2013-14 EFSC Catalog: Updates to Printed Version

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Student Bill of Rights and Responsibilities  Effective February 7, 2014

Eastern Florida State College students are both citizens and members of the academic community. As citizens, students enjoy freedom of speech, peaceful assembly, and the right to petition. As a member of the academic community, they are subject to the obligations which are theirs by virtue of this membership.

When students attend the College, they become subject to its jurisdiction. Students are expected to conduct themselves in a responsible manner in all areas of campus life. By enrolling, they pledge to obey the rules and regulations of the College and are responsible for observing all Board of Trustees’ Policies and Procedures.

**Student Code of Conduct**

This code of conduct relates to all actions disruptive to the educational process and includes both physical and virtual educational communities and communications. Violation of the standard of conduct herein stated will be considered as a disciplinary matter and treated in accordance with procedures of due process and with respect of the right and welfare of all members of the college community. Standards of conduct for which students are subject to disciplinary action, such as suspension or expulsion from EFSC, include, but are not limited to, those described below:

1. **Academic Dishonesty** – Cheating, plagiarism and any other misrepresentation of work are prohibited. Students who are found to be in violation of this standard may receive severe sanctions including a failing grade in their respective course and, depending on the circumstances, possible expulsion from Eastern Florida State College.

2. **Alcoholic Beverages** *(See #25 also)* – Possession of alcoholic beverages is prohibited on the campuses of Eastern Florida State College and at any college-sponsored activity or event unless officially approved for a specific function by the President.

3. **Animals** – Animals are not permitted in any of the college facilities unless they are service dogs or animals that are part of an approved course or presentation. The college procedure for animal use on campus must be followed.

4. **Arson** – No student shall commit or aid in the intentional commission of an act which results in fire being ignited that causes damage or is intended to cause damage, to the property of the college or to the property of any other person.

5. **Assault and/or Battery** – No student shall threaten or inflict bodily harm or discomfort on another.

6. **Breach of Peace** – Conduct or expression on College owned or controlled property which disrupts the orderly functioning of the College or the delivery/reception of instruction which is lewd, indecent or obscene is prohibited. Cellular telephones and audible pagers should only be used outside of classrooms.

7. **Children on Campus** – Because of potential disruptiveness to the learning environment, non-enrolled children are not permitted to visit a class in session or a lab. Children will not be permitted to remain in the common areas of College buildings without adult supervision. No individual, adult or children are allowed to sit in a class for which they are not a registered student.

8. **College-sponsored Activities and Events** – Use of College facilities must have prior approval by the proper College authority. All College-sponsored activities and events are subject to any limitations and provisions established by the appropriate College official (i.e., outdoor concerts, student rallies, outside speakers).

9. **Complicity** – A student present during the commission of an act by another student which constitutes a violation of College policy may also be charged if the former student’s subsequent behavior constitutes support of the violation. Students witnessing any act(s) which constitute(s) a violation of College policy are required to report such incidents to the proper authorities. Confidentiality of the identity of students reporting violations will be maintained as it is not the intent of the College to burden innocent witnesses.

10. **Conduct** – Conduct or expression that is considered lewd, indecent or obscene is prohibited.

11. **Contracting or Representation in the Name of the College** – Students are prohibited from contracting in the name of Eastern Florida State College and may not claim to be official representatives of the College. Students will not endorse a product in a manner which implies an official endorsement by the College.

12. **Cosmetology Prohibited Act** – Student cosmetology services shall be performed only in the lab under the supervision of an instructor. All services must be approved in advance by the instructor. Services shall not be performed in restrooms, hallways, or other areas. Students are expected to adhere to the professional standards associated with licensure expectations. *Florida Statute 477.0263* – Cosmetology services shall be performed only by licensed cosmetologists in licensed salons. *Florida statute 477.0265.\*

**Prohibited Acts.** It is unlawful for any person to:

1. Engage in the practice of cosmetology or a specialty without an active license as a cosmetologist or registration as a specialist issued by the department pursuant to the provisions of this chapter.
2. Any person who violates any provision of this section commits a misdemeanor of the second degree, punishable as provided in §775.082 or §775.083.

13. **Damage or Destruction of Property** – Accidental damage, vandalism or malicious damage to property belonging to Eastern Florida State College or others may require restitution from the person responsible for such damage and/ or disciplinary action.

14. **Defamation, Threats and Extortion** – Verbal or written communication that is considered threatening, defamatory or that could amount to extortion is prohibited.

15. **Disruption** – In accordance with F.S. 1006.61 (1): “Any person who accepts the privilege extended by the laws of this state of attendance at any public postsecondary educational institution shall, by attending such institution, be deemed to have given his or her consent to the policies of that institution, the State Board of Education, and the laws of this state. Such policies shall include prohibition against disruptive activities at public postsecondary educational institutions.”

Students who intentionally act to impair, interfere with or obstruct the orderly conduct, process and functions of the
college, either on or off campus, shall be subject to appropriate disciplinary action by college authorities. Disruptive conduct shall include, but not be limited to, the following:
a. Violence against or endangerment of any member or guest of the college community.
b. Deliberate interference with academic freedom and freedom of speech (including not only disruption of a class but also interference with the freedom of any speaker invited by any section of the college community to express his/her views).
c. Theft or willful destruction of college property.
d. Forcible interference with the freedom of movement of any member or guest of the College.
e. Obstruction of the normal process and activities essential to the college community. Orderly demonstrations of points of view by signs, etc., which are neither vulgar nor profane are not considered disorders.

16. Distribution or Sale of Literature or Goods – Distribution or sale of literature or goods on the campuses must be approved by the Associate Provost or Provost.

17. Dress and Appearance – Students are expected to maintain standards of personal appearance and dress which are conducive and appropriate to the maintenance of health, welfare and safety for themselves and for their associates in the community. Dress worn by students must be of sufficient quality and quantity to properly cover and protect the body, including shirt and shoes.

18. Duplication of Keys – Duplication of College keys is prohibited.

19. Failure to Pay Financial Obligations – The College may initiate disciplinary proceedings against a student who has allegedly refused to pay or failed to pay a debt he/she owes to the College. If a student fails to pay the College an amount due, disciplinary action may be initiated. College transcripts will not be issued to any student who has not satisfied all financial obligations to the College.

20. Falsification of Records – Falsification of College records, including, but not limited to, admission, registration, disciplinary and health records, by forgery or other means of deception, is prohibited.


A. Introduction
EASTERN FLORIDA STATE COLLEGE is committed to maintaining an educational and workplace environment that is free of violence. The College further recognizes the existence of extensive legislative acts and constitutional provisions pertaining to the rights and obligations of those who own or possess firearms, especially those addressing the right to carry, store, and transport firearms on one’s person and within motor vehicles.

B. Authority
1. While on college grounds or facilities or at college-sponsored activities and events, students, staff, faculty, administration, employees, and invitees, hereinafter referred to as “person”, are prohibited from introducing, exhibiting, possessing, using, storing, buying or selling weapons, firearms, destructive devices, or explosives. [§790.001; §790.115, Fla. Stat. (2013)]

2. Exceptions: The following circumstances shall not be a violation of this policy/procedure:
   a. It is lawful and is not a violation of Florida Statute or EASTERN FLORIDA STATE COLLEGE policy/procedure 112 for a person 18 years of age or older to possess a concealed firearm or other weapon for self-defense or other lawful purpose within the interior of a private vehicle (conveyance), without a license, if the firearm or other weapon is securely encased or is otherwise not readily accessible for immediate use. Nothing in this policy prohibits the carrying of a legal firearm other than a handgun anywhere in a private conveyance when such firearm is being carried for a lawful use. [§790.115; §790.25; §790.251, Fla. Stat. (2013)]
   b. A firearm in the possession of a law enforcement officer who is authorized to possess the firearm whether on or off duty, by the employing law enforcement agency.

22. Gambling – Gambling is prohibited on the campuses of Eastern Florida State College.

23. Hazing – Hazing in any form on campus or at any College sponsored activity is prohibited.

24. Identification of Students – Students are required to present proper identification when requested by authorized College officials. Any misrepresentation, alteration or misuse of identification is prohibited.

25. Illegal Drugs and Controlled Substances – The College cannot protect students from state and federal drug abuse laws and will cooperate fully with law enforcement agencies. In accordance with Eastern Florida State College Policy: An applicant for admission to the college will be asked to sign a document to certify that he or she:
   • Will not possess, sell, purchase, deliver, use, manufacture, distribute or be under the influence of illegal drugs, alcohol or other controlled substances while present on any Eastern Florida State College campus or in attendance at any college-sponsored event on or off campus.
   • Will notify the College within five (5) days of any conviction for any offense relating to the possession, sale, purchase, delivery, use, manufacture or distribution of illegal drugs or controlled substances.
   • Has read, understood and will obey the College drug policy. Applicants who refuse to sign the drug- free certification document may be refused admission to the college. If an applicant cannot agree to accept the above conditions for admission to the College, he or she may be offered counseling which may include information as to where to obtain rehabilitative services. The statement of certification will be considered a legal contract between the student and the College and such contract will be considered broken upon conviction of an offense relating to the possession, sale, purchase, delivery, use, manufacture or distribution of illegal drugs or controlled substances. The term conviction means an adjudication of guilt by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes. A student who is convicted for a drug-related offense that occurred on campus or while in attendance at a College event will be sanctioned up to and including suspension or expulsion. A student who is tested positive for an illegal drug or controlled.
substance during screening for College related programs or for program-related clinicals will also be sanctioned up to and including suspension or expulsion.

26. **Intellectual Property Rights** – The College promotes an academic environment that encourages and rewards the creative efforts and innovative spirit of its students. The College, therefore, does not claim ownership rights to the intellectual property created by students in the scope of their attendance except where the student has utilized substantial resources of the College in the development of the work that goes beyond resources commonly provided to students for production of publications or class projects. Intellectual property is meant to include both traditional forms of intellectual property such as student publications, class projects and student papers, as well as non-traditional intellectual property such as CD-ROMS, computer programs, TV courseware or other electronically recorded materials. All such intellectual property remains the property of the authoring student. However, the College retains an interest in said property by virtue of the College’s assistance and support for its development, production and dissemination and, therefore, shall have reasonable access to and use of the intellectual property for such purposes as student evaluation and reproduction in exercising their administrative duties.

27. **Interference with College Guests** – The College may initiate disciplinary actions for any interference with the freedom of movement of any guest of the college.

28. **Misuse of Emergency Equipment** – Fire escapes, designated ground-level doors, fire hoses, extinguishers and alarm equipment are to be used only in emergencies. Tampering with or misuse of these emergency devices, as well as blocking fire exits or impeding traffic in any way, is prohibited.

29. **Obeying Reasonable Orders of College Officials** – Students are required to comply with reasonable requests or orders by authorized College officials or representatives acting on the part of the College. This requirement includes reasonable requests for students to meet appointments in administrative offices and at disciplinary investigations and hearings.

30. **Outside Speakers** – Speakers may be invited to address a campus audience by a recognized student organization and the Student Government Association. These invitations must be approved by the Associate Provost or Provost.
In-Class/Academic Issues

Student Code of Conduct

Prior to submitting the formal appeal form, students must do the following, and in this order:

1. The academic student concern must be addressed as soon as possible in a non-confrontational manner with the appropriate faculty member.
2. If not resolved at this level, the student must contact the Department Chair or Program Coordinator/Manager to address the concern.
3. If not resolved through steps 1 and 2, the student may submit a formal appeal form with attached documentation to the Campus Associate Provost's/Dean's office for processing and resolution. Appeal forms, as well as additional information regarding the appeal process, are available through the campus Associate Provost's/Dean's office. Appeals will only be accepted within two years from the date of the incident or issue on which the appeal is based.
4. If not satisfied with the resolution at step 3, the student may request in writing, through the Associate Provost's/Dean's office, a review by the Provost. The request must be received within ten days of student notification of the resolution and must contain additional documentation that is pertinent to the appeal. The decision of the Provost is final.
5. If the student feels that the established procedures were violated, the student may request an administrative review by the Vice Provost. The request must be received within ten days of student notification of the resolution and must contain additional documentation that is pertinent to the appeal. Appeals will only be accepted within two years from the date of the incident or issue on which the appeal is based.

Equal Access/Equal Opportunity

31. Public Laws – Any act by a student which constitutes a charge of a violation of public law, occurring either on or off campus, may establish cause of legal and/or disciplinary action by the college.
32. Providing False Information – No student shall knowingly give false or perjured testimony in any college investigation or proceeding. No student shall knowingly give false information to a college official or show reckless disregard for truth.
33. Recognition of Student Groups – In order to be classified as a student organization, established, recognized procedures must be met and approved by the Associate Provost and Provost.
34. Search and Seizure – College officials may request the right to search lockers or personal property for suspicious cause. If necessary, local law enforcement may be contacted for follow up.
35. Smoking – Smoking is prohibited in all enclosed facilities of the College. Smoking is ONLY allowed in designated/posted areas on any campus.

36. Theft or Other Abuse of Computer Time, including but not limited to:
   a. Unauthorized entry into a file to use, read, change contents or for any other use.
   b. Unauthorized transfer of a file or unauthorized copying of licensed products.
   c. Unauthorized use of another individual's identification and password.
   d. Use of computer facilities including laptop and wireless access to interfere with the work of another student, faculty member or college official.
   e. Use of computing facilities including laptop and wireless access to send obscene or abusive messages.
   f. Use of computer facilities including laptop and wireless access to interfere with the normal operations of the college computing system.
   g. Use of computing facilities including laptop and wireless access to download obscene materials.
   h. Violation of other established computer lab policies or laptop computer loan agreements.

37. Theft, Unauthorized Possession and/or Sale of Property – Students involved in theft, unauthorized possession and/or sale of property not belonging to them are subject to college disciplinary action as well as to arrest and prosecution by legal authorities. Students are required to make full restitution. Students in possession of property owned or controlled by the College (i.e., the bookstore, library, audio-visual department, athletic department) or by another person, without authorization or payment for such property, will be subject to College disciplinary action.
38. Threat to Any College Guest – The active threat of violence against any guest of the College is strictly forbidden.
39. Unauthorized Use of College Facilities – The unauthorized use of, or entry into, any College facilities (i.e., classrooms, labs, athletic fields), whether by force or not, is prohibited.
40. Use of College Mail Services – Use of College mail services is limited to official business of the College or College-sponsored or approved College-related organizations. Students must receive approval from the campus Associate Provost Office in order to use College mail services.
41. Use of Vehicles – Riding bicycles in hallways, in buildings, or on walkways is prohibited. Motorized vehicles are prohibited in areas other than designated roadways and parking lots. Mopeds are classified as bicycles. Roller skating or skateboarding is prohibited on the campuses of Eastern Florida State College in any location or at times which, at the discretion of campus officials, constitute a pedestrian or motor traffic hazard or which imperil the health or safety of persons and property on the campus.
   EXCEPTION: Motorized vehicles for handicapped persons may be used on walkways and in buildings.
42. Violation of Probationary Status – A student who is alleged to have violated the Code of Conduct, while being subject to disciplinary or final disciplinary probation, may be charged with the separate offense of violating disciplinary probation.
43. Violations of law – Federal and state law, respective county and city ordinances, and all College and Board of Trustees rules and regulations will be strictly enforced.

Student Appeal Procedures

In-Class/Academic Issues

Student Code of Conduct

Alleged violations of the Student Code of Conduct are referred to the Associate Provost/Dean. Academic dishonesty includes conduct aimed at making false representation with respect to a student's academic performance. Academic dishonesty includes but is not limited to: cheating; plagiarism or falsifying records; unauthorized collaboration in work to be presented; stealing examinations or course materials, or knowingly and intentionally assisting another student to commit academic dishonesty. Please relay any questions about this policy to your professor and/or the Associate Provost/Dean's office.

Procedure for Academic Appeals

Prior to submitting the formal appeal form, students must do the following, and in this order:

1. The academic student concern must be addressed as soon as possible in a non-confrontational manner with the appropriate faculty member.
2. If not resolved at this level, the student must contact the Department Chair or Program Coordinator/Manager to address the concern.
3. If not resolved through steps 1 and 2, the student may submit a formal appeal form with attached documentation to the Campus Associate Provost's/Dean's office for processing and resolution. Appeal forms, as well as additional information regarding the appeal process, are available through the campus Associate Provost's/Dean's office. Appeals will only be accepted within two years from the date of the incident or issue on which the appeal is based.
4. If not satisfied with the resolution at step 3, the student may request in writing, through the Associate Provost's/Dean's office, a review by the Provost. The request must be received within ten days of student notification of the resolution and must contain additional documentation that is pertinent to the appeal. The decision of the Provost is final.
5. If the student feels that the established procedures were violated, the student may request an administrative review by the Vice Provost. The request must be received within ten days of student notification of the resolution and must contain additional documentation that is pertinent to the appeal. Appeals will only be accepted within two years from the date of the incident or issue on which the appeal is based.
President of Academic Affairs/CLO. This is NOT a re-trial of the incident, but a procedural review. The request for administrative review must be made in writing through the Provost's Office within five days of receiving notification of the resolution. The decision of the Vice President is final.

Administrative Appeal
Administrative issues include issues with administration, registration, late withdrawals due to medical problems or other extenuating circumstances.

Procedure for Administrative Appeals
1. Administrative student issues should be addressed as soon as possible with the appropriate staff member.
2. If not resolved through step 1, the student may submit a formal appeal form with attached documentation to the Campus Associate Provost's/Dean's office for processing and resolution. Appeal forms, as well as additional information regarding the appeal process, are available through the campus Associate Provost/Dean's office. Appeals will only be accepted within two years from the date of the incident or issue on which the appeal is based.
3. If not resolved at step 2, the student may request in writing, through the Associate Provost's/Dean's office, a review by the Provost. The request must be received within ten days of student notification of the resolution and must contain additional documentation that is pertinent to the appeal.
4. If not resolved at this level, the student may request, with additional documentation that is pertinent to the appeal, a review by a campus based appeal committee. This request must be in writing and received in the Associate Provost's/Dean's office no later than five days following the student's receipt of written notification in follow up to the appeal. This committee will make recommendations to the Provost. The decision of the Provost is final.
5. If the student feels that the established procedures were violated, the student may request an administrative review by Vice President. This is NOT a re-trial of the incident, but a procedural review. The request for administrative review must be made in writing through the Provost's Office within five days of receiving the written report stipulating the findings and sanctions. The decision of the Vice President is final.

Campus Appeal Committee for Administrative Appeals
A Campus Appeal Committee will be formed whenever there is a case to be heard. The Appeal Committee shall be composed of students, faculty and staff as appropriate. The Provost shall appoint the committee and establish the hearing date, time and place and communicate the same to the student, and committee. Committee members may not have direct knowledge or involvement in the incident leading to the appeal. Actions of the committee are decided by majority vote.

Disciplinary Sanctions
A list of disciplinary sanctions (F.S. 1006.62) that may be imposed in cases of violation of the Student Code of Conduct follows:

1. Expulsion. Mandatory separation from the College with no promise of future re-admission. A student who has been expelled is barred from enrolling at or visiting any of the campuses or centers of Eastern Florida State College. The Provost will present recommendations for expulsion to the President. Only the President may authorize an expulsion.
2. Suspension. Mandatory separation from the College for a period of time as specified in the order of suspension. A student who has been suspended is barred from enrolling at or visiting any of the campuses or centers of Eastern Florida State College during the suspension. The student may re-enroll at the College when the suspension order has elapsed. The Provost will present recommendations for suspension to the President. Only the President may authorize a suspension.
3. Temporary Suspension. The Associate Provost or Provost may temporarily suspend any student when: (1) the student is ordered by an administrator, officer or faculty member to cease or desist any activity which disrupts the orderly operation of the College and (2) the student persists in activity which is disruptive after receiving the warning and order. The Associate Provost or Provost shall determine whether or not the suspension shall continue until a hearing is held on the merits of the respective case. A student on temporary suspension is barred from visiting privileges and class attendance at any of the campuses or centers of Eastern Florida State College.
4. Final Disciplinary Probation. A disciplinary sanction serving notice to a student that the behavior is in flagrant violation of college standards and that the following conditions exist:
   a. The sanction is for the remainder of the student's attendance at the College.
   b. Another conviction of a violation of the College Code of Conduct will result in the imposition of the minimum sanction of suspension.
5. Disciplinary Probation. A disciplinary sanction serving notice to a student that the student's behavior is in serious violation of college standards and that continued enrollment depends upon the maintenance of satisfactory citizenship during the period of probation.
6. Disciplinary Censure. A disciplinary sanction serving notice to a student that the student's behavior has not met college standards. This sanction remains in effect for the duration of one complete semester. Future violations of the College Code of Conduct, if occurring while disciplinary censure is in effect, could result in more serious disciplinary sanctions.
7. Restitution. Reimbursement for damage to, or misappropriate use of, property of the College or other persons. Reimbursement may take the form of rendering repair or compensating for damages.
8. Restriction or Revocation of Privileges. Temporary or permanent loss of privileges, including, but not limited to, the use of a particular college facility or parking privileges. Eastern Florida State College is committed to a policy of equal opportunity and equal access in all areas of the College, including the enrollment of students, and the employment of faculty and staff.
In accordance with Federal and State laws as well as Board Governance Policy [400.1], the College pledges nondiscrimination, equal access, equal educational opportunity and equal employment opportunity to all persons regardless of age, color, sex, sexual orientation, religion, national origin, race, ethnicity, political affiliation, marital status, veteran status, or physical or mental disability. Our pledge covers recruitment, admission, registration, financial help, counseling, advising, course offerings, extracurricular programs, facilities, health services, athletics, employment and its privileges and benefits. Responsibility for compliance to this policy is assigned to the Equity Coordinator.

Inquiries regarding the College's Equal Opportunity Policies, including The Florida Educational Equity Act (§.1000.05), Title IX (sex discrimination), Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Vocational Guidelines, and The Age Discrimination Act of 1975 may be directed to the Associate Vice President of Human Resources/Equity Officer, Cocoa Campus, Carver Administration, Building 2, Room 103, 1519 Clearlake Road, Cocoa, Florida 32922; (321) 433-7080. Inquiries regarding veterans’ programs may be directed to the Office of Veterans Affairs, Student Services Center/ Administration/ Classroom, Building 1, Room 140, 3865 North Wickham Road, Melbourne, Florida 32935; (321) 433-5532 or the Office of Veterans Affairs, Ralph M. Williams Student Center, Building 11, Room 209, 1519 Clearlake Road, Cocoa, Florida 32922; (321) 433-7333.

The College has instituted procedures to provide a channel for the resolution of various types of problems or complaints by students and applicants for admission concerning College policies or College employees. Retaliatory action of any kind taken by an employee of the College against any student involved in any aspect of the grievance procedure is prohibited and shall be regarded as a separate and distinct grievous matter per College policy.

Students who feel that they have been injured in some fashion by unfair treatment (on the part of a College employee, or under any of the College policies, procedures, programs or activities) or by discrimination or harassment (on the basis of age, color, sex/sexual orientation, religion, national origin, race, political affiliation, marital status, veteran status, or physical or mental disability) have the right to initiate informal and (optionally) formal grievance procedures.

The informal procedure is intended to encourage a satisfactory resolution of the student's complaint at the earliest possible point in time. Whereas such informal resolution is not attainable, the formal grievance provides a secondary route for the student to take.

Equal Access/Equal Opportunity

INFORMAL PROCESS. Students who believe that they have been injured in some fashion by discrimination or harassment should first seek to clarify the incident or resolve the issue through direct contact with either the alleged discriminating party (respondent) or the immediate supervisor of that party.

60 calendar days
The College allows a student who believes he/she has been discriminated or harassed a time limit of sixty (60) calendar days from the date of the alleged incident to file a complaint with the Associate Vice President/Equity and Diversity Officer. This will require that the student complete a grievance input form, identifying himself/herself, the respondent (alleged discriminating party), identifying the date and place of the alleged discriminatory action, describing the alleged incident and identifying the resolution sought.

10 business days
The Equity Officer or his/her alternate will contact the immediate supervisor and arrange for the immediate supervisor to attempt to resolve the differences between the two parties within ten (10) business days. The Equity Officer will monitor the progress of the grievance resolution and, if no satisfactory resolution is achieved, will escalate the matter to the Campus Associate Provost.

10 business days
The Campus Associate Provost has ten (10) business days to attempt to resolve the differences between the aggrieved student and the respondent. The campus Associate Provost may also consult the immediate supervisor of the respondent. The Campus Associate Provost and the Equity Officer will document the case, including the allegation, the settlement attempts, and any resolution reached and provide copies of this memorandum to the immediate supervisor of the alleged discriminating party, to the Campus Provost, and to the Campus Associate Provost.

FORMAL PROCESS. If the informal process does not resolve the issue, the aggrieved student may request that his/her grievance be forwarded to the Campus Provost as a formal written complaint.

10 business days
The Equity Officer will forward the complaint/grievance information to the Campus Provost. He/she has ten (10) business days to resolve this matter.

15 business days
The Equity Officer or his/her alternate will convene a three- member Hearing Panel consisting of one person each from complainant peer group, respondent peer group, and College administration. Appointed members of the Hearing Panel shall be limited to full-time employees and full-time students.

The Hearing Panel shall convene the hearing, calling together the interested parties, witnesses and other parties deemed necessary as advisors. Only the appointed members of the Panel will vote on the recommendation to be made. They have a total of fifteen (15) business days from the time the Campus Provost acted upon the complaint to develop a recommendation.
5 business days
After the close of the hearing, the Equity Officer will prepare a report outlining each issue the panel considered; summaries of important evidence brought to bear on the issue; conclusions, and recommendations as to action, and present it to the College President within five (5) business days.

5 business days
Within five (5) business days, the President will make a final decision in the case, and forward a copy of the final decision to the Equity Officer who will contact the student and all involved parties including the supervisor of the alleged discriminator, the Campus Associate Provost and the Campus Provost.

APPEAL PROCESS. If the student is not satisfied with the decision of the Hearing Panel, he/she must contact the Equity Officer in writing to request an appeal within five (5) business days of student's receipt of reported findings.

The Equity Officer will forward the appeal request and case file to the President within five (5) business days of receipt of student's appeal.

The President will make the final determination within five (5) business days of receipt of the appeal from the Equity Officer. Within five (5) business days of receiving the President's decision, The Equity Officer will inform the student and respondent of the President's decision in writing.

CONFIDENTIALITY. Due to the nature of the allegation and information received, all information regarding harassment will be kept in confidence to the greatest extent practicable and appropriate under the circumstances. The Equity Officer or his/her alternate, who will conduct the investigation, may require the cooperation of other students or employees at the College. Only those individuals necessary for the investigation and resolution of the complaint shall be given information regarding the situation in question. The College cannot, however, guarantee that the identity of the complainant will be concealed from the accused harasser. When reasonable, the College will consider requests for separation of the primary parties during the investigation.

In order to ensure that a complete investigation of harassment claims can be conducted, it may be necessary for the College to disclose to others portions of the information provided by the complainant. The College will make every effort to honor any complainant's or respondent's request that the College not disclose certain information provided, consistent with the College's obligation to identify and to correct instances of harassment, including sexual harassment. All parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.

OTHER PROCEDURES. In accordance with Federal and State laws as well as College Policy, Eastern Florida State College has established grievance/complaint procedures for College Faculty and Staff to follow as well as these student procedures. Grievance procedures for Faculty and Staff can be found on the Eastern Florida State College Intranet Web site or by contacting the Associate Vice President/Equity Officer, Cocoa Campus, Carver Administration, Building 2, Room 103, 1519 Clearlake Road, Cocoa, Florida 32922.
Student Tuition, Fees and Refunds

Application for Admissions Fee
All new applicants for admission must pay a one-time non-refundable application fee:
US Citizen: $30
International: $60 (non-resident alien)
Fee must be submitted with the completed Application for Admission. International students must apply through the International Student Office.

Tuition and Registration Fees
Academic and Vocational Credit
Please consult the online catalog for current rates.
Florida Resident
Please consult the online catalog for current rates.
Non-Florida Resident
Please consult the online catalog for current rates.

Eastern Florida State College must receive the total amount due on or before the payment due date. Students who are delinquent may be prohibited from registering and/or changing programs, or from receiving a diploma, transcript or enrollment certification. Eastern Florida State College may utilize the services of an attorney and/or collection agency to collect any amount past due and the student will be charged an additional amount equal to the cost of collection including reasonable attorney’s fees and expenses incurred by Eastern Florida State College.

Payment can be made with cash, MasterCard, VISA, American Express, Discover, personal check, bank check, or money order. Any check payment should be issued to Eastern Florida State College.

Fees:
• Distance Learning Fees
• Program Fees
• Testing Fees
• Learning Lab Fee
Refer to current Fee Schedule which can be found online at www.brevardcc.edu Under Admissions ➢ Click TUITION & FEES ➢ FEE SCHEDULE

Re-registration Fee
The college assesses a non-refundable re-registration fee of $30 to any student who is dropped for nonpayment and wishes to re-register.

Full Cost of Instruction
In accordance with Florida law, the college charges students the full cost of instruction for repeat enrollments in certain courses.

Non-Credit Courses
Non-credit classes vary in cost according to length, materials and instructor costs. Fees are advertised with class announcements. Check with the Technical and Professional Training at (321) 433-7500 for information on available classes.

Lab Fees
To partially offset the high cost of consumable materials and supplies, laboratory fees are assessed in some courses. Refer to current Fee Schedule which can be found online at www.easternflorida.edu Under Admissions ➢ Click TUITION & FEES ➢ FEE SCHEDULE

Outside Proctor Fee
Online students utilizing a non-EFSC proctor may incur additional testing fees.

Access Fee
A $10.00 fee will be assessed for all students upon their first enrollment in any credit class to provide access to the student network Wi-Fi at many locations around the college. Part of the fee also pays for a new print management system. At the beginning of each semester, each registered student will receive a credit of $4.00 in their print manager account for college-wide printing.

Return Check Policy
Refer to current Fee Schedule which can be found online at www.easternflorida.edu Under Admissions ➢ Click TUITION & FEES ➢ FEE SCHEDULE

Fee Reductions and Waivers
State of Florida Employee Fee Waiver
Per F.S. § 1009.265: Eastern Florida will waive tuition for state employees to enroll for up to 6 credit hours of courses per term on a space-available basis. For purposes of this waiver, employees of the State include employees of the executive, legislative and judicial branches of state government, except for persons employed by a state university.

Guidelines.
• State employees are responsible for paying admissions application fees.
• State employees must complete all admissions requirements, including the application for admission, placement testing, transcripts, proof of prerequisites, etc.
• State employees must register in person during the last 3 days of Add/Drop. Registration is on a space available basis only. Exceptions may be made for late registration into online classes by calling (321) 433-5014.
• The state waiver does not cover any associated lab fees. Student is responsible for payment of lab fees at the time of registration.

Refund Policy
College and Vocational Credit Courses
Automatic refunds for college credit or vocational credit course fees will not be processed until after the last day to drop a course. To be eligible for a refund, the student must drop the course(s) on or before the last day of the Add/Drop period, as listed in the Schedule of Classes. Matriculation, tuition, and lab fees paid during scheduled registration periods are automatically refundable based on the following:

Fall, Spring and Summer Terms
All fees, except the non-refundable $30 re-registration fee, are refunded at 100% if the drop procedure is completed by the established deadline in the Schedule of Classes. There will be no automatic refunds after that period.

Non-Credit Courses
To receive a refund for a noncredit course, a student must submit a refund request in writing at least three business days prior to the start of the class. No refunds will be issued after that period.
**EFSC Card – Higher One**

Eastern Florida State College has partnered with Higher One®, a financial services company focused solely on higher education, to provide a method of refund disbursements to students. Eastern Florida will be issuing the EFSC Card from HigherOne® as a way for students to receive refunds from the college. The EFSC Card is designed to provide students with increased choice when it comes to receiving their financial aid or school refunds — including the preferred Easy Refunds® method. Easy Refund is by far the fastest and easiest way to gain access to refund money—literally the same day Eastern Florida releases it.

EFSC Cards will be mailed to the current address on file with the college. Therefore, it is critical that a student has their correct mailing address on file.

Students can visit efsccard.com to learn more about all the great benefits that accompany the EFSC Card.

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**Delinquent Accounts**

Collection Cost: If student fees are not paid in full upon notification by the College, these debts may be referred to an outside collection agency and the appropriate credit bureaus. Resulting collection costs will be added to the original debt and the student must pay these costs, as well as attorney’s fees, if applicable. Furthermore, all unpaid obligations will result in a hold on student records, diplomas, transcripts, and future registration activity.
Catalog Page 7:

Academic Calendar 2013-14

**SPRING TERM 2014**

- Online registration for Spring Term 2014 began, Monday, November 4, 2013 [changed from “October 21, 2013”]

- Last day to withdraw with a grade of "W" from 16-week campus and online classes, Thursday, April 3, 2014 [changed from “March 24, 2013”]
## COLLEGE DEVELOPMENTAL COURSES

<table>
<thead>
<tr>
<th>Test Used for Placement:</th>
<th>PERT</th>
<th>CPT or FELPT</th>
<th>SAT</th>
<th>ACT</th>
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</thead>
<tbody>
<tr>
<td><strong>WRITING</strong></td>
<td></td>
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<tr>
<td>ENCV 0015 - Developmental Writing 1</td>
<td>Writing 50 – 89</td>
<td>Sentence Skills 20 – 60</td>
<td>Critical Reading 200 – 370</td>
<td>English 1 - 13</td>
</tr>
<tr>
<td>ENCV 0025 - Developmental Writing 2</td>
<td>Writing 90 – 102</td>
<td>Sentence Skills 61 – 82</td>
<td>Critical Reading 380 – 430</td>
<td>English 14 - 16</td>
</tr>
<tr>
<td><strong>READING</strong></td>
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<tr>
<td>REAV 0007 - Developmental Reading 1</td>
<td>Reading 50 – 83</td>
<td>Reading 20 – 50</td>
<td>Critical Reading 200 – 370</td>
<td>Reading 1 – 13</td>
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<tr>
<td>REAV 0017 - Developmental Reading 2</td>
<td>Reading 84 – 105</td>
<td>Reading 51 – 82</td>
<td>Critical Reading 380 – 430</td>
<td>Reading 14 - 18</td>
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<tr>
<td><strong>MATHEMATICS</strong></td>
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## COLLEGE CREDIT COURSES

<table>
<thead>
<tr>
<th>Test Used for Placement:</th>
<th>PERT</th>
<th>CPT or FELPT</th>
<th>SAT</th>
<th>ACT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENGLISH/COMMUNICATIONS</strong></td>
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<tr>
<td>ENC 1101 – Communications 1 (and other Gordon Rule writing courses)</td>
<td>Writing 103+ and Reading 106+</td>
<td>Reading 83+ and Writing 83+</td>
<td>Critical Reading 440+</td>
<td>English 17+ and Reading 19+</td>
</tr>
<tr>
<td><strong>MATHEMATICS</strong></td>
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</tr>
<tr>
<td>MGF 1106 – Liberal Arts Math 1 or MGF 1107 – Liberal Arts Math 2 or MAC 1105 – College Algebra</td>
<td>Math 123 – 150</td>
<td>Elem Algebra 95+</td>
<td>Math 520+</td>
<td>Math 20+</td>
</tr>
</tbody>
</table>

Effective October 22, 2013