Welcome to Eastern Florida State College where you’ll find outstanding educational opportunities that can lead to career success in today’s fastest-growing job fields.

You’ll benefit from our small class sizes, personalized instruction and a commitment to excellence from faculty and staff who put you first.

In becoming a Titan, you have charted a course to achieve your goals and dreams.

Good luck as you begin your exciting journey.

Sincerely,

Dr. Jim Richey
President
Eastern Florida State College 2015-2016 Academic Calendar

FALL TERM 2015

Registration
Monday, April 27, 2015 Web registration Fall Term 2015 begins
Monday, May 11, 2015 Walk-in registration Fall Term 2015 begins

College Closed
Monday, September 07, 2015 Labor Day Holiday (Weekend classes meet as scheduled)
Wednesday, November 11, 2015 Veterans Day holiday; all college campuses closed
Wed - Sun, November 25 - 29 Thanksgiving holidays; all college campuses closed
Fri - Sun, Dec 18 - Jan 3 Winter break; all college campuses closed

Commencement
Thursday, May 21, 2015 Last day to apply for December graduation: BAS candidates
Thursday, October 22, 2015 Last day to apply for December graduation: All candidates except BAS
Thursday, December 17, 2015 Commencement Ceremonies

Full Term: August 17 - December 11, 2015 (16 weeks + 1 final exam week)
Thursday, August 06, 2015 Fee due date
Mon - Fri, August 3 - 7 Five day work week for staff
Mon - Fri, August 10 - 14 Five day work week for staff
Thurs - Fri, August 13 - 14 Faculty Report/Work Days
Monday, August 17, 2015 Fall Term Begins; first day of class
Thursday, August 20, 2015 Last day to drop with a refund of fees or change to audit status
Friday, August 21, 2015 Faculty Report/Work Day
Thursday, October 22, 2015 Last day to withdraw with grade of "W"
December 5 - 11, 2015 Final Exam Week
Friday, December 11, 2015 Final day of term for students
Monday, December 14, 2015 Final grades due at noon; faculty 1/2 work day

12 Week Term 1: August 17 - November 5, 2015 (12 weeks - final on last day of class)
Thursday, August 06, 2015 Fee due date
Monday, August 17, 2015 Fall Term Begins; first day of class
Thursday, August 20, 2015 Last day to drop with a refund of fees or change to audit status
Thursday, October 01, 2015 Last day to withdraw with grade of "W"
Thursday, November 05, 2015 Final day of term for students
Monday, November 09, 2015 Final grades due at noon

12 Week Term 2: September 14 - December 11, 2015 (12 weeks + 1 final exam week)
Thursday, September 03, 2015 Fee due date
Monday, September 14, 2015 12 Week Term 2; first day of class
Thursday, September 17, 2015 Last day to drop with a refund of fees or change to audit status
Thursday, October 29, 2015 Last day to withdraw with grade of "W"
Sat - Fri, December 5 - 11 Final Exam Week
Friday, December 11, 2015 Final day of term for students
Monday, December 14, 2015 Final grades due at noon; faculty 1/2 work day

Minimester A: August 17 - October 8, 2015 (8 weeks - final on last day of class)
Thursday, August 06, 2015 Fee due date
Monday, August 17, 2015 Fall Term Begins; first day of class
Thursday, August 20, 2015 Last day to drop with a refund of fees or change to audit status
Thursday, September 10, 2015 Last day to withdraw with grade of "W"
Thursday, October 08, 2015 Final day of term for students
Monday, October 12, 2015 Final grades due at noon

Minimester B: October 12 - December 11, 2015 (8 weeks + final exam week)
Thursday, October 01, 2015 Fee due date
Monday, October 12, 2015 Minimester B; first day of class
Thursday, October 15, 2015 Last day to drop with a refund of fees or change to audit status
Thursday, November 12, 2015 Last day to withdraw with grade of "W"
Sat - Fri, December 5 - 11 Final Exam Week
Friday, December 11, 2015 Final day of term for students
Monday, December 14, 2015 Final grades due at noon; faculty 1/2 work day
## Eastern Florida State College 2015-2016 Academic Calendar

### SPRING TERM 2016

#### Registration
- **Monday, October 26, 2015**: Web registration Spring Term 2016 begins
- **Monday, November 09, 2015**: Walk-in registration Spring Term 2016 begins

#### College Closed
- **Monday, January 18, 2016**: Martin Luther King Day (Weekend classes meet as scheduled)
- **March 21 - 27**: Spring break; all campuses closed. Reopen Monday, March 28, 2016

#### Commencement
- **Thursday, November 19, 2015**: Last day to apply for May graduation: BAS candidates
- **Thursday, March 10, 2016**: Last day to apply for May graduation: All candidates except BAS
- **Thursday, May 12, 2016**: Commencement Ceremonies

#### Full Term: January 11 - May 6, 2016 (16 weeks + 1 final exam week)
- **Monday, January 04, 2016**: Staff report
- **Tuesday, January 05, 2016**: Fee due date
- **Monday, January 11, 2016**: Spring Term Begins; first day of class
- **Mon - Fri, January 4 - 8**: Five day work week for staff
- **Thurs - Fri, January 7 - 8**: Faculty Report/Work Days
- **Friday, January 15, 2016**: Last day to drop with a refund of fees or change to audit status
- **Friday, January 15, 2016**: Faculty Report/Work Day
- **Thursday, March 10, 2016**: Last day to withdraw with grade of "W"
- **Sat - Fri, April 30 - May 6**: Final Exam Week
- **Monday, May 09, 2016**: Final day of term for students
- **Friday, May 06, 2016**: Final day of term for students
- **Monday, May 09, 2016**: Final grades due at noon; faculty 1/2 work day

#### 12 Week Term 1: January 11 - April 11 (12 weeks - final on last day of class)
- **Tuesday, January 05, 2016**: Fee due date
- **Monday, January 11, 2016**: Spring Term Begins; first day of class
- **Friday, January 15, 2016**: Last day to drop with a refund of fees or change to audit status
- **Thursday, March 03, 2016**: Last day to withdraw with grade of "W"
- **Mon - Sun, April 4 - 10**: Final Exam Week
- **Monday, April 11, 2016**: Final day of term for students
- **Tuesday, April 12, 2016**: Final grades due at noon

#### 12 Week Term 2: February 8 - May 6, 2016 (12 weeks - final on last day of class)
- **Thursday, January 28, 2016**: Fee due date
- **Monday, February 08, 2016**: 12 Week Term 2 Begins; first day of class
- **Thursday, February 11, 2016**: Last day to drop with a refund of fees or change to audit status
- **Thursday, March 31, 2016**: Last day to withdraw with grade of "W"
- **Friday, May 06, 2016**: Final day of term for students
- **Monday, May 09, 2016**: Final grades due at noon; faculty 1/2 work day

#### Minimester A: January 11 - March 7, 2016 (8 weeks - final on last day of class)
- **Tuesday, January 05, 2016**: Fee due date
- **Monday, January 11, 2016**: Spring Term Begins; first day of class
- **Friday, January 15, 2016**: Last day to drop with a refund of fees or change to audit status
- **Thursday, February 04, 2016**: Last day to withdraw with grade of "W"
- **Thursday, March 03, 2016**: Final day of term for students
- **Monday, March 07, 2016**: Final grades due at noon

#### Minimester B: March 7 - May 6, 2016 (8 weeks - final on last day of class)
- **Thursday, February 25, 2016**: Fee due date
- **Monday, March 07, 2016**: Minimester B Begins; first day of class
- **Thursday, March 10, 2016**: Last day to drop with a refund of fees or change to audit status
- **Thursday, April 14, 2016**: Last day to withdraw with grade of "W"
- **Friday, May 06, 2016**: Final day of term for students
- **Monday, May 09, 2016**: Final grades due at noon; faculty 1/2 work day
## Eastern Florida State College 2015-2016 Academic Calendar

### SUMMER TERM 2016

#### Registration
- Monday, April 11, 2016: Web registration Summer Term 2016 begins
- Monday, April 25, 2016: Walk-in registration Summer Term 2016 begins

#### College Closed
- Monday, May 30, 2016: Memorial Day Holiday (Weekend classes meet as scheduled)
- Monday, July 04, 2016: Independence Day (Weekend classes meet as scheduled)

#### Commencement
- Thursday, March 31, 2016: Last day to apply for August degree posting: BAS candidates
- Thursday, June 09, 2016: Last day to apply for early degree posting: All candidates except BAS
- Thursday, July 07, 2016: Last day to apply for August degree posting: All candidates except BAS

#### Twelve Week Summer Term A: May 16 - August 4, 2016 (12 weeks - final on last day of class)
- Thursday, May 05, 2016: Fee due date
- Monday, May 16, 2016: 12 Week Summer Term A begins
- Thursday, May 19, 2016: Last day to drop with a refund of fees or change to audit status
- Thursday, June 30, 2016: Last day to withdraw with grade of "W"
- Thursday, August 04, 2016: Final day of term for students
- Monday, August 08, 2016: Final grades at noon

#### Six Week Summer Term B: May 16 - June 23, 2016 (6 weeks - final on last day of class)
- Thursday, May 05, 2016: Fee due date
- Monday, May 16, 2016: Six Week Summer Term B begins
- Thursday, May 19, 2016: Last day to drop with a refund of fees or change to audit status
- Thursday, June 02, 2016: Last day to withdraw with grade of "W"
- Thursday, June 23, 2016: Final day of Summer Term B classes for students
- Monday, June 27, 2016: Final grades at noon

#### Eight Week Summer Term C: June 13 - August 4, 2016 (8 weeks - final on last day of class)
- Thursday, June 02, 2016: Fee due date
- Monday, June 13, 2016: Eight Week Summer Term C begins
- Thursday, June 16, 2016: Last day to drop with a refund of fees or change to audit status
- Thursday, July 07, 2016: Last day to withdraw with grade of "W"
- Thursday, August 04, 2016: Final day of term for students
- Monday, August 08, 2016: Final grades at noon

#### Six Week Summer Term D: June 27 - August 4, 2016 (6 weeks - final on last day of class)
- Thursday, June 16, 2016: Fee due date
- Monday, June 27, 2016: Six Week Summer Term D begins
- Thursday, June 30, 2016: Last day to drop with a refund of fees or change to audit status. Note: system will close at 5:00 pm for end of year processing
- Thursday, July 14, 2016: Last day to withdraw with grade of "W"
- Thursday, August 04, 2016: Final day of term for students
- Monday, August 08, 2016: Final grades at noon

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2015-2016 Academic calendar Revision 04/08/15

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**EFSC STUDENT HANDBOOK**

4
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Student Services

Academic Advising
Advisors provide information about graduation requirements, interpretation of placement tests, course selection consultation and referral for career direction and referrals to outside agencies for students’ personal concerns. Services are available by appointment or on a walk-in basis in the Student Services office on each campus. All first time, degree-seeking students must see an advisor prior to registering.

Bookstore
www.whywaitforbooks.com
The EFSC Bookstore is the one stop shop for new, used, rental and e-textbooks, as well as college supplies, clothing, gifts and sundry items. Students should bring their course schedule to the bookstore as it contains course numbers that are needed to find the correct books. Students may also purchase their books 24/7 at the following website: www.whywaitforbooks.com. Bookstore hours vary from one campus to another, so be sure to visit the website or call Cocoa (321) 433-7290; Melbourne (321) 433-5677; Palm Bay (321) 433-5195 or Titusville (321) 433-5055.

Cash for Books. Campus bookstores buy back used books every day. The best time to sell back used books is when finals start. The bookstores will pay up to 50% of the book’s selling price if professors have assigned it for the next term and the bookstore is not overstocked. If the book does not meet these criteria, prices are determined by the current national demand. Study guides and workbooks must be “like new,” without any writing on their pages. All books must be in good condition. Some books have little or no monetary value. One-time use, out-of-print books, and old editions are not in national demand, and will not be purchased. For students' protection, current student identification is required for all buyback transactions.

Textbook Refund Policy:
A full refund will be given in the original form of payment if textbooks are returned during the first week of classes with the original receipt. With a proof of schedule change and original receipt, a full refund will be given in the original form of payment during the first 30 days of classes.
• No refunds on unwrapped loose-leaf books or activated eBooks.
• Textbooks must be in original condition.
• No refunds or exchanges without original receipt.

Fair Pricing Policy:
Barnes and Noble College Booksellers complies with the local weights and measures requirements. If the price on the receipt is above the advertised or posted price, please alert a bookseller and they will gladly refund the difference.

Refer to the College catalog on the EFSC website www.easternflorida.edu or the Bookstore for refund policies.

Clubs and Organizations
www.easternflorida.edu/go/studentlife
Honorary, service-oriented, special interest and professional clubs and organizations are available on each campus for EFSC students. To learn more, or to join a club or organization, check with the campus Student Government Association (SGA) Office.
Computer Labs
Each campus provides computer labs for student use. Some labs are furnished with software specific to meeting course requirements, i.e. prep courses and computer programming courses. Other labs provide Internet access, career exploration software and tutorials for general use.

Lab availability and schedules vary by campus and by semester. For further information regarding computer lab availability and the software available, please call 632-1111 or visit the EFSC website for more information.

Foreign Language Labs
The Foreign Language Labs provide academic support and cultural resources to students studying foreign languages and American Sign Language. Students may develop individualized learning programs to enhance classroom lectures and communication skills by using various technologies available in the lab. They can explore a variety of cultures through learning communities and practice foreign language skills to improve their abilities to communicate in the new language.

Honors Program
The Eastern Florida State College Honors Program offers students an opportunity to participate in an academic experience that will challenge them beyond the rigors of traditional classes. Honors Program students enjoy an environment of scholarly challenge, creative interaction, and intellectual stimulation through special sections of general education and elective courses. Students are actively involved in courses structured to provide an innovative approach to learning. For more information or for an application, call the Honors Program Associate Director (321) 433-5205.

Learning Labs
The Learning Lab is an academic resource center on each campus and provides tutoring in various disciplines. In addition to tutoring, the Learning Labs have the following services:

- Titusville (321) 433-5034 N. Earl Jones Building 1, Room 115
- Cocoa (321) 433-7741 EFSC/UCF Joint Use Library Building 12, Room 308
- Melbourne (321) 433-5520 Philip L. Nohrr Learning Resource Center Building 2, Room 103
- Palm Bay (321) 433-5251 General Titus C. Hall Center Building 1, Rooms 234

Library Resources
www.easternflorida.edu/library
The College libraries provide information and services to support the curriculum and meet the needs of Eastern Florida State College students, staff, and faculty. EFSC has libraries on the Cocoa, Melbourne, Palm Bay, and Titusville campuses, each with its own unique book, audiovisual, and periodical collection. The libraries offer a combined print collection of more than 200,000 volumes. Electronic resources include over 150 databases; a collection of over 75,000 e-books; digitally streamed video and music content; over 60 research guides and; Ask-A-Librarian research assistance by e-mail or real-time "chat."

To access your Library Account:
User ID: Enter your EFSC Student ID # in the Borrower ID field (ex. B00XXXXX)
Initial PIN: Birth date MMDDYY (can be changed by user)

Photo ID Card
Students must have a Student ID card. These can be obtained through Security at the same time they pick up their parking permits at any of the campus security offices.
SAIL – Student Access for Improved Learning (formerly the Office for students with Disabilities)

SAIL assists qualified students with documented disabilities by determining and ensuring appropriate accommodations, encouraging self-advocacy, educating the Eastern Florida State College community about disabilities, and promoting the principles of Universal Design to ensure compliance with the ADA, ADAAA and Section 504 of the Rehabilitation ACT.

In order to receive the most appropriate assistance, students are encouraged to register with the Office for Students with Disabilities on their campus and provide appropriate documentation. A student must complete the following steps in the SAIL office to register:

- Provide appropriate documentation of the disability for which accommodations are being requested;
- Meet with a SAIL access specialist to review documentation, request reasonable accommodations and complete the student intake process

Accommodations are made on a case-by-case basis and are tailored to the specific needs of the individual. Such things as adaptive furniture, assistive equipment, sign language interpreters, academic advisement, testing accommodations, and alternative format materials are considered. All services are free and information is kept confidential. Reasonable substitutions for and/or modifications of requirements for admission to programs, graduation, and TABE waivers for students with documented disabilities will be considered on an individual basis in accordance with sections 1007.263, 1007.264, and 1007.265 F.S. and State Board of Education Rules 6A-10.040 and 6A-10.041. For information regarding procedures for waivers and/or substitutions, students should contact SAIL on their respective campuses: Titusville (321) 433-5017; Cocoa (321) 433-7295; Melbourne (321) 433-5650; Palm Bay (321) 433-5172

Student ID Numbers

Social Security Numbers are not used as student ID numbers. All students are issued a randomly generated nine-digit identification number upon admission to the College. This number must be used to access all online records and to register for classes online. ID numbers will not be released via email or phone. To request your student ID number, go to the EFSC website and click on the green EFSC Logins. Then select myEFSC and click Look Up Your Student ID, or, you may go to any campus Student Services office and provide a photo ID or download and fax or mail the form Request Release of Student ID Number from the EFSC website with a legible copy of your driver’s license.

Student Government

www.easternflorida.edu/go/studentlife

Each EFSC campus has its own Student Government Association (SGA). The student organizations and clubs on each campus make up the SGA. They offer a wide range of activities that provide personal enjoyment such as concerts, art and craft fairs, dances, and intramurals. Contact a campus SGA office for information on starting or joining a club. The purpose of the SGA is to ensure broad student involvement in college committees, campus activities and college/campus/community activities. Students will be represented by the elected Executive Board. Election of SGA Executive Board members will be held by open elections. All registered students may vote for SGA Officers. The representatives are elected from the student body at large. All activities of student government are conducted in accordance with the established procedures manuals.

Student Ombudsman (Advocates)

On each EFSC campus the Advising Coordinator serves as the ombudsman to assist students with problems involving the delivery or receipt of student services.
Writing Centers
Strong writing skills are a must for success in college-level courses, no matter what the program of study. Writing Centers, located on the Cocoa and Melbourne campuses, are the place to go for help with all stages of the writing process. EFSC and UCF students enrolled in college-level courses across all disciplines are invited to confer with the writing consultants for reader feedback and assistance at any point in the writing process. From planning to drafting and revising, we help you discover and strengthen your ability to document sources, overcome writer’s block, organize ideas, edit your writing and perform your own proofreading.

Cocoa: 321-433-7873 cocoawritingcenter@titans.easternflorida.edu
Melbourne: 321-433-5605 melbournewritingcenter@titans.easternflorida.edu

Voter Registration Information
Eastern Florida State College students and staff are encouraged to register to vote and participate in local, state and federal elections. Because we want voting to be easy, we’ve partnered with the non-profit, non-partisan TurboVote which helps colleges nationwide simplify the process through an online sign-up and reminder system. TurboVote can help you register to vote, then keep track of all your rules and deadlines. It then reminds you to vote or provides help voting absentee, even for college students who want to vote in their home precinct. You’ll find a link to TurboVote at easternflorida.edu/go/vote. Voter registration forms are also available at the Admissions and Records offices and in the Office for Students with Disabilities on each campus.

Scholastic Achievement
Based on the term grade point average, EFSC recognizes students with high academic achievement during the fall and spring terms only.

Dean’s List: (fall and spring) lists all students who have earned six or more credits during the term with a grade point average of 3.25 - 3.74.

Honors List: (fall and spring) lists all students who have earned at least six credit hours during the term with a grade point average of 3.75 - 3.99.

President’s List: (fall and spring) lists all students who have earned at least six credit hours during the term with a grade point average of 4.00.

Note: An “F” or “I” in any course precludes a student from being listed on the Dean’s, Honors, or President’s list during that term.
Titan Web Services

Eastern Florida State College takes pride in the role that the latest advances in technology play in the education we provide. The myEFSC Portal, accessed through the EFSC Logins links at the top right of each web page, provides convenient, one-login access for Eastern Florida State College students, faculty and staff.

With myEFSC you can:
- Check your email
- Use Titan Web Services for grades, registration, degree audits, etc.
- Access the online Classrooms (CANVAS)
- Access Library Electronic Resources
- Register/Pay for Classes
- Check Financial Aid
- Request Transcripts
- Read important student announcements
- See current class schedules
- View last term grades

User ID and PIN Help
It is important to remember that EFSC has many secure sites that require User ID (your student identification number) and password, assigned to you as a PIN. To protect the identity of our students, EFSC assigns every student an ID number. This is a nine-digit number that starts with the letter “B” followed by eight numbers. This number is used to register online and access educational and personal records through the myEFSC Portal; the Student Records System, known as Titan Web Services and the FloridaShines.org system through which you can run an unofficial transcript.

The security of your educational and personal records is important to the College. You are strongly encouraged to change your password or PIN often. If you write them down, make sure they are in a secure location that is known only to you.

Student ID and PIN Numbers
To protect the identity of our students, Eastern Florida assigns every student an ID number. This is a nine-digit number that starts with the letter “B” followed by eight numbers. This number is used to register online and access educational and personal records on our secure website.

Student Email
The official means of communication for college business for currently registered students is Office 365, or Student Email. This includes communication from instructors regarding classwork, accounting and financial aid. Students can access their email through myEFSC. Students should maintain and check their Student Email accounts regularly.

FLORIDASHINES.ORG (formerly Florida Virtual Campus)
FloridaShines.org, provides a full range of services for prospective and current college students. This website features information on financial aid, college admissions, degree shopping, profiles of Florida colleges and universities, career guidance and online admission applications. FloridaShines.org provides current college students with access to their academic records, grades, degree audits and information on how to successfully transfer from the community or state college to the university. Please go to www.FloridaShines.org for further information.
Student Online Quick Reference Guide

You can access most online systems and tools through myEFSC, your personalized portal to information and applications.

Use this guide to assist you with some of the most commonly asked questions or visit us at www.easternflorida.edu/go/webtips

How do I access myEFSC?
Go to the college home page: www.easternflorida.edu
Select EFSC Logins
Select myEFSC
Enter B number (Student ID) and PIN
• Must Capitalize B in your Student ID, followed by 8 numbers, use a zero not the letter O
• The first time you sign in the PIN is your date of birth MMDDYY. You will immediately be required to reset the PIN.
For help call the IT Support Desk (321) 433-7600

How do I get a parking permit?
Begin by logging into myEFSC
Select EFSC Titan Web
Select Student Services
Select Parking Permits
Select Request a Permit
Either select a vehicle already registered or add a new vehicle
Select Request Permit*
*Once the student clicks Request Permit, the fee will be assessed.

How do I update my address and phone?
Begin by logging into myEFSC
Select EFSC Titan Web
Select Personal Information
Select View & Update Address(es) & Phone
Select Update Address(es) & Phone
Select Type of Address to Update
Select Submit
Note: You can also update your Financial Aid and Human Resources addresses. You must update each address.

How do I access my Student Email?
Begin by logging into myEFSC
Select Student Email
*Enter Office 365 Student Email Address
*Enter Office 365 Student Email Password
*Check your myEFSC portal for your Student Email address and initial password information

How do I view my grades?
Begin by logging into myEFSC
(Previous/current term grades are available on your myEFSC page)
Select EFSC Titan Web
Select Student Services
Select Student Records
Select Final Grades
Select Term
Select Submit

How do I complete orientation?
Go to: www.easternflorida.edu
Select Admissions and Financial Aid
Select Orientation
Select View dates and locations for upcoming New Student Orientation Sessions
OR
Select Complete the orientation online

How do I check my Financial Aid status?
Begin by logging into myEFSC
Select EFSC Titan Web
Select Financial Aid Services
Check your Overall Status, Eligibility and Award Information, by clicking on the appropriate link and following instructions
Note: For answers to many of your questions, select Admissions & Financial Aid > Paying for College > Frequently Asked Questions.

How do I pay my EFSC bills online?
Begin by logging into myEFSC
Select EFSC Titan Web
Select Student Services
Select Student Records
Select Account Summary/Pay Student Account
Follow the instructions

How do I get my Refund?
You will receive your "Higher One EFSC Card", mailed to your Student Mailing Address that is on file with EFSC. Log on to myEFSC and follow the address and phone instruction to ensure your student address is correct.
You must activate your EFSC Card at EFSCard.com. Select "Get Started" to choose your refund preference (e.g., Direct Deposit into your bank account, paper check or open a One Account with Higher One, for same day deposit.

How do I check “holds” on my account?
Begin by logging into myEFSC
Select EFSC Titan Web
Select Student Services
Select Student Records
Select View Holds
Note: To find a resolution for a hold from our homepage:
Select Admissions & Financial Aid > Registrar’s Office > Registration Information > Registration Holds.
How do I locate Transfer Program Prerequisites?
Go to www.floridashines.org
Hover over Succeed in College
Select Transfer Schools
Select Check the Transfer Student Admission Requirements hyperlink
Select an Institution
Select a Degree Program

How do I register for classes?
Begin by logging into myEFSC
Select EFSC Titan Web
Select Student Services
Select Registration
Select Add/Drop Classes
Select Term and click Submit (Use the drop down arrow to select college credit courses)
Enter CRN(s) and click Submit Changes
OR
Select Class Search
Select Subject and click Course Search
Select Course Number and click View Sections
Check appropriate box and click Register or Add to Worksheet to add multiple classes at the same time

How do I view or print my class schedule?
Begin by logging into my EFSC
Select EFSC Titan Web
Select Student Services
Select Registration
Select Student Detail Schedule or Student Schedule by Day & Time

How do I add or drop a class?
Begin by logging into myEFSC
Select EFSC Titan Web
Select Student Services
Select Registration
Select Add/Drop Classes
Select Term and click Submit (Use the drop down arrow to select college credit courses)
Under Action, select Web Drop or Add
Click Submit Changes
Note: To withdraw from a class, please visit the Admissions and Records Office on your Home campus.

How do I purchase my books?
Begin by logging into myEFSC
Select EFSC Titan Web
Select Student Services
Select Registration
Select Order Your Textbooks

How do I complete a Degree Audit?
Begin by logging into myEFSC
Select myGPS
Go to easternflorida.edu/go/mygps for information and helpful tutorials.
Note: If your program information is incorrect, go to the Admissions and Records Office and submit a Major Code Change Form.

How do I request an Official Transcript?
Begin by logging into myEFSC
Select EFSC Titan Web
Select Student Services
Select Student Records
Select Request Official Transcript*
Follow the instructions for requesting your transcript
Follow the directions to pay the transcript fee
Review information and click Submit Request
*You will be stopped at this point if you have a hold on your account. To find a resolution for a hold, from our homepage select Admissions & Financial Aid > Registrar’s Office > Registration Information > Registration Holds.

How do I view my Unofficial Transcript?
Select myGPS
Select Academic History

How do I request an Enrollment/Degree Verification?
Begin by logging into myEFSC
Select EFSC Titan Web
Select Student Services
Select Student Enrollment Verification and follow instructions
The College has authorized the National Student Clearinghouse to provide enrollment and degree verifications 24/7, students can:
• Print enrollment verification certificates to send to health insurers and housing providers.
• Obtain a list of student loan lenders and link to real-time loan information.
For insurance companies requiring a current GPA, students must include a copy of their unofficial transcript from FLVC.org
Note: Term enrollment and verification will not be available until after the Add/Drop period.

Note: For any IT questions pertaining to Banner, Titan Web, or myESC contact the help desk at itsupport@easternflorida.edu
Registration Information

Registration is the process of identifying, selecting and requesting courses each term. The quickest and easiest way to register is via the web. See the Registration Guide for registration instructions.

In order to register for a class, student:

- Students must have completed the admissions process and be an active student before they can register for classes
- Students who have registration holds must register in person
- Students who are receiving financial aid or veterans benefits must report to the Financial Aid or VA office after registering to ensure fees are paid

Prior to registering, students should check the online Academic Calendar to determine registration dates. The Registration Guide will provide term-specific information and updates. Students should also visit an advisor during non-registration periods to discuss academic progress and map out an education plan. With this information, students can register online when the web is open to avoid waiting in line.

Dropping a Class

If a student must drop a class, the same methods as registration can be used, and must be done by the published Last Day to Drop with Refund. See the Registration Guide for dates each semester. Any tuition paid for a course dropped by the deadline will be refunded. The course will not appear on the student's transcript. After the published Last Day to Drop with Refund, a student must withdraw from the class following required procedures, and will not receive a refund.

Auditing a Class

Students who have been admitted to EFSC and who wish to take courses without receiving credit may request to audit a course. The following guidelines apply:

- Student must be a high school graduate
- Students must make the choice to audit when they register for the class, and must submit a Request to Audit form to the Admissions and Records Office
- Student may change from audit to credit or credit to audit only during the Add/Drop period
- Fees for audited courses are the same as graded courses.
- Students should confirm their audit status with the instructor at the first class meeting
- Courses taken on an audit basis may not be counted when calculating eligibility for Veterans benefits, financial assistance or certification of enrollment by outside agencies
- Students auditing classes must meet all course prerequisites including appropriate test scores
- Students may not audit college developmental courses (SBE Rule 6A-14.0301). Other limited access courses also may not be available for audit.
- Student will receive a grade of "AU" for audited courses. Audit courses will not affect the grade point average or academic standing and will not award credits
- Audited courses count as "attempts" toward full cost tuition. Class tests or examinations are not required of the student auditing a course. However, class attendance is expected.

Enrollment Certification

Eastern Florida State College has authorized the National Student Clearinghouse to provide enrollment and degree verifications. Current term enrollment will not be certified until after the published Last Day to Drop with Refund. Courses that are dropped, withdrawn, audited, or are non-credit classes do not count in credit hours toward enrollment verification. Students may obtain an enrollment certificate through Titan Web.
Enrollment Certification continued

The College certifies student enrollment according to the following:

- **FT (full time)** 12 or more credit hours
- **QT (3/4 time)** 9 – 11 credit hours
- **HT (half time)** 6 – 8 credit hours
- **LT (less than half time)** under 6 credit hour

Clock Hour Programs:

- **FT (full time)** classes meeting 24 or more hours per week
- **HT (half time)** classes meeting 12 – 23 hours per week

Online Classes

- **Online courses are rigorous.** If you decide to study online, you should be prepared to spend 5-12 hours a week per course. You will need access to a computer 4-5 times per week.
- **Canvas** All student using CANVAS for the first time are required to complete the CANVAS Student Training course (CST) prior to accessing college courses in Canvas. The CST course will provide useful information on how to use the online classroom and will take about two hours to complete.
- **How You Can Get Ready.** When you register for a class that’s managed through Canvas LMS, you’ll be granted access to Canvas prior to the start of class. Just as with ANGEL, you must then complete an online orientation to gain entry to the classroom. Our special Canvas web page will have the latest scoop on the transition. Visit us at [http://www.easternflorida.edu/student-life/online-resources/canvas.cfm](http://www.easternflorida.edu/student-life/online-resources/canvas.cfm).

IMPORTANT: If it is determined that persons other than the student are accessing a student's records in the CANVAS classroom, the student will be removed from the class and receive a final grade of "F." While students may have provided written consent for a third party to receive information regarding their educational records, that consent does not permit any other person besides the student to complete or access coursework within the classroom or online setting.

How do I access my online classes?

**Canvas**

Log in to your myEFSC portal
Click Canvas icon from your welcome page
Enter your B number and password to log in to Canvas. Your initial password is your birth date in mmddyy format followed by the letters, Efsc. Example: 01012015-Efsc
Click Courses & Groups, Scroll through My Courses section, Click on name of your course
Instructor will have information on how to begin course posted on the Welcome page

Transcripts

**EFSC Transcripts – Official and Unofficial**

Current students may view their unofficial transcripts by logging into the myEFSC portal found on the EFSC homepage and clicking , myGPS.

There is a $10 fee for each official transcript requested. Payment must be received in full before requests will be processed. EFSC cannot process requests via email or telephone.
Transcripts continued

An official transcript request must be submitted in writing or online. Online requests require less time to process. Requests may be also be submitted manually via mail, fax (321) 433-7172 or walk-in. The Transcript Request form is available on the EFSC website and must be filled out completely to include the following information:

- Name, including all previous names
- Student ID or social security number or last four (4) digits, date of birth
- Current address and daytime telephone number
- Approximate dates of attendance at EFSC
- Student’s original signature
- Number of transcripts requested
- Complete name and address of recipient(s)
- Any special instructions, e.g., hold for end-of-term grades or degree

U.S. mail is the preferred delivery method; however, students may designate the transcript for pick up in the Office of the Registrar on the Cocoa Campus. Photo ID is required for transcript pick up. The College does not fax or email official transcripts, and cannot provide an official transcript if there is a hold on the student account. Allow 3 - 5 business days for processing the request.

Transcripts can be sent within the 48 continental United States via Federal Express for a $25 fee per destination. Federal Express will not accept or ship to P.O. Boxes. Contact (321) 433-7284 for information.

Additional Information

- Official transcripts will not be provided “on demand.”
- Email requests cannot be honored.
- Students with active transcript HOLDS cannot receive an official transcript until the obligations are met and the holds are removed.

Transcripts from Other Schools

Students must provide proof of a standard high school diploma prior to their initial term of enrollment. A final, official high school transcript that documents the graduation date and a Standard High School Diploma, or proof of receipt of a state issued General Equivalency Diploma (GED) is required prior to registering for subsequent terms. Students who have prior college work from a regionally accredited institution are given their initial term of enrollment to submit transcripts. EFSC must receive all final, official college transcripts prior to registering for any subsequent terms.

- Financial aid will not be awarded until all transcripts are received by EFSC.
- Official, original transcripts must be sent in a sealed envelope directly to EFSC.
- Students who received a GED must submit either an original GED certificate or original GED score/transcript prior to initial registration.
- It is the student’s responsibility to request previous transcripts and pay all associated fees.
- Students who graduated from an international secondary school (high school) must submit a document-by-document evaluation completed by a member organization of the National Association of Credential Evaluation Services (NACES). The following companies are recommended: World Education Services - [www.wes.org](http://www.wes.org) or Josef Silny & Associates - [www.jsilny.com](http://www.jsilny.com). Students must provide official, original documents.
- Students must provide proof of standard high school graduation prior to registration for any college credit courses.
- Non-degree seeking students are not required to submit official transcripts unless they are required for proof of successful prerequisite course completion or student is changing to a degree seeking status. Proof of high school graduation is required (copy of diploma or unofficial transcript).
Withdrawing from a Course vs. Dropping a Course

What is the difference between dropping and withdrawing a course?
The difference between dropping a course and withdrawing from a course is based on the time of the semester at which the student takes action:

- **Drop:** Student must complete the Add/Drop Form and submit to Admissions on or before the published Last Day to Drop with Refund per the online Academic Calendar. Student may also complete the drop online via Titan web.
- If a student drops a course, the course will not be included on the transcript and the student will receive a refund of tuition and fees paid for the course.
- **Withdraw:** Student must complete the Course Withdrawal Form and meet with a Student Advisor by the published withdrawal date per the online Academic Calendar. All requests for withdrawals must be submitted by 11:59 p.m. on the withdrawal deadline date.
- If a student withdraws from a course, the course will be included on the transcript as a course attempt and the student will not receive a refund of tuition and will be responsible for all associated course fees.

Please note: Dropping or withdrawing a course must be completed per above. “Walking away” from a course, without officially dropping or withdrawing, may adversely affect the student’s transcript and/or academic standing.

If a student withdraws from a course, the course will be included on the transcript with a 'W.' This 'W' indicates to transcript reviewers that the student attempted the course but eventually withdrew prior to completing the course for a letter grade. 'W's do not count towards a student's EFSC GPA but do count as course attempts. Students will not receive a refund of tuition and fees paid for the course if they withdraw.

BEFORE YOU WITHDRAW FROM A COURSE, you should be aware that course withdrawals:

- Will increase the cost of your education
- May affect your financial aid status, including the requirement to repay a portion of federal aid
- May affect your transfer grade point average
- May result in your having to pay, per State statute, the full cost tuition to retake the course
- May affect your anticipated graduation date
- May result in your being denied admission to limited access programs
- May affect your immigration status if you are attending EFSC on a nonimmigrant visa
- Will result in your required repayment of course fees paid by a Bright Futures scholarship
Helpful Website Addresses

University Sites:
Florida Agricultural & Mechanical University .................................................. www.famu.edu
Florida Atlantic University ................................................................. www.fau.edu
Florida Gulf Coast University .............................................................. www.fgcu.edu
Florida International University ....................................................... www.fiu.edu
Florida Polytechnic University ......................................................... www.floridapolytechnic.org
Florida State University ................................................................. www.fsu.edu
New College of Florida ................................................................. www.ncf.edu
University of Central Florida ........................................................... www.ucf.edu
University of Florida ..................................................................... www.ufl.edu
University of North Florida .......................................................... www.unf.edu
University of South Florida .............................................................. www.usf.edu
University of West Florida .............................................................. www.uwf.edu

Financial Aid/Scholarships
FAFSA ............................................................................................................. https://fafsa.ed.gov/
VA Benefits .................................................................................................. www.gibill.va.gov
Department of Education ........................................................................... www.ed.gov
Outside Scholarship Resources .......................................................... www.college-scholarships.com
                                                               http://www.fastaid.com
                                                               www.fastweb.com

Career Services
U.S. Department of Labor ............................................................................ www.bls.gov
Career One Stop ...................................................................................... www.jobbankinfo.org
College Board’s My Road ........................................................................... www.myroad.com
JobStar Central ......................................................................................... http://www.jobstar.org/

Statewide Online Student and Library Support Services
FloridaShines ........................................................................................... www.floridashines.org
FloridaShines provides access to online student and library support services, and serves as a
statewide resource and clearinghouse for technology-based public postsecondary education
distance learning courses and degree programs. FloridaShines services to the students, faculties,
and staff of the state’s public colleges and universities include:

- Support for Florida’s ever-growing population of distance learners and institutions
  offering online courses and degrees.
- Online academic advising services to help students identify the requirements of their
  chosen degree.
- A variety of tools used by staff at college and university libraries to provide services to
  their students and faculties.
- Online access to the library holdings of all Florida public colleges and universities,
  including electronic resources such as full-text journals, databases, and eBooks.
Preparing for Transfer

FloridaShines is the state's online student records, advising and learning system. Access this system at www.floridashines.org for a comprehensive link to all Florida schools’ admissions, financial aid, and transfer information.

Florida colleges and universities have many articulation agreements in place that allow students to transition easily from one degree program to another. There are articulation agreements for Industry Certifications, Career Technical Certificates, Associate of Science, and Associate of Arts degrees. Transfer (or articulation) agreements protect the credits earned by students during their freshman and sophomore years at Florida colleges.

The Associate of Arts (AA) degree is by far the most popular degree earned at Florida colleges. Earning an AA degree at a Florida college guarantees admission into one of the State's 11 universities where students can complete a 4-year Bachelor's degree. This path is more commonly known as 2+2.

Transfer Student Bill of Rights

Students who graduate from Florida colleges (previously known as community colleges) with an AA degree are guaranteed the following rights under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024):

1. Admission to one of the 12 state universities, except to limited access programs;
2. Acceptance of at least 60 semester hours by the state universities;
3. Adherence to the university requirements, based on the catalog in effect at the time the student first enters a Florida college, provided the student maintains continuous enrollment;
4. Transfer of equivalent courses under the Statewide Course Numbering System;
5. Acceptance by the state universities of credits earned in accelerated programs (e.g., CLEP, Dual Enrollment, AP, IB, and AICE);
6. No additional general education requirements;
7. Advance knowledge of selection criteria for limited access programs; and
8. Equal opportunity with native university students to enter limited access programs.

Should any guarantee be denied, students have the right to appeal at the college level. If the denial is upheld at the college level and there is still a question of potential violation of the Statewide Articulation Agreement, the student may contact the Office of Articulation for assistance. The Office of Articulation, in consultation with the Articulation Coordinating Committee, will review and attempt to resolve all student transfer difficulties. Contact Information: Florida Department of Education, Office of Articulation, 325 W. Gaines St., Room 1401, Tallahassee, FL 32399-0400, Phone: (850) 245-0427

Transfer GPS: Graduation Plans for Success

When working on an Associate in Arts degree at Eastern Florida State College, we know that your long-term goals may include moving on to a university or Florida College System (FCS) institution to pursue a Bachelor’s degree. Universities and colleges determine the courses and prerequisites required in order to receive a Bachelor’s degree for a chosen program. The A.A. degree will transfer to a university or FCS institution, but not all credits may satisfy the Bachelor’s program prerequisites or the course requirements. So it’s important to know the program requirements and to satisfy as many of these courses as possible at EFSC while completing your A.A. degree.
We’ve created Transfer Plans to your academic journey
EFSC’s Transfer GPS, or Graduation Plans for Success, are designed to prepare students for transfer to a Florida public university or FCS institution as a junior. The courses listed in the plans are common prerequisites which are required for the noted major at the university. For more information on common prerequisites, check the statewide advising manual at floridashines.org. Specific institutions may have additional requirements, so it’s always best to check with your transfer institution and meet with an EFSC advisor.

Preparing for 2+2 Transfer
1. Contact an academic advisor
2. Consider which program and university you want to transfer into
3. Identify a baccalaureate program of interest early in your AA degree path (by 30 hours)
4. Monitor your progress
5. Contact the transfer services office at the transfer institution to verify information relating to application deadlines, transfer policies, financial aid opportunities, and other available assistance
6. Plan to meet and/or exceed the admission requirements for the university and program
7. Apply

Stay Close to Home: Transfer Options
Both the University of Central Florida and Florida Institute of Technology offer programs designed to ease the transition to these nearby universities.

DirectConnect to UCF
The program helps you prepare for your bachelor’s degree program while attending Eastern Florida State College - and makes the transition to UCF smooth and worry free.

Plus, the admissions process will be easier and faster, and you’ll enjoy small class sizes and personalized advising. You can prepare to earn your bachelor’s degree while working on your associate’s degree. For more information on the DirectConnect to UCF program visit the program’s website at http://regionalcampuses.ucf.edu/directconnect/ or call 321.433.7821.

EFSC-Florida Tech Track
Who is eligible to participate?
• Any Florida high school student who has completed the full-time undergraduate application process for Florida Tech
• Any currently enrolled Eastern Florida State College Student who applies to Florida Tech before earning 30 credits at EFSC

For more information view an information sheet at http://www.easternflorida.edu/admissions/documents/florida-tech-track-sheet.pdf or contact: EFSC–Florida Tech Track Coordinator, Florida Institute of Technology, (800) 888-4348 or (321) 674-8030.
Academic Policies

Academic Second Chance
Academic Second Chance allows qualified students to petition for up to two semesters of coursework to be excluded from the student’s cumulative GPA. All quality points from the courses within the Academic Second Chance semester will be removed from the academic record and any passing grades will not be used for degree completion. Coursework eligible for Academic Second Chance must be at least five years old and the student must have completed a minimum of 12 credits with a “C” or better since re-enrollment. Students inquiring about Academic Second Chance petition procedures and qualifications should meet with an academic advisor.

Developmental Education Courses
Developmental education courses are designed to assist students in acquiring the skills necessary for succeeding in college level courses. Classes are offered in different formats, including modular and compressed, during full or accelerated terms. Students must attend class regularly and earn passing grades to complete the developmental coursework. Developmental course grades may not be calculated into the grade point average. Developmental courses may not be audited.

Some forms of financial aid may not cover tuition for developmental courses because they do not carry toward graduation. Students should check with the Financial Aid Office.

Students who must take the common placement test and do not meet or exceed college ready scores are required to enroll in developmental education. Students should meet with an advisor to review their options and create an educational plan.

Alternative Methods of Developmental Instruction
Students can seek methods other than the College's developmental education courses for improvement of skills. Alternative methods of instruction include training provided by a licensed private provider. The student must provide documentation of successful completion of remediation to schedule a PERT retest. If the student demonstrates competency by achieving college ready cut scores, he/she may progress to college level coursework in the subject area without enrollment in developmental education. Submit documentation to a campus testing specialist.

Authorization for Placement Test Exemption:
Florida Statute 1008.30 – Common Placement Testing for Public Postsecondary Education
(4)(a) A student who entered 9th grade in a Florida public school in the 2003-04 school year, or any year thereafter, and earned a Florida standard high school diploma* or a student who is serving as an active duty member of any branch of the United States Armed Forces shall not be required to take the common placement test and shall not be required to enroll in developmental education instruction in a Florida College System institution. However, a student who is not required to take the common placement test and is not required to enroll in developmental education under this paragraph may opt to be assessed and to enroll in developmental education instruction, and the college shall provide such assessment and instruction upon the student’s request.

*Student must have earned a standard high school diploma from a Florida public school.

It is recommended that all first-time in college students be assessed for the need for developmental education. Cut scores for placement into specific college credit classes are defined by SBE Rule 6A-10.0315. Placement of transfer students will be based on the official evaluation of credit earned at previous colleges; testing may be required.

Early Alert
“Early Alert” is a mid-term warning letter generated during the fall and spring terms. Students determined to be in academic jeopardy in a specific course are encouraged to take the steps necessary to successfully complete their course(s).
Grade Appeals
Any situation requiring an appeal, other than disciplinary or academic dishonesty, should be addressed as soon as possible in a non-confrontational manner. If the situation involves classroom policy or grades, the student should contact the instructor. Problems involving refunds and/or exceptions from college procedures should be addressed with the campus Associate Provost. Appeal forms, as well as additional information regarding the appeal process, are available through the campus Associate Provost. Appeals will only be accepted within two years from when the student took the course.

See the Student Appeals Section of the Handbook for more information.

Grade Forgiveness
- Students who repeat a course for which they have received a “D” or “F” may request grade forgiveness. The Office of the Registrar will complete any unprocessed grade forgiveness for repeated courses during the graduation checkout process or when the conditions for grade forgiveness are satisfied. To request grade forgiveness, send an email through Titan Email to registrar@easternflorida.edu
- **No course may be repeated for grade forgiveness purposes after graduation.** Some colleges and universities count all hours attempted and all quality points earned regardless of EFSC’s grade forgiveness policy.
- **Note:** Students are advised that there may be a potential impact of repeated courses when transferring to other institutions, and should consider the impact of retaking a course on their specific financial aid package and toward excessive hours. Student should consult with an advisor and/or the Financial Aid office with questions.

Maximum Attempts per Course
A student may have only three attempts per course including the original grade, repeat grades and all withdrawals (“counting” begins with courses taken in fall 1997). The most recent grade is included in the computation of the cumulative grade point average. Students will be required to pay 100% of the direct instructional cost beginning with the third attempt. Students who want to pursue an appeal should consult an advisor. A student may appeal, through the Office of the Associate Provost, the maximum attempt rule if there are documented extenuating circumstances relevant to the attempt or attempts in question. Forms and instructions will be available in that office.

Note for A.A. degree students: Some senior institutions count all hours attempted and all quality points earned.

Note VA students: VA benefits may be received for repeat courses assigned a grade of “D,” if a grade of “C” or higher is required by SBE Rule 6A-10.30 (Gordon Rule).

Standards of Academic Progress
To maintain satisfactory academic progress at EFSC, students must maintain a minimum semester grade point average (GPA) of 2.0 each semester and have earned credit in one-half of the total hours attempted. Students who maintain a minimum 2.0 GPA each semester and at least a 2.0 cumulative GPA will be considered in good academic standing. More stringent standards apply in some programs; please see the specific program procedures and requirements for more information.

Failure to maintain satisfactory academic progress may place the student on academic warning, probation or suspension. Please refer to www.easternflorida.edu or consult with the Advisement office or Associate Provost Office on any campus for detailed information regarding academic standards, sanctions and appeal procedures.
Class Attendance

The College recognizes the correlation between attendance and both student retention and achievement. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student’s achievement in the course.

General Attendance Policy

Class attendance is required beginning with the first class meeting. Students are expected to attend all class sessions for which they are registered. It is the responsibility of the student to arrange to make up work missed because of legitimate class absences and notify the instructor when an absence will occur. The instructor determines the effect of absences on grades.

However, students who are receiving financial aid or veteran’s benefits, who are reported as never attending a course, will be withdrawn from the class and benefits adjusted or rescinded. In order to obtain credit for a course, a student must be in attendance at least 85% of the contact hours listed for a particular course. However, based on documented unusual circumstances, individual instructors are given the option of allowing a student to complete the course based on the individual student’s circumstances and his or her progress in the course.

eLearning students also have specific attendance requirements. Students are expected to “logon” to their classes on a regular basis (according to the class syllabus). It is the responsibility of the student to secure other resources to “attend” class if computer or Internet problems are encountered. See Section 415.9 Online Class Attendance.

Note: Veterans should refer to the Veteran Programs and Benefits section of the College catalog for more information about attendance.

Collegiate Representative

A collegiate representative is defined as a student who represents the college extramurally as a student-athlete, student-performing artist, student government member, or student academic competitor or award winner. These four categories are defined in the following manner:

1. Student-athlete defines an individual who engages in any Eastern Florida State College (EFSC) sponsored intercollegiate sport.
2. Student-performing artist defines an individual who engages in any EFSC sponsored performing arts events.
3. Student government member defines an individual who has been elected to the executive board of the campus based, EFSC Student Government Association and reports directly to the Director of Campus Student Activities.
4. Student-academic competitor defines an individual who has been invited to present his or her works at a recognized, academically-based conference, is academically competing (e.g. brain bowl), or participating in educational training (e.g. OUR workshop, rehearsal, scholarship auditions).
5. Student-Award winner defines an individual who receives a non-athletic award and the student is approved by EFSC to represent the college.

It is important that instructors report attendance during the open attendance period to avoid overpayment of financial aid to students, and to avoid a violation to the college for payment of fees to students who are not attending.

Individual faculty members are authorized to establish more rigorous attendance standards for their classes. Each semester, faculty members must notify students via their syllabus of the attendance standards for the class in which they are enrolled. Every semester, faculty must provide students in each class a course syllabus outlining their attendance policy, assignments, grades, office location, office hours and office telephone numbers.
Collegiate Representative continued

Students as defined in the section below are expected to attend all scheduled classes unless excused according to one of the criteria outlined below.

1. Student-athlete who is sponsored by EFSC and is participating in an athletic competition against another institution. Practices are not excused absences.

2. Student-performing artist who is sponsored by EFSC and is participating in an exhibition or recital, as part of a performing arts event. Practices are generally not considered an excused absence, but in the case of a dress rehearsal or ensemble rehearsal, it would be considered an excused absence.

3. Student government member who is sponsored by EFSC and is attending a mandatory training conference as part of the requirements for his or her elected position.

4. Student-academic competitor who is representing EFSC and has been invited to present his or her works at a recognized academically-based conference, is academically competing (e.g. brain bowl) on behalf of EFSC, or participating in EFSC approved educational training (e.g. OUR workshop, rehearsal, scholarship auditions).

5. Student-Award winner who receives a non-athletic award and is approved by EFSC to represent the college.

A student anticipating the need for an excused absence must notify the instructor in writing with documentation from the appropriate EFSC representative within the first week of the start of the term. A student anticipating a need to be excused from assignments due in an online course must provide documentation from the appropriate EFSC representative that the student’s attendance at such college sponsored event prevented the student from performing work online. This documentation should reflect that the student did not have access to a computer and/or an internet connection for a specified period of time. In the case of a student-academic competitor, award winner, invitation to present at a conference, invitation to perform, or student-athlete invited to participate in a playoff series, the notification to the instructor must be made within three business days from the time of receipt of the invitation. The notification letter must originate from the appropriate EFSC representative, e.g. coach or sponsor, be written on EFSC letterhead, include the student’s name, B-number, the student’s category, and a list of anticipated absentee dates. This time away from the classroom will not be counted in the general attendance policy. The student is expected to complete all missed classroom and homework assignments within the time frame designated by the instructor.

Special Note:
These parameters are not limited to those in specialized programs, but exist for the entire college community. In instances where a student fails to communicate his or her travel plans or extenuating circumstances in regards to this policy in a timely manner, the student will not be allowed to make up any missed work because of the time constraints of the course calendar.

It will be at the instructor’s discretion to allow the student the opportunity to make up an assignment that will adversely affect his or her grade.

Instructor-Specific Attendance Policy

Instructors are required to monitor their attendance and report students who are not attending class during the designated reporting periods – normally on a monthly basis – each term. Faculty members shall publish and distribute a class syllabus at the inception of each course. The syllabus should include the instructor’s individual policies and procedures on student absenteeism, special circumstances under which students’ absences may be excused, and their stipulations for making up work and exams missed during instructor-excused absences.
Religious Observances
In accordance with federal and state statutes, students enrolled in credit or certificate courses may be granted excused absences from classes that are scheduled during a religious holiday. During the first week of class, the student must request in writing approval from the instructor for the absence(s). The instructor should provide alternative arrangements for the student to complete the work scheduled for the missed session.

Students excused for religious observances will be expected to meet the class requirements for those days without undue delay.

Absences due to religious holidays are excluded from all absence calculations. In case of such absences, the instructor shall provide equivalent assignments or the opportunity to make-up missed work without penalty.

Withdrawal from Class for Non-Attendance
A student who is excessively absent from class may be subject to administrative withdrawal from class. It is up to the instructor to decide whether the student is permitted to make up missed work. “Excessive absences” is defined as being absent more than 15% of class meetings (more than twice the number of class hours in one week.) See Section 415.5 Withdrawal from Class for Non-Attendance.

“Clock Hour Class Attendance” for an exception to this. Individual instructors must report students who never attend or stop attending class during the open reporting periods. Students who are reported as not attending will receive a final grade of “W7” Withdrawn Never Attended or “W8” Withdrawn Stopped Attending.

It is important that instructors report attendance during the open attendance period to avoid overpayment of financial aid to students, and to avoid a violation to the college for payment of fees to students who are not attending.

Individual faculty members are authorized to establish more rigorous attendance standards for their classes. Each semester, faculty members must notify students via their syllabus of the attendance standards for the class in which they are enrolled. Every semester, faculty must provide students in each class a course syllabus outlining their attendance policy, assignments, grades, office location, office hours and office telephone numbers.

Veterans
Under federal regulations, VA educational benefits will be discontinued for those students whose GPA falls below 2.0 in three consecutive terms. Students who have been warned or suspended should contact the Office of Financial Aid/Veterans Affairs for assistance.

Withdrawal due to Military Service
Currently enrolled students who are called to, or enlist in, active military service shall not incur academic or financial penalties by virtue of performing military service on behalf of our country.

Such student shall be permitted the option of either completing the course or courses at a later date without penalty, or withdrawing from the course or courses with a full refund of fees paid. If the student chooses to withdraw, the student's record shall reflect that the withdrawal is due to active military service. The transcript will reflect the non-punitive grade of “W6.”
Withdrawal due to Military Service continued
Student will provide a copy of military orders to the Associate Provost.

1. The Associate Provost will determine whether the student is allowed to complete the course(s) at a later date or withdraw with a full refund.

   a. If student chooses to complete the course(s) at a later date the Associate Provost will request the instructor(s) to create an “Incomplete Grade” contract that outlines student’s course progress to date and outstanding assignments.

      i. The Associate Provost will make a comment on the student’s record in the database indicating decision and retain all documents.

      ii. Instructor will award a final grade of “I – Incomplete.”

Online Class Attendance
The eLearning department has a strict attendance policy that must be adhered to by all online students.

• 3-Day Initial Attendance Policy: Students must enter each of their online class(es) within the first 3 days of the semester. Students should ensure that they check with the instructor to determine any required initial attendance activities.

• Regular Attendance Policy: Students must maintain acceptable attendance in online course(s). Just logging into an online course does not constitute attendance. Students must complete a required activity. Failing to complete two consecutive weeks of required work in online course(s) may result in instructors reporting students as Stopped Attending and the college will withdraw those reported students for nonattendance from the course.

• If for some reason students anticipate missing an assignment, they should obtain prior approval or permission from their instructors. Students should not assume that they can ask for forgiveness or an extension after the fact. Documentation may be required by the instructor.

Important: If students decide not to attend their class(es), they should not assume that non-payment will result in being “dropped” from the class(es). There are many factors that will prevent students for being dropped for non-payment. It is the students' responsibility to review their account to ensure they are dropped for non-payment from the class(es). The students are responsible for any charges on their account, even if they did not attend, and outstanding charges will be sent to a collection agency to recover monies owed to the College.

Clock Hour Class Attendance
1. Only 10% class absence is permitted in a clock hour (vocational) course, unless stricter guidelines are defined in State frameworks. EXCUSED ABSENCES may only be counted if student does not have to make up the time to earn a certificate issued by the State.

2. No more than 10% of class time may be considered excused absences. An instructor may follow a stricter policy in his/her class.

3. Attendance Records: instructors must take attendance; they must be able to prove attendance by documented evidence.
Tuition, Fees and Refunds

Fee Schedules
Please consult the EFSC website for the most current fee schedule: www.easternflorida.edu/admissions/ tuition-and-fees/

Tuition and Registration Fees
All fees must be received by the published payment due date or student may be dropped for nonpayment from classes. Students who are delinquent may be prohibited from registering and/or changing programs, or from receiving a diploma, transcript or enrollment certification. If student fees are not paid in full upon notification by EFSC, these debts may be referred to an outside collection agency and the appropriate credit bureaus. Resulting collection cost (not to exceed 33% of the debt) will be added to the original debt and the student must pay these cost, as well as attorney’s fees, if applicable.

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.

Pay Your Fees
- Check the Registration Guide or online Important Term Dates to find the important dates, including fee due dates
- Complete the FAFSA online at www.fafsa.ed.gov
- Check out EFSC Scholarships online at www.easternflorida.edu --> Admissions --> Financial Aid and Scholarships
- Check the Florida Bright Futures Scholarship program website at www.Floridastudentfinancialaid.org if receiving this award
- Stop by a campus cashier’s office or go online to pay your fees or set-up a Tuition Payment Plan
- Consider an on campus student assistant position or federal work-study job, if eligible. Visit a campus provost office for more information

Fees will be assessed to the student upon registration for classes. The student’s portion of fees must be paid by the deadline established in the Registration Guide. Students may be dropped from course(s) for nonpayment of fees; however, students are responsible for dropping classes they do not plan to take. All fees must be received by the dates and times noted.

How to Pay
Students may pay their fees in several easy ways, including
- In person: cash, check, money order or cashier’s check.
- By Mail: check, money order, cashier’s check
- Online: VISA, MasterCard, American Express, Discover credit card payments or payments from your bank account. (A 2.75% convenience fee will be assessed for online credit cards.)

Tuition Payment Plan
Students can pay for their EFSC education in affordable, interest-free installments using a tuition payment plan. See the Registration Guide, visit the website or call the campus cashier’s office for more information.
Late Registration Fee
A one-time per term late registration fee of $50 will be assessed to all students who register for classes after each part of term’s published fee due date. The fee is assessed during each part of term’s add/drop period. Check the Important Term Dates for the fee due dates, to make sure you register for classes in time to avoid the late fee. All fees must be received by the dates and times noted on this website or you may be dropped for nonpayment, from all the classes for which you registered. If you are dropped for non-payment, reinstatement of dropped courses is not guaranteed. Classes that you originally registered for, may be full and you may be unable to get the same schedule. Payment is due on the day you register during late add/drop period. Do not assume you have been dropped for nonpayment; review your student account to verify your intentional drop, or you will be responsible for payment. Students who are delinquent may be prohibited from registering and/or changing programs, or from receiving a diploma, transcript or 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 (not to exceed 33%) including reasonable attorney’s fees and expenses incurred by EFSC.

Late Course Additions: Students should be aware that they are responsible for meeting instructor requirements for all courses. Adding a class late, even during the Add/Drop period, does not preclude students from completing assignments and attendance required beginning the first day of class.

Additional Fees may also include:
- Distance Learning Fees
- Access Fee
- Program Fees
- Testing Fees
- Learning Lab Fee/External Test Proctor Fees
Refer to current Fee Schedule.

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

Lab Fees
Laboratory fees are assessed in some courses to partially offset the high cost of consumable materials and supplies. Refer to the current Fee Schedule.

Outside Proctor Fee
Online students utilizing a non-EFSC proctor may incur additional testing fees. The student is responsible for paying any outside proctor 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 campus locations. 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 his or her print manager account for collegewide printing.
Online Payment Convenience Fee
Payments made online will incur a non-refundable convenience fee, not to exceed 3.0%, to cover the cost of the transaction. The fee is established by our third party payment processor to cover credit card/debit card transaction fees assessed by credit card companies.

Return Check Policy
Fees will be assessed for returned checks. Refer to current Fee Schedule.

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 cost (not to exceed 33% of the debt) 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.

Refund Policy
College and Vocational Credit Courses
Automatic refunds for college and 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 Registration Guide. Matriculation, tuition, and lab fees paid during scheduled registration periods are automatically refundable based on the following:

- All fees are refunded at 100% if the drop procedure is completed by the established deadline in the Registration Guide. There will be no automatic refunds 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. EFSC will be issuing the EFSC Card from Higher One 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 it is released by EFSC.

EFSC Cards will be mailed to the current address on file with the College. Therefore, it is critical that students have their correct mailing address on file. Visit www.EFSCcard.com to learn more about all the great benefits that accompany the EFSC Card.
Financial Aid & Scholarships

Eastern Florida State College makes postsecondary education possible for all individuals in the community. The primary purpose of the Financial Aid Department at Eastern Florida State College is to provide assistance to those individuals who, without such aid, would be unable to attend college. For additional information, please call an EFSC Financial Aid Office or visit the website at www.easternflorida.edu for the most current information.

It is the responsibility of the student to immediately contact Financial Aid if there is a change in enrollment status. To maintain eligibility for financial aid a student must maintain a 2.0 grade point average (GPA) and successfully complete 67% of credit hours attempted. A student must also make positive progress toward a degree or certificate. Standards of Satisfactory Progress are published in the College Catalog, financial aid brochures and the EFSC Financial Aid website at www.easternflorida.edu. The official means of communication for EFSC is through Titan email.

What attendance standards must students meet to remain eligible to receive financial aid?
Students who are receiving financial aid or veteran's benefits, and who are reported as never attending a course, may be dropped or withdrawn from the class and benefits and awards adjusted, canceled, or rescinded. Students are responsible for officially dropping classes during add/drop week and for following official college policy for withdrawing.

Financial Aid and Withdrawal
Students reported as stopping attendance in one or more classes will be subject to a cancellation or reduction of aid. In order to retain eligibility for financial aid awards, students must attend the classes for which funds were received. A recipient of Federal Title IV financial aid who withdraws from school during a payment period or period of enrollment in which the student began attendance will have the amount of Title IV funds he/she did not earn calculated according to federal regulations. This calculation will be based on the student's last date of attendance.

Does student repay federal funds if student withdraws from a course?
Return of unearned funds refers to the return of federal financial aid dollars that the student did not earn as a result of withdrawing from all classes. Students who receive federal financial aid funds and subsequently withdraw from all classes will have a federal formula applied based on the date of withdrawal, percentage of the payment, and period attended by the student. If the formula indicates an amount "unearned," a repayment of aid is required. The institution will notify the student in writing of any amount to be returned to the Federal Title IV accounts. Student must repay the amount immediately. Student will not qualify for further federal aid until the repayment is satisfied.

EFSC Scholarships
Scholarships are a form of student aid that’s considered a gift that a student does not have to repay. They’re often based on scholastic achievement or special talent and some scholarships consider a student’s financial need. Remember that any outside aid, including scholarships, is considered in your aid package and must be reported to the Office of Financial Aid.
Applying for an EFSC Scholarship

Eastern Florida State College offers hundreds of scholarships for EFSC students each year via Titan Scholarships. This online scholarship system is used to advertise and award scholarships to ensure that scholarships are advertised equitably to all Eastern Florida students. The Titan Scholarships application can be accessed by admitted and current EFSC students through the myEFSC Portal. Once logged into myEFSC, choose the Titan Scholarships icon in the left column and the system explains each step in the process. More information and assistance is available through the Office of Financial Aid on all four campuses.

We also encourage you to explore the wide variety of other scholarships designated for EFSC students, plus scholarships offered through outside organizations using the links in this web section.

Scholarship availability and deadline dates are subject to change without notice so check back with any scholarships you’ve applied for so you don’t miss out. Be sure to check your Titan email as it’s the primary way the Financial Aid office communicates with you about your aid and scholarship package.
The student organizations and clubs on each campus make up the Student Government Association (SGA). They offer a wide range of activities that provide personal enjoyment such as concerts, art and craft fairs, dances, and intramurals. Contact a campus Student Government Association Office for information on starting or joining a club.

Each EFSC campus has its own Student Government Association (SGA). The purpose of the SGA is to ensure broad student involvement in college committees, campus activities and college /campus /community activities. Students will be represented by the elected Executive Board. Election of SGA Executive Board members will be held by open elections. All registered students may vote for SGA Officers. The class representatives are elected from the student body at large. All activities of student government are conducted in accordance with the established procedures manuals.

**Clubs and Organizations**

Honorary, service-oriented, special interest and professional clubs and organizations are available on each campus for EFSC students. To learn more, or to join a club or organization, check with the campus Student Government Association (SGA) Office.
Academic Services

Assessment of Prior Learning
Eastern Florida State College awards equivalency credit to students in a variety of methods and for the purpose of affording students additional opportunities to accelerate their education. Articulation mechanism types may include: Credit by Exam Equivalencies. Credit for Advanced Placement (AP), Advanced International Certificate of Education Program (Cambridge AICE), International Baccalaureate (IB), College Level Examination Program (CLEP), Defense Subject Standardized Test (DSST) (formerly known as Defense Activity for Non-Traditional Education Support – DANTES), and Excelsior College exams is awarded in accordance with the State of Florida Articulation Coordinating Committee (ACC) credit by exam equivalency guidelines and are nationally recognized credit by exam programs.

Center for Service-Learning (CSL)
The CSL involves and supports students in educational and reciprocally beneficial community service-learning experiences. The CSL is recognized as a model and leader in service-learning. Service-learning is integrated with 135 courses and 350 course sections each semester under the guidance of 132 faculty members. Over 1,000 students enroll annually in stand-alone community service-learning courses. Approximately 5,000 students volunteer through service-learning each year. Since the inception of the CSL in 1988, over 71,840 students have provided over 2.35 million hours of community service. The CSL offers students a wide array of service-learning experiences, incentives and opportunities. Come check us out!

Cocoa, 433-7610
Melbourne, 433-5610
Palm Bay, 433-5253
Titusville, 433-5016

Cooperative Education/Internships
The terms “co-op” and “internship” are often used interchangeably because both mean “a practical educational work experience.” Eastern Florida State College offers students an opportunity to enhance their educational experiences through co-op/internship programs that will augment and supplement their degree or career and technical programs. For more information, contact your program instructor and/or the program department chair.

Veterans Affairs
Eastern Florida State College is fully accredited and approved for veteran’s training. Veterans and other eligible dependents planning on using their veteran's education benefits should contact the Veterans’ Affairs Office, Ralph M. Williams Student Center, (Building 11), Room 209, Cocoa Campus or the Student Services Center (Building 1), Room 140, Melbourne Campus at the earliest opportunity. Applications and instructions for completing a VA Education Benefit package will be provided during the initial visit. All new students must also file an admission application and meet all of the admission requirements. Once this is completed and you have registered for classes, return to the VA office to request certification for education benefits. Bring a copy of your application for education benefits or Certificate of Eligibility, class schedule, DD214, and, if needed, a signed Prep Memo from an advisor. Each term thereafter you are required to notify the VA office that you are registered and request to be certified. The VA office will not certify you automatically.
Veterans attending Eastern Florida State College can access special services through this Center to meet their often unique educational and personal needs.

Services offered include:

- Access to veteran-specific financial aid information
- A student orientation program tailored for veterans
- Training for faculty and staff on the special assistance veterans may need inside and outside the classroom
- A computer work area where veterans can get help accessing information on their VA benefits
- Mentoring and tutoring programs through local veteran and community organizations; Coordination with Collegiate Veteran’s Society, a student club dedicated to help fellow veterans in the transition from military to college life.
- Monthly visits from representatives of the Department of Veterans’ Affairs to assist veterans with a range of issues
- Qualified specialists to provide on-campus counseling for veteran specific transition concerns, and increasing outreach to veterans through the College's EFSCares student counseling program.
- The Veterans Resource Center staff makes regular visits to Patrick Air Force Base, the Naval Ordinance Test Unit, and Coast Guard Station at Port Canaveral to provide active duty personnel with information about educational opportunities.

Offices of the Veterans Resource Center are located on the Cocoa and Melbourne Campuses, but representatives from the Center hold office hours on the Palm Bay and Titusville Campuses every month. Additionally, any EFSC student who served in the military can visit or call the Veterans Resource Center.
Alumni Association
The Eastern Florida State College Alumni Association strives to reconnect graduates and former students with EFSC's current initiatives. The Alumni Association provides an opportunity for alumni members to maintain a lifelong connection with Eastern Florida State College and access great benefits and members-only special offerings. Membership is open to all EFSC graduates. Membership supports much needed scholarship assistance for current EFSC students, enhances the support of EFSC programs and provides the perfect place to network with community leaders while enjoying exclusive benefits. Join today! For additional membership information and details about the EFSC Alumni Association, visit www.easternflorida.edu and click on the Foundation and available giving options, or information about scholarship opportunities, call (321) 433-7055 or visit the EFSC Foundation’s website.

Astronaut Memorial Planetarium & Observatory
Located on the Cocoa Campus of Eastern Florida State College, the EFSC Planetarium and Observatory is a beacon in the community and is recognized as one of the finest planetariums in the country with an innovative history of groundbreaking technological advances. Since 1975, the facility has been serving the students of EFSC plus Brevard County Schools, community groups, and the general public with informal educational experiences designed to stimulate students’ minds and imaginations, ultimately inspiring further education and pursuit of careers in science. For additional information about the Planetarium programs and special events, call 433-7373 or visit www.easternflorida.edu/planet.

Athletics
Eastern Florida State College is a member of the National Junior College Athletic Association, Florida Community College Athletic Association, and NJCAA Region VIII Southern Conference. EFSC offers four men's and five women's sports at the intercollegiate level. The men's sports offered as NJCAA sanctioned sports are baseball, basketball, golf, and soccer. The women's sports are basketball, soccer, softball, tennis, and volleyball. An Athletic Trainer is available to athletes. All athletes must be full-time students and be registered for 12 or more semester hours of credit in order to be eligible. Some scholarships are available.

Child Development Centers
Students, faculty and staff have access to high-quality child care programs for their children through the EFSC Child Development Centers. The Centers are nationally accredited by the National Association of Education for Young Children (NAEYC). In addition, the centers participate in the state funded Voluntary Pre-K program, which focuses on preparing 4-year old children for entry into kindergarten. Staffed with professional personnel assisted by student aides, the Centers boast an unusually favorable ratio of children to adults. As a training environment for EFSC students preparing for careers in early childhood education, the Child Development teams host students and professionals who enrich the Child Development Centers. The early childhood curriculum includes educationally based, Creative Curriculum and a Montessori school on the Melbourne Campus. They are self-supported and offer competitive tuition rates for an exceptional program. EFSC student/parent scholarships are also available. Parents are invited to visit an EFSC Child Development Center to learn more about the programs or visit www.easternflorida.edu under the individual campus links, or call Cocoa (321) 433-7623 or Melbourne Montessori (321) 433-5567.
Cosmetology Services
Eastern Florida State College offers a career and technical program in Cosmetology. Services are available to the public at greatly discounted prices and include: haircuts, color, styles, manicures, pedicures, facials, waxing, highlights, perms and relaxers. Students and prospective clients should call 433-7550 for an appointment or visit www.easternflorida.edu for current information on prices and hours.

King Center for the Performing Arts
The $12.5 million cultural center, located on the Melbourne campus, opened in April 1988. The architecturally and technically unique six-story center features a 2,016-seat performing arts theatre with a 6,000 square-foot main stage and a 226-seat Studio Theatre. The King Center plays an important educational and cultural role in the College and on the Space Coast. The Center is a versatile multi-use facility. Students of musical theatre, drama, ballet, dance and symphonic music have opportunities to enjoy these genres performed on the King Center stage. Occasionally, the theatre offers chat back opportunities with production casts for EFSC students. In addition, the Center showcases the finest in popular recording artists, classical musicians, comedy, Jazz, country and rock music entertainment.

A limited number of $10 tickets are available to select performances for EFSC students, faculty, staff and alumni. Half price day-of-show discounts are also available for many shows. Student memberships are available to EFSC students for a small yearly fee. The King Center also offers a Theatre for Youth and Outreach Program. Designed for young audiences and their educators and endorsed by the Brevard Public School District, this expanding program features major theatrical touring productions, outreach and professional art development programs for educators. Art exhibits, changing monthly, are showcased in the Harris Gallery and Lobby and are available for viewing during performances. In addition, EFSC offers art exhibitions, choral and instrumental music performances, and theatre presentations featuring student, staff and community performers at locations throughout the county. Visit www.kingcenter.com or call the King Center ticket office (321) 242-2219 for more information on shows and availability of discounted tickets at the theatre.

Lost and Found
EFSC is not responsible for personal property that might be lost or stolen while on campus. In case of lost or found items, please check with the Security Office on the campus.
Student Bill of Rights and Responsibilities

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 or otherwise harmful to the educational process and includes both physical and virtual (online) educational communities and communications. Violation of the standard of conduct herein will be considered 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. Only registered students are allowed to sit in class.
8. **College-sponsored Activities and Events** - Use of College facilities must be approved by the proper College authority. All College-sponsored activities and events, e.g., outdoor concerts, student rallies, outside speakers, etc. are subject to any limitations and provisions established by the appropriate College official.

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, disruptive, 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 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. 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(s) responsible for such damage and/or may result in disciplinary action.

14. **Defamation, Threats and Extortion** - Verbal or written communication which exposes any individual or group to hatred, contempt, or ridicule and thereby injures the person, property, or reputation of another 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. Students will not be allowed to register for classes until account is cleared.

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.

21. **Firearms, Weapons, Fireworks, Explosives** -

   **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, specifically 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, F.S. (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 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, F. S. (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.

      c. Any other possession of a firearm specifically authorized pursuant to the provisions of F.S. §790.115, (2013).

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, 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.
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** – Consumption of any tobacco products and electronic cigarettes is strictly prohibited within all College work areas, including conference rooms, classrooms, restrooms, stairwells, and hallways. Smoking is also prohibited in any vehicle (to include golf carts) the College owns, hires, or leases. Smoking on College property will only be allowed at designated smoking areas. Employees, students, and visitors may use designated smoking areas only. Proper disposal of smoking material in the ash urns provided is required.

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. **Unauthorized Recordings** – The unauthorized use of recordings including, but not limited to, the recording of personal conversations, meetings, or activities; use of a camera, video, phone, or other device to record another person or group without expressed permission or prior authorization; recording of classes or academic lectures. **Exception**: Academic accommodation per approval and permission through the Office for Students with Disabilities.

41. **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.
42. **Use of Vehicles** - Riding bicycles in hallways, in buildings, or on walkways is prohibited. Motorized vehicles, roller skating and skateboarding are prohibited in areas other than designated roadways on the campuses of Eastern Florida State College. EXCEPTION: Motorized vehicles for handicapped persons may be used on walkways and in buildings.

43. **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.

44. **Violations of Law** - Violation of Federal and state law, respective county and city ordinances, and any college and Board of Trustees rule, and regulation, academic, or classroom policy may be cause for application of the Student Disciplinary Procedure, and/or referral to the appropriate legal authority.
Student Appeal Procedures

In-Class/Academic Issues
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; unauthorized access to the learning management system or allowing another individual to access one's learning management system; 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 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.

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.
Administrative Appeal continued

5. If the student feels that the established procedures were violated, the student may request an administrative review by the appropriate 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 Student 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 Student 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.
Drug-Free Campus

College Policy Summary
Because the likelihood of success is dramatically reduced for students who abuse drugs, Eastern Florida State College is determined to have drug-free campuses. Illegal use of drugs or alcohol will not be tolerated on any EFSC campus or at any EFSC-sponsored event off campus.

Eastern Florida State College requires applicants to commit themselves to obeying the law and refraining from illegal drug and alcohol activity on its campuses and at its events. Applicants who cannot agree to sign this pledge will not be granted admission to Eastern Florida State College. However, they will be offered referral counseling to inform them of drug rehabilitation services in the community which may help them. The Student Services Office on each campus can provide further information.

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 tests 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.

The College has the responsibility to refer for prosecution anyone engaging in illegal drug or controlled-substance activity on its campuses or off-campus events. A student who is convicted of any drug offense must report it to the Associate Provost on his/her campus within five days. Students may contact the same office for an explanation of appeal rights for each step of the disciplinary process.
Health, Safety & Security

Campus Security
The EFSC Security Department operates 24 hours a day, 7 days a week, including holidays. The Campus Security Office can be reached at the following numbers; however, if there is an injury or extreme emergency - call 911 first, then the Campus Security Office.

- Cocoa, Building 1 (321) 433-7086 (321) 403-5907
- Melbourne, Building 5 (321) 433-5586 (321) 403-5909
- Titusville, Building 1 (321) 433-5086 (321) 403-4200
- Palm Bay, Building 1 (321) 433-5286 (321) 403-5911

The Florida Department of Law Enforcement has established a toll-free number (1-888-FL-PREDATOR) and a website (https://offender.fdle.state.fl.us/offender/homepage.do) that allows the public to request information about sexual predators and sex offenders living in their communities and around the state. Eastern Florida State College takes pride in providing safe and secure campuses for its students, faculty, and staff.

Campus Safety
In 1990, the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) was adopted. This law requires colleges and universities to report criminal activity and promote awareness in an effort to prevent criminal behavior.

The following crime statistics indicate collegewide criminal activity that was reported to the EFSC Security Department:

<table>
<thead>
<tr>
<th>EFSC Collegewide Statistics - &quot;On-Campus&quot;</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offenses</td>
<td></td>
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<tr>
<td>Murder/Non-Negligent Homicide</td>
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<td>0</td>
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<tr>
<td>Negligent Manslaughter</td>
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<tr>
<td>Forcible Sex Offenses</td>
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<tr>
<td>Non Forcible Sex Offenses</td>
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</tr>
<tr>
<td>Robbery</td>
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<tr>
<td>Burglary</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Aggravated Assault</td>
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<td>2</td>
</tr>
<tr>
<td>Motor Vehicle Thefts</td>
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</tr>
<tr>
<td>Arson</td>
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</tr>
<tr>
<td>Hate Crimes</td>
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</table>

<table>
<thead>
<tr>
<th>Arrests</th>
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<tbody>
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<td>0</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
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<td>1</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Anyone wishing to learn more about the Clery Act is asked to visit the College’s website or contact the EFSC Security Office. Keeping our students, faculty and staff safe is the highest priority of EFSC.
Parking Regulations

Parking and traffic regulations must be maintained for the protection of all. Students must park in student parking lots designated by signs and white lines. Restricted areas are: Disabled (blue), Faculty/Staff (yellow), and Fire Lanes (red).

A 15 mile-per-hour speed limit applies to all EFSC campuses. Fines are assessed for failure to display a decal and for parking or moving violations. Student records may be placed on hold for unpaid fines.

Students are required to have a parking decal that can be obtained at the following locations:

- **Cocoa Campus Security**
  - Building 1
  - Room 100
- **Melbourne Campus Security**
  - Building 5
  - Room 137
- **Palm Bay Campus Security**
  - Building 1
  - Room 101B
- **Titusville Campus Security**
  - Building 1
  - Room 101A

Parking permits are non-refundable and required for all students registered for credit or non-credit courses, including continuing education and leisure courses, who wish to park a vehicle on campus.

The deadline for having a parking permit is by the end of the first week of classes each term. Students who do not have a parking permit after this date will be issued $10 parking citations by EFSC Campus Security for each occurrence.

2015-2016 Parking Permits

To request and purchase a 2015-16 annual parking permit, students must follow these steps:

1. Request a parking permit electronically by logging onto Titan Web Services using your Student ID Number and password. After you log in, click on Student Services > Parking Permits > Request a Permit. Students either must select a vehicle that is already registered at EFSC or add a new vehicle to the EFSC registry. Click Submit once the parking permit request is complete. Once a student clicks the submit button, his or her account will be charged $40 plus tax per vehicle and his or her request for a permanent parking permit will be processed. A printable temporary parking permit will be provided in Titan Web Services, which students can print and use immediately.

2. Prior to the expiration date listed on the temporary parking permit, students must turn in the temporary parking permit at the campus security office for an annual parking permit to avoid parking citations on campus. Must adhere the permit to the left side of their vehicle's rear bumper or lower left side of their vehicle's rear glass window. Parking permits must be adhered to motorcycles in a visible location.

Parking permits are now available through Titan Web Services' parking permit request system. Students registered for who wish to park a vehicle on any of EFSC's four campuses are encouraged to request your parking permit today.

Student Health

The College conforms to the American College Health Association's recommended standards for confidentiality of information pertaining to the medical situation of employees and students as presented in the *Recommended Standards for a College Health Program, 4th edition, 1984*. These standards include: "... no specific detailed information concerning complaints or diagnosis to be provided to faculty, administrators, or even parents without the expressed written permission of the patient in each case. This position with respect to health records is supported by amendment to the Family Education Rights and Privacy Act of 1974." Although Eastern Florida State College does not REQUIRE vaccination against meningococcal disease or Hepatitis B for students, EFSC strongly encourages everyone attending the College to be aware of the symptoms, risk factors, preventative measures, and cure for these diseases.
Smoking
Smoking of any tobacco products and electronic cigarettes is strictly prohibited within all College work areas, including conference rooms, classrooms, restrooms, stairwells, and hallways. Smoking is also prohibited in any vehicle (to include golf carts) the College owns, hires, or leases. Smoking on College property will only be allowed at designated smoking areas. Employees, students, and visitors may use designated smoking areas only. Proper disposal of smoking material in the ash urns provided is required.

Hepatitis B
Hepatitis B is a virus that infects the liver. With this disease, signs and symptoms occur in about 30% to 50% of patients infected. Only 30% have jaundice (yellowing of the skin and whites of the eyes). Children under the age of five rarely have symptoms of hepatitis. When and if symptoms occur, patients may show signs of jaundice, fatigue, abdominal pain, loss of appetite, nausea, vomiting, and joint pain. Some patients will become chronically infected with Hepatitis B. This will occur in up to 90% of children born to mothers who are infected, 30% of children infected at one to five years, and six percent of persons infected after age five. Death from chronic liver disease occurs in 15-25% of chronically infected persons; 1.2 million individuals are chronic carriers of Hepatitis B in the United States. The World Health Organization (WHO) estimates that approximately 5% of the world’s populations are chronically infected with Hepatitis B. One million die from Hepatitis B worldwide each year. In the United States approximately 80 thousand become infected and approximately 3,000 die annually from Hepatitis B. Risk factors for Hepatitis B are individuals whom have multiple sex partners or diagnosis of sexually transmitted diseases, men who have sex with men, sex contacts of infected persons, injection drug users, household contacts of chronically infected persons, infants born to infected mothers, infants/children of immigrants from areas with high rates of Hepatitis B, some health care workers, and hemodialysis patients.

You should not be vaccinated with this vaccine if:
• You have ever had a life threatening allergic reaction to baker’s yeast (used to make bread)
• You have ever had a severe allergic reaction to previous dose of Hepatitis vaccine
• Or, you are moderately or severely ill at the time of a scheduled vaccine with Hepatitis B (you should wait until you recover from the condition).

Individuals who take these vaccines should have few if any side effects. These diseases are always much more severe than the vaccine. A few individuals may experience:
• Soreness and/or redness where the shot was administered, lasting a day or two,
• Mild to moderate fever, again lasting a day or two. Severe reaction is extremely rare!

Reference: CDC. General Recommendations on Immunization Recommendations of the Advisory Committee on Immunization Practices (ACIP) and the American Academy of Family Physicians (AAFP)-MMWR February 8, 2002 / 51(RR02);1-36 Immunization Action Coalition www.immunize.org.

HIV, AIDS and Other Life-Threatening Diseases
When an employee or student becomes aware that he/she has a serious medical condition, such as HIV, AIDS or another life threatening communicable disease, the student or employee is encouraged to seek assistance from the College. Specific information relating to HIV or AIDS can be obtained by calling 1-800-FLA-AIDS.
Meningococcal Disease
An acute bacterial disease, Meningococcal Disease is characterized by sudden symptoms of fever, intense headache, nausea and often vomiting, stiff neck and frequently a petechial (small purplish red spots) rash which may appear pink in color. Symptoms may mimic Influenza; however Influenza rarely has vomiting or other gastrointestinal symptoms. Approximately 2,500 to 3,000 individuals are diagnosed with Meningococcal disease in the United States annually. Most cases seem to occur in the late winter to early spring. Although Meningococcal disease is primarily seen among very small children, this disease occurs commonly in children and young adults. College students particularly whom reside in dormitories may be at increased risk for Meningococcal disease. The general population may have an incidence of 1.1 per 100,000 while those students in dormitories have a rate of three to five cases per 100,000. Transmission occurs by direct contact, including droplets from the nose and throat of infected persons.

The exchange of saliva by kissing, sharing of food utensils, and sharing cigarettes is the most common modes of transmission among college students. Before early diagnosis, modern therapy and supportive measures the death rate exceeded 50%. The vaccine is administered with one dose for individuals two years of age. The vaccine may be given to pregnant females. You should not be vaccinated with this vaccine if you have had a serious allergic reaction to a previous dose of this vaccine or are mildly ill at the time of scheduled Meningococcal vaccine.

Student Insurance
Insurance coverage with respect to injuries or accidents while enrolled at EFSC is effected by private contract between an insurance company of choice and the student or parent and is not a requirement of general admission. Students enrolled in certain programs, career technical students, intercollegiate athletes and those enrolled in "high risk" activities, are examples of those who will need such insurance. Students should check with their campus Admissions and Records office for availability of insurance application forms provided by carriers specializing in college-student insurance. Health Sciences students should contact Health Sciences with questions regarding insurance requirements for health sciences programs.

Counseling / EFSCares

EFSCares is a free, confidential student counseling service available to all part- and full-time enrolled students that provides 24-hour counseling seven days a week. The service is a college partnership with BayCare Behavioral Health, a Florida community-based health care organization. When any enrolled EFSC student calls the toll free telephone number, 1-800-878-5470, a BayCare Life Management operator will explain how to access the EFSCares counseling service, also referred to as the Student Assistance Program (SAP). You'll be connected to a licensed mental health provider who will assess your personal situation and refer you to local face-to-face counseling providers, if needed.

EFSC students are eligible to receive unlimited free telephone assessments and up to three free, individual face-to-face counseling sessions per year. EFSC does not track your information. This is a private, confidential service to help you when you need it most.

For immediate assistance:
Call the EFSCares Hotline at
1-800-878-5470

For additional information:
Dr. Laura Sidoran
Student Assistance Program Liaison
321-433-7008
sidoranl@easternflorida.edu
Privacy/Access to Records

Eastern Florida State College maintains certain practices and procedures to assure compliance with the Family Educational Rights and Privacy Act (FERPA). This law affords students certain rights with respect to their education records. More information is available in the College Catalog and the College website at www.easternflorida.edu.

Directory Information

Directory information means information contained in a student's educational record that generally would not be considered harmful or an invasion of privacy if disclosed. Under the terms of FERPA, the College has established the following as directory information.

- Student name
- Degree of study
- Participation in officially recognized college activities
- Weight and height of members of athletic teams
- Terms of attendance
- Degrees and awards received

Although the above directory information may be available for release, the College does not routinely release such information to third parties. Information may appear in Eastern Florida generated documents such as the graduation commencement programs, publications, student IDs, and news releases of awards. Eastern Florida e-mail addresses may be made available to students in distance learning environments where electronic communication between students is required. In addition, students' names and addresses will be given to selected institutions of higher education for recruiting purposes and military branches in accordance with federal guidelines. Military branches also will be given phone numbers.

What does this mean?

When a student turns 18 years of age or attends a postsecondary institution, the student, and not the parent, may access, seek to amend, and consent to disclosures of his or her education records. Only the student may request access to his or her education records. Only the student may register for classes. The student may grant permission for a third party to do this only by signing a release form which specifies exactly who, what and when the designated person may access the student's information.

Non-directory Information

Non-directory information is personally identifiable information such as grades, transcripts, GPA and academic standing. The College does not release this information without written authorization from the student. If a student wishes to have any personally identifiable information regarding their educational record released, a Permission to Release Educational Record Information form must be completed by the student. The forms are available in the campus admissions and records offices and online.

What is the procedure for limiting the release of directory information?

The College will honor the student's request to restrict the release of directory information as stated previously. To withhold directory information, the student must complete a non-disclosure form in person at the Admission and Records office on any campus. The status of disclosure is binding and all records will be noted "confidential" until the status is changed by the student. No information will be released without prior written consent of the student.
Collection of Social Security Numbers
Eastern Florida State College takes fraud and abuse seriously. It is critical that you report your social security number accurately. Students providing false or inaccurate identification, including social security numbers, will be prohibited from conducting business with the College until their identity can be verified. Any information changes, such as a name change, must be reported to the U.S. Social Security Administration and the College in a timely manner.

Florida Statute 119.071(5), and Sections 483 and 484 of the Higher Education Act of 1965 authorize the collection, usage, and release of your social security number by Eastern Florida State College.

EFSC collects, uses, and releases your social security number only if specifically authorized by law to do so or it is imperative for the performance of its duties and responsibilities as prescribed by law. To protect your identity, the College secures your social security number from unauthorized access, strictly prohibits the release of your social security number to unauthorized parties contrary to state and federal law, and assigns you a unique student/employee identification number. This unique identification number will then be used for all associated employment and educational purposes at EFSC.

The College’s complete notification of social security number collection, usage and release procedure can be found on the EFSC website. Specifically, EFSC collects, uses, or releases your social security number for the following purposes:

- Section 6050S of the Internal Revenue Code requires that all eligible educational institutions report the name, address, and TIN of any individual who is enrolled by the institution for coursework leading toward a postsecondary degree, certificate, or other recognized postsecondary educational credential. This IRS requirement makes it necessary for community colleges to collect the social security number of every student. A student may refuse to disclose his or her social security number to EFSC, but the IRS is then authorized to fine the student in the amount of $50.00.

- In addition to the federal reporting requirements, the public school system in Florida uses social security numbers as a student identifier (section 229.559, Florida Statutes-new school code section 1008.386). In a seamless K-20 system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All social security numbers are protected by federal regulations, including the Family Educational Rights and Privacy Act (FERPA). View the complete notification of SSN collection, usage, and release on the College website.

Changes to Student Records
Students may request a change to their record in writing or by presenting photo identification. Typical changes include name, address, telephone number, social security number and program code (major). Most changes require the student to present appropriate documentation. Students who receive financial aid should check with that office prior to changing their major. Address and phone changes can be made online or in person, and should be verified and updated each term. The post office will not forward official College mail.
Equal Access/Equal Opportunity

In accordance with Federal and State laws as well as Board Governance Policy [400.1], Eastern Florida State College is dedicated to providing a nondiscriminatory environment which promotes equal access, equal educational opportunity and equal employment opportunity to all persons regardless of age, race, national origin, color, ethnicity, genetics, religion, gender, gender preference, disabilities, marital status, veteran status, ancestry or political affiliation. Our commitment encompasses recruitment, admission, registration, financial help, counseling, advising, course offerings, extracurricular programs, facilities, health services, athletics, employment and its privileges and benefits.

Inquiries regarding the College’s Equal Opportunity Policies, including Title IX (gender discrimination) and Section 504 of the Americans with Disabilities Act (disabled discrimination) and equity issues in general may be directed to Ms. Darla Ferguson, Chief Equity and Diversity Officer, Cocoa Campus, George Washington Carver Administration Building 2, 1519 Clearlake Road, Cocoa, FL 32922, (321) 433-7080 or e-mail fergusond@easternflorida.edu.

Inquiries regarding veterans’ programs may be directed to the Office of Veterans Affairs, Student Services Center/Administration, 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, gender or gender preference, 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.

INFORMAL PROCESS

The College encourages individuals to discuss issues and attempt to work out differences in a non-confrontational manner. This informal process is defined as the verbal discussion between the student and the staff or faculty member most closely associated with the concern. The informal process is intended to encourage a satisfactory resolution to a complaint at the earliest possible time; however, the informal process is not a mandatory step in order to access the formal process.

Filing an Informal Complaint

An individual who believes that he/she is the victim of discrimination or harassment should file a complaint with the Equity Officer. This will require that the complainant contact the Equity Officer and complete a grievance input form, identifying himself/herself, the respondent, the date(s) that the incident(s) took place and the place(s) of the alleged discriminatory action(s), describing the alleged incident(s) and identifying the resolution sought
INFORMAL PROCESS continued

10 business days
Once the Equity Officer receives a complaint, he/she has ten (10) working days to contact the appropriate College official to arrange for the official to attempt to resolve the differences between the complainant and the respondent. The Equity Officer will monitor the progress of the grievance resolution and, if no satisfactory resolution is achieved within the allotted time frame, 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 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 Campus Provost.

FORMAL PROCESS
If the Informal Process does not yield an acceptable resolution for the student; or, if the Informal Process is bypassed, the College Equity Officer will initiate the Formal Grievance Process.

10 business days
Utilizing the information gathered during the Informal Process or in the Formal Process request, the Equity Officer has ten (10) business days from completion of the Informal Process to investigate and analyze further the grievance (interview complainant, witnesses, respondent; research legal aspects) and forward the findings to the Provost.

10 business days
The Provost has ten (10) business days to resolve this matter.

15 business days
If the Provost cannot resolve the issue, the Equity Officer has fifteen (15) business days to convene a three member Hearing Panel, consisting of one person each from complainant peer group, respondent peer group, 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 interested parties, witnesses and other parties deemed necessary as advisors. They will obtain, review and analyze all relevant records, documents, etc. and submit a recommendation to the Equity Officer. Note: At any point in time, if due process requires further investigation, a written notice will be sent to the complainant and the respondent.

5 business days
After the close of the hearing, the Equity Officer has five (5) business days to prepare a report outlining each issue the panel considered, summaries of important evidence brought to bear on the issue, conclusions, and recommendations. The Equity Officer will communicate the outcome in writing to the complainant and all involved parties.

INVESTIGATION PROCESS
The College will consider every claim of harassment or discrimination on an individual basis. In order to ensure an adequate, reliable, and impartial investigation, the Equity Officer:

• will meet with complainant as soon as possible for both schedules within the 10 days and the complainant shall be primarily responsible for his/her presentation;
• will meet with the respondent to allow for an explanation of the respondent’s position;
• will conduct interviews with the witnesses when relevant to the case, including witnesses that interested/involved parties have suggested;
• will review all interview information with equal fairness to complainant, respondent, and all witnesses;
INVESTIGATION PROCESS continued

- will recall witnesses or call additional new witnesses as deemed necessary or helpful to reach a fair decision;
- will include only evidence relevant to the case (when/if/as available);
- will not discuss the case with anyone outside of the investigation process in order to preserve confidentiality;
- will apply the preponderance of evidence standard during this process in order to prove or disprove the allegation or violation;
- will submit a written report at the conclusion of the investigation which will contain:
  - the purpose of the hearing,
  - the issues considered,
  - a summary of the testimony and evidence presented,
  - findings of fact discovered during the investigation,
  - recommendation for final disposition of the case.

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.

DISCRIMINATION/HARASSMENT PREVENTION

The College will take steps to prevent recurrence of any discrimination and to correct any discriminatory effects on the complainant and others, if appropriate.

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. Please refer to EFSC Procedures 200 and 201. Grievance procedures for Faculty and Staff can also be found on the Eastern Florida State College Intranet Web site or by contacting the Associate Vice President/Chief Equity Officer, Cocoa Campus, Carver Administration, Building 2, Room 103, 1519 Clearlake Road, Cocoa, Florida 32922.
Graduation

Students who are ready to graduate must submit an *Intent to Graduate Application* by the prescribed application deadline during the term in which they plan to graduate. The application form may be completed and signed by the student and a student advisor, or the student may complete an online audit and sign prior to submitting the application to verify that the student has or will have completed all degree requirements within the term applying*. Degrees are not conferred until all grades have been posted and a final verification of the student’s record is completed by the Office of the Registrar.

*Students who live outside of Brevard County may run an online degree audit and mail the application and fee to the Office of the Registrar.*

The College holds two commencement ceremonies for graduating students: a spring ceremony in May and a summer/fall ceremony in December. Students who complete their requirements for graduation during the summer will be officially graduated in the summer and the degree or certificate awarded and mailed. Summer graduates are invited to “walk” in the summer/fall ceremony.

Students must be degree-seeking at EFSC and complete a minimum of 25% of the degree/program requirements through traditional coursework taken at EFSC. See specific degree graduation requirements in the programs section of this catalog.

**Graduation Fees**
A graduation fee of $20 per degree must accompany the application. The application deadline date is published each term in the *Schedule of Classes*, the Academic Calendar and on the EFSC website: [www.easternflorida.edu](http://www.easternflorida.edu). If student is applying for an Associate in Science degree that has imbedded College Credit Certificates (CCCs), there is no charge for the CCC diplomas.

**Late Fee**
A late fee of $20 per student will be assessed for applications submitted after the published deadline. There is no guarantee the student’s name will appear in the printed commencement program if the application is submitted after the published deadline.

**Re-Application Fee**
Students who do not complete all graduation requirements in the term of initial application must submit a new *Intent to Graduate Application* by the published deadline and pay the $20 graduation processing fee(s) in the term they complete their requirements.

**Duplicate or Replacement Diploma**
Duplicate or replacement diploma(s) may be requested at the cost of $20 per diploma.

To request a duplicate or replacement diploma, the student must submit the *Duplicate or Replacement Diploma Request Form*, along with applicable fees, to the Office of the Registrar. In addition, the student must pay the applicable fees. Forms may be found on the EFSC website: [www.easternflorida.edu/go/registrar/forms](http://www.easternflorida.edu/go/registrar/forms). **NOTE:** Duplicate and replacement diplomas contain verbiage indicating they are not originals.
Duplicate or Replacement Diploma continued
As of July 1, 2013 all replacement diplomas requested are printed as an Eastern Florida State College diploma. Replacement diplomas for degrees originally conferred before the name change from BCC to EFSC include the statement: “Degree granted by Brevard Community College. This institution officially became Eastern Florida State College on July 1, 2013.”

Financial Obligations
EFSC will not release diplomas or official transcripts to students who have outstanding financial obligations to the College.

Graduation with Honors
A student completing degree or certificate requirements with a cumulative grade point average of 3.50 or higher will graduate with honors.

Graduation with Multiple Degrees
Students may earn more than one degree or certificate from EFSC. Students may earn only one Associate in Arts degree in the state of Florida; however, they may earn unlimited Associate in Science degrees. While some Associate in Science degrees and College Credit Certificates have multiple options, students may receive the respective degree/certificate only once. The transcript and diploma will be posted with the degree name, not the option.

Governing Catalog
The governing catalog is the EFSC catalog in effect at the time of the student’s initial enrollment in credit courses at EFSC. Students will follow the policies and graduation requirements in the governing catalog except when changed by law or by the Board of Trustees, provided student has continuous enrollment in accordance with the following guidelines.

• Continuous enrollment is defined as enrollment in at least one credit course in both the fall and spring terms each academic year.
• An EFSC catalog is valid for five academic years. The governing catalog for students whose catalog has expired will be the one in effect in the next term of enrollment.
• A student may officially declare any subsequent catalog as his/her governing catalog and follow its requirements, providing he/she has continuous enrollment and the catalog is not more than 5 years old.
• If a student changes his/her degree or certificate program, he/she is required to choose from the current program offerings and follow the graduation requirements of the current catalog.
• If a student has a break in enrollment, he/she must follow the catalog in effect at the time he/she re-enrolls in credit courses.
• The governing catalog for students pursuing limited access programs will be the catalog in effect when they are accepted into the program.

Official Catalog
The official version of the catalog is the online version on the EFSC website. Should the Board of Trustees approve changes in program requirements to be effective within an academic year, the revised requirements will be available in the online catalog.

Course Waiver/Substitution
Upon recommendation of the appropriate Department Chair or Program Manager and approval from the Provost, a course may be waived or substituted for graduation purposes. A Petition for Course Waiver or Petition for Course Substitution form must be filed with the Office of the Registrar for the waiver or substitution to be processed.

Courses are waived or substituted for specific degrees only. A course that is waived or substituted does not appear on the student’s transcript. Request for course waivers or substitutions must be submitted for each degree.
Our Vision: Eastern Florida State College is committed to being our community’s center for quality teaching and lifelong learning.

Our Mission: To engage our diverse population in quality, accessible, learning opportunities which successfully meet individual and community needs. Eastern Florida State College fulfills its mission by offering the following

- Specified baccalaureate degree programs through formal written agreements between the college and other regionally accredited postsecondary education institutions or with the college for the purpose of meeting district, regions or statewide workforce needs.
- Undergraduate studies and Associate Degrees for students pursuing a Baccalaureate Degree delivered in traditional face-to-face classes, partially online classes and online classes.
- Technical and vocational training for Associate Degrees and Certificates to enter the workforce, improve professional skills and develop new competencies.
- Instructional support services such as advising and career guidance.
- Activities supporting cultural enrichment, economic development, sports, wellness and quality of life.
- Workshops and classes for personal growth, development instruction and lifelong learning.

Key Values and Beliefs

Respect for the Individual (Courtesy/Civility)
Central to our philosophy is respect for the individual, manifested through courtesy and civility in every endeavor.

Continuous Improvement/Professional Competence
Recognizing that we exist in a dynamic environment, we foster innovation to promote continuous improvement in student, employee and organizational development.

Passion for Learning
As an educational catalyst, the College sparks the flame of human curiosity by creating an environment to ignite and sustain a passion for lifelong learning.

Leadership, Empowerment, Integrity
We value leadership styles that engender trust and confidence and that empower people to make sound decisions.

Teamwork, Sense of Belonging
We encourage a sense of belonging by employees and students through promoting an atmosphere of teamwork that embraces the college’s mission and goals.

Service
We provide quality service to students, colleagues, and the community with the intention that all those served achieve higher levels of success and satisfaction.

Accountability
Through systematic review and evaluation, we are publicly accountable to achieve our mission.

Sense of Achievement
We value achievement and reward those who strive to do their best.
Eastern Florida State College's goal is to prepare students to live and work in a dynamically changing world by emphasizing student growth and lifelong learning. In keeping with our institutional mission and vision, EFSC promotes the development of the five key Core Abilities. These also line up with the five broad categories of state college general education learning outcomes defined in 2007 by a special task force of the State of Florida Council of Instructional Affairs.

WORK COOPERATIVELY
- Learner demonstrates the ability to act cooperatively and effectively in a diverse environment
- Learner demonstrates respectful interpersonal skills with working with others
- Learner provides and accepts constructive feedback
- Learner contributes to a group with ideas, suggestions, and effort

THINK CRITICALLY & SOLVE PROBLEMS
- Learner demonstrates the ability to research, evaluate, interpret, synthesize, and apply knowledge and understanding of problem-solving activities
- Learner demonstrates the integration of culturally and aesthetically based knowledge and understanding of problem-solving activities
- Learner demonstrates the integration of mathematically and scientifically based knowledge and understanding into problem-solving activities

PROCESS INFORMATION
- Learner identifies, locates, and uses appropriate technology and informational tools for research purposes
- Learner gathers required information
- Learner selects, synthesizes, and organizes information
- Learner evaluates and documents sources

MODEL ETHICAL & CIVIC RESPONSIBILITY
- Learner accepts responsibility for his/her learning
- Learner demonstrates respect for the rights, views, and work of others
- Learner exhibits personal and academic honesty
- Learner exhibits responsibility in personal, civic, professional and educational environments

COMMUNICATE EFFECTIVELY
- Learner applies appropriate reading, writing, speaking, new media, and active listening skills to express information, ideas, and opinions
- Learner uses appropriate technology that supports or facilitates communication
- Learner communicates effectively, appropriately, and professionally in verbal, nonverbal, and written forms
The Cocoa Campus is home to the collegewide District Administration. Located on this campus is a hub of technologically advanced facilities: the Astronaut Memorial Planetarium, the EFSC/UCF Joint Use Library, the Florida Solar Energy Center and the new STEM building. Together, these facilities comprise the main components for the Florida Circle of Science and Technology. Also located on the campus is the Clark Maxwell, Jr. Lifelong Learning Center, a cooperative effort of EFSC and University of Central Florida. This unique instructional facility houses programs for both EFSC and UCF, enabling students to complete a bachelor’s and master’s degree without leaving the county.
Located on a wooded 120-acre site, the Melbourne Campus provides state-of-the-art classrooms and laboratory facilities that prepare students for upper division baccalaureate studies, technical degrees, and vocational certificates. Melbourne is also home of the Criminal Justice and Police Testing facilities, the King Center for the Performing Arts, and the college’s largest concentration of student computer laboratories.
Palm Bay Campus
250 Community College Pkwy., Palm Bay FL, 32909

Conveniently located just off the Malabar Road exit of I-95, Palm Bay campus has three main buildings that stretch along the shores of Lake Titan. The campus provides the full complement of general education classes required for transfer to Florida state universities, as well as vocational courses in areas such as computer programming, database technology, air conditioning, and business administration. Additionally, the campus offers courses in Health Science programs of study including medical assisting, emergency medical services, and nursing. Apprenticeship sponsors offer courses in air conditioning, electrical, machining and other related trades. The Lady Titan softball team has its home field on campus, a walking trail winds around Lake Titan, and Brevard County operates the Palm Bay Aquatic center just south of the main campus. Palm Bay Campus prides itself on providing a center for baccalaureate and graduate education through the offerings of the University of Central Florida.

Eastern Florida State College
Palm Bay Campus

BUILDINGS

1 – General Titus C. Hall Center
2 – Library/Science Building
3 – EFSC/UCF Joint-Use Classroom Building
4 – Mechanical Building
5 – Multi-use Classroom Building
6 – Child Development Center & U.F. Agricultural Extension
7 – (Area) Ropes Course
21 – Softball Field
22 – (Area) Criminal Justice Driving Pad
23 – Palm Bay Aquatic Center
Titusville Campus
1311 North U.S. 1, Titusville, FL 32796

Titusville Campus is student-centered with small classes and student support services that make learning a pleasure. We are a community of learners where student success is everyone's goal. The personal service that students receive is complemented by state-of-the-art classrooms and laboratories on a beautiful 120-acre campus that is located on the Indian River Lagoon waterfront, part of the Intracoastal Waterway. The campus specialties in information technology and environmental, natural and life sciences are supported by our location near the Kennedy Space Center and the Canaveral National Seashore. We share a campus setting with the Parrish Medical Center and are developing joint programs in the health sciences. The Titusville Campus is dedicated to ensuring that students will achieve their dreams while reaching their academic and technology goals in a caring, student-centered environment.