



Student Handbook  
2016-2017

FLPoly.org

FLORIDA  

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POLYTECHNIC  
UNIVERSITY

# CAMPUS CONTACT INFORMATION

Emergency? Call 911

Main Number ..... 863.583.9050.....

Academic Success Center.....ASC@FLPoly.org

Admissions ..... 800.585.7659 (POLY)..... admissions@flpoly.org

Barnes & Noble Bookstore ..... 863.583.9996.....SM8122@bncollege.com

Bursar's Office..... 863.874.8406.....Bursar@FLPoly.org

Career Services .....CareerServices@FLPoly.org

Cashier ..... 863.874.8406.....Cashier@FLPoly.org

Copy Center .....863.874.8766.....CopyCenter@FLPoly.org

Dining Services..... 863.874.8432.....Auxserv@FLPoly.org

Health & Wellness Services.....863.874.8672.....HealthServices@FLPoly.org

Library Services.....863.874.8641 .....Library@FLPoly.org

Ombuds Office.....863.874.8672.....Ombuds@FLPoly.org

Parking & Transportation..... 863.874.8440.....Parking@FLPoly.org

Registrar ..... 863.874.8542.....Registrar@FLPoly.org

Student Living ..... 863.874.8779.....live@floridapolystudentliving.com

Student Life Coordinator .....863.874.8651.....StudentAffairs@FLPoly.org

Student IDs..... 863.874.8440.....Selfie@FLPoly.org

Technology Services..... 863.874.8888.....helpdesk@flpoly.org

Title IX Coordinator..... 863.874.8545.....TitleIXCoordinator@FLPoly.org

University Police Department.....863.874.8472.....Police@FLPoly.org

Wellness Counselor..... 863.874.8672.....HealthServices@FLPoly.org



**The following is contact information for the Florida Polytechnic University Police Department.**

Non-Emergency: 863.874.8472

Emergency: 911

Email: [Police@FLPoly.org](mailto:Police@FLPoly.org)

Facebook: Florida Poly Police Department

<https://www.facebook.com/search/top/?q=florida%20polytechnic%20university%20police%20department>

Web: <https://floridapolytechnic.org/departments-of-public-safety-and-police/>

### **About**

Florida Poly is designed so graduates possess the talent and job-ready skills necessary to stand out from the crowd. It was established on April 20, 2012, and dedicated to the principle that innovation occurs when research and creativity are applied to real-world challenges. Florida's only public university for engineering and technology dedicated to science, technology, engineering and mathematics (STEM) was created to be both a rigorous academic institution and a powerful resource for high-tech industries.

### **Mission Statement**

The mission of Florida Polytechnic University is to prepare 21st century learners in advanced fields of science, technology, engineering and mathematics (STEM) to become innovative problem-solvers and high-tech professionals through interdisciplinary teaching, leading-edge research and collaborative local, regional and global partnerships.

### **Vision Statement**

Florida Polytechnic University will be a world-renowned "University of Innovation" for producing a dynamic pool of info-tech talent with real-world solutions and the capacity to lead global high-tech industries through customized undergraduate and graduate STEM-enriched academic curriculum, operating space and facilities, entrepreneurial research and interactive business industry



Dear Students:

Welcome to Florida Polytechnic University! This Student Handbook is your guide to your rights and responsibilities, as well as an outline of regulations, procedures and the Student Code of Conduct. Within these pages is a wealth of information about services and resources available to you. Importantly, the Student Handbook clarifies the standards we uphold and that we expect of you in your conduct as a student here. Your enrollment at Florida Poly implies that you accept and agree to comply with the entire contents of the Student Handbook, and that you agree to be bound by all policies, procedures and agreements set forth herein.

Please read and familiarize yourself with this handbook and make use of it over the course of the academic year. The Student Handbook may be revised from time to time during the academic year. Any such revisions will be posted to the online version of the Student Handbook located on our website.

I encourage you to stretch yourself, work hard and take advantage of all the opportunities offered by Florida Poly and its student body. I look forward to meeting and speaking with you at formal and informal University function, or stop by the Office of Student Affairs during my office hours to discuss any issues or just to say hello.

Good luck, and enjoy an exciting, rewarding and successful year.

Yours for Florida Polytechnic University,

Dr. Steven Warner

Vice Provost for Student Affairs

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## INTRODUCTION

The 2016-17 Student Handbook is the official student handbook of Florida Polytechnic University. It is prepared by the Office of Student Affairs to provide you with information about campus resources, student life and University procedures. The University makes this handbook available to each student, and it is your responsibility to familiarize yourself with its contents. By enrolling at this University, you agree to comply with all University policies, rules and regulations. Ignorance of a policy, rule or regulation will not be considered an excuse for failure to observe it. The University reserves the right to alter rules, regulations and policies referenced herein, for which notice will be given through standard and established channels.

An important part of the handbook is the Student Code of Conduct and the Student Rights and Responsibilities. Please review both policies in their entirety. The handbook is only one of many useful sources of information about the University. Students should consult the University Course Catalog, along with their faculty advisors and the Office of Student Affairs, if they have further questions about any of the topics addressed here. Members of the University community – faculty, administration and staff – are ready to help all students when questions or problems arise. Florida Polytechnic University is committed to providing and maintaining a welcoming and dignified learning environment in which all members of the community appreciate and respect one another. The University does not tolerate any form of discriminatory behavior, which includes harassment or retaliation, directed toward another member of the University community based on his or her race, color, national origin, marital status, sex, religion, age, disability, sexual orientation, gender identity, gender expression or veteran status or any other legally protected basis. Any individual who feels he or she has been made a victim of discrimination or harassment, which includes any act of sexual misconduct, is strongly encouraged to report the incident to the University's Title IX Coordinator. The Title IX Coordinator is available to discuss options for handling the matter and to identify counseling and support for victims, whether or not the victim chooses to make an official report or participate in the institutional disciplinary or criminal process.

The provisions of this handbook are not to be regarded as a contract between any student and the University. The University reserves the right to change any of the policies, rules, regulations and standards of conduct at any time as may be necessary in the interest of the University. The University also reserves the right to modify or discontinue any of the services, programs or activities described in this handbook. The Student Code of Conduct, as published on the University website, reflects the most up-to-date version of the regulation in its entirety.

The University may reproduce or modify this handbook, or parts of it, for distribution in other formats (for example, on a web page or in other forms for computer access, or in school or academic department publications). Students, applicants and other users of this handbook should consult with appropriate University offices to verify the current text or status of the policies, procedures or information contained herein to determine whether information in this handbook or other publications has been superseded or changed. Questions about the Student Handbook should be directed to Dr. Steve Warner, Vice Provost for Student Affairs, [swarner@flpoly.org](mailto:swarner@flpoly.org).

The University Policies and Regulations, including the Student Code of Conduct, are at:

<http://floridapolytechnic.org/board-of-trustees/university-policies-and-regulations/>

<https://floridapolytechnic.org/wp-content/uploads/FPU-3.006-Student-Code-of-Conduct-7.29.14.pdf>

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Academic Calendar 2016-2017

### 2016 Fall Semester

March 21 - August 9	Early Registration
August 11 – 18	Registration by assigned time
August 19	Regular Registration
August 22	Classes Begin
August 22 – 26	Drop/Add
August 22 - 26	Late Registration (\$100 fee)
August 24 – 26	Non-degree/Employee/Audit Registration
August 26	Withdraw with no Fee Liability Deadline
September 2	Residency Reclassification Deadline
September 2	Fee Payments Due
September 5	Labor Day Holiday
September 16	Withdrawal, All Courses, with 25% Refund (W assigned)
November 11	Veteran's Day Holiday
November 21	Graduation Application Deadline
November 21	Add a Course by College Petition Deadline
November 21	Withdrawal Without Academic Penalty Deadline (W Assigned)
November 23 - 26	Thanksgiving Holiday
December 7	Last Day of Classes
December 8 - 9	Reading Days - No Class
December 10 - 16	Final Exams
December 19	Final Grades Due From Faculty (by 12:00 p.m.)
December 20	Degree Status Available
December 21	Final Grades Available
December 26 - 31	Winter Break

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All deadlines are effective at **5:00 p.m.** All paperwork should be submitted to the appropriate office, generally the Office of the University Registrar, by **5:00 p.m.**, unless indicated otherwise. All dates and deadlines are subject to change and will be updated accordingly.



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Academic Calendar 2016-2017

## 2017 Spring Semester

October 31 - December 20	Early Registration
December 22 - January 3	Registration by assigned time
January 2	New Year's Day Holiday (Observed)
January 3	Regular Registration
January 5	Classes Begin
January 5- 11	Drop/Add
January 5- 11	Late Registration (\$100 fee)
January 7- 11	Non-degree/Employee/Audit Registration
January 11	Withdraw with no Fee Liability Deadline
January 13	Residency Reclassification Deadline
January 13	Fee Payments Due
January 16	Martin Luther King Jr. Holiday
January 27	Withdrawal, All Courses, with 25% Refund (W assigned)
March 6 - 11	Spring Break (Student Holiday)
April 7	Graduation Application Deadline
April 7	Add a Course by College Petition Deadline
April 7	Withdrawal Without Academic Penalty Deadline (W Assigned)
April 19	Last Day of Classes
April 20 - 21	Reading Days - No Class
April 22 - 28	Final Exams
April 29, 30 (Tentative)	Commencement
May 1	Final Grades Due From Faculty (by 12:00 p.m.)
May 2	Degree Status Available
May 3	Final Grades Available

03072016

All deadlines are effective at **5:00 p.m.** All paperwork should be submitted to the appropriate office, generally the Office of the University Registrar, by **5:00 p.m.**, unless indicated otherwise. All dates and deadlines are subject to change and will be updated accordingly.

## UNIVERSITY HOLIDAYS

### RELIGIOUS HOLIDAYS

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#### *Reasonable Accommodations for Religious Observances, Practices and Beliefs*

The University will reasonably accommodate the religious observances, practices and beliefs of individuals in regard to admissions, class attendance and the scheduling of examinations and work assignments.

When feasible, the University and faculty will seek to avoid scheduling major examinations, major assignments and University ceremonies on major religious holy days. For the purposes of this regulation, a recognized religious holy day is a significant day of religious observance as recognized by the highest governing body of that particular faith.

Students should review course requirements and meeting days and times before a semester begins to avoid foreseeable conflicts with religious observances, as excessive absences in a given term may make it difficult for a student to successfully complete the academic requirements of a course.

A student who wishes to observe a religious holy day of his or her religious faith shall notify all of his or her instructors in advance and shall be excused from classes or other academic or educational activity for the purpose of observing the religious holy day.

Please see FPU-3.009 Reasonable Accommodations for Religious Observances, Practices and Beliefs to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-3.009-Reasonable-Accommodations-for-Religious-Observances-Practices-and-Beliefs1.pdf>

### UNIVERSITY HOLIDAYS

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The University observes the following holidays:

- New Year's Day
- Birthday of Martin Luther King Jr. (Third Monday in January)
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- Winter Break (the four week days between December 25 and January 1)

*If any holiday listed above falls on a Saturday, the Friday preceding that holiday shall be observed as a holiday. If any holiday listed above falls on a Sunday, the following Monday after the holiday shall be observed as a holiday.*

## READING DAYS

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The two days prior to the start of examinations in the fall and spring semesters, generally a Thursday and Friday, are designated reading days. No classes are held on these days; instead, students are encouraged to use these days for study and review. There are no reading days in the summer terms because examinations are given during regular class periods.

## POLICIES & REGULATIONS

### STUDENT CODE OF CONDUCT

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The Student Code of Conduct is designed to promote responsible behavior by all students consistent with the values and welfare of the Florida Polytechnic University community. It exists to define the behavioral rights and responsibilities of University students and student organizations. The Code of Conduct fosters and enhances the academic mission of the University, as well as protects the rights of all University students, faculty and staff.

Please see FPU-3.006 Student Code of Conduct in the University Policies and Regulations to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-3.006-Student-Code-of-Conduct-7.29.14.pdf>

#### Digest of Student Rights and Responsibilities

Florida Polytechnic University instructs students in advanced fields of science, technology, engineering and mathematics (STEM) so they can become innovative problem-solvers and high-tech professionals. Student rights and responsibilities evolve from both this mission and the expectations of how educated persons will conduct themselves. Students at Florida Polytechnic University have the same rights and protections under the Constitutions of the United States and the State of Florida as other citizens.

#### Student Rights and Responsibilities

These rights include freedom of speech, freedom of press, freedom of political belief and affiliation, freedom from discrimination, freedom of peaceful assembly and freedom of petition for redress of grievances. As a member of the Florida Polytechnic University community, students can expect to be a part of a respectful, engaging, collaborative, creative and innovative environment. While the University Catalog, the Student Handbook and official documents, including course syllabi, contain specific rights and obligations, and while no document or set of documents can address every possible circumstance, this digest is intended to serve as a brief guide to student rights and responsibilities.

These rights and responsibilities, include, but are not limited to, the following:

Students have a right to:

- Be provided with the opportunity to obtain a relevant, quality education, consistent with the mission of the University.
- Pursue their education in an environment that is safe, secure and conducive to learning. Students have a right not to be subjected to harassment, sexual harassment, bullying or discrimination, indignity, injury or violence.
- Receive accurate information about the University, its programs, its costs and its expectations.
- Be informed of and receive just and unbiased treatment under the rules and regulations of the University, its classes, its residential life and its extracurricular activities.

- Be informed of and graded on specific requirements for each program and each course.
- Be treated in a respectful manner by all members of the University community.
- Due process and procedural fairness in any investigation of allegedly improper student conduct or alleged violations of policy.
- Be informed of decisions impacting their status, advancement, or exercise of University benefits, and appeal through a defined process and framework, those decisions, in accordance with the rules of procedure prescribed in the Student Code of Conduct.
- Exercise their rights and privileges without regard to age, race, gender, national origin, sexual preference, disability, religion, political views or veteran status.
- Privacy, including the privacy of personal information, according to Family Educational Rights and Privacy (FERPA) laws.
- Reasonable and legitimate access to the University's buildings and facilities.
- Reasonable access to statements of policies, procedures and guidelines of the University and student organizations.
- Form clubs, organizations and committees through the Student Government Association and to associate with other organizations to promote common interests.

Students have a responsibility to:

- Read, understand and abide by the rules, regulations, policies and procedures governing the University, its classes, its residential life and its extracurricular activities. Florida Polytechnic University policies can be found at: <https://floridapolytechnic.org/board-of-trustees/university-policies-and-regulations/>.
- Observe all duly established local, state and federal regulations.
- Take an active role in his or her education, recognizing that while Florida Polytechnic University has an obligation to provide an opportunity, the student has an obligation to avail himself or herself of that opportunity.
- Treat all other members of the University community in a respectful manner, and conduct him or herself in a manner that does not infringe on the rights of other members of the University community.
- Demonstrate respect and concern for their neighbors as members of both the University and surrounding community. In other words, Florida Polytechnic University students, both resident and non-resident, have an obligation to demonstrate responsible citizenship in their local neighborhood and communities.
- Accept the consequence of their actions.
- Read their email as directed to their University-assigned email account and for responsible use of technology. Students are reminded that images, postings, dialogs and information about themselves or others posted on the Internet (e.g., on social networking sites such as Twitter, Instagram, Yik-Yak and Facebook) are public information. While University officials do not actively monitor these sites, content that is brought to the attention of the University that describes or documents behavior that reasonably suggests breach of University policy (i.e., conduct, human rights, information and educational technology usage, violence in the workplace) is subject to further investigation. The University reserves the right to appropriately respond to these incidents, which may include disciplinary action.
- Contribute to making the Florida Polytechnic University community safe, respectful and inclusive. Students must refrain from conduct that threatens or endangers the health, safety, well-being or dignity of any person.
- To become familiar with course outlines, content, evaluation methods, timelines and methodology.

## STUDENT INFORMATION

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### Directory Information and Release to Third Parties

Directory information is the information available about a student that is not considered harmful or an invasion of privacy if disclosed. Student directory information that can be released to the public is limited to:

- Student's name
- Student's date and place of birth
- Student's grade level, class and college
- Student's local and permanent addresses
- Student's telephone number
- Student's email address
- Student's enrollment status
- The most recent previous educational institution attended by the student
- Student's dates of attendance at Florida Polytechnic University
- Student's University ID number (not Social Security number)
- Student's major field of study
- Any degrees earned by the student
- The nature and place of the student's employment at the University
- Honors and awards given to the student
- Titles of publications by the student
- Student's photo
- Student's graduation date
- Student's participation in officially recognized or registered activities and sports
- Student's weight and height when he/she is a member of an athletic team

## FERPA

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### Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

- The right to inspect and review his or her education records within 45 days after the day the University receives a request for access. A student should submit to the registrar, dean, head of the academic department or other appropriate official a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

To read the full Notification of Rights under FERPA, please refer to the University website at [FLPoly.org](http://FLPoly.org).

The Office of the Registrar provides the Student's Authorization to Release Information form, in accordance with the Family Educational Rights and Privacy Act.

Additional information on FERPA may be found at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

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## STUDENT EDUCATIONAL RECORDS

### **Confidentiality of Student Records and Applicant Records**

The University maintains student educational records in a confidential and secure manner in accordance with the Family Educational Rights and Privacy Act of 1974, as amended, ("FERPA"), also known as the Buckley Amendment (20 U.S.C. 1232g). Florida Statutes Section 1002.225 provides certain rights to students concerning their student records. Florida Statutes Section 1006.52 makes both student records and applicant records confidential and exempt from disclosure under the State's Public Records Law.

Please see FPU-3.001 Confidentiality of Student Records and Applicant Records policy to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-3.001-Confidentiality-of-Student-Records-and-Applicant-Records-5.15.14.pdf>

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## GRADE FORGIVENESS POLICY

The Grade Forgiveness Policy is a method by which undergraduate and non-degree seeking students may repeat a limited number of courses, provided the initial grade earned for the designated course is less than a "C" to improve the grade point average.

Please see FPU-5.0006AP Grade Forgiveness Policy to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.0006AP-Grade-Forgiveness-Policy.pdf>

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## MILITARY CALLS TO ACTIVE DUTY

### **Active Military Service**

For the purposes of this regulation, "active military service" means active duty in the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard of the State of Florida, or other military service as provided in Florida statutes. The student must provide official orders or appropriate military certification to verify such military service.

The purpose of regulation FPU-4.005 Student Withdrawal from Courses Due to Military Activity is to provide the policies for students currently enrolled at the University who are called to, or enlist in, active military service to withdraw from courses.

Please see FPU-4.005 Student Withdrawal from Courses Due to Military Service policy to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-4.005-Student-Withdrawal-from-Courses-due-to-Military-Service1.pdf>

## NAME CHANGE

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Official name change forms for enrolled students are available through the Office of the Registrar. Requests must be submitted to the Office of the Registrar to change a legal name on the student record. Copies of documents (i.e., marriage certificate, divorce decree, etc.) noting the legal name change must be submitted with the request. Students requesting a name change and reissue of diploma will be responsible for the cost of the new diploma. Name change requests from non-enrolled students will not be honored.

Please see FPU-5.011AP Name Change on Academic Records policy to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.0011AP-Name-Change-on-Academic-Records.pdf>

## ALCOHOL POLICY

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Florida Polytechnic University does not prohibit the legal consumption of alcohol on its campus or properties under its control. The intent of the alcohol policy is to establish guidelines and procedures for the legal and responsible use of alcohol on University property. The use of alcohol by members of the University community is subject to the applicable alcoholic beverages laws and ordinances of the State of Florida, the City of Lakeland and Polk County at all times. No person may sell, furnish or give alcohol to any person under the age of twenty-one (21).

Please see the Alcohol Policy to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.0003P-Alcohol-Policy-12.10.14-Date.pdf>

## DISABILITY SERVICES

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Florida Polytechnic University provides reasonable accommodations to students with documented disabilities in accordance with the Americans with Disabilities Act (ADA). Reasonable accommodations are determined after gathering relevant information from the student and a thorough review of his or her supporting medical documentation. The Office of Disability Services provides considerable coordination, supervision and support; however, the student must also take an active role and interest in the collaborative process. No service or accommodation is provided automatically or unilaterally by this office. Each student must initiate the process by contacting the Coordinator of Disability Services and submitting a completed Request Form for any accommodations that may be needed. The Request Form is available on the University website.

In compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, Florida Polytechnic University seeks to provide accommodations to students with disabilities enabling them to access education on an equal basis with students without disabilities. Auxiliary learning aids as well as human support services are made available to qualified students with varying disabilities. Students should contact the Office of Disability Services for specific services offered, as well as for campus accommodations such as residential housing and meal plan needs.

To discuss needs for accommodations based on a documented disability, please contact the Office of Disability Services in the Division of Student Affairs. Supporting medical information should be forwarded directly to the Coordinator. All records are held and retained in a confidential manner.

**Dr. Thomas Huber**

Coordinator of Health, Counseling, & Disability Services  
Florida Polytechnic University  
4700 Research Way  
Lakeland, FL 33805-8531  
Phone: 863.874.8672  
[THuber@FLPoly.org](mailto:THuber@FLPoly.org)

For further information about disability services, or to obtain the necessary forms for students to seek accommodations, please refer to our web link:

<https://floridapolytechnic.org/wellness/health-clinic/disability-services/>

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## **NON-DISCRIMINATION/EQUAL OPPORTUNITY POLICY**

The University is committed to providing and maintaining a dignified environment in which all members of the University community appreciate and respect one another by collectively sustaining a welcoming environment to work, study and interact with one another free from any form of unlawful discrimination. The University shall not unlawfully discriminate in offering access to any educational programs or activities or in conducting its employment practices on the basis of race, color, national origin, marital status, sex, religion, age, disability, sexual orientation, gender identity, gender expression, or veteran status (each hereinafter referred to as a “protected class”) or any other legally protected class or basis under applicable federal and/or state laws. The purpose of this regulation is to provide the University’s expectations to maintain and foster an inclusive and welcoming environment in which diversity is valued and opportunity is equalized. This regulation provides guidelines and information regarding: conduct that constitutes unlawful discrimination or harassment, reporting responsibilities, and requirements for filing a complaint of discrimination or harassment with the University. All complaints of discrimination or harassment filed with the University will be handled in accordance with applicable University grievance and disciplinary procedures.

Please see FPU-1.004 Non-Discrimination/Equal Opportunity policy to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.004-Non-Discrimination-and-Equal-Opportunity-Regulation-1.14.20141.pdf>

### **Discrimination and Harassment Complaint and Investigation Procedures**

The purpose of this regulation is to allow the University to maintain its commitment to provide an environment free from any form of unlawful discrimination and to ensure compliance with the various applicable federal and state laws that prohibit discrimination. This regulation provides the procedures and related guidelines for handling and investigating complaints filed with the University that allege discrimination, harassment, and/or retaliation in violation of the University’s Sexual Harassment Policy and Non-Discrimination/Equal Opportunity Regulation.

Please see FPU-1.005P Discrimination and Harassment Complaint and Investigation Procedures policy to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.005P-Sexual-Harassment-2.27.15.pdf>



## SEXUAL HARASSMENT POLICY

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Florida Polytechnic University is committed to ensuring that each member of the University community shall be permitted to work, study and interact with each other in a dignified learning environment, free from any form of sexual harassment. This policy provides guidance regarding conduct that constitutes sexual harassment, reporting responsibilities regarding such behavior and specific information on where to go to seek guidance or file a complaint of sexual harassment. All complaints of sexual harassment will be handled in accordance with the University's grievance and disciplinary procedures.

### **Policy Statement**

Sexual harassment violates University policy, federal and state laws and may also be subject to criminal prosecution. The University is committed to fostering an environment that promotes prompt reporting of all types of sexual harassment and timely and fair resolution of sexual harassment complaints.

Florida Polytechnic University does not discriminate on the basis of sex in its educational programs and activities. Title IX of the Higher Education Amendments of 1972, 20 USC 1681 et seq., a federal civil rights law, prohibits such discrimination, in any form, including sexual harassment, sexual violence and gender-based discrimination. The University has designated a Title IX coordinator (see contact information below) to handle all complaints alleging sexual harassment and to conduct investigations of such complaints in a manner that ensures a prompt and equitable resolution. Additionally, as an employer, the University is required to comply with Title VII of the Civil Rights Act of 1964 and other federal and state laws regarding sex-based harassment and sex discrimination.

### **Seeking Guidance or Filing a Complaint**

Any member of the University community who believes that he or she has been subjected to sexual harassment; any member of the University community who believes that he or she has been subjected to retaliation related to an allegation of sexual harassment; or any member of the University community who believes that others have been subjected to sexual harassment, in violation of this policy, may seek guidance, counseling, or file a complaint, in accordance with this policy, by contacting:

Kevin Calkins  
Title IX Coordinator  
Florida Polytechnic University  
4700 Research Way  
Lakeland, Florida 33805-8531  
863.874.8545  
TitleIXCoordinator@flpoly.org

Allegations of a violation of this policy, including complaints of retaliation, will be addressed by the Title IX coordinator, in accordance with the University's Complaint and Investigation Procedures. Members of the University community may contact the Title IX coordinator to seek assistance in informally resolving the complaint or in filing a formal complaint or grievance. Allegations of sexual harassment reported to the University's Title IX coordinator in no way affect the right of the complainant to file a criminal complaint, even in the event an internal Title IX investigation has already commenced.

Please see FPU-1.005P Sexual Harassment 10.30.13 regulation to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.005P-Sexual-Harassment-2.27.15.pdf>

## ANTI HAZING

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The University prohibits all forms of hazing as defined by the Student Code of Conduct, regardless of where or when the hazing occurs. In addition to facing disciplinary actions by the University, students engaging in hazing may face criminal charges under Section 1006.63, Florida Statutes.

Please see FPU-30062P Anti Hazing Policy to read the policy in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-3.0062P-Anti-Hazing-Policy-4.28.15.pdf>

## STUDENT ADMINISTRATIVE SERVICES

### UNIVERSITY BURSAR

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#### Student Billing Information and Notifications

Student billing information and statements are available online through the CAMS Student Portal. Students may request a statement from the Bursar's Office electronically at [Bursar@flpoly.org](mailto:Bursar@flpoly.org). Per University Policy [FPU-3.0011P-Email as Official Form of University's Communication with Students](#), balance notifications will be communicated to the student by email using their University designated email address.

#### Tuition Liability & Payment Deadline

Students are liable for all tuition and associated fees with all courses for which the student is registered at the **end of the drop/add period**. Students liable for tuition and associated fees for any given semester must pay by the **fee payment deadline published in the Academic Calendar** to avoid assessment of a Late Payment Fee. In addition, failure to timely pay tuition and fees or make acceptable and appropriate arrangements for payment will result in the cancellation of the student's course schedule per University Policy [FPU-4.004- Procedure for Payment, Waiver and Refund of Tuition, Fees, Fines, and Penalties](#).

It is the student's responsibility to pay all fees and costs of enrollment at the University by the established deadlines. These deadlines are published in the academic calendar, student handbook, and university website.

## Tuition and Fees

Pursuant to [FPU 4.001-Tuition and Related Fees Schedule](#), the following tuition and associated fees shall be imposed and collected on a per-credit-hour basis, for each student enrolled, unless provided otherwise by law, or by Board of Governors or University Regulation.

Fee	Undergraduate		Graduate	
	Resident	Non-Resident	Resident	Non-Resident
Tuition	105.07	105.07	385.00	385.00
Out of State Fee	-----	510.00	-----	608.00
Financial Aid Fee	5.25	5.25	19.25	19.25
Non-Resident Financial Aid Fee	-----	25.50	-----	30.40
Capital Improvement Trust Fund Fee	4.76	4.76	4.76	4.76
Transportation Access Fee	3.00	3.00	3.00	3.00
Activity and Service Fee	17.62	17.62	17.62	17.62
Athletic Fee	14.12	14.12	14.12	14.12
Health Fee	9.58	9.58	9.58	9.58
Technology Fee	5.25	5.25	19.25	19.25

## Third Time Repeat

Effective Fall 2009, each student enrolled in the same undergraduate course more than twice shall be assessed an additional sum to cover 100 percent of the full cost of instruction, as established by the Board of Governors, for each such course in addition to the tuition and associated fees above. A student may request an exception to the third time repeat charge per University Policy [FPU-4.006 Third Time Repeat Course Fee Exception](#).

## Excess Hour Fee

(a) For students who enter a postsecondary undergraduate program for the first time in the 2009-2010 academic year and thereafter, the University shall require the student to pay an excess hour surcharge equal to 50 percent of the tuition rate for each credit hour in excess of 120 percent of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled.

(b) For students who enter a postsecondary undergraduate program for the first time in the 2011-2012 academic year and thereafter, the University shall require the student to pay an excess hour surcharge equal to 100 percent of the tuition rate for each credit hour in excess of 115 percent of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled.

(c) For students who enter a postsecondary undergraduate program at any Florida public institution of higher education for the first time in fall 2012 or thereafter shall pay an excess hour fee equal to 100 percent of the undergraduate tuition identified in Florida Board of Governors Regulation 7.001(3) for each credit hour in excess of 110 percent of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled.

## Registration of Zero Hours

Registration for zero hours provides for a student's examinations, co-ops, internships, graduations, use of facilities, etc., when deemed appropriate by the University. The student is assessed resident tuition and the associated fees for one credit hour. The Zero Hour Fee shall be distributed in the same manner as tuition.

## **Audit Registration Fees**

Audit registration assures a course space for the student; however, the student is not awarded a grade for the course. The charge for the Audit Registration Fee is the same as the resident tuition and associated fees, as applicable, that would be charged to a resident student taking the course for a grade.

## **Returned Check Fee**

The University assesses a service charge in accordance with Florida Statutes section 832.07(1) for each unpaid check returned to the University.

## **Late Registration Fee**

Any student who fails to register prior to the registration deadline **published in the academic calendar** will be subject to the late registration fee of \$100. Students may request a waiver of the late registration fee due to exceptional circumstances per University Policy [FPU-4.004 Procedure for Payment, Waiver, and Refund of Tuition, Fees, Fines, and Penalties](#).

## **Late Payment Fee**

Any student who fails to pay their tuition and fee liability prior to the fee payment deadline **published in the academic calendar** will be subject to a late payment fee of \$100. Students may request a waiver of the late payment fee due to exceptional circumstances per [FPU-4.004 Procedure for Payment, Waiver, and Refund of Tuition, Fees, Fines, and Penalties](#).

## **Special Fees, Fines and Charges**

1. Orientation Fee - \$35.00.
2. Security/Access/Identification Cards Annual cost of card –\$10.00, Replacement card –\$15.00
3. Tuition Installment Service Charge \$15.00
4. Transcript Fee - \$10.00 per transcript
5. Diploma Replacement Fee – \$10.00 per replacement diploma
6. All fees, fines, and charges listed within [FPU-4.003 Special Fees, Fines and Charges](#) and [FPU- 4.001 Tuition and Related Fees Schedule](#).

## **Payment of Tuition and Fees**

Payment of tuition and fees may be made online, by mail, or in person at the Bursar's Office during regular office hours. Payments made by mail must be postmarked by the U.S. Post Office on or before the respective tuition payment deadline listed in the University's Academic Calendar in order to be considered timely paid.

Online services are available for viewing account details and making payment. Students may pay online by credit card (American Express, MasterCard, Visa, Discover) through their CAMS Student Portal. Online payments will be subject to the University's convenience fee, which may not exceed 2.3 percent of the payment amount.

Payments by check or credit card may also be made via the desk located in the Bursar's area of the Wellness Center.

For payments by mail: Make the check payable to **Florida Polytechnic University**. Include your ID number, name, address and phone number on your check.

**Mail your payment to:**

Florida Polytechnic University  
Bursar's Office  
Room 1103  
4700 Research Way  
Lakeland, Florida 33805-8531

### **Deferred Payment of Tuition and Fees**

The Office of Financial Aid automatically issues tuition and fee payment deferments for students who have been awarded and have accepted financial aid where financial aid is delayed due to circumstances beyond the student's control. In situations when an administrative error caused the student to be ineligible for an automatic deferment or when the student experiences a documentable, unexpected financial hardship, a manual deferment may be processed. The President or designee may award a 60 –day tuition and fee payment deferment when the student is a recipient of VA benefits or when the student has an acceptable third party that has agreed in writing to pay for the student's tuition and fees.

### **Waiver of Tuition and Fees**

Per University Policy [FPU-4.002 Waiver of Tuition and Fees](#), Florida Polytechnic University will waive tuition and/or certain fees as required by the Board of Governors regulations and Florida Statutes.

### **Refund of Tuition and Fees**

The University authorizes certain refunds of tuition and fees, less deduction for non-refundable fees and unpaid debts to the University. Credit card convenience fees, late registration fees and late payment fees are **non-refundable fees**.

(a) One-hundred percent (100%) of the applicable tuition and refundable fees will be refunded if the student drops a course or causes his or her enrollment in the University to be terminated by the Registrar's Office prior to the end of the drop/add period;

(b) Twenty-five percent (25%) of tuition and refundable fees, less Building and Capital Improvement fees, will be refunded if the student drops a course or causes his or her enrollment in the University to be terminated by the Registrar's Office prior to the end of the fourth week of classes, or at an appropriate time as designated by the University for summer sessions, and submits a completed Refund Request Form.

(c) One-hundred percent (100%) of tuition and refundable fees will be refunded if, within six (6) months of the end of the semester to which the refund is applicable, a student who has withdrawn or dropped a course completes and files with the Registrar's Office a Fee Adjustment Request Form citing recognized circumstances outside the student's control, and such recognized circumstances are confirmed and the refund is approved by the Registrar. Recognized circumstances that will be considered within this six month period include:

1. Illness of the student of such severity or duration, as confirmed in writing by a physician, to preclude completion of the course(s).

2. Death of the student or death in the student's immediate family (parent, spouse, child, sibling, or grandparent) that precludes completion of the course(s).

3. Involuntary call to active military duty.

4. A situation in which the University is in error. The amount of a payment in excess of the adjusted assessment will be refunded.

## **Non-payment of Tuition and Fees**

Per University Policy [FPU 4.004 Procedure for Payment Waiver and Refund of Tuition Fees Fines and Penalties](#), failure to timely pay tuition and fees or make acceptable and appropriate arrangements for payment, will result in cancellation of the student's course schedule. A student whose course schedule has been cancelled cannot thereafter attend such courses and will not obtain credit for such courses, until the schedule is reinstated.

A student who makes an effort to pay the tuition and fees, including but not limited to making partial payments by credit card, check, or cash, or by use of any type of financial aid or scholarship, grants, waivers, third party contracts, Florida Bright Futures, and/or Florida Prepaid, by the published tuition payment deadline, will not be cancelled from their courses, and the student will be considered liable for any unpaid tuition or fees.

Students who have not paid, or made acceptable and appropriate arrangements for payment, of their tuition and fees by the tuition payment deadline shall be assessed late payment fee and be precluded from receiving grades, transcripts or diplomas until the tuition and fees have been paid. When registration opens for a given academic term, any outstanding balance in a student's account will prevent the student from being able to register for courses, or from receiving transcripts or diplomas until the student's account has been paid in full.

If a student incurs a tuition and fee liability from the reversal of financial aid or the addition of new charges, after registration has opened for the next semester, the student must pay that liability in full before the start of the upcoming semester. Failure to make payment in full will result in the cancellation of the student's course schedule for the upcoming semester.

## **Course Reinstatement**

A student whose course schedule has been cancelled will be sent written notice of cancellation through university email, to the student's last known email address on record. Such notice will include a deadline by which the student may apply for reinstatement of such course schedule.

Per University Policy [FPU-4.004- Procedure for Payment, Waiver and Refund of Tuition, Fees, Fines, and Penalties](#), a student whose scheduled courses have been cancelled for financial reasons may request reinstatement by the Registrar or designee through the fourth week of classes. Upon approval for reinstatement, tuition and fees; the late registration fee, if applicable; the late payment fee and other debts owed to the University must be paid in full by cash, check, money order, cashier's check or credit card before reinstatement will be effected. After the fourth week of classes, a student can request a late reinstatement from the Office of Financial Aid.

## **Means of Collection**

Per University Policy [FPU-7.006 Student Debt Collection](#), the University may employ any legal means for collecting student debts owed to the University, including but not limited to, any one or more of the following actions: issue collection letters, send notices by electronic mail, attempt to contact the student by telephone, engage a collection agency, suspend a student's academic progress, cancel a student's course schedule, preclude or restrict the issuance of a student's grades or diploma or the release of a student's transcript.

Delinquent accounts sent to a collection agency will incur collection costs that will be added to the outstanding balance due by the student. In addition, the University shall assess a charge representing the reasonable cost of collection efforts to effect payment for overdue student loan accounts.

## OFFICE OF THE REGISTRAR

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The mission of the Office of the University Registrar is to ensure the accuracy and security of student academic records, as well as comply with University security policies as defined under FERPA and other higher education regulations. Additionally, the Office of the University Registrar will provide quality, professional and efficient support service and assistance to students, faculty, alumni and colleagues.

The Office of the Registrar maintains the University Catalog. <http://floridapolytechnic.catalog.acalog.com/>

## OFFICE OF STUDENT OMBUDS SERVICES

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The Student Ombuds Office exists to serve all students of the University. Reporting directly to the President, the Ombudsperson operates in an impartial, informal and non-adversarial manner pursuant to Florida Statutes sections: 1002.21; 1006.51 & Board of Governors Regulation 6.011.

The purpose of the Ombuds Office is to assist students in resolving problems and conflicts that arise in the course of interacting with Florida Polytechnic University. By considering problems in an unbiased way, the Ombuds achieves a fair resolution and protects the rights of all parties involved. The Ombuds works with students to interpret University policy, identify options and strategies for resolving issues and serve as a mediator when appropriate. The Ombudsperson may not initiate a grade change or academic adjustment; however, the Ombuds may refer the student to the appropriate academic officer.

In service to students, the Ombuds Office will:

- Administer through its processes, fair and equitable services to students who voluntarily seek confidential and impartial hearing of concerns they have or concerns they believe have not been adequately addressed through formal channels.
- Operate in accordance with standards of practice, upholding principles of independence and neutrality when responding to any student inquiry, concern or conflict.
- Recommend changes to processes or procedures that hinder resolving the issue or are causing an inordinate delay.
- Seek to resolve problems through various methods, including investigation, mediation or making referrals to the appropriate University department for review.

Students may voluntarily choose to use the services of the Ombuds Office at any time, before, during or even after formal appeal processes have been exhausted or proven unsuccessful. Students may call, email or visit the Ombuds Office using the contact information below.

For more information or services, please contact Dr. Thomas Huber at the Office of the Ombuds at 863.874.8672, or email at [thuber@flpoly.org](mailto:thuber@flpoly.org). The office is located in the Counseling Center at Florida Polytechnic University.

## TECHNOLOGY SERVICES

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### Technology Services (TS)

(Computing, Data, Voice and Video Communications, Educational Media, and Document Services)

In support of students, faculty and staff, Technology Services (TS) serves as the focal point of all University matters pertaining to Information Technology. Its mission is to plan, program, operate and maintain effective, efficient and innovative common-user IT policies, procedures and systems. Florida Polytechnic University's TS department provides students, faculty and staff services, email and calendar accounts; online storage accounts; learning management system access; web space; and server access. It also maintains general purpose computer facilities, innovation labs and electronic classrooms.

The ITS homepage at <http://floridapolytechnic.org/technology/about-technology/> contains information about available services and systems, the wired and wireless network, printing options, contacting the TS Help Desk located in IST South Commons and using the student Computer Resource Center facilities.

Students can access Student Technology Resources at <http://floridapolytechnic.org/technology/technology-services/>

For further information please contact Technology Services at [helpdesk@flpoly.org](mailto:helpdesk@flpoly.org) or call 863.874.8888.

### Appropriate Use of IT Resources

The University provides its IT resources to authorized users to facilitate legitimate objectives in a secure electronic environment. Users are responsible for their use of any IT resources, including activity originating from the user's account within the user's control. Users are responsible for keeping their University accounts and passwords secure and may not share their University accounts or passwords with others.

Please see FPU-11.0018P Appropriate Use of IT Resources policy to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-11.0018P-Appropriate-Use-of-IT-Resources-4.21.15.pdf>

## FILING A COMPLAINT

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Here is contact information for filing a complaint about the institution with the Florida Board of Governors.

Florida Board of Governors  
State University System  
325 West Gaines Street, Suite 1614  
Tallahassee, FL 32399-0400  
Phone: 850.245.0466  
Fax: 850.245.9685  
E-mail: [info@flbog.edu](mailto:info@flbog.edu)  
[flbog.edu](http://flbog.edu)

To request that a complaint be addressed, please complete and submit the Student Complaint Form.

<http://www.flbog.edu/contact/doc/ComplaintFormRevisedFinal.pdf>



Here is contact information for filing a complaint about the institution with the Southern Association of Colleges and Schools Commission on Colleges.

Southern Association of Colleges and Schools Commission on Colleges  
1866 Southern Lane  
Decatur, GA 30033

The phone number is 404.679.4500; fax, 404.679.4558.

To request that a complaint be addressed, please read the following instructions and fill out the complaint form:  
<http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf>

## TUITION RESIDENCY APPEALS

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A student may appeal an initial residency classification or reclassification decision within 30 days of receipt of the decision. Students are still responsible for all tuition and fees incurred while the appeal is being processed.

Please see FPU-4.0012P Tuition Residency Appeals policy to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-4.0012P-Tuition-Residency-Appeals-4.21.15.pdf>

## ACADEMIC SERVICES

### STUDENT CLASSIFICATIONS

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Undergraduate (freshman, sophomore, junior and senior) students are classified on the basis of semester hours satisfactorily earned.

- Freshman: 0 through 29 semester hours.
- Sophomore: 30 through 59 semester hours.
- Junior: 60 through 89 semester hours.
- Senior: 90 or more semester hours, prior to completing baccalaureate requirements.

Post-baccalaureate: Any student who is enrolled in a course, regardless of course level, who has a baccalaureate degree, is not working toward another baccalaureate degree, and has not been admitted to a graduate program.

Graduate: Any student enrolled in a graduate course (5000-6000 level) who has been admitted to a graduate program.

Audit: Any student registered for any credit course on an audit basis. No credit is received for courses taken on an audit basis. A grade of X will be assigned to audit coursework.

#### Student Holds

Holds may be placed on a student's account, records, transcript, grades, diplomas or registration because of financial or other obligations to the University, such as failure to turn in required paperwork or failure to participate in required advisements. The obligation will need to be satisfied prior to the release of the hold by the office having authority.

## Transient Students

Transient students are students who attend Florida Polytechnic University for only one term before returning to their home institutions. There are two types of transient students:

- State University System (SUS) transient students are students in good standing seeking a degree from a public Florida university and who desire to take courses at Florida Polytechnic University. Students are asked to complete the SUS Transient Application form, which is available online at Florida Virtual Campus. Contact the Office of the Registrar. <http://floridapolytechnic.org/all-academics/registrar/>
- The other category of transient students is guest students who are degree-seeking at an out-of-state institution or an in-state private institution. These students need to contact the Florida Polytechnic University Office of Admissions at [BetheNext.com](http://BetheNext.com) and fill out an application. [Flpoly.org/admissions](http://Flpoly.org/admissions)

## ADMISSIONS

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### Admissions to the University and Appeal Process

Admission of students to Florida Polytechnic University is within the jurisdiction of the University, but subject to the regulations of the Florida Board of Governors. Therefore, the University regulations on admissions must be read in conjunction with Chapter 6 of the Board of Governors regulations.

Please see FPU-2.001 Admission to the University and Appeal Process policy to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-2.001-Admission-to-the-University-General-10.21.13.pdf>

### Admission of AA Graduates from Florida Institutions

Florida Board of Governors Regulation 6.004 requires that an AA graduate from a Florida public postsecondary institution receive priority for admission to a state university over out-of-state transfer students. Recruitment materials, catalogs, orientation programs and student handbooks provided to freshman enrollees and transfer students at state universities shall include an explanation of this provision. To read this regulation in its entirety, please click on the following link: [http://www.flbog.edu/documents\\_regulations/regulations/6%20004%20Admission%20of%20Undergraduate%20Degree%20Seeking%20Transfer%20Students%20\(mv%20edits\).pdf](http://www.flbog.edu/documents_regulations/regulations/6%20004%20Admission%20of%20Undergraduate%20Degree%20Seeking%20Transfer%20Students%20(mv%20edits).pdf)

Please see FPU-2.004 Admission of Undergraduate, Degree-Seeking Transfer Student policy to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-2.004-Admission-of-Undergraduate-Transfer-Students-1.15.14.pdf>

### Admission of Undergraduate Transfer Students

*Minimum Eligibility Requirements:* The minimum eligibility requirements for transfer students seeking admission to undergraduate degree programs at Florida Polytechnic University are as provided in the Florida Board of Governors regulation 6.004 Admission of Undergraduate, Degree-Seeking Transfer Students. However, applicants who satisfy the Board of Governors' minimum requirements are not automatically guaranteed admission to the University, as the University reserves the right to require more stringent admissions requirements.

Please see FPU-2.004 Admission of Undergraduate Transfer Students policy to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-2.004-Admission-of-Undergraduate-Transfer-Students-1.15.14.pdf>

## **Early Admission and Dual Enrollment**

Early Admission decisions are made as a result of a comprehensive review in the same manner as FTIC student admission decisions.

Eligibility requirements for the Dual Enrollment Program are outlined in the articulation agreements between Florida Polytechnic University and the respective school district.

Please see FPU-2.002 Early Admission and Dual Enrollment policy to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-2.002-Early-Admission-and-Dual-Enrollment-10.21.13.pdf>

## **First Time in College (FTIC)**

FTIC students seeking admission are defined as applicants who have earned a standard high school diploma from a Florida public or regionally accredited high school, or its equivalent, and who have earned fewer than twelve (12) semester hours of transferable college credit since receiving a standard high school diploma or its equivalent. FTIC applicants must submit an application for admission, official transcripts of all secondary work and transcripts from each post-secondary institution, as appropriate, and official ACT or SAT test scores.

Please see FPU-2.003 First Time in College policy to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-2.003-First-Time-in-College-FTIC-10.21.13.pdf>

## **Admission of International Students**

*Minimum Eligibility Requirements:* The minimum eligibility requirements for international students seeking admission to Florida Polytechnic University are as provided in the Florida Board of Governors regulation 6.009 Admission of International Students to State University System (SUS) Institutions. In addition, international applicants who satisfy the Board of Governors' minimum requirements must also meet the regular admission requirements as set forth by the University.

Please see FPU-2.005 Admission of International Students policy to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-2.005-Admission-of-International-Students-1.15.14.pdf>

## **Graduate School**

Florida Polytechnic University offers two graduate degrees: the Master of Science in Engineering and the Master of Science in Innovation & Technology.

### **Graduate School Admissions**

Admission for all students who seek to be admitted to graduate programs at Florida Polytechnic University is governed by the Florida Board of Governors regulation 6.003 and regulation FPU-2.001 and shall be consistent with the overall mission of the University. University-wide graduate student admission requirements shall be specified in the University catalog and on the website of the graduate program.

Please see FPU-2.008 Graduate Admissions policy to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-2.008-Graduate-Admissions-1.15.14.pdf>

## ACADEMIC SERVICES AND FACILITIES

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### Library Services

The Florida Polytechnic University Library promotes intellectual discovery in an innovative, user-centered learning environment. Library collections are primarily digital and can be accessed through the Library website. A discovery tool allows students to search for books and full-text journals. The Library is located in the IST building, offering users flexible and inviting spaces for both collaborative and individual work. Librarians are available to help all users with their research and information needs.

### Library Services Regulation

The regulation shall apply to all Florida Polytechnic University libraries and all library users and is designed to facilitate use of the University's libraries and use of the state university system library materials by interlibrary loans ("ILL"). It outlines the process students follow when requesting materials from other libraries by ILL.

Please see FPU-5.004 Library Services policy to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.004-Library-Services-7.29.14.pdf>

### Material and Supply Fees

The President must approve any Material and Supply Fees prior to the students being charged for such. Material and Supply Fees may not exceed the amount necessary to offset the cost of materials or supplies, which are consumed by the student in the course of the instructional activities, excluding the cost of equipment and equipment repairs and maintenance. New or revised Material and Supply Fees may only be implemented if approved using the procedures provided below.

Please see FPU-4.0013P Material and Supply Fees policy to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-4.0013P-Material-and-Supply-Fees-2.23.15.pdf>

## INCOMPLETE GRADE

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A student may be temporarily assigned an incomplete ("I") course grade, with the written approval of the course instructor if the student is passing the course but has not completed all of the required work due to exceptional circumstances that exist beyond the control of the student.

Please see FPU-5.00712AP Incomplete Grade policy to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.00712AP-Incomplete-Grade-3.26.15.pdf>

## STUDENT GRADE APPEALS

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Faculty, adjuncts, professors and instructors have a fundamental right and responsibility to assess student performance. Instructors exercise professional judgment in determining how to assess student performance based on standards in their departments or disciplines and based on their own expectations for student achievement.

Please see FPU-5.00714AP Student Grade Appeals Policy to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.00714AP-Student-Grade-Appeals-2.16.15.pdf>

## **Final Exams**

The University views assessments as a critical component of the educational process. Final examinations constitute an element of the assessment of a student's understanding of the coursework.

Please see FPU-5.0073AP Final Exams policy to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.0073AP-Final-Exams-6.2.15.pdf>

## **ACADEMIC STANDING AND SUSPENSION APPEAL PROCEDURE**

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The University has established minimum academic standards to which all students must adhere. Academic standing defines academic progress as it is indicated on student records and how the status will affect a student's academic progress at the University. When a student is not in good academic standing, the student's academic standing is denoted on his or her student record. The Office of the Registrar will notify students of the change in academic standing via email to the student's University email account.

Please see FPU-5.0074AP Academic Standing and Suspension Appeal Procedure policy to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.0074AP-Academic-Standing-and-Suspension-Appeal-Procedure-Undergraduate-3.26.15.pdf>

Please see the Graduate Policy for Academic Standing.

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.00744AP-Graduate-Academic-Standing-Dismissal-and-Readmission-1.22.16.pdf>

## **PRESIDENT'S AND PROVOST'S LISTS**

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Each semester, the University takes the opportunity to recognize those degree-seeking undergraduate students who have met certain high academic standards. The eligible undergraduate students who achieve the required grade point average for courses taken in the Fall or Spring Semester will be placed on a President's List or Provost's List that is published after the end of each semester.

Please see FPU-5.00741AP President's and Provost's Lists policy to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.00741AP-Presidents-and-Provosts-Lists-3.26.151.pdf>

## **MAXIMUM ALLOWED COURSE LOAD**

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The University is committed to providing students the opportunity to graduate in a traditional timeframe while ensuring satisfactory academic progress and academic achievement by having the Registrar monitor the course load of all students for compliance with this policy.

Please see FPU-5.0088AP Maximum Allowed Course Load policy to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.0088AP-Maximum-Allowed-Course-Load-6.2.15.pdf>

## REGISTRATION

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Prior to registration for the student's initial term at the University, each student accepted for admission is required to submit a signed medical history form, including documentation of appropriate immunizations as required by the University. International students must submit the medical insurance required under Board of Governors regulation prior to registering for classes.

Please see FPU-5.0102AP Registration to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.0102AP-Registration-6.2.15.pdf>

## FINANCIAL AID APPEALS

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Students attending Florida Polytechnic University may appeal decisions related to the awarding, reinstatement or repayment of their financial aid. All appeal information and/or forms for financial aid must be submitted to the Office of Financial Aid located in the Admissions Center or emailed to [financialaid@flpoly.org](mailto:financialaid@flpoly.org).

## FLORIDA BRIGHT FUTURES

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The Office of Financial Aid at Florida Polytechnic University will be your point of contact for any questions and concerns about your awards.

The following are important steps you need to take to ensure that your Bright Futures Scholarship can be used at Florida Polytechnic University:

- We are requesting that all students using their Bright Futures Scholarship in the upcoming school year return to their Bright Futures application and add Florida Polytechnic University as their school of choice for sending scholarship funds. Until you have chosen Florida Polytechnic University as your primary school, we are unable to receive your scholarship funds.
- The application also will ask you to designate to which "terms" the funds should be allocated. Choose "Term 1" and "Term 2."

As a Bright Futures recipient, students will be responsible for understanding the regulations, policies and procedures that govern their scholarship dollars. Below are several terms of Bright Futures that students must adhere to in order to use their awards:

- Students must maintain a minimum GPA in order to be considered for renewal in the following Academic Year: 3.0 for Florida Academic Scholars; 2.75 for Medallion Scholars.
- Students must complete the minimum amount of credit hours required by the Florida Department of Education.

- Students are required to repay the University for any award hours for courses that have been dropped or withdrawn. Florida Polytechnic University will not award any future Bright Futures awards to the student until these funds have been paid back to Florida Polytechnic University.
- Students must be attending at least Half-Time (6-8 credit hours) to be eligible for their Bright Futures award.
- Please be aware that, as of 2012-2013, Florida Gold Seal Scholarship recipients are only eligible to receive the Gold Seal funding at a Vocational or Technical Institution. Florida Polytechnic University will be unable to award Gold Seal for our students, as we are not categorized as a Vocational or Technical Institution.

For more information on your Bright Futures award, or on our prospective students, please review the State of Florida's Office of Student Financial Assistance page: <http://www.floridastudentfinancialaid.org>

### **Exceptions to Florida Polytechnic University Scholarship Requirements**

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Per official University policies, students are required to be enrolled Full Time in both the Fall and Spring semesters (Undergraduate 12+ credit hours; Graduate 9+ credit hours). Students who started in the 2014-15 or 2015-16 academic year are also required to attempt 30 credit hours in the Financial Aid Year. Students unable to meet these minimum eligibility requirements may lose their Florida Polytechnic University Scholarship.

Exceptions can be made for students that are less than Full Time under the following conditions:

- Student was unable to go Full Time due to the lack of courses available from the University.
- Student was granted a reduced course load by the University's Counseling and Disability Services.
- Student is unable to meet Full Time due to military orders such as deployment, training, or relocation.
- Upon the student's request, the Provost or designee has the discretion to waive the minimum credit hour requirement per semester or Financial Aid Year.

### **Appeal of Financial Aid Decision or Administrative Error**

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Students may appeal a decision of the Office of Financial Aid, or the award or disbursement of financial aid, if they believe an administrative error has occurred. Per the Florida Polytechnic University Academic Calendar, appeals may be submitted until the **last day of classes** during the semester for which the financial aid award decision or error occurred.

For this appeal, students are required to submit the following documents:

- The **Appeal of Financial Aid Decision or Administrative Error** form
- A signed, typewritten letter that describes the purpose of the appeal
- Additional documentation supporting the issue and appeal

**\*\*Prior to submitting an Appeal of Financial Aid Decision or Administrative Error form, students are encouraged to contact the Office of Financial Aid directly for assistance, as some issues may be resolved without an appeal.\*\***

## Appeal for Reinstatement of State/Institutional Aid Due to Extenuating Circumstances

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A student may appeal for reinstatement of a state and/or University scholarship if circumstances beyond the student's control prevented the student from meeting minimum eligibility requirements. Appeals for reinstatement of aid must be submitted by the student **within 30 days** of receiving notice of ineligibility for the award.

For this appeal students are required to submit the following documents:

The **Appeal for Reinstatement of State/Institutional Aid or Repayment of Bright Futures Due to Extenuating Circumstances** form

- A signed, typewritten letter that describes the extenuating circumstances
- Additional documentation that supports the events described in the appeal letter
- An academic plan that has been completed and signed by a program coordinator or academic advisor

## Appeal of Repayment of Bright Futures

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A student may appeal the return of their Bright Futures Scholarship funds if extenuating circumstances beyond their control prevented them from completing the classes they withdrew from. Appeals for repayment of Bright Futures funds must be submitted **within 30 days** of receiving a returned funds/scholarship adjustment notice from the Bursar's Office.

For this appeal students are required to submit the following documents:

- The **Appeal for Reinstatement of State/Institutional Aid or Repayment of Bright Futures Due to Extenuating Circumstances** form
- A signed, typewritten, letter that describes the extenuating circumstances
- Additional documentation that supports the events described in the appeal letter

## Appeal Review Timeline and Communication

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Appeals submitted to the Office of Financial Aid will be reviewed by the Financial Aid Appeals Committee within 15 business days. The committee may accept, deny or request additional documentation for the appeal. If additional documentation is requested, the student's appeal will be placed in a pending status. The student will be given 30 days to submit additional documentation. If no additional documentation is provided within 30 days, the student's appeal will be denied.

All information concerning a student's appeal status and appeal decisions are communicated directly to the student through the student's Florida Polytechnic University email account. All decisions made by the Financial Aid Appeals Committee are final.

For questions regarding the appeal process, students may contact the Office of Financial Aid directly at [financialaid@flpoly.org](mailto:financialaid@flpoly.org).



## ACADEMIC POLICIES AND REGULATIONS

### ACCREDITATION

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Florida Polytechnic University is in the process of applying for regional accreditation. Regional accrediting agencies do not permit institutions to make predictions about accreditation dates. It's not unusual for accrediting agencies to require universities seeking accreditation to graduate a class first, so graduating its first class is a top priority for Florida Polytechnic University.

The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges SACSCOC has granted Florida Polytechnic University its Candidacy Status for regional accreditation.

The next step in the process requires Florida Polytechnic University to submit a compliance certification document to the Commission for review within the next two years and undergo a second site visit. Florida Polytechnic University awards degrees on the baccalaureate and master's levels. If you have questions about Florida Polytechnic University's accreditation status, or need to file a third-party comment, or a complaint, you may contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, or call 404-679-4501.

### ACADEMIC FREEDOM AND RESPONSIBILITY

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The University administration and faculty shall fully maintain, encourage and protect academic freedom.

Academic freedom is essential to the University. It includes both freedom of thought and expression, and it applies to teaching, research/creative activities, and professional, public and University service.

Academic freedom is accompanied by corresponding faculty and administration responsibilities, arising from the nature of the educational process. Faculty members are free to discuss all relevant matters in the classroom, to explore all avenues of scholarship, research and creative expression and to speak freely on all matters of University governance without fear of University censorship, retaliation or discipline.

Students also play an important role in academic freedom. Students have the right and are encouraged to engage in inquiry and discussion; to exchange thought and opinion; and to speak, write, and print freely on any subject.

All members of the University community have the responsibility to respect the academic freedom of others.

Please see FPU-5.001 Academic Freedom and Responsibility 1.14.14 policy to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU.5.001-Academic-Freedom-Academic-Freedom-and-Responsibility-1.14.141.pdf>

## ACADEMIC INTEGRITY

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This regulation provides the processes to be followed when a student is alleged to have violated the Academic Integrity regulation and indicates the potential consequences and sanctions when a student is found responsible for such violation.

The University is an academic community. Its fundamental purpose is the pursuit of knowledge. Essential to the fundamental purpose of the University is the commitment to the principles of truth and academic honesty. Accordingly, the Academic Integrity regulation is designed to ensure that the principle of academic honesty is upheld. While all members of the University share this responsibility, special responsibility for upholding the principle of academic honesty lies with the students. In order to maintain the integrity of the academic process, all students must commit to the highest ethical standards in completion of all academic pursuits and endeavors. The faculty share with the administration the responsibility for educating students about the importance and principles of academic integrity.

Please see FPU-5.005 Academic Integrity regulation to read it in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.005-Academic-Integrity-7.29.14.pdf>

## ARTICULATION AGREEMENT

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Florida has long been considered a national leader in developing highly effective articulation at the State and local levels between and among institutions and sectors. The following is the link to the state statutes defining articulation and access to postsecondary education.

<http://www.fldoe.org/core/fileparse.php/5423/urlt/statewide-postsecondary-articulation-manual.pdf>

### **Acceptance of Articulated Acceleration Methods**

The University will accept credit awarded through one or any combination of state-approved acceleration methods not to exceed 45 credit hours. Credits awarded through this method must meet or exceed minimum scores established by the Statewide Articulation Agreement.

Please see FPU-5.009AP Acceptance of Articulated Acceleration Mechanisms policy to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-5.009AP-Acceptance-of-Articulated-Acceleration-Mechanisms-5.29.14-Date1.pdf>

## INTELLECTUAL PROPERTY

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Intellectual property includes inventions, industrial designs, trade secrets, mask works, tangible research material, copyrightable works and related trademarks.

Please see FPU-1.0061P Intellectual Property policy to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.0061P-Intellectual-Property-6.3.15.pdf>

## CAMPUS LIFE

### STUDENT SERVICES

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The Office of Student Affairs oversees all activities related to student life on campus, including student activities and programming, leadership, multicultural outreach, counseling and health services. The Office of Student Affairs is the voice and advocate for all students at Florida Polytechnic University. To reach the Office of Student Affairs, call 863.874.8651.

## STUDENT ID CARDS

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All Florida Polytechnic University students are required to have a photo identification card. Students can take their own photo for the card to skip the line by emailing a “selfie” to [selfie@flpoly.org](mailto:selfie@flpoly.org). You can also use one of the Florida Polytechnic University selfie stations to take your photo located in four locations: North and South entrance of the IST, Admissions and the Wellness Center. Here are some guidelines:

- Upload a photo from your computer.
- Take a photo with your webcam.
- Take a photo with your mobile device.
- Your image must be at least 1kb and at most 1mb.
- Your face needs to be in front of the camera and clearly seen.
- No one else should be in the photo, which should have a neutral background.

Bring a government issued photo ID, such as a driver’s license or passport, to pick up your University ID card at the Wellness Center. ID cards will be ready at least five business days after your submission has been accepted. You will receive an email stating submission was received, reviewed and approved. Your initial ID card fee is included in your student fees. Card replacement fees are \$15.

For more information, visit the Student ID Page on the University’s website: <https://floridapolytechnic.org/resources-publications/student-id-cards/>

Your student I.D. is required to:

- Borrow materials from library facilities on campus.
- Purchase an on-campus meal plan.
- Purchase a parking permit.
- Receive discounts at various local businesses.
- Use copier/faxing center services.
- Use the Wellness Center.

## WELLNESS CENTER

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The Wellness Center provides services and conveniences that members of the University community need in their daily life, and creates an environment for getting to know and understand others through formal and informal associations. The Wellness Center is a hub of activities. The 27,000-square-foot building includes a bookstore sponsored by Barnes & Noble, dining services sponsored by Sodexo, Starbucks Coffee shop, Sub Connection, Simply to Go, mail Center, copy center, modern fitness center, student ID center, parking Office and more. Also located in the Wellness Center are administrative offices and health and wellness services. For more information, call 863.874.8406, or email [Auxserv@FLPoly.org](mailto:Auxserv@FLPoly.org)

## STUDENT HEALTH SERVICES

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The Florida Polytechnic University Health Clinic provides students with the highest quality care for physical and medical concerns. The Health Clinic, located in the Wellness Center, focuses on providing holistic-oriented health care. This includes initial diagnosis and treatment of injuries and illnesses, and appropriate follow-up for most short-term illnesses. Our providers are experienced in treating common medical problems seen on college campuses and are advocates of a wellness approach to health care, which empowers patients to become partners in managing their health needs through education and knowledge. The Health Clinic has medical forms, including physical exam forms and immunization forms, which need to be completed when students register at the University.

For questions about health services or immunization requirements, please contact:

**Dr. Thomas Huber**

Coordinator of Health, Counseling, & Disability Services

Florida Polytechnic University

4700 Research Way

Lakeland, FL 33805-8531

Phone: 863.874.8672

[THuber@FLPoly.org](mailto:THuber@FLPoly.org)

You may also email us at [HealthServices@FLPoly.org](mailto:HealthServices@FLPoly.org) and find out further information at our web link:

<https://floridapolytechnic.org/wellness/health-clinic/>

## IMMUNIZATION INFORMATION

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Prior to registration, each applicant accepted for admission must submit appropriate medical documentation including documentation of appropriate immunizations required by the University. Students are emailed the forms at the time of enrollment. Forms also can be obtained in the Health Clinic or Office of Student Affairs. Completed forms should be submitted to [Immunizations@FLPoly.org](mailto:Immunizations@FLPoly.org).

Exceptions may be granted pursuant to University policies. The University reserves the right to refuse registration to any applicant whose health record or report of medical examination indicates the existence of a condition that may be harmful to members of the University community.

The following immunizations are recommended or required:

- MMR Vaccine – Recommended for students born after Dec. 31, 1956. This combination vaccine often is given as protection from measles, mumps and rubella. Two doses are recommended for entry into Florida Polytechnic University. The first dose must have been received after the first birthday. The second dose must have been received at least 28 days after the first dose.
- Hepatitis B Vaccine – Required for all students. Students wishing to decline this vaccine must read the information about Hepatitis B, then check and sign where indicated on the Mandatory Immunization Health History Form. Signing the waiver indicates you understand the possible risk in not receiving this vaccine. If you are under the age of 18 and wish to decline this vaccine, a parent must sign on your behalf.

- Menactra/MCV4 (Meningococcal Meningitis Vaccine) – Required for all students. Students will not be assigned a Florida Polytechnic University residence hall room until proof of this vaccination is received by the University. The most recent dose must have been received after 16th birthday. Students not living on campus who decline this vaccine must read the information about Menactra/Meningococcal Meningitis to understand the possible risk in not receiving this vaccine, then check and sign where indicated on the Mandatory Immunization Health History Form. Signing the waiver indicates you understand the possible risk in not receiving this vaccine. If you are under the age of 18 and wish to decline this vaccine, a parent must sign on your behalf.
- Pursuant to Board of Governors regulation 6.0007, all students must provide documentation of vaccinations against meningococcal meningitis and hepatitis B or provide a signed waiver for each declined vaccination. All students 18 years of age or older who choose not to be vaccinated against either Meningococcal Meningitis or Hepatitis B must sign a statement that they have been made aware of the potential fatal nature of the diseases and choose not to be vaccinated. All students under 18 years of age must provide signed parental consent to opt out of vaccination from either of these diseases. These forms may be found on our website or at the Health Clinic located in the Wellness Center.
- Tuberculosis Screening – Required for all students. A Tuberculosis Skin Test by PPD or Mantoux (within the last year) or chest X-ray is required. NOTE: If both PPD and MMR are given, they must be given on the same day for a PPD to be accurate or given 30 days apart. PPDs must be read between 48-72 hours of administration. The result must be listed in “mm” and indicate whether negative or positive. If you have a chest X-ray, submit a copy of the laboratory report. All persons with a positive skin test must have a chest X- ray.
- Td (Tetanus)/Diphtheria or/and Tdap (Tetanus/Diphtheria/Pertussis) – Required for all students. Shot has to be a series of three spaced injections within 10 years, or a booster within the past 10 years. For further vaccine information, please visit the Centers for Disease Control website.

## HIV / AIDS INFORMATION

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

### Definitions

For the purpose of this policy, the following definitions shall apply:

**HIV refers to:** Human Immunodeficiency Virus

**AIDS refers to:** Acquired Immune Deficiency Syndrome

**An individual infected with HIV is one who:**

Is shown by appropriate testing to have antibodies to HIV or its antigens in blood fluids or tissues AND has either of the following:

- a) An identified opportunistic infection [OR]
- b) A T4 lymphocyte (a type of blood cell) count of less than 200 per micro liter of blood.

For more information, please visit [aids.gov](http://aids.gov).

Health Service Contact(s):

Health Services  
Florida Polytechnic University  
4700 Research Way  
Lakeland, FL 33805-8531  
863.874.8650  
[HealthServices@FLPoly.org](mailto:HealthServices@FLPoly.org) or

Dr. Thomas Huber,  
[THuber@FLPoly.org](mailto:THuber@FLPoly.org)

Lakeland area resources for people with HIV/AIDS

Florida Department of Health  
Polk County Health Clinic  
3241 Lakeland Hills Boulevard  
Lakeland, FL  
863.413.2620

Talbot House Ministries Good Samaritan Free Clinic  
814 N Kentucky Ave  
Lakeland, FL33801  
863.687.8475

Planned Parenthood of Southwest and Central Florida  
2250 E Edgewood Dr.  
Lakeland, FL 33803  
863.665.5735

**COUNSELING SERVICES**

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The Office of Counseling Services provides mental health counseling for students needing help working through and overcoming personal problems. Counseling sessions are free, private and confidential. Sessions are tailored to accommodate each person’s needs. All concerns are addressed with sensitivity to and respect for diversity and individuality. Students are encouraged to ask any questions they may have about treatment. We do not prescribe psychiatric medications, but we do have a referral network of local providers who conduct medication evaluations and write prescriptions if needed. Counseling services are available Monday through Friday from 8 a.m. to 5 p.m. Except for an emergency, students are seen by appointment only, so please be sure to schedule ahead of time.

To set up a counseling appointment, please contact:

**Dr. Thomas Huber**

Coordinator of Health, Counseling, & Disability Services

Florida Polytechnic University

4700 Research Way

Lakeland, FL 33805-8531

Phone: 863.874.8672

[THuber@FLPoly.org](mailto:THuber@FLPoly.org)

If you are experiencing a psychological crisis and it is during normal business hours, please visit the Office of Counseling Services for an emergency appointment. In the event that crisis counseling is not immediately available (e.g., the counselor is currently in session with another student or has stepped away from the office to give a campus presentation), please contact an after-hours provider listed below. For a psychological crisis outside of normal business hours (or when other help is not immediately available), please dial:

- (863) 687-1112 for Lakeland Regional’s 24-hour Crisis Hotline
- (863) 519-3744 for Peace River Center’s 24-hour Mobile Crisis Response Team in Lakeland
- 800-273-8255 for the National Suicide Prevention Life-Line
- 9-1-1 at any time to have help sent directly to your current location

For further information about counseling services, please refer to our web link:

<https://floridapolytechnic.org/wellness/health-clinic/counseling-services/>

## CAMPUS SAFETY

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The Florida Polytechnic University Police Department is located at the Campus Control Center (CCC), 4539 (1) Polytechnic Circle. The Florida Polytechnic University Police Department consists of sworn law enforcement and non-sworn members who provide 24 hour police services to the campus community. The University Police Department is under the command of Chief of Police Richard A. Holland and Deputy Chief of Police John D. Houser. The University Police Department is currently staffed by 12 full-time members providing full university police services to the Florida Polytechnic University campus.

Since the main campus is within the city limits of Lakeland, all 911 emergency calls go directly to the Lakeland Police Department Dispatch Center, which dispatches University Police.

### Non-Emergency Police Contact

To contact the Florida Polytechnic University Police Department for non-emergencies, dial 863.874.8472.

### In an emergency, call 911.

**There are also 38 blue light phones strategically placed around the campus in the event of an emergency. The blue light phones dial directly into the police department.**

### Reporting Campus Crime

Contact the police department by dialing 863.874.8472. If you are near a blue emergency phone, simply press the red button, release it and you will automatically be connected to the police department.



The University is concerned about the safety of its students and faculty, and it is also concerned with the security of both personal and University property. When witnessing or discovering a crime, students should first do what is necessary to secure their personal safety and the safety of others. The students should immediately report the crime to University personnel available on site. University personnel will then assist students in contacting the University Police Department. Students may seek advice or assistance from the police immediately in the event of a crime.

The campus community will receive a bulletin from the University Police for any crime that affects the community at large. The University reserves the right to alter access to campus facilities at any time. The University also reserves the right to bar an individual or group of individuals from campus facilities or property.

### **Demonstrations**

It is the intent of the University to encourage a free discourse of ideas while maintaining the safe and normal operations of campus life and education. To that extent, the FPU-1.007 Demonstrations regulation provides some time, place, and manner parameters on “campus expression” and processes for obtaining permission, when necessary, to hold a demonstration on campus.

Please see FPU-1.007 Demonstrations policy to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.007-Demonstrations-7.29.14.pdf>

### **Trespassing**

The University permits public access to public portions of the campus while maintaining its commitment to a safe workplace and learning environment. The President or designee may authorize the issuance of trespass warnings pursuant to Florida law. The President designates the University’s

The University Police Department is responsible for the implementation and enforcement of this regulation provided such is consistent with this regulation and with Florida Statutes section 1012.97 and Chapter 810. The University Police Department may request identification of individuals on campus, may direct individuals to leave campus, may issue trespass warnings and/or may arrest individuals for trespass.

Please see FPU-1.006 Trespass policy to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.006-Trespass-6.5.15.pdf>

### **Political Activity on Campus**

A group or individual (including University employees) wishing to hold a political activity on campus will be considered as holding an “Unaffiliated Activity” and the group or individual must complete a SAFE form, receive written approval in advance of the activity and comply with University rules, regulations, policies, and procedures.

Please see FPU-1.011 Political Activity on Campus policy to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.011-Political-Activity-on-Campus-NOTICE-5.1.15.pdf>

### **ALLIGATORS and SNAKES**

Alligators can be found in virtually every body of water on campus, and are normally shy creatures. But when fed by people, they lose that fear and associate people with food. An alligator that has lost the fear of man can be extremely dangerous, and can approach you looking for food. There are numerous cases in Florida where alligators have attacked people or pets because they have lost the fear of man.

Be aware of the possibility of alligator attacks when in or near fresh or brackish water bodies. Attacks may occur when people do not pay close enough attention to their surroundings while working or recreating near water.

- Do not swim in any of the ponds or lakes on or near the campus as the waters might be inhabited by alligators.
- Alligators are most active between dusk and dawn.
- Leave alligators alone. State law prohibits killing, harassing or possessing alligators.
- Never feed or entice alligators – it’s dangerous and illegal. When fed, alligators overcome their natural wariness and learn to associate people with food.

Report nuisance alligators to Florida Fish and Wildlife Conservation Commission (FWCC) by calling 1-866-FWC-GATOR. 866-392-4286. For more about alligators click here: [http://myfwc.com/media/152524/Alligator\\_Brochure.pdf](http://myfwc.com/media/152524/Alligator_Brochure.pdf)

Of the many species of native snakes in Florida, not all are venomous. Still, we strongly suggest that you give all snakes plenty of room.

## PARKING

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A parking permit is required to park in any lot on campus. Effective Fall 2016, Florida Polytechnic University Parking will be implementing digital permits. Information and registration for parking permits can be found at [www.floridapolytechnic.org/parking](http://www.floridapolytechnic.org/parking). Parking rules and fees are regulated and set by the Florida Polytechnic University Board of Trustees.

### ANNUAL PARKING PERMIT FEES

**\$115 Student G-General**

### SINGLE SEMESTER PARKING PERMIT FEES

**\$60 Student**

Please see the Florida Polytechnic University website, at <https://floridapolytechnic.org/>, for further information on parking policies, including fines and citations.

Please see 6C-13-1.003 Parking on University Property policy to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/6C13-1.003-Parking-on-University-Property-8.5.14.pdf>

Contact Parking and Transportation Services at 863-874-8440 or [parking@FLPoly.org](mailto:parking@FLPoly.org).

## FOOD AND DINING

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Florida Polytechnic University Dining Services, managed by Sodexo, is committed to providing quality food and excellent service. The food court is located in our Wellness Center. This is the main dining room. The food court offers a variety of food options, including retail options provided by Starbucks, We Proudly Serve, Grill, and Sub Connection and Simply to Go. Starbucks is a coffee shop located in the Wellness Center and the IST building. For more information on campus food and dining services, including hours of operation, please see the University website, at [flpoly.org/dining](http://flpoly.org/dining)

## Vending Services

Vending machines are available in several locations throughout the campus, including canned/bottled beverage machines, featuring a large selection of popular brands. All machines will accept cash as well as credit cards. Individuals who lose funds in vending machines should contact the Business Services Office, located in the Wellness Center, for a refund. Damage or maintenance issues should be directed to the Auxiliary Services Office. Email [AuxServ@FLPoly.org](mailto:AuxServ@FLPoly.org).

## BOOKSTORE

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Barnes & Noble at Florida Polytechnic University is located in the University Wellness Center. For more information, call 863.876-8761, or visit [bncollege.com](http://bncollege.com). The bookstore offers a buyback program. Students, faculty and staff are encouraged to sell their unwanted textbooks back to the bookstore for cash. Prices offered are based upon the national market value and may vary throughout the year based upon supply and demand. The bookstore price matches online competitors. Find additional details at [bncollege.com](http://bncollege.com).

For more information on bookstore operations, including hours of operation and obtaining refunds, go to <https://floridapolytechnic.org/student-life/student-resources/bookstore/>

## Campus Connect

With Barnes & Noble College's Campus Connect technology, students and faculty have access to the largest selection of course material in several cost-saving formats. These solutions include course fee programs, multi- platform LMS integration, real-time student financial aid modules and Barnes & Noble's Registration Integration online ordering system. Florida Polytechnic University faculty also have access to an online community, FacultyEnlight, a textbook adoption platform that combines advanced search capabilities with detailed information on course material formats, pricing and reviews by other faculty.

## CAMPUS MAIL

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The University provides mail services through the Campus Mailroom located in the Wellness Center. Resident students are assigned mailboxes, located on the first floor of the residence hall, behind the elevators. This box is to be used for all incoming mail. If a student receives a package that is too large to fit in the mailbox, he or she will be notified by email of its arrival and instructions for picking it up at the Wellness Center.

Mail should be addressed as follows:

Student's Full Name  
# (Campus Box Number)  
4700 Research Way  
Florida Polytechnic University  
Lakeland, FL 33805-8531

Outgoing mail can be mailed through the Campus Mailroom. Postage stamps and USPS express mail are available through the Campus Mailroom. Address changes should be reported immediately to Campus Mail, as well as the Registrar's Office, the Business Office, and the Financial Aid Office. Failure to report changes could result in mail not being forwarded or going to the wrong person or address. For more information, contact the Mail/Copy Center, at 863.874.8433, or email: [CopyCenter@FLPoly.org](mailto:CopyCenter@FLPoly.org)

## STUDENT HOUSING

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Both on-campus residence halls were designed to provide comfortable, safe housing just steps from the main classroom building. They share similar amenities, including study lounges, computer centers, entertainment rooms with billiards and ping pong tables, gaming areas and more. In addition, all suites are fully furnished and include a washer and dryer and high-speed Internet access. Electronic access and security cameras enhance safety for residents. Both residence halls have Resident Assistants on each floor, and Residence Hall II will have an on-site Director of Student Living. On-campus housing at Florida Polytechnic University is owned and operated by Vestcor Communities.

### **Residence Hall I**

From high-speed, wireless Internet access to a fitness facility and game room, the 90,000-square-foot Residence Hall I is designed with the modern student in mind. Comfortable, secure and fully furnished, the three- and four-bedroom suites have the latest technology and accommodations to facilitate learning and achievement beyond the classroom. There are two bathrooms per four-person suite, and each resident bedroom is tastefully furnished with a bed, desk and dresser.

### **Residence Hall II**

Similar to Residence Hall I, the new residence hall boasts high-speed, wireless Internet access, game rooms and common study areas on all five floors of the 135,000-square-foot building. The majority of Residence Hall II is made up of “Semi Suites:” two double bedrooms furnished with two twin beds, a desk and chair, sharing a common bathroom. It was designed with a more traditional residence hall feel and boasts twice as much communal space as Residence Hall I, encouraging students to leave their rooms and create their own social hub. Residence Hall II also has the added advantage of Vestcor Living-Learning Communities, created in partnership with the University.

## STUDENT ACTIVITIES

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### **On-Campus Activities**

Only designated areas on campus may be used by students unless the proper University authority allows the area to be used. These areas are subject to any limitations and provisions established by an appropriate University official (i.e., outside speakers, outdoor concerts, student rallies). The University may establish limitations or conditions for a campus activity or event.

Please see FPU-1.003 Use of University Facilities and Property policy to read in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-1.003-Use-of-University-Facilities-and-Property-5.15.14.pdf>

## STUDENT GOVERNMENT

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The Student Government Association is the official voice of the student body at Florida Polytechnic University. SGA is organized to actively represent student opinions; promote the social and academic advancement of students; foster communication, cooperation and understanding in all areas of the University; recommend and implement improvements necessary to the welfare of the students and the University; and encourage effective student participation. Each student is a member of the association at large, which elects all officers. The officers comprise the cabinet, which oversees general policy making. Through the work of various elected and appointed officers and committees, the SGA represents the views of the student body to the trustees, the administration and various college committees. The SGA sponsors major social activities each year and advises the Student Affairs Office concerning the initiation of additional student social activities. Concerned, responsible students are strongly encouraged to participate in the activities of the SGA.

### **Student Government Policies and Regulations**

The Student Government shall be maintained by the students in accordance with law and regulation, including Florida Statutes Section 1004.26 (University student governments) and Board of Governors regulation 6.014 (Student Governments.)

The Student Government shall adopt internal procedures that must be approved by the University President. The Student Government's constitution and by-laws, and any amendments thereto, must be approved by the University President.

Please see FPU-3.002 Student Government and Student Organizations policy to read the policy in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-3.002-Student-Government-and-Student-Organizations-6.27.20141.pdf>

### **Student Organizations**

Student organizations and activities exist for the personal enjoyment and development of students at Florida Polytechnic University. Students are encouraged to become involved in the co-curricular student activities program and active student organizations. The University may permit organizations and clubs funded by a combination of contributions from its members, fund-raising projects and outside sources to exist on campus, provided the organization has a faculty advisor and agrees to be governed by the regulations and policies of Florida Polytechnic University.

### **Student Organizations Policies and Regulations**

Any student association, group, club or organization ("student organization") other than Student Government is eligible for active registration as a Registered Student Organization. Registration as a Registered Student Organization is contingent upon the student organization complying with all registration requirements and obtaining the approvals of the Student Government and the Vice Provost for Student Affairs or designee, and continuously complying with applicable regulations, policies and procedures.

Please see FPU-3.002 Student Government and Student Organizations policy to read the policy in its entirety.

<https://floridapolytechnic.org/wp-content/uploads/FPU-3.002-Student-Government-and-Student-Organizations-6.27.20141.pdf>

## **Student Publications**

Florida Polytechnic University's student publication and media teams strive to uphold artistic standards and create memorable work. Student publications provide students with content that enhances their educational and career opportunities, and provide audiences with news, information and an accurate reflection of life at Florida Polytechnic University. All publications are written, designed and staffed by students under the guidance of a faculty or staff advisor. They communicate information, to share and debate ideas and display creativity.

## **University Liability**

The University does not assume obligation or liability for loss of or damage to personal belongings. Students should take precautions to protect personal belongings from theft, fire, water damage or other loss. Students are urged to purchase renter's insurance and car insurance for protection against loss or property damage.

## **VOLUNTEERISM**

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Volunteerism is a great way to serve your community and is encouraged by the University and the Office of Student Affairs. In fulfilling the mission and vision of the University, The University maintains a record on all approved volunteer services. For further information, please call 863.874.8651.

## **STUDENT VOTER REGISTRATION**

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The University encourages all students 18 years and older to be registered voters and to exercise their civic responsibility by voting in local, state and federal elections. Students may register to vote during fall and throughout the year in the Counseling Center via Dr. Thomas Huber: 863.874.8672.