

CHAPTER 6C2R-3 STUDENT LIFE

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6C2R-3.001 Student Governance.

(1) The Vice President for Student Affairs is the designated representative of the University President in matters pertaining to student life and governance.

(2) A Student Government Association shall be organized and maintained to represent the student body. All officers of the Student Government Association shall be enrolled at the Florida State University for a minimum of six credit hours and be in good standing. The Student Government Association shall establish and maintain a Student Body Constitution and implementing statutes to facilitate organizational integrity and cohesive administration.

(3) Legislation of the Student Government Association shall be subject to the approval of the Vice President for Student Affairs prior to implementation.

Specific Authority BOG Resolution January 7, 2003; Reg. Procedure July 21, 2005 Law Implemented 1004.26, 1009.24(10) FS. History—New 9-30-75, Amended 12-26-85, Formerly 6C2-3.01.

6C2R-3.0015 Student Organizations and Activities

1. Recognized student organizations are defined as organizations that have been approved by the Student Activities Center, as designee of the Vice President for Student Affairs, to function at Florida State University. Recognition does not constitute university endorsement, support, or concurrence.

2. Each recognized student organization's purposes and activities shall comply with applicable provisions of the United States Constitution, federal laws, the Constitution of the State of Florida, state laws, rules and regulations of the Board of Governors, the Florida State University Board of Trustees, Florida State University, and the Florida State University Student Conduct Code, and the purposes set forth in the Student Body Constitution, and the constitution of the student organization. The student organization and its officers are responsible and accountable for all actions of the organization. Any violation of law, Board of Governors' rules and regulations, Florida State University Board of Trustees rules and regulations, or Florida State University rules shall be considered as offenses committed by the organization. Its officers or members shall be subject to action pursuant to the provisions of the Florida State University Student Conduct Code. Any violation by a student organization shall render the organization's recognition subject to review and possible revocation. Benefits of recognition include but are not limited to, use of university name and facilities, eligibility for activity and service fee funding, and participation in university events.

3. All students shall be free to join recognized student organizations.

1. Recognized student organizations shall be limited to currently enrolled FSU students. Faculty and staff of Florida State University shall be free to participate in a manner that is consistent with the constitution and bylaws of the organization.

2. Non-FSU students who are enrolled in joint FSU programs or participate in partnership programs approved by the University Registrar, shall be eligible for limited membership in recognized student organizations and shall be free to participate in a manner that is consistent with university policies and the constitution and bylaws of the organization.

4. Student organizations may be officially recognized when the student organization has met appropriate requirements as outlined by the Vice President for Student Affairs or designee.

5. The Vice President for Student Affairs or designee may place other limitations on the continued recognition of student organizations.

6. Recognized student organizations are required to have a primary advisor who is a full-time faculty or staff member of the University.

7. All recognized student organizations shall be allowed to meet on campus and to use appropriate available university facilities.

8. Recognized student organizations that are eligible for funding under the criteria set forth by the Student Government Association may apply to the Student Government Association for activity and service fee funds.

9. Each recognized student organization shall re-register no later than the deadline set forth by the Student Activities Center in the fall semester of each year and shall concurrently provide the University with any changes in its constitution and officers.

10. In order to hold an elected or appointed student office in a recognized student organization or the Student Government Association, a student must:

1. Be registered for the minimum number of credit hours for the fall, spring, and summer terms as specified by the Student Activities Center for undergraduate and graduate students unless a greater enrollment is required by the organization;

2. Be in good academic standing (maintain a 2.0 for undergraduate students and 3.0 for graduate students), and be free of academic probation;

3. Be free of any obligation for fees or payments to the university;

4. Recognized student organizations have the option to set standards that exceed the above stated minimum criteria.

11. Recognized student organizations that wish to use the university's name as part of their organization's name may do so as long as sponsorship or endorsement by the university is not implied or stated. If used, organizations are restricted to the following:

1. The university's name may only appear at the end of the organizations name and should be followed by the statement "a Recognized Student Organization" (i.e. Student organization at Florida State University, a Recognized Student Organization)

2. The title should follow one of these forms: (1) Florida State University; (2) FSU.

12. Student organizations at branch campuses will be required to follow the guidelines set forth by the branch campus with which they are affiliated.

13. Student organizations charged with offenses or any act in violation of laws, rules, regulations, policies or procedures shall have their cases heard by the appropriate person or body as designated by the Vice President for Student Affairs.

14. The university disclaims liability for any damage or injury that may arise out of the recognition of student organizations or their use of university facilities, whether arising out of the activities of students as individuals or whether participating with or as members of a recognized student organization or any other organizational part of the Student Government Association.

Specific Authority BOG Resolution January 7, 2003; Reg. Procedure July 21, 2005 Law Implemented 1001.74 (2)(g), 1004.26 FS Law Implemented 1004.74(2)(f) History–New 9-7-86 Amended 2-6-2006

6C2R-3.003 Students' Freedom of Expression Rights and Responsibilities, Open Platform Areas

(1) The right of all students to seek knowledge, debate ideas, form opinions and freely express their views is recognized. This right must be exercised in a manner which will not interfere with the same rights and freedoms of others in their enjoyment of the benefits of the programs offered by this University, or their lawful use of University facilities, including ingress and egress. Such rights may be exercised subject to applicable laws, rules, regulations, policies and procedures.

(2) The right or freedom of peaceful assembly is recognized and shall be protected. Only those student gatherings that do not disrupt the orderly functioning of the University and related activities shall qualify as peaceful and therefore be protected. Meetings are included in the terms assemblies and gatherings.

(3) The green area on the east side of Moore Auditorium, the central portion of Landis Green and the football stadium outside gate D in the grassy area are designated "open platforms". Any student or other individual who desires to be heard publicly on any issue of concern may use these areas subject to the provisions of this regulation at any time when previous scheduling does not preclude such use but only from 8a.m. to 10p.m. local time. Amplification equipment is not allowed except as otherwise specifically provided. The exact location boundaries and any temporary changes necessary because of current construction or other unavoidable circumstances or conditions may be found at www.openplatform.fsu.edu. Typically, the open platform areas are intended for individual expression made often on an unplanned basis. Planned use of campus areas and facilities by groups and individuals is still generally governed by FSU Regulation 6C2R-2.007, Use of Campus Facilities.

(4) Organized or prearranged outdoor student assemblies shall be registered at least twenty-four hours in advance in the Space Reservations Office located in the University Union. Exceptions to the twenty-four hour notice requirement may be granted by the Space Reservations Office.

(5) Registered or non-registered student organizations or other students may hold meetings inside University buildings, provided prior approval is granted by the Space Reservations Office.

(6) The right to peacefully picket is recognized.

(7) Public address systems and other electrical amplification equipment may be utilized by registered student organizations in the University Union Courtyard subject to schedules approved by the Space Reservations Office, and shall in no event be used in other outdoor areas of the campus. All such use of public address systems or other amplification equipment shall maintain a reasonable sound level which meets the communication needs of the event without excessive noise penetration to adjacent areas.

(8) Students' right to write and distribute literature and to express thoughts and beliefs is recognized. Individual students, non-registered and registered student organizations may circulate literature, provided it is identified by authorship and sponsorship.

(9) Students may sell literature on campus provided a University Solicitor's Permit is obtained from the Office of Business Services.

(10) Registered student organizations and the Student Government Association may invite persons from outside the University to speak to their memberships and the public. If University facilities are to be used for holding the meeting prior scheduling and space reservations approval shall be obtained from the Space Reservations Office.

(11) The Student Government Association and registered student organizations may sponsor speeches by or for political candidates for federal, state or local office. Speeches by political candidates shall be presented only at Ruby Diamond Auditorium, the Outdoor Amphitheatre of the Music Building, the Roscoe R. Oglesby Union Complex or Doak Campbell Stadium.

Specific Authority BOG Resolution January 7, 2003; Reg. Procedure July 21, 2005. Law Implemented 1001.74(6), FS. History–New 9-30-75, Formerly 6C2R-3.03, Amended 7-28-86, 6-17-2009

6CR2-3.004 Student Conduct Code

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

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

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

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

(3) Authority.

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

(b) The Vice President (or designee) also has the authority to notify the person listed as the student's emergency contact (or other appropriate person) in case of an emergency involving that student.

(c) All hearing bodies have the authority to consult with other appropriate University officials in order to resolve a Student Conduct Code case effectively.

(d) Decisions of all the Student Judicial Boards and Greek Judicial Boards are considered recommendations to the Director of Student Rights and Responsibilities (see (g) below).

(e) Decisions of administrative hearing panels are recommendations to an Associate Dean of Students, or the designee of the Dean of Students (see (g) below).

(f) Decisions of the Housing Judicial Board(s) are recommendations to the Assistant Director of Housing, or the designee of the Director of Housing (see (g) below).

(g) All recommended disciplinary decisions must be approved in writing by the appropriate administrator (or designee) and only then will be communicated to the student. (See c - f above.) The appropriate administrator may adopt or amend the recommended decision, or order a new hearing. Prior to amending or ordering a new hearing, the administrator will confer with the appropriate hearing body. Upon approval, the recommended decision becomes a first-level disciplinary action.

(h) Decisions of all other hearing bodies constitute first-level disciplinary actions.

(i) If a first-level disciplinary action is not appealed, that decision becomes final agency action.

(j) Appellate bodies are listed in Section 10, Appeals. Appellate decisions are considered recommendations to the Vice President for Student Affairs and become final agency action upon approval by the Vice President (or designee).

(4) Definitions.

(a) Advisor. The term "advisor" means any one person chosen by the charged student, victim, or any witness to assist throughout the disciplinary process, unless service in this capacity would reasonably conflict with the fair application of the judicial process as determined by the Director (or designee) of the Office of Student Rights and Responsibilities.

(b) Charged Student. The term "charged student" means any student who has been formally charged with an alleged violation of the Student Conduct Code.

(c) Class day. The term "class day" means any day that either classes or final exams are scheduled.

(d) Hearing Body. The term "hearing body" means any person or persons authorized by the Dean of Students or Director of University Housing to conduct hearings to determine whether a student has violated the Student Conduct Code and to impose sanctions.

(e) On-Campus. The term "on-campus" means all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University, including adjacent streets, sidewalks, and parking lots.

(f) Policy. The term "policy" means the written statements of the University as found in, but not limited to, the Student Conduct Code, the General Bulletin, The Student Handbook, the Directory of Classes, the Guide to Residence Living and other written regulations and rules for departments, organizations and clubs.

(g) Preponderance of the Evidence. "Preponderance of the evidence" means that the evidence, as a whole, shows that the fact sought to be proved is more probable than not. This is the standard used in adjudicating all disciplinary cases within this Student Conduct Code.

(h) Student. The term "student" means any person who is admitted to and enrolled in any credit-bearing course or program in any school or division of Florida State University, any person who is admitted to the University and is present on campus for the purpose of being enrolled in any University course or program, including Orientation, or any person who has been enrolled in any credit-bearing course or program at the University and continues to be associated with the University because the student has not completed the course or program in which the student was enrolled. In cases of dual enrollment, jurisdiction over a student's conduct will be determined in consultation with appropriate officials at the student's other institution.

(i) Student Defender. The term "Student Defender" means any person provided by the Student Government Association, either through formal appointment or informal referral, to serve as a resource and advisor to the charged student under the authority of FSU Regulation 6C2R-3.006.

(j) Student Organization. The term "student" also means any student organization that is officially recognized by the University.

(k) University. The term "University" and "University properties" means Florida State University, including the main campus, all property leased, used or controlled by the University, all branch campuses, facilities and University international programs. The Student Conduct Code applies to the University as defined herein. Non-substantive procedural modifications that reflect the particular circumstances of each campus and international program are permitted.

(l) University Community. The term "University community" includes any person who is a student, faculty member, University official, visitor, volunteer, representative of the University, or any other person employed by the University.

(m) University Official. The term "University official" means any person employed by the University to perform assigned teaching, research, administrative, professional or other responsibilities.

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

(a) Sexual Misconduct.

1. Any sexual act that occurs without the consent of the victim, or that occurs when the victim is unable to give consent.
2. Obscene or indecent behavior, which includes, but is not limited to, exposure of one's sexual organs or the display of sexual behavior that would reasonably be offensive to others.
3. Conduct of a sexual nature that creates an intimidating, hostile, or offensive environment for another person. This includes unwanted, unwelcome, inappropriate, or irrelevant sexual or gender-based behaviors, actions or comments.

(b) Endangerment.

1. Physical violence towards another person or group.
2. Action(s) that endanger the health, safety, or well-being of one's self or another person or group.
3. Interference with the freedom of another person to move about in a lawful manner.

(c) Harassment.

1. Conduct, (not of a sexual nature), that creates an intimidating, hostile, or offensive environment for another person.
2. Action(s) or statement(s) that threaten harm or intimidate another.
3. Acts that invade the privacy of another person.
4. Stalking, defined as: to follow or otherwise contact another person repeatedly, so as to put that person in fear for his or her life or personal safety.

(d) Hazing.

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

Hazing includes, but is not limited to:

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

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

(e) Weapons.

1. On-campus possession or use of firearms, explosives, or other weapons or dangerous articles or substances, including non-lethal weapons such as pellet guns, or the use of any item as a weapon. Note: This rule does not apply to any student

law enforcement officer or to any student ROTC member acting under the supervision of an ROTC unit in a manner proscribed by military regulations of the United States Government.

2. Off-campus, illegal possession or use of firearms, explosives, or other weapons or dangerous articles or substances.

(f) Fire and Safety.

1. Inappropriate activation of any emergency warning equipment or the false reporting of any emergency.

2. Illegal possession or removal of, damage to, or tampering with fire safety or other emergency warning equipment.

3. Failure to evacuate a University building or facility when a fire alarm is sounded.

4. Arson: defined as setting fire to property.

(g) Alcohol and Illegal Drugs.

1. Possession or use of illegal drugs.

2. Purchase, distribution, delivery, or sale of illegal drugs.

3. Possession or use of drug paraphernalia.

4. Possession or consumption of alcohol when under the age of 21 as specified by the State of Florida.

5. Providing alcoholic beverages to an individual who is under the age of 21 as specified by the State of Florida.

6. Driving while under the influence of alcohol or any illegal substances.

7. Intoxicated behavior.

8. Any other violation of the FSU Alcohol Policy, Rule 6C2-6.012, F.A.C.

(h) Disruption.

1. Failure to comply with a lawful order of a University official or any non-University law enforcement official.

2. Provides false information to a University official or to a non-University law enforcement official, including disciplinary hearing bodies.

3. Acts that impair, interfere with, or obstruct the orderly conduct, processes, and functions of the University or the rights of other members of the University community. This includes acts that occur both inside and outside of the classroom setting and may involve use of electronic or cellular equipment.

4. Commercial solicitation on campus without prior approval from University officials.

5. Acts that disrupt the University disciplinary process, including attempting to coerce or influence a person regarding their participation in any disciplinary proceeding.

(i) Identification.

1. Permits another person to use his or her identification.

2. Inappropriate use of another person's identification.

3. Impersonation or misrepresenting the authority to act on behalf of another or the University.

4. Forgery, alteration, or misuse of identification, documents, records, keys, or access codes.

5. Manufacture, distribution, delivery, sale, purchase, possession or use of false identification.

(j) Property.

1. Damage or destruction of public or private property.

2. Theft - without authorization removes or uses the property or services of another person or of the University.

3. Possession, ~~or~~ sale or purchase of property or services that are known or reasonably, under the circumstances, should have been known to have been stolen.

4. Enters or uses the property or facilities of the University or of another person without the proper consent or authorization.

(k) Computers.

1. Unauthorized access or entry into a computer, computer system, network, software, or data.
2. Unauthorized alteration of computer equipment, software, network, or data.
3. Unauthorized downloading, copying or distribution of computer software or data.
4. Any other act that violates Florida law or the Florida State University Policies And Responsibilities For Use Of Campus Computer And Network Resources, which is hereby adopted by reference.

(l) Gambling

1. Engages in or offers games of chance for money or other gain in violation of the laws of the State of Florida.

(m) Other Violations

1. Violation of Federal or State Law or local ordinance.
2. Violation of Florida Board of Education or Board of Governors Rule.
3. Aids or abets any other violation of federal law, state law, or local ordinance. Violation of any other University regulation or policy as described in the FSU General Bulletin , University Housing contract, University Housing Publication - Graduate /Undergraduate , The Guide to Residence Living, other University Housing publications, the FSU Student Handbook, the official FSU website, Student Activities and Organizational Policies (Student Organizational Manual or other University policies and Student Organization Advisor's Manual), all of which are hereby adopted by reference or other University policies directly related to departments, organizations or clubs.

(6) Students' Rights.

(a) Notice: Students will be given clear and complete written notice of the Student Conduct Code charge(s) and the allegations upon which the charge(s) is/are based.

(b) Hearing: Students will be given an opportunity to present information, including witness testimony, during a fair and impartial hearing.

(A more complete description of the procedures utilized to implement these rights is found in Section (7), Procedures.)

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

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

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

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

1. Sufficient detail to prepare a defense (including source of information, alleged offense, and specific Student Conduct Code charges).

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

(c) Hearing. Hearings will follow these guidelines:

1. All hearings will be fair and impartial and will use a reasonable person standard when assessing whether the information presented constitutes a preponderance of the evidence. A charged student may submit a challenge to the impartiality of any member of a hearing body to the Office of Student Rights and Responsibilities or the hearing body.
2. A charged student will have the opportunity to present evidence on his or her behalf, including presenting witnesses and/or signed written statements.
3. The charged student, victim and any witnesses may be accompanied during the hearing by an advisor (see Section (4) (a)). According to Rule 6C2-3.006, F.A.C., the Student Defender may serve as an advisor. Students are required to address the hearing body in person, on their own behalf, although they may consult with their advisor during the hearing. This consultation must take place in a manner that does not disrupt the proceedings. The advisor shall not speak on behalf of the student unless expressly authorized to do so by the hearing body. The charged student, victim, or any witnesses shall provide the advisor's name in writing to the Office of Student Rights and Responsibilities or University Housing two class days prior to the hearing. The advisor may not serve as a witness.
4. A student may choose not to answer any and all questions posed by a hearing body. This protection from self-incrimination does not extend to student organizations.
5. The burden of proof at a first-level hearing always rests with the University. The standard of proof will be the preponderance of the evidence, meaning that the evidence, as a whole, shows that the fact sought to be proved is more probable than not.
6. All individual hearings will be conducted in private. If the charged student wants to have the hearing open, the charged student must submit a written request for a public hearing to the Director of the Office of Student Rights and Responsibilities or University Housing at least three class days prior to the hearing. Charges involving alleged sexual misconduct will not be heard in public without prior written consent of all victims. After receiving the consent of all victims in the case, the Director of the Office of Student Rights and Responsibilities may open the hearing to the public.
7. All hearings for student organizations will be public. The Director of Student Rights and Responsibilities (or designee) reserves the right to limit the number of attendees.

8. All hearing decisions will be communicated in writing to the charged student and will include the findings of fact, determination of responsibility, and sanctions imposed (if applicable).

9. Appropriate witnesses will be called by the University to all formal hearings (see (d) below for a description of formal versus informal hearings). Those witnesses who appear may be cross-examined by the charged student. If called witnesses do not appear, their written or taped statements may be considered by the hearing body. In some cases, student witnesses who fail to appear may be charged with a violation of the Student Conduct Code. Appropriate witnesses may also be called by the charged student to all hearings.

10. If the charged student fails to appear at the scheduled hearing (after proper notice), the hearing may be held in the charged student's absence.

11. Prior records of disciplinary action and victim impact statements are considered by the hearing body only in the sanctioning phase of deliberations.

12. The hearing body's determination of "responsible" or "not responsible" will be based solely on the information presented at the hearing. However, when additional information that affects this determination is gathered outside the ~~informal~~ hearing, it may be used provided it is shared with the charged student and the student has an opportunity to respond to the information. In cases involving multiple students charged, information provided at one hearing may be used as evidence in the related case(s).

13. To request the cancellation of a previously scheduled formal hearing, the charged student must submit a written statement to the Office of Student Rights and Responsibilities five class days prior to the hearing date. At the discretion of the Director of Student Rights and Responsibilities (or designee), the hearing may be rescheduled or conducted in the charged student's absence.

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

1. Formal Hearings:

- a. Require the hearing body to call appropriate witnesses to provide information in support of the charges.
- b. Will be held no sooner than five class days after notice is received by the charged student. The student may submit a written request to hold the hearing before the five days. The request will be considered by the Office of Student Rights and Responsibilities.
- c. Will be audio recorded. This recording will serve as the official record of the proceedings.
- d. A formal decision letter will be sent to the student within ten class days from the conclusion of the hearing process. This time limit may be extended if additional consideration of evidence and deliberation is required.
- e. The following order of presentation is recommended for use in formal hearings. The hearing body may change the order if necessary.

1. Presentation of formal charges.
2. Opening statement by the University, followed by the opening statement of the charged student.
3. Presentation of evidence and witnesses by the University, followed by questioning of those witnesses by the hearing body and the charged student. Witnesses are then dismissed.
4. Presentation of evidence and witnesses by the charged student, followed by questioning of those witnesses by the charged student and the hearing body. Witnesses are then dismissed.

5. Questions directed to the charged student by the hearing body.
6. Closing statement by the University, followed by the closing statement of the charged student.

2. Informal hearings:

- a. The University does not automatically call witnesses to support the charges, although the hearing body may gather any additional information needed, including calling witnesses. The charged student will be informed of any additional information gathered by the hearing body. The charged student may call witnesses and present evidence.
- b. Are scheduled at the convenience of both the charged student and the hearing body.
- c. Brief written decisions (including findings of fact) will serve as records of informal hearings and will be communicated within ten class days of the hearing body's final meeting with the student. This time limit may be extended if additional consideration of evidence and deliberations are required.
- d. The hearing may be audio recorded at the discretion of the hearing body.

(e) Hearing Bodies and Authorities. Any specific procedures used by hearing bodies will comply with the requirements of this Student Conduct Code. The range of available hearing bodies may differ on branch campuses or International Programs.

1. The Director of Student Rights and Responsibilities (and designee(s)) may conduct both informal and formal hearings on individual or student organization cases.
2. A hearing officer designated by the Dean of Students may conduct both informal and formal hearings on individual or student organization cases.
3. The Dean of Students may conduct both informal and formal hearings on individual or student organization cases.
4. The Student Judicial Board may conduct both informal and formal hearings on individual or student organization cases.
5. An Administrative Hearing Panel may conduct formal hearings on individual or student organization cases. Panels are composed of one faculty member, one staff member, both designated by the Dean of Students (or designee), and two Student Judicial Board members. In times of limited student availability, panels may proceed with one Student Judicial Board member.
6. Greek Judicial Boards may conduct both informal and formal hearings regarding cases of Greek organization's alleged violations of the Student Conduct Code. The boards may also provide information regarding individual cases related to a student organization case that is being heard to the Office of Student Rights and Responsibilities.
7. University Housing hearing officers (Director, Associate Director, Assistant Directors and designees) may conduct both informal and formal hearings regarding cases arising in University Housing in which the charged student is a resident of University Housing.
8. University Housing Judicial Board(s) may conduct formal hearings regarding cases arising in University Housing in which the charged student is a resident of University Housing.

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

1. When it is determined that a case requires a formal record of proceedings, a formal hearing may be chosen by the Dean of Students (or designee).
2. When two or more individual cases stem from the same incident, those cases should typically be heard by the same hearing body. In such cases, the Director of Student Rights and Responsibilities (or designee) may either pre-select the hearing type and hearing body or consult with the students involved before making the decision.

3. The Dean of Students or Director of University Housing (or designee) reserves the right to choose the appropriate hearing type and body for other administrative or case related reasons.
4. During time periods in which any of the hearing bodies are not officially constituted, the Dean of Students or Director of University Housing (or designee) may choose an appropriate alternative as the hearing body.

(8) Victims' Rights.

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

a) Rights

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

(9) Sanctions.

(a) In light of the facts and circumstances of each case, the following sanctions, or combination of sanctions (with or without appropriate modifications) may be imposed upon any individual student found to have violated the Student Conduct Code:

Certain sanctions may incur a financial cost.

1. Reprimand (written or verbal).
2. Service Hours - completion of tasks under the supervision of a University department or outside agency.
3. Educational Activities - attendance at educational programs, interviews with appropriate officials, planning and implementing educational programs, or other educational activities.
4. Counseling Assessment - referral for assessment at a counseling center for alcohol/drug dependence, general mental health, or other counseling issues.
5. Restitution only in cases involving University property. Restitution must be submitted to the appropriate University department in a manner that is approved by that University department.
6. Conduct Probation - A period of time during which any further violations of the Student Conduct Code may result in more serious sanctions being imposed. Some of the restrictions that may be placed on the student during the probationary period include, but are not limited to: participation in student activities, representation of the University on

athletic teams or in other leadership positions, entrance into University residence halls or other areas of campus, or contact with another specified person(s).

7. Disciplinary Probation - A period of time during which any further violation of the Student Conduct Code puts the student's status with the University in jeopardy. If the student is found "responsible" for another violation of the Code during the period of Disciplinary Probation, serious consideration will be given to imposing a sanction of Suspension, Dismissal, or Expulsion from the University. Some of the restrictions that may be placed on the student during the probationary period include, but are not limited to, participation in University or student activities, representation of the University on athletic teams or in other leadership positions, entrance into University residence halls or other areas of campus, or contact with another specified person(s).

8. Change in University Housing assignment.

9. Exclusion (either temporary or permanent) from University Housing.

10. Suspension - Separation from the University for a specified period, not to exceed two years. This may include restricted access to campus and/or other specified activities.

11. Dismissal - Separation from the University for an indefinite period of time. Readmission is possible but not guaranteed and will only be considered after two years from the effective date of the dismissal, based on meeting all readmission criteria and obtaining clearance from the Dean of Students or designee. This may include restricted access to campus and/or other specified activities.

12. Expulsion - Separation from the University without the possibility of readmission. This may include restricted access to campus and/or other specified activities.

13. Withholding of diplomas, transcripts, or other records.

14. Transcript Notations - a written notation indicating that disciplinary action was taken. This sanction may be applied only in cases in which the student has been permanently separated from the University.

15. Restrictions on contact with specified people.

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

1. Those sanctions listed in Section (9) (a) Suspension, Dismissal, or Expulsion of student organizations includes loss of recognition status.

2. Additional sanctions specific to student organizations are found in Greek and other organizational constitutions and in the Oglesby Union and Student Activities Center's policies, which are hereby incorporated by reference.

3. In the instance when a sanction issued by the National or other governing bodies exceeds that of the University, the University may concur with that sanction.

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

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

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

(a) Appellate Bodies.

1. Recommended decisions of the Student Judicial Board may be appealed to the Dean of Students (or designee).

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

(b) Appeal Requests.

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

(c) Appeal considerations are limited to:

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

(d) Appellate Review:

1. Will involve an initial file review by the appellate officer. The appellate officer may make a determination based solely on this review. The outcome of the file review may become the official decision (see Section (e) below regarding appellate decisions).
2. If the appellate officer determines a need for additional information, he/she may request written materials and/or an appeal hearing with the charged student (see sections 3-7 below).
3. If deemed necessary, an appeal hearing will be scheduled within ten class days of receiving the written request for appeal.
4. If deemed necessary, an appeal hearing will involve hearing the charged student and any witnesses called by the student; the appellate officer may determine whether he/she needs to call any further witnesses or gather additional information.
5. An appeal hearing will be audio recorded; this recording will serve as the official record of the hearing.
6. The charged student will be afforded the opportunity to bring an advisor to the appellate hearing. (See section (7) (c) 3 regarding the role of an advisor.)

7. All hearings will be fair and impartial. A student may submit a written challenge to the impartiality of any appellate officer to the Office of Student Rights and Responsibilities or University Housing.

(e) Appellate Decisions.

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

(11) Records.

(a) Records of all disciplinary cases will be maintained in the Office of Student Rights and Responsibilities or in University Housing. Records which result in a finding of not responsible or result in suspension or a less severe sanction shall be destroyed in compliance with Florida Records law. Dismissal records shall be permanently retained as official records, unless the student is readmitted and successfully completes a degree, at which point the record should be removed five years beyond the date of readmission. Expulsion records shall not be removed from the official files under any circumstances. Any records kept beyond these limits for statistical purposes will not be considered or released as official disciplinary records.

(b) A student's prior disciplinary record will only be considered during the sanctioning phase of deliberations, and will not be considered prior to a determination of responsibility.

(c) The release of student disciplinary records will be governed by applicable federal and state laws regarding the privacy of educational records. General information regarding the outcome of disciplinary proceedings (without identifying information) may be released to the public.

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

(a) When the student's actions/behaviors affect the safety, health, or general welfare of a student and/or the University community, an interim disciplinary action may also include prohibiting the student from being on University property, attending classes, attending programs and activities, and using University facilities.

(b) The interim disciplinary action may include notification of appropriate faculty and staff, and restrictions, including but not limited to, suspension, limited class attendance, use of University facilities, participation in student activities, representation of the University on athletic teams or in other leadership positions, entrance into University residence halls or other areas controlled, leased or used by the University, or contact with specified person(s).

- (c) An interim disciplinary action requires that the student be notified in writing.
- (d) The University or the student may request a meeting to discuss the restrictions imposed by the interim disciplinary action. The student's request must be in writing to the Dean of Students.
- (e) If a meeting is requested on the interim disciplinary action, a meeting will be scheduled within three class days of the receipt of a written request. The Dean of Students (or designee) will conduct the meeting. The student will be notified of the outcome of the meeting in writing. The written notification of the outcome is final as to the interim disciplinary action, pending the final results of the disciplinary hearing.
- (f) Formal disciplinary charges may be filed at the completion of all law enforcement investigations or as soon thereafter as possible.

Specific Authority BOG Resolution January 7, 2003; Reg. Procedure July 21, 2005. Law Implemented 1001.74(2)(f), 1002.22, 1006.52, 1006.60, 1006.62, 1006.63 FS. History–New 9-30-75, Formerly 6C2R-3.04, Amended 9-4-86, 3-20-88, 7-18-96, 7-20-99, 11-13-00, 5-9-2007

6C2R-3.005 Academic Honor Policy.

The University Academic Honor Policy shall be that as stated in the Florida State University Academic Honor Policy approved March 28, 2005, which is hereby adopted by reference.

Specific Authority BOG Resolution January 7, 2003; Reg. Procedure July 21, 2005. Law Implemented 1001.74(2)(f), 1002.22, 1006.52, 1006.60, 1006.62, 1006.63 FS.. History–New 9-30-75, Formerly 6C2R-3.05, Amended 1-26-87, 11-25-87, 8-3-05.

6C2R-3.006 The University Defender.

- (1) The University Defender shall be appointed by the Chief Justice of the Supreme Court, subject to ratification by the Student Senate.
- (2) It shall be his function to:
 - (a) Serve as Chief Defense Counsel for the Student Judicial System.
 - (b) Maintain and supervise a staff of defense investigators.
 - (c) Counsel each defendant as to his rights under the law, and to appoint a defense counselor to the case.

Specific Authority BOG Resolution January 7, 2003; Reg. Procedure July 21, 2005 Law Implemented 1001.74(2)(f), , 1006.60 FS. History–New 9-30-75, Formerly 6C2-3.06.

6C2R-3.035 Activity and Service (A & S) Fee Fund Management.

- (1) Purpose. The purpose of this rule is to provide a procedure which:
 - (a) Assures full and complete implementation of Section 240.235(1), F.S.;
 - (b) Assures that continued compliance with other law and regulation is not impeded; and
 - (c) Facilitates effective interaction between the University staff and the Student Government

Association (SGA) in the allocation and expenditure of funds derived from Activity and Service (A & S) Fees.

(2) A & S Recipient. The term A & S recipient as used throughout this rule means:

A & S RECIPIENT	A & S RECIPIENT
NAME	HEAD
Campus Recreation	Director, Campus Recreation
Student Activities and Organizations (SA&O)	President of Student Body
Oglesby Union (OU)	Director, Oglesby Union

Other units, offices, and activities may be allocated A & S funds regularly or sporadically but are not identified as designated A & S recipients.

(3) General Policies.

(a) The allocation and expenditure of the student activity fund shall be determined by the Student Senate provided that it shall act in accord with the applicable provisions of the Florida State University rules and the laws of the State of Florida.

(b) The authority and responsibility of SGA to determine the allocation and expenditure of A & S funds does not include:

1. Administrative authority over the expenditure of funds by the A & S recipients; Campus Recreation and the Oglesby Union.
2. Authority to enter into contractual agreements not otherwise authorized;
3. Authority to in any way deviate from laws, regulations, and procedures pertaining to budgeting, allocation and/or expenditure of public funds of the State of Florida;
4. Authority to impose upon Campus Recreation and the Oglesby Union a requirement to obtain SGA approval prior to expenditure of budget;
5. Authority to hire, supervise, or terminate personnel of the A & S recipients; and
6. Authority to make operational decisions of the A & S recipients; Campus Recreation and the Oglesby Union.

(c) No A & S fee recipient may discriminate, as defined by the Student Body Constitution and Statutes, in membership or otherwise.

(d) The Student Senate President and the Vice President for Student Affairs (VPSA) or their designees will schedule a joint orientation training workshop for the new Student Senate in each senate session.

(e) A & S fees, minus any applicable association Dues, paid by students enrolled at Panama City Campus, and Florence/ London Study centers will be remitted to the appropriate campus.

(f) The allocation and expenditure of Panama City Campus (PCC) A & S fees shall be determined by the PCC Student Government Council in accord with the applicable provisions of the Florida State University policies and procedures, the Board of Regents rules, and the laws of the State of Florida, and shall not be subject to the A & S Guidelines that govern the Tallahassee SGA. The policies, procedures,

and controls governing the allocation and expenditure of PCC A & S fees shall be delineated in the FSU-PCC A & S Guidelines, Chapter 603 of the Student Body Statutes, and the PCC-SGC bylaws.

(4) Depreciation and Reserve Accounts.

(a) Campus Recreation and the Oglesby Union will be required to establish a depreciation account for repair, replacement, and renovation of physical plant, furniture/equipment, and budgetary emergencies. A minimum annual amount and policies for these accounts will be established by student statute. The required contribution will be the first priority on self-generated funds from these two departments.

(b) The Vice President for Student Affairs' Office will be required to establish a reserve account or A & S fees. This reserve will be utilized for cash flow needs, enrollment shortfalls, and budgetary emergencies. The minimum amount for the funds shall be established by student statute. In order to bring the reserve account for the A & S fees up to the required minimum, it shall have first claim on A & S dollars unencumbered or unexpended on June 30.

(c) In the event the A & S Reserve Accounts fall below the required level, the Vice President for Student Affairs (chair, no-voting), the recipient heads, the Student Senate President, and the Student Body Comptroller shall decide on an equitable contribution schedule.

(5) Allocation Procedure.

(a) Projected collections of A & S fees for the period July 1 through June 30 comprise the A & S funds available for allocation for the first year. The VPSA will determine in collaboration with the University Budget Officer, the projected enrollment and projected collections. The VPSA will estimate the amount of A & S fees to be available and explain the estimate to Student Government.

(b) APPROXIMATE CALENDAR

April 15	VPSA informs Student Senate and each recipient of the projected credit hours for FY2.
April 25	The schedule of budget hearings, budget request forms, and instructions are delivered to A & S recipients.
May 2	Deadline for receipt of all budget requests.
June	Student Senate conducts budget hearings.
July	Student President submits recommended A & S budget and fee level to VPSA.
October	A & S fee Committee meets and recommends A & S fee level. If a higher fee level is approved than is recommended by Student Senate, any additional revenue over the approved budgets shall go to the Senate for reallocation. If a lower fee is approved, all three recipients budgets shall be reduced at the same percentage. Exception to this procedure shall be allowed for increases/decreases in legislative mandate.

(c) The Oglesby Union Board and Campus Recreation Board will each approve their budget and will

present the budget to the Student Senate at the category (OPS, Expense, Salary, OCO) level. The Student Senate will allocate the Oglesby Union Board and the Campus Recreation Board by category. Budget policies and procedures for the Union Board and the Campus Recreation Board will be established by their respective boards and approved by Student Senate.

(d) Student Activates and Organization (SA & O) will present their budget requests as determined by the Student Senate procedures.

(e) Special A & S requests may be submitted to the Student Senate by any recipient and an ensuing allocation may be submitted to the VPSA at any time that unallocated funds are available.

(f) Upon approval of allocations by the University President, or his designee, the VPSA shall notify the recipients and authorize them to establish budget accordingly.

(g) If the University President, or his designee, vetoes the budget, a rationale must be provided to the Student Senate at the time of the veto with suggested alternatives for reallocation.

(6) Expenditure Control.

(a) Expenditures shall be consistent with the purpose and intent expressed in the allocation. After an allocation is approved by the VPSA, budget for SA & O may be transferred from one account to another and may be revised from one expenditure category to another with prior approval by Senate action. Prior approval is not needed for the Oglesby Union Board or Campus Recreation Board for changes within category. Changes from one category to another shall require the prior approval of the Student Body President and the Senate President.

(b) A & S recipients shall maintain separate accounting of A & S funds to facilitate audit and/or review by Student Senate President and others. The departmental ledger and supporting documents shall be reconciled each month and shall be available for review by the Student Body Comptroller to ascertain propriety of A & S expenditures.

(c) At the end of each fiscal year, each recipient shall determine the amount of A & S funds expended, the amount encumbered and not yet expended, and the amount available for sweepings. This information plus similar information on non-A & S income will be reported to the Student Body Comptroller two weeks after the inauguration of the fall Senate. The format will be decided upon by the recipients and Student Government.

(d) Both the Oglesby Union and Campus Recreation shall be required to report to the Student Senate, all their revenue on a monthly basis. This shall include, but is not limited to A & S Fees, E & G Funds and all self generated revenue.

(7) Sweepings.

(a) After required allocation to the reserve account, the next priority on sweepings that come from the Oglesby Union and Campus Recreation will be to restore amounts expended from the Oglesby Union and Campus Recreation's replacement and renovation (R&R) accounts in that fiscal year. The remaining balance will be remitted to Student Senate.

(b) All recipients shall be informed of the sweepings amount available and shall be eligible to request

additional funding.

(c) Once allocated funds, monies may be returned to Student Senate only through sweepings or by prior approval of the recipient.

(8) Amendment Procedure. These guidelines will be reviewed on a timely basis. Amendments to the A & S Guidelines may be considered at any time upon the written request of any recipient, Student Senate, or the VPSA. At that time a committee shall be formed, composed of VPSA or his designee, each A & S recipient head, the Student Body Comptroller, the Student Senate President, Chair of the Union Board, Chair of the Recreation Board, a representative of the University Budget Office, and the head of SA & O Accounting. The committee shall prepare the proposed amendment and submit it to the Student Senate for approval. Following Student Senate approval, the amendment will be forwarded to the VPSA for approval and initiation of formal rule promulgation.

Specific Authority BOG Resolution January 7, 2003; Reg. Procedure July 21, 2005. Law Implemented 1004.74(3), 1009.24 FS. History--New 9-30-75, Amended 4-7-83, 1-6-86, Formerly 6C2-3.35, Amended 4-18-96.

6C2R-3.037 Financial Aid.

(1) Introduction. Florida State University operates a comprehensive program of student aid consisting of grants and scholarships (gift aid), loans, fee waivers and employment. The program provides assistance to students who without such aid would be unable to attend or remain in the University and has as a goal the attainment of equality of educational opportunity. It is the policy of the Office of Financial Aid to administer financial aid awards uniformly and equitably in accordance with existing regulations and without regard to sex, race, color or creed.

Financial assistance is awarded on the basis of demonstrated need. Assistance is normally provided as a package combining a loan, a grant or scholarship to those who qualify, and a work-study award. The Office of Financial Aid follows the requirements of both state and federal law pertaining to student financial aid including the requirements that students meet standards of satisfactory progress and academic good standing to be eligible to receive funds.

(2) Definitions.

(a) Academic Good Standing – a status in which grade point average (GPA) is high enough to allow a student continued enrollment in a degree granting program at FSU.

(b) Deferment – an authorized delay in payment of fees owed the university.

(c) Dependent Student – one who is not an independent student.

(d) Documented Financial Need – the amount of financial aid needed by a student to supplement the student resources to meet a standard budget as determined by the University.

(e) Full-time Student – one enrolled for a minimum of 12 semester hours.

(f) Guaranteed Student Loan – moderately low interest loans made available to students through private lenders such as banks and S & L associations. An analysis of financial need must be submitted.

(g) Independent Student – a student who:

1. Has not been claimed and will not be claimed as an exemption for federal income tax purposes by his/her parents;

2. Has not received and will not receive financial assistance of more than \$750 in each year from his or her parent(s); and

3. Has not lived and will not live for more than six weeks (a total of 42 days) in each year in the home of his or her parent(s).

(h) Half-time Student – one enrolled for a minimum of 6 semester hours but fewer than 12 hours.

(i) Probationary/warning – notification of impending ineligibility for future receipt of financial aid.

(j) Resided in – means principal presence in Florida exclusive of temporary periods of absence such as vacations or study abroad.

(k) Resources – resources include, but are not limited to:

1. Funds a student may be entitled to receive from a Pell grant upon application.

2. Tuition and fee waivers.

3. Scholarships or grants, including athletic scholarships.

4. Fellowships or assistantships.

5. Insurance programs for the student's education.

6. Social Security benefits (except that part included as a part of student's estimated family contribution).

7. Guaranteed student loans.

8. Parent Loans for Undergraduate Students (PLUS), or Auxiliary Loans to Assist Students (ALAS).

9. Long term loans made by the University.

10. Net earnings from employment (gross earnings minus taxes and job related costs).

(l) Satisfactory Progress – academic credit progression toward successful completion of course requirements for a degree or certificate.

(m) Suspension – a temporary status creating ineligibility of student to continue receiving financial aid.

(n) Termination – cessation of financial aid eligibility.

(3) Financial Aid Committee. The Vice President for Academic Affairs shall periodically appoint a Financial Aid Committee which shall make policy recommendations regarding the administration of scholarships, grants, loans and student employment. The Committee shall recommend specific financial aid programs' objectives and shall facilitate the operation of financial aid activities.

(4) The University has been designated to certify student eligibility and to verify financial aid information and applications for federal and state financial aid available under Title IV Pt B of the Higher Education Act of 1965 and through Chapter 240, F.S.

(5) All information and data collection coordination regarding financial aid, except fee waivers, shall be available through the Office of Financial Aid. Information about fee waivers is available through the departments or divisions offering the waivers. For students on the Panama City campus, all information is

available from the Office of Student Services on that campus. The Office of Financial Aid shall publish annually, and shall make available upon request a list of financial aid sources available through that office including grants, scholarships, loans, and work-study programs and shall include criteria for application and selection. It shall also distribute information about financial aid resources available through state and federal aid programs. The Office of Financial Aid shall publish, distribute and post application deadline dates not later than January 15 of each year.

(6) Application Procedure.

(a) All student aid applicants must file a University application for assistance. A completed application should be in the Office of Financial Aid on or before April 1 for the following school year. Those who complete the application process after that date and who are eligible will be considered and assisted to the extent that funds permit.

(b) The student and/or his/her parent(s) must submit a need determination form, either the American College Testing Program (ACT) Family Financial Statement (FFS) – the preferred document – or the College Scholarship Service (CSS) Financial Aid Form (FAF). The parent(s), the student, or both complete(s) the information form based upon the student’s dependency status as specified now or in the future by the U. S. Department of Education.

In addition to the ACT FFS or CSS FAF, other forms required for University financial aid assistance include:

1. Application for admission (if applicable);
2. Financial aid transcripts from previously attended institutions (if applicable);
3. Copies of signed income tax forms for the previous year;
4. Alien registration card (if applicable);
5. Veterans benefit documentation (if applicable);
6. Social security benefit documentation (if applicable);
7. Certification of registration with selective service or certification that student is not required to register;
8. Signed statement of educational purpose. The financial aid award process cannot begin until all required documentation has been received by the Office of Financial Aid. Failure to accurately report information such as one’s financial aid history, including previous loan defaults, may result in the suspension or termination of financial aid eligibility.

(c) Financial assistance is normally granted by the University on an academic year basis. It is necessary to file a new application for all types of financial aid each year. Reapplications should be filed annually beginning no earlier than January 1st. Applications for summer term assistance are available each year on or about February 15.

(d) A student does not have to be accepted for admission to the University before applying for financial assistance. Awards, however, are not made until the student is admitted to the University. Admission decisions are made without regard to the financial need of the applicant.

(7) Family Contribution. The applicant and the applicant's parents have the primary responsibility to finance a college education. Financial assistance from the University is to be used to supplement, not replace, the resources of the student. Students who need financial assistance are expected to provide self-help through programs of borrowing and/or employment. Any changes in the student's personal or family financial status must be reported immediately to the Office of Financial Aid. Failure to properly notify the Office of Financial Aid of changes in financial situations may result in cancellation, reduction or repayment of financial aid.

(8) Awarding. Students are notified of awards by the Office of Financial Aid as soon as possible. This notification date depends on a number of factors, the most significant of which is receipt of federal and state allocations. In awarding assistance, financial need and academic merit as appropriate shall be given primary consideration.

(9) Overawards. A student is considered overawarded if he receives assistance that is \$200.00 greater than his demonstrated need. All financial assistance including fee waivers, scholarships, fellowships, assistantships, on and off-campus employment shall be considered as part of a student's assets. Adjustments in award amounts will be made when a student is found to be receiving more than their determined need or the allowable cost of attendance. Special needs (e.g. medical bills, burial expenses and other emergencies documented by the student or counselor, and approved by the director), may result in review and possible recalculation of demonstrated need.

(10) Tuition Fee Payments.

(a) Current semester tuition charges are assessed against each student's financial aid check(s) at the time of check distribution. When the student signs all checks, a deduction for the assessed tuition amount will be made.

Financial aid students who pay tuition in advance of check distribution should get a receipt to present at the check distribution site for clearance. The student must present proof of payment to avoid being charged twice for tuition. Acceptable proof of payment consists of a receipt, cancelled check, or copy of billing or waivers. A validated ID is not proof of payment.

(b) Deferrals. Tuition fee deferrals may be granted only to student aid recipients whose authorized aid is unavoidably delayed. Students seeking a deferral of tuition payments must complete an application for a tuition deferral by the last scheduled day of check distribution in each school term to avoid payment of the \$25 late fee. Deferrals expire no later than the last day of classes for the semester. Failure to pay the deferred tuition fees will result in cancellation of the student's registration. Tuition deferrals may not be given when a student, due to his own fault, does not receive his assistance on time. Deferrals are good for only one (1) semester and do not extend across semesters.

(c) University Housing Deferral Policy. Students receiving enough aid to cover both tuition and a portion of their housing may have payments on their housing deferred until check distribution week. The housing office will defer payment until check distribution based on a listing provided by the Office of Financial Aid of students receiving financial aid.

(d) Installment Plan. Financial aid recipients unable to pay a tuition bill can apply for the tuition installment plan. The initial installment payment must include the health fee (if required by law as a separate fee) and half of the total tuition fees less waivers and third party billing. The balance of tuition fees is due by the end of the seventh week of classes regardless of whether financial aid checks have been received. Failure to pay by that date will result in the cancellation of registration. Students on the installment plan cannot be issued deferments.

(11) Confidentiality. All records and conversations between an aid applicant, his family and financial aid administrators are confidential and no public announcement shall be made of amounts awarded. Requirements set forth in Section 228.093, F.S. and in 20 USC 1232(g) with regard to confidentiality of student records will be adhered to.

(12) Financial Need Determination. Student need will be determined by subtracting family and student financial contributions, plus other outside resources and assistance, from budgets as shown on the standard budget description, available from the Office of Financial Aid.

(13) Emergency and Delayed Delivery Loans.

(a) The Office of Financial Aid may provide emergency loans in order to ease undue hardships or contingencies. The maximum loan is \$150 and a cosigner is required; however, a cosigner is not required for loans of \$100 or less. Emergency loans have an interest charge and must be repaid within three (3) months. Exceptions may be made at the discretion of the Director of Financial Aid. Other emergency loan funds may be available to students from other offices and the purpose and intent of those loans and the eligibility criteria may vary.

(b) Delayed Delivery Loan. If a student's awarded financial aid is not available at the time fees are to be paid, the student may be eligible for a delayed delivery loan, to a maximum of \$150. Delayed delivery loans are available to full-time students enrolled in the current semester whose anticipated financial aid is sufficient to cover all charges owed to the University plus the amount of the loan. Delayed delivery loans accrue no interest and must be repaid when the financial aid check is received. Exceptions may be made at the discretion of the Director of Financial Aid.

(14) Student Contributions. All applicants are expected to work and to save funds to be used in meeting their educational needs. The expected yearly contribution from a student's earnings and savings is \$900 for dependent students and \$1200 for independent students. Special family circumstances as determined by a financial aid professional counselor may alter the student's contribution.

(15) Required Hours of Enrollment. Registration for twelve hours is considered full-time enrollment and registration for six to eleven hours is considered half-time for financial aid eligibility purposes. All half- or full-time students receiving financial aid must meet the Standards of Satisfactory Progress and Academic Good Standing as outlined below. Students in attendance for less than six hours are ineligible for financial aid. Special students are categorically ineligible for financial aid with the exception of Guaranteed Student Loans.

(16) Standards of Satisfactory Progress. Standards of satisfactory progress and academic good standing

are applied to the cumulative academic record of the student. Undergraduate students must:

(a) Meet the cumulative grade point average required by the retention policy of the university. Cumulative grade point averages are reviewed at the end of each term from academic retention data furnished by the Office of Records and Registration. Students who are allowed to continue a degree granting program are eligible for future financial aid consideration.

(b) Complete their educational objectives within a time frame of 240 semester hours attempted. The 240 hour time frame evaluation will be made at the end of each term.

(c) Progress toward earning a degree by satisfactorily completing at least 50 percent of all hours attempted (cumulative) as calculated by the university. The 50 percent progress increment (the ratio of hours completed to hours attempted) will be calculated annually at the completion of the spring term. Graduate and professional students must meet the intent of the policy and procedures outlined above. The time frame for each graduate or professional degree is 120 hours attempted and the progress increment is 50 percent. Attendance in a degree granting program attests to academic good standing.

(17) Financial Aid Probation, Suspension and Termination. Student financial aid may be suspended or terminated under the following conditions:

(a) Suspension. Students who do not meet the minimum standards of satisfactory progress and academic good standing described above will be notified in writing of their probationary status or of the suspension or termination of their financial aid eligibility. The communication will be sent to the address on record for the student in the Office of Records and Registration. Students placed on academic warning or probation by the University are considered to be on financial aid probation. Students who do not meet the minimum incremental progress requirement of 50 percent will also be placed on financial aid probation until the following annual review. Financial aid eligibility will be suspended or terminated when the student has:

1. Been academically dismissed by the university.
2. Attempted the equivalent of 240 course hours of study as determined by the university, or
3. Not met the 50 percent incremental requirement following the one-year probationary period.

The suspension period will remain in effect until the student meets the standards of satisfactory progress and academic good standing. Students in attendance in a degree granting program via academic exception or reinstatement may be eligible for financial aid. Students who regain financial aid eligibility may apply for available funds at that time.

(b) Effects of Incompletes, Remedial and Repeated Courses. Students who receive "I" or "NG" grades at the time of evaluation will receive a one-semester grace period on financial aid. Records will be re-evaluated at the end of the next semester for which the student is enrolled. If the "I" or "NG" has not been changed to a letter grade and the Office of Records and Registration has not been informed of an extension, the student will be assigned the grade of "IE" or "NG" which will be computed as an "F". Such action may result in the student being placed on financial aid probation or suspension. All grades, including remedial coursework, will be considered at face value for the purpose of determining the cumulative grade point

average for financial aid eligibility.

(c) Effect Of Withdrawal. Withdrawal from classes may result in failure to meet the Standards of Satisfactory Progress and Academic Good Standing. Students who officially withdraw from classes because of mitigating circumstances such as, but not limited to, medical, military or death in the family, may appeal their financial aid probationary or suspension status. Upon withdrawal from the University all or part of a financial aid award may have to be repaid. If the withdrawal occurs before classes begin, all financial aid issued must be returned. If withdrawal occurs after classes begin, repayment of the disbursed aid is expected on a pro-rated basis. If a student withdraws before full financial aid disbursement has occurred, the financial aid sources specified in the University financial aid refund/repayment procedures will be applied to University charges accrued by the student, including housing and tuition and fee costs.

(d) Overaward. If a student has been overawarded, further financial aid may be suspended.

(18) Appeals from the decisions of the Office of Financial Aid with regard to financial aid status or awards may be made in the following ways:

(a) Appeal of Award Decision. If a student believes the award request was not given proper or adequate consideration, the student is afforded the opportunity to appeal.

1. If a student upon receiving notice of an award decision disagrees with that decision, the student must first attempt to resolve the issue through discussion with a financial aid officer within 10 work days of the date of notice from the University.

2. If the problem results from policy, the student shall meet with an Assistant Director of Financial Aid who will review the student's file in detail and attempt to resolve the student's concern. Such meeting shall be within 10 work days of the above meeting with a financial aid officer. If the matter is not resolved, the student shall submit an appeal form to the Assistant Director who will prepare a recommendation for the Associate Director. Such recommendation shall be filed with the Associate Director within 5 work days of receipt of the appeal form.

3. The Associate Director of Financial Aid will review the appeal and recommendation and take action within 5 work days of receipt.

4. The Associate Director will notify the student of the decision in writing.

5. If the student is dissatisfied with the appeal decision, the student may request in writing to have the appeal file forwarded to the Director of Financial Aid for review and reconsideration. The Director will make the final departmental decision concerning the appeal within 5 work days and notify the student in writing.

6. If the student is still dissatisfied with the decision, the student may file a written request for review by the Dean of Undergraduate Studies within 10 work days after the date of decision from the Director of Financial Aid.

(b) Appeal upon Failure to Meet Standards of Academic Progress.

1. Upon receipt from the University of notice of suspension or termination of financial aid a student may file a written appeal with the Office of Financial Aid. Such appeal must be filed within 15 work days

from the date of the suspension/termination notice from the University. The written appeal shall state with specificity the basis on which the student is appealing and should include all documentation of mitigating circumstances such as change in program of study, illness, etc.

2. Written appeals will be reviewed by an Appeals Committee appointed by the Director of Financial Aid. The Appeals Committee shall approve or deny the student's appeal.

3. The Appeals Committee shall notify the student in writing of approval or denial of the appeal within 10 work days of the receipted date of that appeal. Notification will be sent to the address on file in the Office of Records & Registration.

(c) Appeal of Financial Aid Probation/Suspension Based on Academic Probation/Suspension. Grade point averages are calculated by the Office of Records & Registration and probation or suspension status is determined by that office. All appeals with regard to grade point averages, academic status, and total hours attempted are governed by Rule 6C2-5.004, F.A.C.

Specific Authority BOG Resolution January 7, 2003; Reg. Procedure July 21, 2005. Law Implemented 1002.22, 1009.27, 1009.42, 1011.43 FS. History—New 9-30-75, Amended 1-19-86, Formerly 6C2-3.37.

6C2R-3.038 Assistantships.

(1) Graduate assistants are selected by academic departments for duties connected with instruction or research, of mutual benefit to the University and the student. Only students with regular graduate student status are eligible for graduate assistantships; "special" students are ineligible. Application for a graduate assistantship should be made to the chairman of the major department. The stipend varies, depending upon the amount of service rendered, the nature of the service, and the qualifications of the student. Stipends for half-time graduate assistants begin at \$277 per month. Applications will be accepted at any time. Graduate assistants, one-third time or more, may request a waiver of the out-of-state tuition fee but must pay the full registration fee according to the hours carried. Graduate assistant stipends for service are normally subject to federal income tax. Teaching assistants classified as part-time faculty must also pay the full registration fee according to the hours carried.

(2) A student whose application for an assistantship is under consideration must also complete his application for admission through the Office of Graduate Admissions in the usual manner.

(3) To remain eligible for an assistantship, a student must discharge his duties satisfactorily and achieve a grade of "B" in at least one-half of the course work carried each quarter. No graduate student with less than a 3.0 cumulative grade average is to be continued more than one (1) quarter as a teaching assistant. All teaching assistants with full responsibility for a course must have either a baccalaureate degree and two (2) years of teaching experience or a master's degree.

Specific Authority BOG Resolution January 7, 2003; Reg. Procedure July 21, 2005 Law Implemented 1001.74(5) FS. History—New 9-30-75, Formerly 6C2-3.38.

6C2R-3.045 College of Law Student Conduct Code.

(1) Definitions and Violations. This Code defines and prohibits:

(a) Cheating. Cheating is receiving or giving unauthorized aid or assistance in the completion of examinations or of any other work used in evaluating a student's academic performance.

(b) Plagiarism. Plagiarism is representing the work of another as the student's own. Students are expected to know and employ accepted conventions of citation and attribution. Failure to indicate quoted or paraphrased sources constitutes plagiarism. More specific definitions of plagiarism for particular courses or in particular contexts may be supplied by a course instructor, editor, or faculty employer of a student. A student should request clarification in case of doubt. Any student charged under this section may prove by a preponderance of the evidence that the misrepresentation of work resulted from mistake or inadvertence as a complete defense.

(c) Library Offenses. Library offenses are sequestering, hiding or mutilating library materials, or using the library or library materials in a manner which violates official library rules on manner or length of use.

(d) Disruption. Disruption is disturbance of or interference with the scholarly pursuits of the College. It includes, but is not limited to, interference with the conduct of an examination, defiance of rulings or instructions issued by an instructor or proctor in the course of an examination, and defacing or destroying class notes, drafts, or any other scholarly or administrative work product of faculty, fellow students, or other users of College facilities.

(e) Fraud. Fraud is material falsification of documents or any other form of deceit or misrepresentation committed in regard to the administrative or academic processes of the College of Law.

(f) Other Serious Misconduct. Other serious misconduct is intentional and serious offenses involving acts for which criminal or other punitive sanctions are provided by federal, state, or local law, or ordinance that directly relate to a student's fitness to continue as a student at the College.

(2) Procedures.

(a) Initiation of Code Violation Investigation. Students, faculty and staff of the College are expected to inform the Dean of any facts constituting cause to believe a violation of this Code has been committed, or will be committed. Failure to report information is not a violation of this Code. The information required under this section may be communicated in confidence, and the fact that such a communication has been received shall not be disclosed until the Dean determines that probable cause exists.

(b) Investigation.

1. The Dean shall appoint a faculty member as investigator upon determining that the reported facts constitute probable cause to believe a violation of this Code has occurred. The investigator should not be either an accuser or anticipated witness in the matter.

2. The investigator shall:

a. Notify the accused of the allegations, the investigation, and the accuser;

b. Interview all persons believed to have knowledge of the facts and circumstances surrounding the alleged offense, provided such persons are within the reach of the investigator without subpoena powers;

c. Interview the accused if considered appropriate and if the accused agrees, provided that the accused may terminate the interview at any time;

d. Report findings and recommendations to the Dean. A recommendation to proceed shall be supported by a complaint. A recommendation to terminate shall give reasons. In either case, a recommendation shall be supported by documentation as to the findings.

(c) Dean's Review of Recommendations. The Dean shall review the investigator's findings and recommendations. The Dean may accept or reject recommendations in whole or in part, and may adopt or revise a proposed complaint. The Dean may also initiate a complaint although the investigator has recommended a termination of proceedings, but the Dean must provide a statement of reasons and documentation explaining the decision to proceed.

(d) Proceedings After Dean's Review.

1. After review the Dean shall advise the accused in writing of a decision to terminate proceedings or to proceed with a complaint. A decision to terminate is final and concludes the matter. A decision to proceed shall be accompanied by copies of the complaint, the investigator's findings and recommendations, and the documentation supporting them. The accused shall also be provided with a copy of this Code.

2. Unless the accused admits guilt in writing within fifteen school days after receiving a decision to proceed, the Dean shall appoint a panel to hear the case. The accused, upon admission of guilt, may also demand a hearing for the sole purpose of presenting matters in mitigation.

3. Every hearing panel shall consist of three permanent faculty members and two students, all of the College of Law. Student members shall be appointed after consultation with the Student Bar Association. Notice of appointment shall be given to panel members and to the accused, with the notice designating the Chair. The Chair shall make arrangements for meetings, the attendance of witnesses, the reproduction of necessary documents, and the recording of proceedings.

4. Unless the Dean directs otherwise, the investigator shall present the case against the accused. The investigator shall also present any evidence tending to exonerate the accused. However, no accuser or potential witness may present the case.

(e) Hearings.

1. Hearings shall be scheduled at the convenience of all participants, and upon notice to the accused. Unless the accused consents, the first hearing shall not be scheduled within ten school days of the appointment of the panel.

2. Hearings shall not be governed by formal rules of evidence. An accused is entitled to present evidence in person, or through an attorney or other counselor, or both. No faculty member shall represent an accused. Paid counsel must be supplied by the accused. An accused is entitled to present witnesses and documentary evidence, to cross-examine any witnesses, and to inspect and inquire concerning any evidence. Upon request, the Chair shall make every reasonable effort to secure the presence of witnesses or documentary evidence for the accused. In exercising any of these procedural rights, an accused may address both innocence and matters in mitigation.

(f) Panel Procedure After Hearings.

1. After final hearing the panel shall meet in closed session upon call of the Chair to discuss and consider the case, to determine guilt or innocence, and to consider sanctions upon determination or admission of guilt. One or more sessions may be held.

2. The standard of proof for conviction is clear and convincing evidence. Findings of fact shall be based exclusively on evidence of record.

3. A vote to convict and a vote as to any sanction requires the concurrence of at least four members.

4. The panel shall submit to the Dean a written summary of its factual findings, its finding of guilt or innocence, and its recommendations as to sanctions. The panel may also recommend terms for suspension of any sanctions. This summary should be made within five school days of the final hearing. The Dean shall make available to the accused a copy of the panel's recommendation and shall allow the accused at least ten calendar days in which to submit written exceptions to the recommendation. When a case involves multiple charges and/or multiple accused persons, each charge and accused shall be separately covered in the findings and recommendations.

(g) Sanctions. A student convicted of a violation of this Code is subject to one or more of these sanctions:

1. Expulsion from the College of Law;

2. Suspension from the College of Law for a specified period of time;

3. Loss of privileges to participate in any nonrequired course, program or activity of the College of Law;

4. Replacement, repair or restitution for damaged, destroyed or stolen property;

5. Written reprimand to be included in the student's permanent records;

6. Oral reprimand;

7. Disclosure by the Dean to the College of Law and Bar agencies.

(h) Disclosure. Disclosure to the Bar of any proceeding, regardless of the result, by the Dean or the accused student, may be required by Bar rules.

(i) Imposition of Sanctions.

1. A panel finding of innocence as to any charge terminates the proceedings, upon delivery of the written report to the Dean. A panel recommendation that no sanctions be imposed upon a finding of guilt as to any charge terminates the proceedings as to sanctions.

2. The Dean shall review all findings as to guilt and mitigating matters, and all recommendations to impose sanctions. Rejection by the Dean of a finding of guilt terminates the proceedings.

3. When sanctions have been recommended, the Dean may determine to impose them or to reduce or suspend them in whole or in part. The Dean shall promptly communicate this determination to the student in writing.

4. Upon being informed of sanctions proposed by the Dean, the student may request a faculty review provided five faculty members join in the request. If faculty review is requested, the faculty by majority

vote may reduce or suspend the proposed sanctions in whole or in part. Faculty review must be requested in writing within five school days after a student is informed of proposed sanctions.

5. The Dean imposes those sanctions not reduced or suspended as a result of faculty review.

(j) Action by Dean's Representative. Whenever this Code specifies that any action is to be taken by the Dean, it may be performed by an Associate Dean, except that only the Dean or an Acting Dean designated by the University may perform those duties specified in subsection (i) of this rule (Imposition of Sanctions).

(k) Timeliness. All actions prescribed or authorized by this Code shall be accomplished as expeditiously as possible, except where the Code expressly provides otherwise or where prejudice to an accused or convicted student would result.

Specific Authority BOG Resolution January 7, 2003; Reg. Procedure July 21, 2005. Law Implemented 1001.74(2)(f), 1002.22, 1006.52, 1006.60, 1006.62, 1006.63 FS History--New 8-25-83, Formerly 6C2-5.146.

6C2R-3.050 Educational Research Center for Child Development.

(1) The Educational Research Center for Child Development (Center) operates under the supervision of the Division of Student Affairs at the Florida State University (FSU).

(a) The Center's goals are:

1. To provide quality affordable child care;
2. To give an educational experience to children;
3. To conduct child research; and
4. To provide a setting for experimental learning.

(2) The Center shall be governed by a Board of Directors.

(a) The Board of Directors (Board) shall include the University President, the Student Body President, the Chairman of each Department participating in the Center, or their designees, one parent representing each 50 students; and the Director of the Center shall serve as an ex officio, nonvoting member.

(b) The University President designates the Vice President of Student Affairs to be his representative on the Board of Directors.

(c) The parent member(s) of the Board shall be elected as follows:

1. One parent shall be elected to represent 50 children enrolled in the Center.
2. Each January all parents shall have the opportunity to nominate a representative for placement on an election ballot.
3. An election ballot shall be prepared and ballot shall be sent to each parent for voting.
4. In the case of a tie, a runoff election shall be held.

(d) The Board shall:

1. Adopt admission policies;
2. Adopt criteria for identifying major research projects; and

3. Not allow major research projects to be conducted at the Center without the Board's prior approval.

4. Be responsible for ensuring that the Center is operated in accordance with the laws of the State of Florida and the rules of the Board of Regents and FSU.

(3) The Center's admission policy shall be designed to provide educational opportunities for a cross-section of the University and local communities. The Center may admit students whose parents are not students, faculty or staff at FSU, when necessary to achieve a balance of characteristics for research purposes.

(4) The establishment and operation of the Center may be funded from the Capital Improvement Trust Fund, grants, donations, user fees and other sources consistent with existing law and rules.

(5) The Center may charge user fees. The Board may adopt a sliding scale and a procedure for calculating user fees based on the parents ability to pay and other relevant factors. The calculation process and the sliding scale adopted by the Board shall not be implemented until approved by the Board of Regents. Any subsequent changes in the sliding scale, the calculation process, or the factors upon which they are based, shall not be implemented until approved by the Board of Regents.

(6) The Center furnishes internships and clinical experiences for FSU graduate and undergraduate students who may be classified as participating or work-study students, or interns.

(a) Interns shall be supervised primarily by an academic faculty member and secondarily by the Center's staff. To establish an internship program the Center and the academic department shall jointly adopt guidelines for the use and supervision of student interns. No internship program shall be implemented until the Board has adopted guidelines for that program.

(b) The Board shall also adopt guidelines for the use and supervision of work-study and participating students. The Center shall be primarily responsible for all supervision of work-study and participating students. Students may be appointed to the roles of teacher aide, teacher assistant, graduate assistant or research assistant. The student's role shall be based on:

1. The student's needs and skills;
2. The academic requirements of the student's degree program; and
3. The staffing needs of the Center.

(c) Students may also visit the Center for the purpose of observation. To preserve the orderly functioning of the Center, student observers shall be required to follow any instructions given by the Center's staff.

(7) Research projects shall meet all Florida State University rules, policies and procedures addressing experimentation on human subjects. No research project shall be implemented unless the Board's prior approval has been obtained.

(8) Guidelines for the receipt and monitoring of funds. The Center shall comply with all applicable state laws, FSU and Board of Regents rules, policies and procedures for receiving, disbursing, monitoring, accounting for, and auditing funds. The Center's annual budget, and any significant changes, shall not be implemented until approved by the Board.

Specific Authority BOG Resolution January 7, 2003; Reg. Procedure July 21, 2005. Law Implemented
1011.48 FS 6C-10.004 History–New 6-10-86.