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

You’ll benefit from small class sizes, personalized instruction and more than 40 new programs, including Bachelor Degrees and Associate Degrees with online course options available.

You’ll also find a commitment to excellence from our faculty and staff who are dedicated to your success.

In becoming a Titan, you are on a firm course to achieve your dreams.

Good luck as you begin your exciting journey.

Sincerely,

Dr. Jim Richey
President
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## Resource Directory

FOR EMERGENCY INFORMATION ON COLLEGE CLOSINGS, PLEASE CALL (321) 433-7676

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Preventing for Transfer

Florida’s Statewide Articulation Agreement, general education requirements, common prerequisites, Statewide Course Numbering System and the Florida Virtual Campus (FLVC) assist students in transitioning smoothly from two-year to four-year college or university programs. Students are provided certain guarantees and protections to ensure the Associate in Arts (AA) degree program is comparable to the first two years of a four-year program.

**Statewide Articulation Agreement**

The Statewide Articulation Agreement guarantees the transfer of 60 credits earned as part of the AA degree. However, students are not guaranteed transfer into the college or university of their choice. Admission to certain limited access programs and high-demand universities is very competitive. Admission can be based on GPA, completion of common prerequisites and completion of foreign language requirements, among other requirements. The articulation agreement guarantees transfer students will have an equal opportunity to compete against native students to enter limited-access programs. It is the student’s responsibility to know the transfer admission requirements and be as prepared as possible to compete for a place in the four-year program. Students can find these requirements and track progress at floridashines.org

**Florida Virtual Campus**

The Florida Virtual Campus (FLVC) is a statewide provider of innovative educational services for Florida’s K-20 community. Working collaboratively with the state’s 12 public universities, 28 public colleges, K-12 school districts, and other partners, FLVC provides services that help students succeed in school and life after graduation. Those services include:

- An array of academic advising, career readiness, and distance learning resources for students and parents, available through the FloridaShines website
- Support for the academic libraries at the state’s public colleges and universities, including a discovery tool used by students and faculty to access library resources and an integrated library management system used by library staff
- Tools and training materials used by academic advisors, distance learning staff, librarians, and other staff at Florida’s public colleges and universities to provide services to their students and faculties

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**FloridaShines**

FloridaShines works with the state’s 40 colleges and universities and other partners to help students succeed in school and beyond. Students can check their transcript; register for an online course or search libraries across the state. FloridaShines is Florida’s student hub of innovative educational services Visit floridashines.org

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.

**2+2 Program Admission**

Students who earn a two-year Associate of Arts degree at a state college are guaranteed admission into one of the state’s 12 universities to complete a four-year baccalaureate degree. If you are currently enrolled in a state college, you can find out what courses you need to meet the requirements of the four-year baccalaureate program you select.

**Transfer Student Bill of Rights**

Those who earn an Associate in Arts degree (A.A.) from a Florida public university, state college, or community college are guaranteed certain rights under the Statewide Articulation Agreement. A list of rights is provided below:

- Admission to one of the state universities, except to limited access programs which have additional admission requirements;
- Acceptance of at least 60 semester hours by the state universities toward the baccalaureate degree;
- Adherence to university requirements and policies based on the catalog in effect at the time the student first entered a Florida public college, provided the student maintains continuous enrollment;
- Transfer of equivalent courses under the Statewide Course Numbering System;
- Acceptance by the state universities of credit earned in accelerated programs (i.e., CLEP, AP, Excelsior College Examinations, Dual Enrollment, Early Admission, International Baccalaureate, and University of Cambridge International Examinations);
- No additional General Education Core requirements;
- Advance knowledge of selection criteria for limited access programs; and
- 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 Checklist

- Identify a baccalaureate program of interest early in your AA degree path (by 30 hours).
- Meet with your academic advisor to discuss degree requirements and transfer options.
- Use the advising audits on floridashines.org to find requirements and track progress toward AA graduation and transfer.
- Check with the transfer service office at the institution to which you are transferring to obtain information on transfer policies, financial aid opportunities and other assistance.

Tips for transfer students

When applying for admission to a state university, transfer students who have not yet completed the AA degree will be evaluated on their high school transcripts as well as college coursework. Transfer students without an AA degree and less than 60-credit hours must compete with all entering freshman applicants to the college or university.

Each undergraduate transfer student admitted to the State University System (SUS) is expected to demonstrate competency of foreign language or American Sign Language equivalent to the second high school level or higher (Spanish 2, Haitian Creole 2, etc.) Students transferring to a state university without meeting the foreign language admissions requirement in high school should meet the requirement by successfully completing a postsecondary foreign language or American Sign Language Elementary 2 course; demonstrating equivalent foreign language competency on the basis of scores determined by the Articulation Coordinating Committee (ACC) Credit-By-Exam Equivalencies, as adopted by the Board of Governors and accessible at www.fldoe.org/articulation/; or demonstrating equivalent foreign language or American Sign Language competency through other means approved by the university.

It is strongly recommended that a student complete the AA degree prior to transferring. If this is not possible, students are encouraged to at least complete the 36-hour general education block at their initial institution.

Students wishing to receive accommodations for a disability have a responsibility to inform the disability services center at the four-year institution. A student with a disability may be eligible for a special admission review under Florida law.

A special admission review may apply if documentation can be provided that failure to meet an admission requirement is related to the disability and failure does not constitute a fundamental alteration in the nature of the program. Contact the admissions director for more information.

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 start preparing to finish 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/directconnector call 321.433.7821.

EFSC-Florida Tech Track

Florida Institute of Technology has partnered with EFSC to create the EFSC-Florida Tech Track. This is a dual-admissions program designed to help Florida high school graduates pursue an Associate of Arts degree from EFSC followed by a bachelor’s degree at Florida Tech’s Melbourne campus.

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 Dishonesty

Any form of academic dishonesty is subject to the disciplinary actions set forth in the Student Code of Conduct. Cheating, plagiarism or any other misrepresentation of work is 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.

In general terms, plagiarism is the adoption or incorporation of another’s ideas without proper attribution of the source. It is more simply defined as taking the writings of another person or people and representing them to be one’s own. Please note that access to or obtaining information/copying assignments provided from sources like CHEGG, Course Hero, Accounting Tutor, or any other online applications that purport to offer the answers to exercises or instructor materials for courses, may be considered CHEATING, and any instances that can be substantiated will be treated as such.

Students who have any questions or concerns regarding plagiarism need to ask their instructor or Associate Provost for assistance before a plagiarism problem arises.

To avoid plagiarism, students should always credit the sources used when writing an essay, research paper, or other assignment and in accordance with the appropriate style manual or format required in your course. Confirm with the instructor the appropriate format to use. If you are directed to use the MLA or APA format, please review the following URL for more information:
http://libguides.easternflorida.edu/melbournewritingcenter

Types of actions defined as plagiarism include but may not be limited to:
1. Cutting and pasting to create a written document from a single or various sources.
2. Citing a source with false or inaccurate information (Bibliographical or URL).
3. Quoting less than all the words copied or paraphrasing a source without proper citation or notation the document has been altered.
4. Submitting papers, assignments, exams, or forums that were completed by someone other than yourself.
5. Working in a group or otherwise colluding with other students to prepare and submit work without prior acknowledgment and approval from the instructor.
6. Receiving or giving outside help without prior written faculty consent; this includes assistance from tutors, websites, or other online resources.
7. Sharing assignments, exams, or discussions with other students.
8. Selling or purchasing (or copying) papers, assignments, or exams from any website that buys or sells them and submitting them as your work, in whole or in part.
9. Using a quotation without proper quotation marks and citation.
10. Preparing a draft for final paper for another student.
11. Submitting a paper, assignment, quiz or exam that you submitted in a previous and/or concurrent class without requesting and receiving in writing prior permission from your instructor(s). This could also apply to “revising” papers, assignments, quizzes or exams that were previously submitted in any course.
12. Copying a non-text material such as: image, audio, video, spreadsheet, PowerPoint presentation, etc., without proper citation and reference.
13. Altering any information on forms, electronic attachments or emails after the original has been submitted.
14. Presenting statistics, facts, or ideas that are not your own, or is not common factual knowledge either by the general population, or commonly known within the particular discipline, without citation, even if you view them as common knowledge in your own educational background.

Plagiarism Detection
For some courses, students should submit all of their writing assignments through a resource called Turnitin.com. Turnitin is an online tool available to EFSC instructors as an integrated service available in all EFSC Canvas classrooms. The OriginalityCheck detects and prevents plagiarism by checking submitted student papers. Grademark enables instructors to provide rich feedback as well as online grading directly on the student’s paper. PeerMark enables students to evaluate each other’s work.

Academic Integrity
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.
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.
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.

Academic Status: Academic Standing and Satisfactory Academic Progress

Academic Standing is a set of standards imposed by the College relating to a student’s progress toward degree completion and Satisfactory Academic Progress (SAP) standards are imposed by the U.S. Department of Education relating to student’s financial aid eligibility.

At the end of each semester, student records are flagged progressively as Good Standing, Academic Warning, Academic Probation, Continued Academic Probation, or Academic Suspension. This is based on the student’s cumulative grade point average (GPA.) To maintain satisfactory academic progress at Eastern Florida, students must achieve a minimum cumulative grade point average (GPA) of 2.0 each semester. See below for an explanation of each step in the Academic Standing progress.

Please consult with an advisor or the Associate Provost Office on any campus for detailed information regarding academic standards, sanctions and appeal procedures.

For more information on Standards of Academic Progress or Satisfactory Academic Progress (SAP), visit easternflorida.edu.

Good Academic Standing

Students who have a minimum 2.0 cumulative GPA at the end of the semester will be considered in Good Academic Standing.

Academic Warning

The first term the student’s cumulative GPA falls below 2.0, student will be placed on academic warning.

Actions:
- Student will be notified by e-mail and letter
- Informational hold will be placed on student’s record.
- Hold does not stop registration.
- Student will be contacted by an Advisor

When student’s cumulative GPA returns to a minimum of 2.0, student will be on “Good Academic Standing.”

Academic Probation

If the cumulative GPA remains below 2.0 at the end of the next term, the student on Academic Warning will be placed on academic probation.

Actions:
- Student will be notified by e-mail and letter
- Hold will be placed on student’s record; this hold will stop registration
- Student must meet with the Associate Provost or Dean to complete a “Student Success Plan” and discuss resources available to assist them in meeting their educational goals.
- Student may not register for more than twelve credits

When student’s cumulative GPA returns to a minimum of 2.0, student will be on “Good Academic Standing.”

Continued Academic Probation

If the cumulative GPA remains below 2.0 at the end of the next term, the student on Academic Probation will be placed on Continued Academic Probation.

Actions:
- Student will be notified by e-mail and letter
- Hold will be placed on student’s record; this hold will stop registration
- Student must meet with the Associate Provost or Dean to review their Student Success Plan and discuss resources available to assist them in meeting their educational goals.
- Student may not register for more than twelve credits

When student’s cumulative GPA returns to a minimum of 2.0, student will be on “Good Academic Standing.”

Academic Suspension

If the cumulative GPA remains below 2.0 at the end of the next term, the student on Continued Academic Probation will be placed on Academic Suspension.

Actions:
- Student will be notified by e-mail and letter
- Hold will be placed on student’s record; this hold will stop registration
- Student may not register for EFSC credit courses for one semester. If already registered, student will be dropped from classes
- Student must meet with the Associate Provost or Dean
- Student may not apply for transient status at another institution during suspension
- Students who are placed on academic suspension a second time will not be permitted to register for EFSC credit courses for one year
Student may request a waiver of suspension through the Associate Provost or Dean. If approved, student may register for no more than six credits. Continued enrollment under the status of “Suspension Status Waiver” will be determined based on the student’s success.

When student’s cumulative GPA returns to a minimum of 2.0, student will be on “Good Academic Standing.”

Reinstatement from Suspension Status
The student may request approval to re-enroll after suspension by submitting a Petition for Academic Reinstatement form available in the Associate Provost/Dean’s office. If permitted to return, the student will be readmitted on Academic Probation as outlined above. Criteria for reinstatement will include a commitment by the student to adhere to the guidelines set forth by the subsequent professors in the classes they are to be enrolled. This includes, but is not limited to, the following:

- Maintaining proper adherence to the professor’s attendance policy.
- Completing of all assigned work in a timely fashion
- Discussing with faculty if/when academic difficulties arise
- Other academic success strategy requirements as determined and communicated, in writing, by the Associate Provost/Dean
- Routine meetings with the Associate Provost/Dean to monitor and assist in the student’s academic progress

Appeal of Academic Suspension or Refusal of Reinstatement
Students have the right to appeal an academic suspension decision by filing an appeal with appropriate documentation with the campus Provost. The Provost’s decision is final.

If student’s appeal is approved, the student will be permitted to enroll in a status of “Suspension Status Waiver” for one semester, and is expected to complete all classes with a minimum semester GPA of 2.0 and have earned credit in one-half of the total hours attempted.

The student must request approval to continue enrollment in the status of “Suspension Status Waiver” each semester by obtaining and completing the appropriate form in the Associate Provost/Dean’s office.

Continued enrollment under the status of “Suspension Status Waiver” will be determined based on the student’s success.
Fee Schedules
Please consult the EFSC website for the most current fee schedule:
www.easternflorida.edu/admissions/tuitionand-fees/

Application for Admissions Fee
All new applicants for admission must pay a one-time nonrefundable application fee:
- US Citizen: $30
- International: $60 (non-resident alien)
- Bachelor of Applied Science: $30

The application fee must be submitted with the completed Application for Admission. International students must apply through the International Student Office.

Tuition and Registration Fees
All fees must be received by the published payment due date or student may be dropped for nonpayment from classes. It is the student’s responsibility to drop any classes they wish not to attend or tuition fees may be owed. Students who are delinquent may be prohibited from registering and/or changing programs, or from receiving a diploma, transcript or enrollment certification.

Eastern Florida State College may utilize the services of an attorney and/or collection agency to collect any amount past due and the student will be charged an additional amount equal to the cost of collection, (not to exceed 33%) including reasonable attorney’s fees and expenses incurred by Eastern Florida State College.

Payment can be made online by: Checking, savings, MasterCard, Visa, American Express and Discover. (A 2.75% convenience fee will be assessed for credit card payments) Cashier’s offices only accept: cash, personal check, bank check, or money order. Any check payment should be issued to Eastern Florida State College with the student’s ID number on it.

Pay Your Fees
- Check the Registration Guide or online Important Term Dates to find the 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. (Please see types of payments accepted at Cashier’s office or online, How to Pay)

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.

Online Payment Convenience Fee
Payments made online will incur a non-refundable convenience fee, not to exceed 3%, 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.

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.

Late Registration Fee
A late registration fee will be assessed to all students registering for any class in a term after the first published fee due date. Students will be assessed a one-time per semester $50.00 late registration for initial registrations or adding courses during this time.

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 Statute, the college charges students the full cost of instruction for repeat enrollments in certain courses.

Non-Credit Courses
Non-credit classes vary in cost according to length, materials and instructor costs. Fees are advertised with class announcements. Check with the Technical and Professional Training office at (321) 433-7505 for information on available classes.

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.
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 costs (not to exceed 33%) 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 Clock Hour Credit Courses
Automatic refunds for college credit and clock hour 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.

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.

Non-Credit Courses
Student must submit a refund request in writing at least three business days prior to the start of the class to receive a refund for a noncredit course. No refunds will be issued after that period.

EFSC Card - BankMobile
Eastern Florida State College has partnered with BankMobile Technologies to provide refund disbursements to students. EFSC will be issuing a personal code from BankMobile as a way for students to receive refunds from the college. It is designed to provide students with increased choice when it comes to receiving their financial aid or school refunds. A preference letter will be mailed to the current address on file with the College. Students have the option of selecting their refund method. Therefore, it is critical that students have their correct mailing address on file. Visit www.EFSCcard.com to learn more.

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

Guidelines
• State employees are responsible for paying the one time non-refundable admissions application fees.
• State employees must complete all admissions requirements, including the application for admission, placement testing, transcripts, proof of prerequisites, etc.
• State employees must register in-person. The tuition waiver is only valid when a student registers on or after the first day of classes for the term, and no later than the last day to drop a class with a refund, as published in the EFSC Important Term Dates. Registration is for classes on a space available basis only.
• State employees must register with an academic advisor and complete the Add/Drop Registration Planning Form.
• Student must take the signed state employment verification form to the Cashier’s office to receive the waiver and pay any applicable fees.
• The State employee tuition & fee waiver is valid for a maximum of six credits per semester. Waiver is for college credit or clock-hour courses only; it is not applicable to non-credit (continuing education) courses. Student is responsible for any additional fees such as lab fees, parking permits, citations, fines and Access fee.

State of Florida Classroom Teachers
Per F.S. Section 1009.26(10), EFSC will waive tuition for Florida classroom teachers to enroll for up to 6 credit hours of courses per term on a space-available basis. For purposes of this waiver, classroom teachers are defined as "staff members assigned the professional activity of instructing students in courses in classroom situations, including basic instruction, exceptional student education, career education, and adult education."

Guidelines
• Florida classroom teachers are required to complete an application for admission, pay the one time non-refundable application fee, and complete the Florida Residency for Tuition Purposes Declaration.
• Florida classroom teachers must complete all admission requirements for their chosen degree prior to registering for classes. Teachers enrolling in a degree-seeking program (A.A., A.S., etc.) must provide official transcripts from all institutions previously attended. Teachers enrolling in a non-degree seeking major are not required to provide transcripts.

Procedures
• Florida classroom teachers must register in-person and can only request the waiver for approved courses in the fall and spring term on or after the first day of classes for the term and no later than the last day to drop with a refund as published in the EFSC Important Term Dates. Registration is for classes on a space available basis only. This waiver is not valid for summer term.
• Florida classroom teachers must complete the Florida Classroom Teacher Tuition Waiver form and submit, with the school principal's signature, to the Admissions and Records office on their local campus. A new letter must be submitted each term the teacher will take classes. Admissions will register the student, and make a copy of the waiver form.
• Student must take the original form to the Cashier's office to receive the waiver and pay any applicable fees.
• The Florida classroom teacher tuition waiver is valid for a maximum of six credits per semester. Waiver is limited to specific undergraduate courses approved by the Florida Department of Education. Student is responsible for any additional fees such as lab fees, parking permits, citations, fines and Access fee. This Florida Department of Education document contains the Course Prefix Listing approved for the teacher waiver.
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 members 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 Policies and Procedures.

**Student Bill of Rights and Responsibilities**

**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 ADA recognized service animals 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 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, including those acting as officers within any of the Student Government Association or clubs, 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, of 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, 2. 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)]

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

c. A firearm in the possession of a law enforcement officer who is authorized to possess the firearm whether on or off duty, by the employing law enforcement agency.

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

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

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

25. Illegal Drugs and Controlled Substances - The College cannot protect students from state and federal drug abuse laws and will cooperate fully with law enforcement agencies. In accordance with Eastern Florida State College Policy: An applicant for admission to the College will be asked to sign a document to certify that he or she:

- Will not possess, sell, purchase, deliver, use, manufacture, distribute or be under the influence of illegal drugs, alcohol or other controlled substances while present on any Eastern Florida State College campus or in attendance at any College-sponsored event on or off campus.

- Has read, understood and will obey the College drug policy. Applicants who refuse to sign the drug-free certification document may be refused admission to the College. If an applicant cannot agree to accept the above conditions for admission to the College, he or she may be offered counseling which may include information as to where to obtain rehabilitative services. The statement of certification will be considered a legal contract between the student and the college and such contract will be considered broken upon conviction of an offense relating to the possession, sale, purchase, delivery, use, manufacture or distribution of illegal drugs or controlled substances. The term “conviction” means an adjudication of guilt by any judicial body charged
with the responsibility to determine violations of the federal or state criminal drug statutes. A student who is convicted for a drug-related offense that occurred on campus or while in attendance at a College event will be sanctioned up to and including suspension or expulsion.

- A student who is tested positive for an illegal drug or controlled substance during screening for College related programs or for program-related clinicals will also be sanctioned up to and including suspension or expulsion.

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

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

28. **Misluse 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 Provost.

34. **Search and Seizure** - College officials may search lockers or other College property for suspicious cause. If necessary, local law enforcement may be contacted for follow up.

35. **Smoking** - 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 computer facilities including laptop and wireless access to send obscene or abusive messages.
   f. Use of computer facilities including laptop and wireless access to download obscene materials.
   g. Use of computer facilities including laptop and wireless access to interfere with the normal operations of the College computing system.
   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 Student Access for Improved Learning (SAIL).
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** - Federal and state law, respective county and city ordinances, and all College and Board of Trustees rules and regulations will be strictly enforced.

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**Student Disciplinary Procedure**

**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, or his designee. Only the President, or his designee, 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 or his designee 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.
Student Appeal Procedures

In-Class/Academic Issues Student Code of Conduct
Alleged violations of the Student Code of Conduct are referred to the Associate Provost/Dean. Academic dishonesty includes conduct aimed at making false representation with respect to a student's academic performance. Academic dishonesty includes but is not limited to: cheating; plagiarism or falsifying records; unauthorized collaboration in work to be presented; 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/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.
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.

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

Cocoa, Bldg 1  (321) 433-7086  (321) 403-5907
Melbourne, Bldg 5  (321) 433-5586  (321) 403-5909
Titusville, Bldg 1  (321) 433-5086  (321) 403-4200
Palm Bay, Bldg 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 (www.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
Each year, in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”), Eastern Florida State College publishes an Annual Security Report containing crime statistics and institutional policies and procedures relating to safety and security, including information about crime reporting, emergency announcements, sexual misconduct, alcohol and drugs, safety awareness, and resources available to the College community. The Annual Security Report can be obtained at any campus Security office, the Campus Security home page, or online at: http://www.easternflorida.edu/documents/asr.pdf.

Anyone wishing to learn more about the Clery Act is asked to visit the Campus Security home page or contact any EFSC Security Office. Keeping students, faculty and staff safe is the highest priority of EFSC.

Emergency Notifications
Eastern Florida State College has implemented an emergency alert notification system known as “Titan Alerts” that delivers reliable text and email messages anytime there is an emergency or potential adverse weather conditions on campus that pose a safety concern for students, faculty or staff.

To enroll in Titan Alerts, log into the myEFSC portal and click on the Titan Alerts link. There is no charge from EFSC for using this service, but there may be a nominal fee from your cell phone carrier to receive text messages.

Drug-Free Campus
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 or Dean 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.

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  Bldg 1  Room 100
Melbourne Campus Security  Bldg 1  Room 123
Palm Bay Campus Security  Bldg 1  Room 101B
Titusville Campus Security  Bldg 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 $15 parking citations by EFSC Campus Security for each occurrence.

**Student Photo ID Cards**

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.

**2016-2017 Parking Permits**

To request and purchase a 2016-2017 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. Once students receive their parking permit, students must adhere the permit to the left side of their vehicle’s rear bumper or exterior 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 Service’s parking permit request system. Students registered for classes 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 treatment for these diseases.

**Smoking**

Smoking of any tobacco products and electronic cigarettes are 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, 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 severe allergic reaction to baker’s yeast (used to make bread)
- You have ever had a severe allergic reaction to previous dose of Hepatitis B 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 condition, such as HIV, AIDS or another life threatening communicable disease, the student or employee is encouraged to seek medical assistance and 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. 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 those who 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 and 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
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, pregnancy, disabilities, marital status, veteran status, ancestry or political affiliation or employment.

Inquiries regarding the College’s non-discrimination policies 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, telephone 321-433-7080 or e-mail fergusond@easternflorida.edu
  OR

- Dr. Michael Richey, Title IX Compliance Coordinator, Melbourne Campus, Building 2, Room 205, 3865 North Wickham Road, Melbourne, FL 32935, telephone 321-433-5559 or email richeym@easternflorida.edu.

Official representatives of the College to include supervisors, staff and faculty are required to report all complaints or concerns regarding unwelcome sexual conduct and/or non-consensual sexual contact, including sexual harassment, sexual violence, dating violence, domestic violence, sexual assault/ssexual battery, and stalking to the Chief Equity and Diversity Officer or to their supervisor in a timely manner (within 24 hours).

The complainant’s desire to keep the matter confidential does not exempt employees from this directive. Failing to report these matters in a timely basis is a serious offense and will most likely result in disciplinary action.

Inquiries regarding veterans’ programs may be directed to the Military & Veterans Service Center, Student Services Center/Administration, Building 1, Room 140, 3865 North Wickham Road, Melbourne, Florida 32935, 321-433-5531 or the Military & Veterans Service Center, Ralph M. Williams Student Center, Building 11, Room 212, 1519 Clearlake Road, Cocoa, Florida 32922; 321-433-7137.

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, race, national origin, color, ethnicity, genetics, religion, gender or gender preference, pregnancy, disabilities, marital status, veteran status, ancestry or political affiliation 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.

The Advising Coordinator on each campus is the designated ombudsman for each campus. The ombudsman is not directly involved in any formal complaint or grievance process but will be available to inform the student on his rights and College processes for informal or formal complaint and grievance procedure. The Advising Coordinator will report such activities directly to the Vice President of Academic Affairs as designee of the President.

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.

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;
- 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.
### FALL TERM 2016

#### Registration
- **Monday, April 25, 2016**: Web Registration Fall Term 2016 begins
- **Monday, May 02, 2016**: Walk-in Registration Fall Term 2016 begins

#### Commencement
- **Thursday, October 20, 2016**: Last day to apply for December graduation
- **Thursday, December 15, 2016**: Commencement Ceremonies

#### College Closed
- **Monday, September 05, 2016**: Labor Day
- **Friday, November 11, 2016**: Veterans Day
- **Wed - Sun, November 23 - 27**: Thanksgiving holidays; all college campuses closed
- **Fri Dec 16, 2016 - Sun Jan 1, 2017**: Winter break; all college campuses closed

#### Full 16 Week Session: August 15 - December 9, 2016 (16 Weeks + 1 Final Exam Week / 82.5 faculty days)
- **Thursday, August 4, 2016**: Fee due date
- **Mon - Fri, August 1 - 5**: Five day work week for staff
- **Mon - Fri, August 8 - 12**: Five day work week for staff
- **Thurs - Fri, August 11 - 12**: Faculty report/work days
- **Monday, August 15, 2016**: Fall term begins; first day of class
- **Thursday, August 18, 2016**: Last day to drop with a refund of fees or change to audit status
- **Friday, August 19, 2016**: Faculty report/work day
- **Thursday October 20, 2016**: Last day to withdraw with grade of "W"
- **Sat - Fri, Dec 3 - 9, 2016**: Final exam week
- **Friday, December 09, 2016**: Final day of 12 week session 2
- **Monday, December 12, 2016**: Final grades due at noon; faculty 1/2 work day

#### 12 Week Session 1: August 15 - November 4, 2016 (12 Weeks)
- **Thursday, August 4, 2016**: Fee due date
- **Monday, August 15, 2016**: 12 week session 1 begins; first day of class
- **Thursday, August 18, 2016**: Last day to drop with a refund of fees or change to audit status
- **Thursday, September 29, 2016**: Last day to withdraw with grade of "W"
- **Friday, November 04, 2016**: Final day of 12 week session 1
- **Monday, November 07, 2016**: Final grades due at noon

#### 12 Week Session 2: September 12 - December 9, 2016 (12 Weeks)
- **Thursday, September 1, 2016**: Fee due date
- **Monday, September 12, 2016**: 12 week session 2 begins; first day of class
- **Thursday, September 15, 2016**: Last day to drop with a refund of fees or change to audit status
- **Thursday, September 29, 2016**: Last day to withdraw with grade of "W"
- **Friday, December 09, 2016**: Final day of 12 week session 2
- **Monday, December 12, 2016**: Final grades due at noon

#### Minimester A: August 15 - October 7, 2016
- **Thursday, August 4, 2016**: Fee due date
- **Monday, August 15, 2016**: Minimester A begins; first day of class
- **Thursday, August 18, 2016**: Last day to drop with a refund of fees or change to audit status
- **Thursday, September 15, 2016**: Last day to withdraw with grade of "W"
- **Friday, October 07, 2016**: Final day of Minimester A
- **Monday, October 10, 2016**: Final grades due at noon
Eastern Florida State College 2016-2017 Academic Calendar

**Minimester B: October 10 - December 9, 2016**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Thursday, September 29, 2016</td>
<td>Fee due date</td>
</tr>
<tr>
<td>Monday, October 10, 2016</td>
<td>Minimester B begins; first day of class</td>
</tr>
<tr>
<td>Thursday, October 13, 2016</td>
<td>Last day to drop with a refund of fees or change to audit status</td>
</tr>
<tr>
<td>Thursday, November 10, 2016</td>
<td>Last day to withdraw with grade of &quot;W&quot;</td>
</tr>
<tr>
<td>Friday, December 09, 2016</td>
<td>Final day of Minimester B</td>
</tr>
<tr>
<td>Monday, December 12, 2016</td>
<td>Final grades due at noon</td>
</tr>
</tbody>
</table>

**SPRING TERM 2017**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Monday, October 31, 2016</td>
<td>Web Registration Spring Term 2017 begins</td>
</tr>
<tr>
<td>Monday, November 07, 2016</td>
<td>Walk-in Registration Spring Term 2017 begins</td>
</tr>
<tr>
<td>Thursday, March 09, 2017</td>
<td>Last day to apply for May graduation</td>
</tr>
<tr>
<td>Thursday, May 11, 2017</td>
<td>Commencement Ceremonies</td>
</tr>
<tr>
<td>Monday, January 16, 2017</td>
<td>Dr. Martin Luther King Day (weekend classes meet as scheduled)</td>
</tr>
<tr>
<td>Mon - Sun, April 10-16, 2017</td>
<td>Spring break; all campuses closed. (Reopen Monday, April 17, 2017)</td>
</tr>
</tbody>
</table>

**Full 16 Week Session: January 9 - May 5, 2017**

(15 Weeks + 1 Final Exam Week / 81.5 faculty days)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Monday, January 02, 2017</td>
<td>Staff report</td>
</tr>
<tr>
<td>Mon - Fri, January 2 - 6, 2017</td>
<td>Five day work week for staff</td>
</tr>
<tr>
<td>Tuesday, January 3, 2017</td>
<td>Fee due date</td>
</tr>
<tr>
<td>Thurs - Fri, January 5 - 6, 2017</td>
<td>Faculty report/work days</td>
</tr>
<tr>
<td>Monday, January 09, 2017</td>
<td>Spring term begins; first day of class</td>
</tr>
<tr>
<td>Mon - Fri, January 9 - 13, 2017</td>
<td>Five day work week for staff</td>
</tr>
<tr>
<td>Thursday, January 12, 2017</td>
<td>Last day to drop with a refund of fees or change to audit status</td>
</tr>
<tr>
<td>Friday, January 13, 2017</td>
<td>Faculty report/work day</td>
</tr>
<tr>
<td>Thursday March 9, 2017</td>
<td>Last day to withdraw with grade of &quot;W&quot;</td>
</tr>
<tr>
<td>Sat - Fri, April 29 - May 5</td>
<td>Final exam week</td>
</tr>
<tr>
<td>Friday, May 05, 2017</td>
<td>Final day of term for students</td>
</tr>
<tr>
<td>Monday, May 08, 2017</td>
<td>Final grades due at noon; faculty 1/2 work day</td>
</tr>
</tbody>
</table>

**12 Week Session 1: January 9 - April 7, 2017**

(12 Weeks)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Tuesday, January 3, 2017</td>
<td>Fee due date</td>
</tr>
<tr>
<td>Monday, January 09, 2017</td>
<td>12 week session 1 begins; first day of class</td>
</tr>
<tr>
<td>Thursday, January 12, 2017</td>
<td>Last day to drop with a refund of fees or change to audit status</td>
</tr>
<tr>
<td>Thursday, March 02, 2017</td>
<td>Last day to withdraw with grade of &quot;W&quot;</td>
</tr>
<tr>
<td>Friday, April 07, 2017</td>
<td>Final day of 12 week session 1</td>
</tr>
<tr>
<td>Monday, April 10, 2017</td>
<td>Final grades due at noon</td>
</tr>
</tbody>
</table>

**12 Week Session 2: February 6 - May 5, 2017**

(12 Weeks)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Thursday, January 26, 2017</td>
<td>Fee due date</td>
</tr>
<tr>
<td>Monday, February 06, 2017</td>
<td>12 week session 2 begins; first day of class</td>
</tr>
<tr>
<td>Thursday, February 09, 2017</td>
<td>Last day to drop with a refund of fees or change to audit status</td>
</tr>
<tr>
<td>Thursday, March 23, 2017</td>
<td>Last day to withdraw with grade of &quot;W&quot;</td>
</tr>
<tr>
<td>Friday, May 05, 2017</td>
<td>Final day of 12 week session 2</td>
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<td>Monday, May 08, 2017</td>
<td>Final grades due at noon</td>
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### Eastern Florida State College 2016-2017 Academic Calendar

#### SPRING TERM 2017

**Minimester A: January 9 - March 3, 2017**
- **Tuesday, January 3, 2017**: Fee due date
- **Monday, January 09, 2017**: Minimester A begins; first day of class
- **Thursday, January 12, 2017**: Last day to drop with a refund of fees or change to audit status
- **Thursday, February 09, 2017**: Last day to withdraw with grade of "W"
- **Friday, March 03, 2017**: Final day of Minimester A
- **Monday, March 06, 2017**: Final grades due at noon

**Minimester B: March 6 - May 5, 2017**
- **Thursday, February 23, 2017**: Fee due date
- **Monday, March 06, 2017**: Minimester B begins; first day of class
- **Thursday, March 09, 2017**: Last day to drop with a refund of fees or change to audit status
- **Thursday, April 06, 2017**: Last day to withdraw with grade of "W"
- **Friday, May 05, 2017**: Final day of Minimester B
- **Monday, May 08, 2017**: Final grades due at noon

#### SUMMER TERM 2017

**Registration**
- **Monday, April 17, 2017**: Web Registration Summer Term 2017 begins
- **Monday, May 01, 2017**: Walk-in Registration Summer Term 2017 begins

**Commencement**
- **Thursday, June 08, 2017**: Last day to apply for early degree posting
- **Thursday, July 06, 2017**: Last day to apply for August degree posting

**College Closed**
- **Monday, May 29, 2017**: Memorial Day holiday (weekend classes meet as scheduled.)
- **Tuesday, July 04, 2017**: Independence Day (weekend classes meet as scheduled.)

**Twelve Week Summer Term A: May 15 - August 4, 2017**
- **Thursday, May 4, 2017**: Fee due date
- **Monday, May 15, 2017**: 12 Week Summer Term A begins
- **Thursday, May 18, 2017**: Last day to drop with a refund of fees or change to audit status
- **Thursday, June 29, 2017**: Last day to withdraw with grade of "W"
- **Friday, August 04, 2017**: Final day of term for students
- **Monday, August 07, 2017**: Final grades due at noon

**Six Week Summer Term B: May 15 - June 23, 2017**
- **Thursday, May 4, 2017**: Fee due date
- **Monday, May 15, 2017**: 6 Week Summer Term B begins
- **Thursday, May 18, 2017**: Last day to drop with a refund of fees or change to audit status
- **Thursday, June 01, 2017**: Last day to withdraw with grade of "W"
- **Friday, June 23, 2017**: Final day of summer term B
- **Monday, June 26, 2017**: Final grades due at noon

**Eight Week Summer Term C: June 12 - August 4, 2017**
- **Thursday, June 1, 2017**: Fee due date
- **Monday, June 12, 2017**: 8 Week Summer Term C begins
- **Thursday, June 15, 2017**: Last day to drop with a refund of fees or change to audit status
- **Thursday, July 06, 2017**: Last day to withdraw with grade of "W"
- **Friday, August 04, 2017**: Final day of summer term C
- **Monday, August 07, 2017**: Final grades due at noon
Six Week Summer Term D: June 26 - August 4, 2017
Thursday, June 15, 2017  Fee due date
Monday, June 26, 2017  6 Week Summer Term D begins
Thursday, June 29, 2017  Last day to drop with a refund of fees or change to audit status
Thursday, July 13, 2017  Last day to withdraw with grade of "W"
Friday, August 04, 2017  Final day of summer term D
Monday, August 07, 2017  Final grades due at noon

2016 - 2017 VOCATIONAL/CLOCK HOUR ACADEMIC YEAR
July 1, 2016 - June 30, 2017
All vocational/clock hour courses are taught under a separate term titled “2016-17 PSAV Programs.” Registration, Fee Due, Drop, and Withdrawal dates will be available through the program coordinators for each course based on meeting days and times.

College Closed
Monday, July 04, 2016  Independence Day
Monday, September 05, 2016  Labor Day
Friday, November 11, 2016  Veterans Day
Wed - Sun, November 23 - 27  Thanksgiving holidays; all college campuses closed
Fri - Sun, Dec 16, 2016 - Jan 1, 2017  Winter break; all college campuses closed

Monday, January 16, 2017  Dr. Martin Luther King Day
Mon - Sun, April 10-16, 2017  Spring break; all campuses closed. (Reopen Monday, April 17, 2017)
Monday, May 29, 2017  Memorial Day

Commencement  Vocational/clock hours students must apply for graduation one month prior to program completion. Degrees will be posted upon satisfactory completion of program requirements.

Course sessions
July 1, 2016 - June 30, 2017  CL1 Courses starting in July 2016
August 1, 2016 - June 30, 2017  CL2 Courses starting in August 2016
September 1, 2016 - June 30, 2017  CL3 Courses starting in September 2016
October 1, 2016 - June 30, 2017  CL4 Courses starting in October 2016
November 1, 2016 - June 30, 2017  CL5 Courses starting in November 2016
December 1, 2016 - June 30, 2017  CL6 Courses starting in December 2016
January 1 - June 30, 2017  CL7 Courses starting in January 2017
February 1 - June 30, 2017  CL8 Courses starting in February 2017
March 1 - June 30, 2017  CL9 Courses starting in March 2017
April 1 - June 30, 2017  C10 Courses starting in April 2017
May 1 - June 30, 2017  C11 Courses starting in May 2017
June 1 - June 30, 2017  C12 Courses starting in June 2017
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|     |     |     | Summer 12 week term A  
|     |     |     | Summer 8 week term C  
|     |     |     | Summer 6 week term D  
| 8   | 9   | 10  | 11  | 12  |
| - Final grades due from faculty at noon  
(Summer 2016) |     |     | - Faculty Report/Work Day  
|     |     |     | - Faculty Report/Work Day  
|     |     |     | - Staff Work Day  
| 15  | 16  | 17  | 18  | 19  |
| - Fall term begins; first day of class  
- SAP Appeal Deadline |     |     | - Last day to drop with a refund of fees or change to audit status  
|     |     |     | - Faculty Report/Work Day  
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<td>-Minimester B begins; first day of class</td>
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<td>-Last day to withdraw with a grade of “W”: Summer 6 week term B</td>
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<td>-Last day to apply for early degree posting for Summer graduation</td>
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<td>-Last day to drop with a refund of fees or change to audit status: Summer 8 week term C</td>
<td>-Fee Due Date: Summer 6 week term D</td>
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<td>-Final grades due at noon from faculty: Summer 6 week term B</td>
<td></td>
<td>-Last day to withdraw With a grade of “W”: Summer 12 week term A</td>
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### July 2017

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</tbody>
</table>
|     | INDEPENDENCE DAY  
College Closed |     | -Last day to withdraw with a grade of “W”:  
Summer 8 week term C  
-Last day to apply for August degree posting for summer graduation |     |
| 10  | 11  | 12  | 13  | 14  |
|     |     |     | -Last day to withdraw with a grade of “W”:  
Summer 6 week term D |     |

### August 2017

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</tbody>
</table>
|     |     |     |     | -Final grades due at noon from faculty:  
Summer 12 week term A  
Summer 8 week term C  
Summer 6 week term D |     |
| 8   | 9   | 10  | 11  | 14  |
|     |     |     |     | -Fall 2017 term begins |
| 15  | 16  | 17  | 18  |     |
Eastern Florida State College is an equal access/equal opportunity institution accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).