures described in III through VII and allows the Student Disciplinary Committee to assess a suitable penalty.

The student has the right to an advisor during the disciplinary process. The student is responsible for choosing his/her advisor. The advisor is not allowed to speak during any hearing unless specifically permitted by the hearing panel.

III. Hearings Before the Student Disciplinary Committee

The Director of Advising, Transfer, and Career Development will convene the Student Disciplinary Committee and provide instructions on procedures to the committee. The Disciplinary Committee consists of:

- Two students;
- Two faculty members;
- A fifth person acceptable to the other four members; and
- Director of Advising, Transfer, and Career Development (facilitator/non-voting member)

The Director of Advising, Transfer, and Career Development will select the members of the Student Disciplinary Committee. When exigent circumstances exist and upon written agreement of all parties involved, the Student Disciplinary Committee may conduct a hearing when fewer than five (5) voting members are available. However, in no circumstance will the Student Disciplinary Committee convene a hearing with fewer than three (3) voting members present. Moreover, at least one (1) student voting member must be present.

The parties will be given two (2) working days to object in writing to the appointment of committee members based on a belief by the objecting party that the committee member will not be fair and impartial. The written objection must be provided to the Director of Advising, Transfer, and Career Development who will make a final decision. The decision is not subject to further appeal.

a. Formal Hearing

Formal hearings are held when a charged student disputes the allegations against him/her. The purpose of the hearing is to give the complainant an opportunity to present facts in support of the alleged Student Code of Conduct violation and to give the charged student the opportunity to respond so that the Student Disciplinary Committee can determine whether the complainant proved based on a preponderance of the evidence that the charged student violated the Student Code of Conduct. "Preponderance of evidence" means the greater weight of the evidence or evidence that more likely than not tends to prove a certain proposition.

The Student Disciplinary Committee may also request the attendance of witnesses. A summary of the events of the hearing shall be recorded in writing by a Recording Clerk. The written minutes of the hearing shall serve as

the official record of the hearing.

The following procedures apply to the hearing:

1. The hearing is closed to protect privacy and confidentiality of the persons involved unless the both parties agree in writing to opening the hearing to the public.
2. A person may maintain silence as a means of protection against self-incrimination and this silence may not be used against the student.
3. Either party may request to attend the hearing in a separate room; however, the decision as to whether to grant the request will be determined by the committee.
4. The committee will begin the hearing by informing the charged student of the charges against him/her.
5. The complainant begins by providing an opening statement if desired.
6. The charged student may then provide an opening statement if desired.
7. The complainant testifies first then his/her witnesses. The committee and the charged student may ask questions of witnesses after the complainant is finished asking questions.
8. After the complainant is finished presenting witnesses, the charged party may testify and present witnesses. The committee and the complainant may ask questions of witnesses after the charged party is finished asking questions.
9. After all witnesses have been presented, the complainant may present a closing statement if desired. The charged student may then provide a closing statement if desired.
10. No witness may listen to the testimony of another witness before or after his/her own testimony.
11. Witnesses are not to be interrupted during testimony.
12. In lieu of live testimony, the parties may provide written witness statements.
13. The committee is responsible for ensuring adherence to policy associated with the hearing.
14. Documents collected by the committee are forwarded to the Vice President of Academic and Student Affairs for handling in accordance with College policy.
15. Evidence of unrelated past conduct on the part of the charged party will not be permitted during the hearing unless the past conduct involved prior complaints under the Code of Conduct that resulted in discipline.
16. The formal rules of evidence do not apply to the hearing.
17. The Student Disciplinary Committee will issue a decision based on a preponderance of the evidence standard. The decision must be a majority.

The committee's findings and penalty (if any) will be forwarded to the Vice President of Academic and Student Affairs. The complainant and charged student will be advised in writing of the findings and penalty (if any) within five (5) working days of the meeting. All petitions shall be adjudicated to finality even if the aggrieved is no longer a student at the time of the proceeding.

b. Informal Hearings

Informal hearings are held when a charged student admits to the allegations against him/her. The purpose of the hearing is to decide the appropriate penalty, if any. The Student Disciplinary Committee may request the attendance of witnesses. A summary of the events of the hearing shall be recorded in writing by a Recording Clerk. The written minutes of the hearing shall serve as the official record of the hearing.

The following procedures apply to the hearing:

1. The hearing is closed to protect privacy and confidentiality of the persons involved unless both parties agree in writing to opening the hearing to the public.
2. A person may maintain silence as a means of protection against self-incrimination, and this silence may not be used against the student.

3. Either party may request to attend the hearing in a separate room; however, the decision as to whether to grant the request will be determined by the committee.
4. The committee will begin the hearing by stating the charges to which the charged student has admitted.
5. The complainant begins by providing an opening statement if desired.
6. The charged student may then provide an opening statement if desired.
7. The charged party may testify and present witnesses solely on issues related to potential penalties. The committee may ask questions of witnesses after the charged party is finished asking questions.
8. After all witnesses have been presented, the complainant may present a closing statement if desired. The charged student may then provide a closing statement if desired.
9. No witness may listen to the testimony of another witness before or after his/her own testimony.
10. Witnesses are not to be interrupted during testimony.
11. In lieu of live testimony, the parties may provide written witness statements.
12. The committee is responsible for ensuring adherence to policy associated with the hearing.
13. Documents collected by the committee are forwarded to the Vice President of Academic and Student Affairs for handling in accordance with College policy.
14. Evidence of unrelated past conduct on the part of the charged party will not be permitted during the hearing unless the past conduct involved prior complaints under the Code of Conduct that resulted in discipline.
15. The formal rules of evidence do not apply.
16. The Student Disciplinary Committee will issue an appropriate penalty. The decision must be a majority.

The findings and penalty will be forwarded to the Vice President of Academic and Student Affairs. The complainant and charged student will be advised in writing of the findings and penalty within five (5) working days of the meeting. 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 Appeal Committee (Following a Formal Hearing)

If the complainant or charged student is dissatisfied with the decision of the Student Disciplinary Committee, he/she may file an appeal to the Student Appeal Committee. Appeals will only be heard if the student alleges (1) a fundamental due process error that substantially impacted the outcome of the formal hearing; (2) prejudice against the appealing party by the Disciplinary Committee, including evidence of a conflict of interest, bias, pressure, or influence that precluded a fair and impartial hearing; (3) newly discovered evidence that was not available at the time the formal hearing was held which would have substantially affected the outcome of the hearing; or (4) the penalty imposed is disproportionate to the allegations (i.e. either too light or too severe). The appellant must prove his/her claims based on a preponderance of the evidence.

The appealing student must provide a written and signed notice stating the basis for the appeal. The notice must be received by the Director of Advising, Transfer, and Career Development within five (5) working days of the student's receipt of the decision made by the Student Disciplinary Committee. Failure to submit the notice within the five (5) working day period constitutes acceptance of the decision and a waiver of a right to an appeal.

Upon receipt of a timely and properly submitted notice, the Director of Advising, Transfer, and Career Development will notify the Appeal Committee and set a time and place for a hearing. A copy of the notice will be sent to the Vice President of Academic and Student Affairs. The notification of the hearing will be delivered

to the student at least ten (10) working days prior to the hearing. The ten (10) working day notification may be waived by written mutual agreement of parties if the parties desire to expedite the process.

NOTE: If a Trespass Warning is issued against a student by College Public Safety, the student may not exercise an appeal.

The Director of Advising, Transfer, and Career Development will convene the Appeal Committee and provide instructions on procedures to the committee. The Appeal Committee consists of the following:

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

The Director of Advising, Transfer, and Career Development will select the members of the Appeal Committee. When exigent circumstances exist and upon written agreement of all parties involved, the Grievance Committee may conduct a hearing when fewer than five (5) voting members are available. However, in no circumstance will the Appeal Committee convene a hearing with fewer than three (3) voting members present. At least one (1) student voting member must be present.

The parties will be given two (2) working days to object in writing to the appointment of committee members based on a belief by the objecting party that the committee member will not be fair and impartial. The written objection must be provided to the Director of Advising, Transfer, and Career Development who will make a final decision. The decision is not subject to further appeal.

The chairperson of the committee is to be selected by the committee. The hearing will be audio-taped. The audiotape shall serve as the official record of the hearing. The proceedings are confidential and the Director of Advising, Transfer, and Career Development will emphasize the necessity of confidentiality to all parties. The Director of Advising, Transfer, and Career Development and the Vice President of Academic and Student Affairs may not be present during the formal grievance proceedings.

Hearings will only address the issues outlined in the appeal.

The following procedures apply to the hearing:

1. The hearing is closed to protect privacy and confidentiality of the persons involved unless both parties agree in writing to opening the hearing to the public.
2. A person may maintain silence as a means of protection against self-incrimination, and this silence may not be used against the student.
3. The appellant begins by providing an opening statement if desired.
4. The appellee may then provide an opening statement if desired.
5. The appellant testifies first then his/her witnesses. The committee and the appellee may ask questions of witnesses after the appellant is finished asking questions.
6. After the appellant is finished presenting witnesses, the appellee may testify and present witnesses. The committee and the appellant may ask questions of witnesses after the appellee is finished asking questions.
7. After all witnesses have been presented, the appellant may present a closing statement if desired. The appellee may then provide a closing statement if desired.
8. No witness may listen to the testimony of another witness before or after his/her own testimony.
9. Witnesses are not to be interrupted during testimony.
10. The committee is responsible for ensuring adherence to policy associated with the hearing.
11. Documents collected by the committee are forwarded to the Vice President of Academic and Student Affairs for handling in accordance with College policy.

V. Appeal Committee Recommendation(s)

The committee will deliberate in private immediately after the hearing. The committee may make one of the

following recommendations to the Vice President of Academic and Student Affairs based on a majority vote:

- The penalty imposed is upheld;
- The penalty imposed should be changed to a harsher penalty; or
- No penalty should be imposed.

The written recommendation is to be signed by each member of the Appeal Committee and forwarded to the Vice President of Academic and Student Affairs with a copy to the Director of Advising, Transfer, and Career Development. The parties shall be provided a copy of the decision within five (5) working days. All petitions shall be adjudicated to finality even if the aggrieved is no longer a student at the time of the proceeding.

VI. Final Appeal (Following an Appeal of a Formal Hearing Before the Student Appeal Committee or Following an Informal Hearing Before the Student Disciplinary Committee)

A student may submit a final appeal to the President of the College but only after the prescribed grievance process has been exhausted. Appeals must be submitted in writing to the President within three (3) working days of receipt of the underlying decision (for formal hearings it is measured from the Student Appeal Committee decision, and for informal hearings it is measured from the Student Disciplinary Committee decision).

The President of the College, within five (5) working days, shall review the decision of the Appeal Committee (for formal hearings) or the Disciplinary Committee (for informal hearings) and shall provide to the parties written notice of his/her final decision. In addition, a copy of the notice is to be provided to the Vice President of Academic and Student Affairs, the Director of Advising, Transfer, and Career Development and the person who initiated the action. The decision of the President is final and not subject to further action through College policy. The official repository of the records associated with Grievance Committee recommendations and actions is the office of the Vice President of Academic and Student Affairs.

Suspension or Expulsion from College Property

If an instructor, staff member or 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 NFC Student Code of Conduct and may result in disciplinary action, including possible suspension or expulsion.
2. Notify the Director of Advising, Transfer, and Career Development or, in his/her absence, the Vice President of Academic and Student Affairs.
3. Notify campus security or the appropriate local police department. This course of action is especially appropriate if the offending behavior
 - Is a threat to the peace, safety or welfare of any person or group;
 - Is a disruption of or a threat to educational activities; or
 - Involves the likelihood of damage to the physical property of the College.

The decision to suspend or expel a student rests with the Vice President of Academic and Student Affairs or his/her designee.

The Vice President of Academic and Student Affairs shall notify the President and the Director of Advising, Transfer, and Career Development 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 situations which the Vice President of Academic and Student Affairs deems a direct and imminent threat to the safety of College personnel and students. The Vice President of Academic and Student Affairs 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 Vice President of Academic and Student Affairs believes that an immediate suspension or expulsion from College property is warranted, the student can appeal directly to the Student Disciplinary Committee. The president of the College or designee shall be the final appeal, but only after the prescribed grievance process through the Student Disciplinary 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 Vice President of Academic and Student Affairs shall notify the student, in writing, the specific details of the penalties. A copy is to 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 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:** Conduct probation is a formal action for violation of College rules and regulations. As a result of probation, conditions are placed upon the student’s continued attendance at NFC.
4. **Restrictions:** Conditions imposed on a student that would specifically dictate and limit future presence on 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 to an innocent party in cases involving theft, destruction or loss of property or deception.
6. **Reprimand:** A reprimand is 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, 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.

- **Discrimination:** Grievances related to charges of discrimination due to age, color, sex, religion, national origin, race, creed, marital status, physical, or mental disability, or civil rights issues of any nature should be directed to the Civil Rights Compliance Officer at belld@nfc.edu.
- **Fees:** Grievances concerning the assessment or refund of tuition and fees shall be directed to the Dean of Administrative Services, rogersm@nfc.edu.
- **Financial Aid:** Grievances related to financial aid shall be directed to the Dean of Administrative Services, rogersm@nfc.edu.
- **Parking and Traffic:** Grievances related to parking or traffic regulations shall be directed to the Dean of Administrative Services, rogersm@nfc.edu.
- **Contested Grades for Courses:** Grievances related to grade appeals shall be directed to the Office of

Academic Affairs, academicaffairs@nfc.edu. See appeal procedure found at the end of this section and in the Academic Section of the NFC College Catalog

- **Residency Determinations for Tuition Purposes:** Grievances related to residency appeals shall be directed to the Office of Academic & Student Affairs, academicaffairs@nfc.edu. See also the residency appeal procedure found in the Financial Aid section of the Catalog under Residency Requirements for Tuition Purposes..

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

1. **Step One:** 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. **Step Two:** The second step requires the student to submit a written petition within five (5) working 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; and
- The outcome desired by the student.

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

3. **Step Three:** Any student who is not satisfied with the response after completing Steps 1 and 2 may present the grievance in written form to the appropriate dean within five (5) working days after receiving notification of the Step 2 decision.

The student shall be informed of the Step 3 decision within (5) working 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.

All students are encouraged to work through the internal complaint and appeal procedures. Students who feel as if their complaint has not been addressed satisfactorily after completing the grievance procedure may contact the Division of Florida Colleges for additional information.

www.fldoe.org/schools/higher-ed/fl-college-system/about-us/complaints.shtml
Florida Department of Education
325 West Gaines Street, Suite 1544
Tallahassee, Florida 32399-0400

Distance Education students, who have completed the internal institutional grievance process and the applicable state grievance process, may appeal non-instructional complaints to the FL-SARA PRDEC Council. For additional information of the complaint process, please visit the FL-SARA Complaint Process page at <https://www.fldoe.org/sara/student-concerns.shtml>.

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) working 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 Vice President of Academic and Student 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 Vice President of Academic and Student Affairs. Such an appeal must be presented via a written petition within five (5) working 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 Student 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) working days describing his/her viewpoint and any information deemed pertinent.
5. After careful review of all pertinent documents and discussions with involved parties, the Vice President of Academic and Student Affairs shall render a decision relative to the student appeal. The appeal decision shall be rendered and communicated to involved parties within ten (10) working days after receipt of all pertinent documents from the student and instructor.

The decision of the Vice President of Academic and Student Affairs is final.

Policy on 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.

Policy on Drug and Alcohol Use

NFC 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 and employees.
- Seriously interfere with the performance of individuals as students and employees.
- Be extremely dangerous to the student/employee and his/her fellow students/employees.

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.

Policy on Tobacco Use

There is to be no smoking inside any building on the property of NFC. 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 NFC will be designated as a smoking area.

The use of "ELECTRONIC SMOKING DEVICES" 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.

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

- Anywhere in an open-air area at least 20 feet from any sidewalk 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.

Policy on Sexual Misconduct

The College has adopted comprehensive procedures governing complaints involving acts of Sexual Misconduct. NFC'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 NFC's Title IX Procedures, NFC's Title IX Procedures shall apply.

NFC's Title IX Procedures are available on NFC's website at www.nfc.edu and from NFC's Title IX Coordinator. NFC's Title IX Coordinator and Deputy Title IX Coordinator are as follows:

Title IX Coordinator	Deputy Title IX Coordinator
Heather Smith 325 NW Turner Davis Drive Building 3, Room 018 Madison, FL 32340 850-973-9487 smithhe@nfc.edu	Jhan Reichert 325 NW Turner Davis Drive Building 4, Room 102 Madison, FL 32340 850-973-9485 reichertj@nfc.edu

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.

Restroom and Changing Facility Use

All restrooms and changing facilities at North Florida College are designed for exclusive use by males or females and shall be limited to individuals based on their biological sex at birth as required by Florida Statute 553.865 and Rule 6A-14.00612, F.A.C., with the exception of single use restrooms and any restrooms specifically designated by signage as unisex.

Per s. 553.865, a person may only enter a restroom or changing facility designated for the opposite sex under the following circumstances:

- a) To accompany a person of the opposite sex for the purpose of assisting or chaperoning a child under the age of 12, an elderly person as defined by Florida Statute 825.101, or a person with a disability as defined by Florida Statute 760.22 or a developmental disability as defined by Florida Statute 393.063;
- b) For law enforcement or governmental regulatory purposes;
- c) For the purpose of rendering emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk;
- d) For custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use; or
- e) If the appropriate designated restroom or changing facility is out of order or under repair and the restroom or changing facility designated for the opposite sex contains no person of the opposite sex.

Any student who willfully enters, for the purpose other than those circumstances listed above, a restroom or changing facility designated for the opposite sex on College premises and refuses to depart when asked to do so by any administrative personnel, faculty member, security personnel, or law enforcement personnel shall be subject to discipline as explained in the Student Code of Conduct in the Student Handbook.

Any student has the right to file a complaint with the Attorney General if the College has failed to meet the minimum requirements for restrooms and changing facilities under Florida Statute 553.865(4) and (5).

Student Ombudsman

Mission Statement:

The Student Ombudsman provides all NFC 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 remain confidential unless specific permission is granted to share the information or sharing of the information is 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@nfc.edu.

ADDITIONAL INFORMATION

Student Housing

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

Food Service

NFC's food service facility is located in the Student Center. Lunch is available at modest cost during fall and spring terms. Food service facilities are closed during school holidays, weekends, and summer terms. A

number of restaurants are conveniently located in Madison.

Student Email Accounts

Students are provided with an official NFC GoMail account and email address through the MyNFC Information Network. Once successfully enrolled at NFC, students can access their NFC GoMail account by logging on to the MyNFC Information Network. A link to the MyNFC Information Network is available at my.nfc.edu.

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

Student email accounts will be disabled 24 months after the student's last term of attendance.

Student ID Cards

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

Bookstore

Textbooks can be ordered through the NFC Virtual Bookstore which is accessible from the NFC website at www.nfc.edu/virtual-bookstore or the MyNFC Information Network at my.nfc.edu. For assistance with textbooks orders, visit the Administrative Services Building (Bldg. 2) or call 850-973-1675.

Student Counseling Services (SCS)

The Student Counseling Service is a FREE confidential service offered to current NFC students. SCS provides assessment and short-term counseling, crisis intervention, and referrals on the NFC campus through Suwannee River Counseling Services (SRCS) of White Springs, Florida.

A counselor is available on the NFC campus from 9 a.m. until 2 p.m. on the 2nd and 4th Tuesdays of each month except when those times fall on holidays or campus closure dates. The counselor's office is located in the NFC Fine Arts Building (Bldg. 10, Rm 14). Appointments are recommended to ensure that the counselor is available at a specific date and time. To schedule an appointment, a student should call (386) 867-1511 and identify as a North Florida College student. SRCS 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 NFC students 24 hours a day at 1-800-330-5615. This hotline is offered through Meridian, not SRCS, and is available to all NFC students.

For further information, contact Jennifer Page, Vice President of Academic and Student Affairs, at 850-973-1603 or pagej@nfc.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 NFC.

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. NFC 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 College (NFC) issues this notification regarding the purpose for the collection and use of any student's Social Security Number (SSN). NFC collects and uses a student's SSN only to perform the College duties and responsibilities. To protect the student's identity, NFC 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 NFC, including the access of the student's college records.

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

PURPOSE	FEDERAL AND STATE REGULATIONS
Admissions and Registration	
<ul style="list-style-type: none"> 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 NFC 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. 	<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> SSNs may appear on official transcripts and are used for business purposes in accordance with parameters outlined by the U.S. Department of Education. 	
Collections	
<ul style="list-style-type: none"> The SSN will be utilized by the College for purposes of collecting amounts due on delinquent student accounts. 	<ul style="list-style-type: none"> Delinquent accounts, 1010.03, F.S.
Veteran Administration Benefits	
<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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 NFC 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 NFC campus is 15 M.P.H., unless otherwise posted.
10. All traffic crashes on the NFC campus should be immediately reported to the NFC 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 NFC campus.
14. No segways, hoverboards, bicycles, 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. No motorcycles, dirt bikes, golf carts or all-terrain/utility vehicles shall be allowed on the grounds of NFC. (This shall not include medically necessary equipment, approved NFC Staff equipment or NFC service equipment. 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 NFC 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. Students using the library in the evenings may park in the spots marked "Reserved Library Staff" beginning at 4:30 p.m. Certain parking spaces are designated for NFC 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 NFC 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 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 NFC property. NFC 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 that 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 NFC 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 NFC for continued and repeated violations of the parking and traffic regulations.
21. Vehicles left on the NFC 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 NFC campus, the vehicle is subject to being 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 NFC 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

NFC 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

NFC is concerned about the safety, health and well-being of its students, faculty, staff and visitors—individually

and collectively (herein referred to as NFC members). A College and University Behavioral Intervention Team (CUBIT) has been formed that will use a multidisciplinary approach to maintain the safety of the NFC 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 NFC members. The NFC CUBIT goal is to address behaviors of concern, showing due diligence for the safety of NFC members while protecting NFC member confidentiality to the appropriate extent. The NFC CUBIT will focus on NFC members who may be exhibiting signs of impending problems. By monitoring persons with problems, NFC hopes to avert serious safety threats and to direct NFC members to resources that can help alleviate stress.

Silent Witness

The Silent Witness Program provides concerned NFC 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 NFC employees who are concerned about the safety and well-being of each member of the NFC 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 NFC team accepts anonymous reports, it also encourages anyone to provide his/her name and contact information so that the NFC CUBIT can follow up to gather additional information.

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