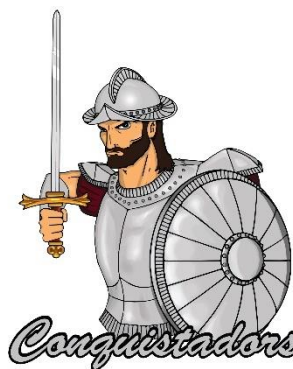
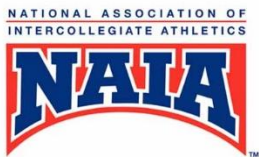


# Florida National University

## Student-Athlete Handbook

**2018-2019**



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(Revised as of 07/05/2018)

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## **Welcome from the Director of Athletics**

Dear Student-Athlete:

This is a great time for you to be a part of Florida National University Athletics. On behalf of our staff and coaches, we want to thank you for choosing to attend FNU. We want your experience as a student-athlete to be as enjoyable and rewarding as possible. Our goal is to help you become successful in the classroom, community, and on the playing field. In an effort to get you off to a great start, the Athletics' Department put together this handbook especially for you! Please read it in its entirety.

This handbook is designed to provide you with information concerning the policies at Florida National University and the Athletics Department. It is not intended as a substitute for other important institutional publications. It is important to remember that help is available if you need it. If you cannot find the answers to your questions in this handbook, I urge you to contact your coach or a member of our administrative staff. We are here to help you!

As an athlete, remember you are a student first! We expect you to graduate. Therefore, we encourage you to take advantage of the academic services and the other academic resources available on campus. FNU Athletics are highly visible in the community. As a result, we foster sportsmanship and strive to adhere to the highest standards of integrity, both on and off the playing field.

My door will always be open to you, and I look forward to meeting each of you. I want to see you become successful through your experiences at Florida National University. That starts NOW! Together we will strive to make FNU the premier destination for student-athletes in South Florida and beyond.

Have a GREAT year, and again, WELCOME!

Fernando Valenzuela  
Director of Athletics

# Florida National University Athletics Department

## **Director of Athletics**

Mr. Fernando Valenzuela

Men's Basketball Coach

Mr. James "JJ" Thatcher

Women's Basketball Coach

Mr. Matt Stearsman

Men's Soccer Coach

Mr. Fernando Valenzuela

Women's Volleyball Coach

Mr. Carlos Huaroto Luque

Men's Baseball Coach

Mr. Alfredo Carrillo Jr.

Women's Soccer Coach

Mr. Giovanni de la Rosa

Men and Women's Tennis Coach

Mr. Federico Palombo

Athletic Trainer

Mr. Hamid Ajirnia

Emergency (911)

The Florida National University Student-Athlete Handbook is reviewed annually.

## **MISSION STATEMENT**

The mission of the Florida National University Athletics Department is to provide assistance within an athletic structure that promotes the development of a well-rounded education through structured sport and competition, to develop life skills of discipline, integrity, leadership, philanthropy and social responsibility, to elevate ethnic and cultural diversity within the athletics programs, to assure equitable opportunity for all staff and student-athletes, and to make the athletics program a durable source of pride for the student population, student-athletes, alumni, college, and community of FNU.

## **Nondiscrimination Policy**

Florida National University does not discriminate in the administration of any of its educational programs or activities, or with respect to admissions or employment based on race, color, religion, national origin, political affiliation, disability, gender, age, sexual orientation, or veteran's status, and it operates both affirmative action and equal opportunity programs consistent with both federal and state requirements.

## **Terms and Definitions**

### **Student-Athlete-**

For the purpose of this policy, a student-athlete is any team member in any sport in which Florida National University competes in sanctioned competitions.

**\*\*As a student-athlete at FNU you will be conducting yourself as a role model on the playing field, in the classroom and in the community. Remember you are, and will be, looked up to as you take the court representing yourself, your teammates, your coaching staff and most importantly, Florida National University. \*\***

### **The Florida National University Student-Athlete is Responsible for:**

- Understanding that earning a University degree is the primary goal of the student.
- Meeting all academic responsibilities, including class attendance, and the completion of all assignments in a timely manner.
- Complying with all rules and regulations of the (USCAA/NAIA) and the University; Understanding that it is each student's responsibility to be knowledgeable of these rules.
- Meeting regularly with Academic Advisors (Room \_\_\_\_\_)
- Striving to be involved as a full-fledged member of the University community, making a strong effort to derive as much as possible out of the educational experience, and establishing open and mature relationships with faculty and other students.
- Understanding the support resources that are available in the Student Support Services, Job Placement Services and Library Services; assuming the responsibility to seek help when it is needed.
- All student-athletes should constantly be aware that they represent the University community, its values and beliefs, the Athletics Departments and their team. Upper-class student-athletes should consciously strive to serve as exemplary role-models for new student-athletes.
- Making a complete commitment to academic integrity.
- Participating in community service projects in the City of Hialeah and beyond.
- Understanding that when "Remedial work" is required, it will extend the number of credits needed and the graduation date will change thus affecting the number of years a student/athlete takes to graduate. Athletes only have a total of 4 years of eligibility in each sport to play. But it may take an athlete that had Remedial work longer than 4 years to graduate. So in his/her 5<sup>th</sup> year of classes, this student-athlete may not be playing any longer if he or she has used up the 4 years of eligibility.
- Understanding that when a student – athlete is released from the athletics' program and sport they are participating in at Florida National University, their scholarship is terminated immediately. The Student – Athlete will also be responsible for any Fees or Balance after termination from his/her athletic scholarship.

- Upon signing the LOI, all Student-Athletes are required to have a valid copy of a Medical Insurance Card on file before participating in sport activities.
- Understanding that when a Student – Athlete is released from the athletics’ team he or she is participating on, this student-athlete is dropped from his or her scholarship after the semester is finished.
- Paying all monthly tuition payments on time, within the first 5 days of the month. If balances are not paid in time the scholarship will be annulled.
- Understanding that Florida National University does not offer Room & Board. All athletes are responsible for their own housing and food during their time at FNU. They must be able to provide their own transportation to and from campus or sports facilities.
- Paying all his/her housing rent, utilities and fees at housing complex. If not paid, scholarship will be annulled.
- Having his/her own active individual medical insurance, throughout the whole school year. If they do not possess insurance the scholarship will be annulled.

## **Florida National University Character Development Initiative**

### **OBJECTIVES**

1. To establish character development expectations for all student-athletes, coaches, administrators, and spectators.
2. To develop standards of accountability and responsibility for all student-athletes, coaches, administrators and spectators.
3. To initiate campus and community outreach programs to cultivate character and leadership development.

### **CORE CHARACTER VALUES**

**Respect:** For self, for opponents, for those associated with the game and for the game itself.

**Responsibility:** Accountability for your actions.

**Servant Leadership:** Serving others while striving to become a personal and team leader.

**Sportsmanship:** Being of good character and doing the right thing.

...**KNOW** the right thing, **DO** the right thing, **VALUE** the right thing...

“People are always blaming circumstances for what they are. The people who get ahead in this world are the people who get up and look for the circumstances that they want; if they can't find them, make them!”-George Bernard Shaw

### **Code of Ethics for Student-Athletes**

The purpose of intercollegiate athletics is to provide an opportunity for student-athletes to develop their potential as skilled athletes in an educational setting.

Student-athletes will be looked upon as role-models, particularly by the young children of this community, and it is imperative that personal conduct be above reproach at all times.

Public exposure in the competitive arena and the media makes student-athletes one of the most visible groups in the community. Student-Athletes are often highlighted, placing them in a public position that requires exemplary behavior.

Florida National University student-athletes are totally responsible for their own behavior and to the University in regards to supporting the University Code of Conduct. They are expected to obey the laws, rules and regulations of local law enforcement.

Behavior has an infinite impact on the reputation of the Athletics' Department and on the attitude that the community may take toward the Athletics' Program.

Conduct will be closely scrutinized in the classroom, in competition, and while traveling.

### **Team Rules**

- Class attendance is required. Class absences should be limited to days that are missed due to athletic travel.
- Alcohol Consumption is prohibited. At no time should an athlete consume alcohol when representing the University or any athletic team of FNU.
- The use of tobacco products is prohibited per Florida National University pertaining to practice and competition.
- Drug activity (buying, selling, using) of any nature is strictly prohibited. Any violation will result in the implementation of Florida National University's Alcohol/Drug Policy. (At any time your coach/athletics' department reserves the right to drug test you per coaches/athletics' department discretion.)
- Student-athletes are expected to be present and on time for all department events.
- Acts of misconduct can lead to immediate suspension from the Athletics' Program. Student-athletes are expected to obey the laws, rules and regulations of the (USCAA/NAIA), Florida National University and law enforcement.
- Student-athletes are expected to show and expand the level of sportsmanship in games.
- Student-athletes are expected to be at practice ready to participate 10 minutes prior to start time. (i.e. If practice starts at 3:00 P.M. you must be there ready to participate at 2:50 P.M. to start practice at 3:00 P.M.) (i.e. Stretching starts at 2:50)
- Student-athletes have a responsibility to adhere to team rules as provided by the Athletics' Department and Head Coach. Violation of rules and regulations can result in dismissal from the team, individual scholarships and Florida National University.

### **Anti-Hazing Policy**

Florida National University strictly prohibits hazing of any kind.

Florida National University community standards include promoting healthy, safe, and balanced lifestyles. Student organizations and athletics teams can play a vital role in this process, and can provide transformative opportunities for friendship, leadership, and personal growth and



discovery. Hazing of any kind is antithetical to these goals; therefore, the University prohibits hazing activities, whether by an individual or an organization.

According to Florida Statute 240.36 hazing is defined as:

1. Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, or which willfully destroys or removes public or private property for the purpose of initiation or admission into or in affiliation with, or as a condition for continued membership in any organization operating under the sanction of the University.
2. Such actions include but are not limited to: any physical brutality such as paddling, forced calisthenics, exposure to the elements; forced consumption of any food, liquor, drug, or any other substance; creation of excessive fatigue; psychological stress; engaging in public stunts; morally degrading or humiliating games or activities; and any other activity that is not consistent with the University's rules and regulations.

#### **b. Retaliation**

Retaliating directly or indirectly against a person who has in good faith filed, supported, or participated in an investigation of a complaint of hazing as defined above is prohibited. Retaliation includes but is not limited to ostracizing the person, pressuring the person to drop or not support the complaint or provide false or misleading information, or otherwise engaging in conduct that may reasonably be perceived to affect adversely that person's educational, living, or work environment. Depending on the circumstances, retaliation may also be unlawful, whether or not the complaint is ultimately found to have merit.

#### **d. Examples**

University policies include the prohibition of many activities that have traditionally been associated with hazing, such as illegal alcohol use and abuse, vandalism, theft, verbal or physical abuse or threat of harm, sexual harassment, and other forms of harassment. In addition to those activities and conduct expressly prohibited elsewhere in this Handbook, examples of prohibited individual/group activities that may constitute hazing when otherwise falling within the definition above include but are not limited to the following:

- Encouraging the use of alcohol or illegal drugs
- Engaging in or simulating sexual acts
- Threatening or causing physical restraint
- Nudity
- Throwing substances or objects at individuals
- Assigning unreasonable chores or acts of servitude
- Forcing or coercing consumption or use of any substance
- Causing excessive exercise, sleep deprivation or excessive fatigue
- Requiring the wearing of apparel or acting in a way that is conspicuous and not within community norms

#### **Passive participation in hazing may include:**

- Witnessing hazing taking place as a group member, affiliate or guest
- Participating in or being present in person or via technology in discussions where hazing is planned

As these examples illustrate, hazing activities do not need to involve alcohol to be in violation of this policy.

## **e. Accountability**

Hazing activity occurring on or off the Florida National University campus may lead to disciplinary proceedings against individuals. Hazing may also lead to the probation, suspension, or termination of a student organization or athletics team. Culpability for any violations of this policy may be attributed to the active and/or passive participants, the student group and/or its members, and elected or appointed officers.

The student leaders of all registered student organizations and athletics programs are required to acknowledge annually that they will comply with the terms of the Florida National University Hazing Policy.

## **f. Policy Violation Review Process**

### 1. Authority

The Campus Dean or an appropriate designee monitors the implementation of this policy. Any questions concerning the interpretation or application of this policy should be referred to the Campus Dean for resolution.

### 2. Reporting

Activities believed to be hazing should be reported to the Campus Dean or the Director of Athletics.

### 3. Process

When an allegation of hazing is made, the Campus Dean will review the investigation, as conducted by another designated investigatory agent. The Director of Athletics may suspend the activities of a student organization, athletic team, or individual members thereof, pending the outcome of the investigation.

#### *a. Student Organizations and Athletics' Teams*

Student organizations or athletics teams that have allegedly violated the University's policy will have an opportunity to provide a responsive statement to the Campus Dean. In cases where there is sufficient evidence that University policy has been violated, the Campus Dean will levy sanctions against the student organization or team up to and including, but not limited to, permanent or temporary suspension of recognition and activities, denial of use of University facilities, or other similar sanctions.

## **g. Referral to Law Enforcement**

The University will report allegations of hazing to law enforcement authorities when, in the judgment of the Campus Dean and/or Director of Athletics, the nature of the allegations suggests that the hazing activity, if it occurred or is occurring, presents a risk of serious harm to students or other persons, or involves a potentially serious violation of law.

## **Pregnancy Policy**

When a pregnant female athlete informs the athletics' department of her pregnant status, the department should first advise the student regarding her options within the athletics' department and how it relates to her future scholarship status and participation on the team. Pregnant student athletes should not voluntarily withdraw immediately. They should be counseled on the issues related to pregnancy, participation, eligibility extension and financial aid before making this decision.

Florida National University complies with Title IX and does not discriminate on the basis of pregnancy. The Athletics' Department will allow a leave of absence for pregnancy as long as medically necessary and will reinstate the athlete to the position held before pregnancy. Pregnancy is treated no differently than any other type of temporary medical condition. The obstetrician in conjunction with the student

athlete determines the length of participation and any activity restrictions. The support team will monitor academic and athletic performance and assist the student athlete with return to competition after the pregnancy if the student athlete chooses.

Female athletes' right to privacy is the same for pregnancy as it is for any other personal medical information. The student athlete should be assured that her medical information will be kept confidential unless she gives permission to release the information. It is up to the discretion of the female student athlete to discuss and disclose information in regards to her pregnancy to her coach and/or athletics' director. If coaches are informed, they should maintain the privacy of the information. Coaches and athletic trainers should not counsel the athlete on pregnancy issues, such as abortion, adoption or parenting.

**Insurance:** The Athletics' Department insurance does not cover pregnancy related care

**What happens to your scholarship:** If you are pregnant and you inform your athletic trainer and coach and you do not voluntarily withdraw from your sport, your scholarship will remain in place for the remainder of the granting year, July 1-June 30. Your coach can help you discuss your situation with the Athletics' Department.

**Where to go for help:** Your athletic trainer and/or coach will refer you to counseling and healthcare providers outside the Athletics' Department. Remember, your athletic trainers and coaches are obligated to keep your pregnancy confidential unless you specifically give them permission to share that information. If you choose not to tell your athletic trainer or coach, below is a list of resources to assist you. You can be seen for pregnancy testing, referral and counseling at any local Health Center. Healthcare providers there can also help you discuss your pregnancy with your athletic trainer and coach if you choose to do so.

Jean Shehan Health Center	3119A SW 22 <sup>nd</sup> Street Miami FL 33145	305.285.5535
Pregnancy Help Medical Clinic	660 NE 125th St, North Miami, FL 33161	305.685.6010
Pregnancy Help Medical Clinic	390 West 49th Street Hialeah, FL 33012	305.821.9970

### **Medical Services:**

The Athletics' Department does not provide individual basic healthcare; student-athletes must provide their own quality healthcare throughout the academic year. The Athletics' Department can help suggest different outside insurance health plans so the student-athlete can choose from the different options. The athletic trainer will provide student-athletes with basic healthcare needs for practice and competition related injuries and direct them to the appropriate team physician when referral is needed, but the athletic trainer cannot cure the common cold or a stomach infection for example. This the student-athlete's individual insurance must take care of.

### **Athletics' Department Responsibility**

The Athletics Department is responsible for medical services administered to student-athletes who are injured in a practice or game that was under the Florida National University Coaches' supervision.

The word "injury" applies only to those ailments that are caused by the participation in a supervised practice or game. The Athletics Department will not be responsible for costs associated with

illnesses. Any injury or illness outside of supervised athletic participation will not be the liability of the Athletics' Department at Florida National University. (i.e. colds, injury from intramurals etc.)

## **Athletic Training Medical Requirements & Secondary Insurance Information**

The Athletics Department and staff of Florida National University would like to take a few minutes of your time to explain the insurance and health information needs, concerns, and procedures concerning you upon your attendance and participation in intercollegiate athletics at Florida National University.

As you may be aware through previous letters and visits with our coaches, we have minimal requirements that must be taken care of **prior** to the first day of participation in intercollegiate athletics. You will not be allowed to practice or use FNU equipment, facilities (including the weight room), or athletic training services until ALL these forms have been completed and turned in to the Athletic Department. The Athletic Department requires each student-athlete to provide the following forms by August 1<sup>st</sup> and or before the first day of practice of each year:

- (1) A copy of a physical (**taken within 120 days of the first day of participation**) from a physician, physician assistant (PA), Doctor of Orthopedic (DO), or (ARNP). [This applies only to transfers, freshman & students of junior status]

- A. **Physicals** can be obtained through your local physician or through our team physicians in Hialeah if needed. Physical forms are available online at the FNU website: <https://www.fnu.edu/athletic-training/> under **Medical Forms for Physicals**. Additional physical forms and scheduling can be provided upon request by contacting the athletic trainer at FNU: Hamid Ajirnia 415-694-1299  
Our Local physician is; Dr. J. Pieter Hommen  
Baptist Hospital  
8940 N. Kendall Drive  
Suite 101 East, Miami, FL 33176

- B. **An updated TB skin test will be required as documented on the FNU physical form.**

- (2) Proof of billable, **primary major medical health insurance** coverage. Please complete the included Health Insurance Verification form concerning your primary health insurance information. We also request that you send a copy of both the front and the back of the actual insurance card.

**We do NOT accept short term policies.** All policies must be in effect for the entire term of attendance (1 year).

- A. *FNU provides a **secondary insurance policy** through **Catlin Insurance Company** for its student-athletes*

- I. *This policy includes a **\$250 diminishing deductible** for all student-athletes, meaning that each student-athlete will be responsible for the first*

*\$250 of medical expenses, which could either be paid by the student-athlete's private billable insurance, (depending on the deductible of the private policy), or become an out-of-pocket expense for the student -athlete (i.e., which would be put toward the private insurance deductible).*

*II. The athletic insurance policy provided by Florida National University from **BMI Benefits** is second and will be billed **after** the student-athlete's **primary insurance** has been **billed** and an **explanation of benefits** has been received. The purpose of this insurance policy is to help defray the cost of medical attention needed due to an injury sustained while participating in intercollegiate athletics.*

*III. It is the **student-athlete's responsibility** to inform his/her medical provider of the sports coverage benefit provided by Florida National University and to initiate the claims process.*

*IV. Steps to submitting a claim*

- a. File a claim report*
  - i. Assistance will be provided by the certified athletic trainer (claim form must be obtained from athletic training dept.).*
- b. Athletic Trainer will submit all **itemized bills** from medical providers to our insurance provider.*
  - i. It is the responsibility of the student athlete to request these bills from his/her provider; these bills do not get sent via mail. The student must call the provider and request the UB04 form be sent directly to them.*
- c. Submit all explanation of benefits statements (EOB's) from primary insurance provider to athletic training dept.*
  - i. All claims must be submitted with 30-days from the date of injury. Failure to do so will not receive secondary insurance benefits.*
  - ii. The athletic trainer must evaluate the injury and initiate the referral process. Self-referrals will not receive secondary insurance benefits.*

B. If the student-athlete allows his/her primary insurance coverage to lapse during this period, he/she will be responsible for 100% of incurred costs and will be deemed ineligible to participate in. Florida National University and its secondary provider will assume NO financial responsibility for charges that occur during a lapse in primary insurance coverage by student-athletes.

C. Florida National University advises that all students coming to the university notify their insurance agent that the student will be going to college at Florida National University in Hialeah, Florida. You must certify that your present private insurance will pay for expenses incurred in this service area. You will also need to know the steps to follow to notify your insurance carrier if health care is necessary, and to ensure that coverage will be provided. Pending the type of insurance, you have, you may find out that your insurance will not cover medical expenses outside a specific service area. In the event you need help to choose

and buy insurance to have appropriate medical coverage, you may contact the Athletic Director Fernando Valenzuela, Athletic Trainer Hamid Ajirnia 415-694-1299, or our insurance agent, Matthew J. Deeb, Vice President of Sales & Operations, Bob McCloskey Insurance/BMI Benefits LLC, 800-445-3126 x106 (Office), 518-817-3323 (Cell), 732-583-9610 (Fax), [mattd@bobmccloskey.com](mailto:mattd@bobmccloskey.com), for more information on private insurance policies that you can purchase.

- (3) EACH student-athlete at FNU will be required to sign and date a **Shared Responsibility for Sport Safety and Medical Consent** form before participating in intercollegiate athletics. This form will be provided by the athletic trainer during preseason meetings for each sport.
- (4) Proof of 2 MMR vaccinations is also required.

**HIPAA ACT:** As you also may or may not be aware, new federal laws have been enacted to protect the privacy of personal medical information. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) became effective on April 14, 2003. Florida National University, its athletic department and team physicians have become a few of the entities affected by the enactment of this legislation. The purpose of this act is to protect individuals from acts of fraud and abuse, and enable privacy of their health and insurance information. The information intended to be protected includes all information that can reasonably identify an individual and relates to (1) the health of an individual, (2) the healthcare provided to the individual, or (3) the payment for healthcare provided to an individual.

**What this means:** All health information obtained (either through examination or submission from other health care institutions) by Florida National University regarding student-athlete health or insurance must remain confidential. By definition of the law, this means all health and insurance information must be sealed to all other sources outside the institution and the individual.

If you have any questions, please contact one of the following:

<b>Hamid Ajirnia</b>	<b>Fernando Valenzuela</b>
Athletic Trainer	Athletic Director
415-694-1299	561-901-8699

### **Health Insurance**

- Student-Athletes will be mandated to hold their own personal (primary) medical insurance. Florida National University's Athletics Department will provide supplementary (secondary) medical insurance. That means that athletics' insurance combines with a student-athlete's personal insurance to cover the student-athlete. In the event of an athletic injury that requires intervention, benefits for bills incurred will first be applied through the student's or parent's personal policy (primary), then through the athletic insurance policy (secondary).

### **Pre-Participation Physical Examination**

All student-athletes are required to have a physical prior to the beginning of each sports season. This evaluation will include, but not be limited to:

- Illness and injury history
- Height and weight
- Flexibility testing
- Vision testing
- Physical examination
- Orthopedic examination
- Check-out for clearance to participate

# Florida National University Emergency Procedure Protocol

## Campus Emergency

911

**Blue Light Emergency Phone System** – Blue Light callboxes are located on each floor of the Parking Garage at the Hialeah Campus. In the case of an emergency, during normal University operating hours, the call will be routed to the Reception Desk. When the University is closed, the call will be routed to “911”.

- Respiratory Arrest
- Cardiac Arrest
- Concussion / Neck Injury
- Profuse Bleeding
- Major Fracture or Dislocation
- Heat Stroke

1. Attending ATC (Athletic Trainer Certified) stabilizes patient, there is an ATC at all home games.
2. Support crew: (May include student athletic trainers, athletes, coaches, parks and recreation staff, and/or administrators)
  - a. ATC (Athletic Trainer Certified) designates a support crew member to make the phone call to activate EMS (Emergency Medical Services).
    - Information Needed
      - Location of patient
      - Condition of patient
      - How the patient is being stabilized.
      - Whom will meet the ambulance at the main entrance  
(*always be the last one to hang up*)
      - Return to Patient
    - b. Call parks and recreation administrator on duty to alert them of the situation and if an AED (Automated External Defibrillator) is needed. Game operations FNU staff member will meet emergency personnel at the main entrance and provide guidance to the site of the patient.
3. Have the insurance information ready for the transport.
4. Contact the Team Physician, Head Athletic Trainer and Insurance Administrator to let them know the status of the patient and where he/she is being taken.
5. Document the Injury. Include the procedure followed and the condition of the patient when he/she was transported.



## **TRANSPORTABLE INJURY**

(When in doubt call the Head Athletic Trainer)

1. Athletic Trainer in charge **stabilizes** and prepares patient for transport.
2. **Evaluate** and continue with first aid. Prepare patient for transport to hospital or physician's office.
3. **Check insurance.** Refer the patient to a facility where his/her insurance can be utilized. If the injury occurs before 5 P.M., call the team physician's office directly. If after 5 p.m. or on weekends, call the team physician and advise him as to where the patient will be taken.
4. **Transportation** to the medical facility is not the responsibility of the athletic trainer. Utilize friends, teammates, coaches or managers.
5. **Document** procedures followed and the condition of the patient when he/she was transported.
6. **Contact** Head Athletic Trainer to notify of situation.

## **ADDRESS TO FNU ATHLETIC TRAINER'S FACILITIES**

### **Goodlet Park**

4200 W 8th Ave, Hialeah, FL 33012

## **ADDRESS TO TEAM PHYSICIAN'S OFFICE**

Dr. J. Pieter Hommen  
Baptist Hospital  
8940 N. Kendall Drive  
Suite 101 East, Miami, FL 33176  
(305) 520-5625

## **IMPORTANT PHONE NUMBERS**

A.D. Office:	(305)821-3333 ext. 1071
A.D. Cell:	(561) 901-8699
Physician office:	(305) 520-5625

## LIABILITY WAIVER

### **Florida National University (the "University")**

#### **Activity Participation Agreement (the "Agreement")**

Activity: \_\_\_\_\_ ("Activity") Date: \_\_\_\_\_

Participant's Name: \_\_\_\_\_ ("Participant") Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**ASSUMPTION OF RISK.** I, the undersigned Participant, in consideration of being allowed to participate in the Activity at or in connection with the University, acknowledge and agree as follows: (a) the risk of injury from the Activity is significant, including the potential for wounds, permanent disability, paralysis, and death, and while particular rules, equipment, and personal discipline may reduce this risk, the risk of serious injury does exist; (b) the risk of injury may be caused by my own actions, by the actions of others, by the conditions of the Activity itself, by the location or surface where the Activity is being performed, or by other risks known or unknown, foreseeable or not foreseeable, or by the negligence of a University employee or agent; (c) the Activity may be of a hazardous nature and include physical and/or strenuous activity, and I am capable, in good health, in proper physical condition, and without previous injury or limitations such that I am able to participate in the Activity safely; (d) if conditions appear unsafe or hazardous, I will immediately discontinue my participation in the Activity, and bring such conditions to the attention of a University official immediately; (e) I will follow all verbal and written instructions and rules in connection with my participation in the Activity; and (f) the University does not provide me with any medical or accident insurance in connection with my participation in the Activity or otherwise. With knowledge of the foregoing, I have knowingly and freely chosen to participate in the Activity and fully accept and assume all personal risks and responsibility for all losses, injuries, costs, and damages that may occur as a result of my participation in the Activity.

**RELEASE OF LIABILITY AND INDEMNIFICATION.** To the fullest extent permitted by law, I, for myself and on behalf of my heirs, assigns, personal representatives, and next of kin, hereby release, discharge, and agree to defend, indemnify, and hold harmless the University, its officers, directors, agents, employees, administrators, coaches, volunteers, sponsors, advertisers, other participants, and the owners, lessors, and lessees of any property where the Activity takes place, from and against any and all claims, liability, damages, losses, expenses, and costs, including, but not limited to, attorney's fees, at both the trial and appellate level, arising out of my participation in the Activity and any injuries, disabilities, damages, or death which I may sustain (however caused, and even if caused by the negligence of the University or anyone for whom the University is responsible), or which I may cause to any other person or property in connection therewith.

**CONSENT TO EMERGENCY MEDICAL TREATMENT.** In the case of injury or medical emergency, and in the event that Participant, or his/her parent or guardian cannot respond to consent to emergency medical treatment at the time of the emergency, the University has Permission to seek, administer, or have administered whatever first aid or emergency medical care is reasonably deemed necessary for the Participant's welfare, and it is understood that Participant, and not the University, shall be responsible for any and all charges incurred in connection with such emergency healthcare services, regardless of whether covered by insurance.

BY SIGNING THIS AGREEMENT, I ACKNOWLEDGE THAT I HAVE READ, FULLY UNDERSTAND, AND AGREE TO THE TERMS CONTAINED HEREIN, I UNDERSTAND THAT BY SIGNING THIS AGREEMENT I AM GIVING UP SUBSTANTIAL RIGHTS AND ABSOLVING THE UNIVERSITY FROM ALL LIABILITY IN CONNECTION WITH MY PARTICIPATION IN THE ACTIVITY, AND I ACKNOWLEDGE THAT I HAVE SIGNED THIS AGREEMENT FREELY AND VOLUNTARILY, AND WITHOUT ANY VERBAL INDUCEMENT OR ASSURANCES WHATSOEVER WITH RESPECT TO THIS AGREEMENT OR MY PARTICIPATION IN THE ACTIVITY. I FURTHER AGREE NOT TO CONTEST THE ENFORCEABILITY OF ALL VALID PROVISIONS CONTAINED HEREIN, AND THAT IF ANY PORTION OF THIS AGREEMENT IS HELD UNENFORCEABLE BY A COURT OF COMPETENT JURISDICTION, THAT ALL OTHER PROVISIONS SHALL REMAIN IN FULL FORCE AND EFFECT.

# THE UNITED STATES COLLEGIATE ATHLETIC ASSOCIATION (USCAA)

## Section I-The USCAA

The United States Collegiate Athletic Association (USCAA) is a national organization that exists to provide quality athletic competition on a regional and national level. The USCAA focuses specifically on smaller institutions of higher learning and their student-athletes. The association believes that all athletes and programs deserve the same national opportunities as larger institutions. We are an organization that can provide those opportunities.

## Section II-USCAA Goals

The primary goal of the USCAA is to provide members with an association that is devoted to the growth, vision, and values of their institutions. The USCAA's focus is to enhance member institutions through athletics. The association intends to achieve this goal by providing opportunities for small colleges to compete on an equal level of competition with schools of like size and athletic programs. Our association seeks to conduct national championships, name All-Americans, recognize scholar athletes, and promote USCAA member schools.

The USCAA believes that the integrity and credibility of the association and its members is paramount in accomplishing its goal.

## Section III-Members

The USCAA provides a national setting that traditional and nontraditional institutions can strive in. The membership is made up of several types of nationally accredited higher education programs. Member institutions offer four year degrees, associates degrees, and trade opportunities. The USCAA has worked to formulate an association that provides an equal playing field for each type of institution. USCAA members typically have small enrollment figures that range between 500 and 2500. The USCAA is proud of its institutions and outstanding athletics programs, and wants to provide a place where diverse schools feel welcome and can compete at a national level.

- The purpose of the USCAA shall be to provide wholesome athletic competition on a national level to small colleges who adhere to the rule and regulations set forth by this association and its Bylaws. The USCAA attempts to offer the opportunity for the student-athlete to develop mind, body and spirit through athletic competition, and the USCAA will do this while promoting integrity, leadership, scholarship and values of life. The USCAA believes in striving to place the pursuit of education as the main priority of its student-athletes.
- The association intends to achieve this purpose by providing opportunities for small colleges to compete on an equal level of competition with schools of like size and athletic programs. Our association seeks to conduct national championships, name All-Americans, recognize scholar athletes, and promote USCAA member schools. **(Revised 03/19/12)**

## Eligibility

- **24.4.1 Term of Attendance**  
Refers to any quarter, semester or trimester (excluding summer or inter-terms) in which a student becomes identified at the institution.
- **24.4.2 Full-Time Status**  
A student is considered full-time when he/she enrolls in 12 or more credit hours during a semester.
- **24.4.3 Normal Progress**

The accumulation of academic credit at a rate which systematically will lead to a student's graduation is considered to be normal progress.

- **24.4.4 Season of Competition**

Participation in one or more intercollegiate contests whether in varsity, junior varsity, or freshman program.

- **24.4.5 Transfer**

A student who becomes identified with a USCAA institution after having previously identified with a two or four-year institution.

- **24.5 Eligibility Requirements**

For a student to be eligible for any intercollegiate competition, a member institution must ensure that the student conforms to the following regulations:

- **24.5.1 High School Graduate or GED**

The student must be a graduate of an accredited high school or have earned a graduate equivalent degree (GED).

- **24.5.2 Academic Progress**

All students must be enrolled in a recognized academic program and be making progress toward a 2/4-year degree at the attending college.

- **24.5.3 Full-time Enrollment**

All students must be enrolled in a minimum of 12 credits at time of participation. If a student is enrolled in less than 12 credits, he/she will be considered part-time for eligibility purposes.

- **24.5.4 Requirements for Students Entering Second Semester**

Second semester students must have achieved a GPA of 1.7.

- **24.5.5 Requirements after the First Two Semesters**

All students must pass 24 credit hours the previous academic school year. If there is a break in attendance the student athlete must pass 24 credit hours the two preceding terms of attendance.

**Exception**

a. If a freshman completes his/her first semester at an institution and leaves the following semester, upon the student's return he/she may reestablish their eligibility by completing the necessary credits to reach 12 during a summer or interim period only. **(Revised 03/19/12)**

- **24.5.6 GPA Requirements after the First Two Semesters**

After accumulating 24-48 credit hours, the student must have achieved a 1.75 cumulative GPA.

After accumulating more than 48 credit hours, the student must have achieved a 2.0 GPA.

- **24.5.7 Summer and Inter-term Credit Hours**

Summer and inter-term credit hours can be used to satisfy the 12/24 credit hour rule and GPA requirement.

1. Summer credit hours should be attached to the preceding spring term for eligibility purposes

2. Winter term credits should be attached to the fall semester

**Cumulative GPA Requirements for Eligibility**

Credits attempt	Probation if CGPA is below	USCAA regulation
1 - 12.	1.3	<b>1.6</b>
13.- 24	1.5	<b>1.75</b>
25- 36	1.7	<b>1.75</b>
37 - 48	1.8	<b>1.75</b>
49 - 60	2	<b>2</b>
60 - above	2	<b>2</b>

# NAIA (National Association of Intercollegiate Athletics)

**STATEMENT OF PHILOSOPHY-** The purpose of the NAIA is to promote the education and development of students through intercollegiate athletic participation. Member institutions, although varied and diverse, share a common commitment to high standards and to the principle that participation in athletics serves as an integral part of the total educational process. The NAIA embraces the concept of the student and recognizes the importance of the individuality of each member institution, the value of the conference and regional structure, and the benefits of membership in a national association. The NAIA supports gender equity. Gender equity is an atmosphere and a reality where fair distribution of overall athletic opportunity and resources, proportionate to enrollment, are available to women and men, and where no student-athlete, coach or athletics administrator is discriminated against in any way in the athletics program. That is to say, an athletics program is gender-equitable when the men's sports program would be pleased to accept as its own the overall participation opportunities and resources currently allocated to the women's sports program and vice versa.

To achieve its purpose, the NAIA pursues the following goals for students, member institutions and the Association.

1. The student, as the central focus of intercollegiate athletics, shall:
  - a. Accept the responsibility to become an effective, contributing member of society;
  - b. Perform as a positive role model on the campus and in the wider community;
  - c. Fulfill academic responsibilities while progressing steadily toward meeting the requirements for a degree; and
  - d. Maintain eligibility for participation in every athletic contest.
2. The member institution shall:
  - a. Ensure that intercollegiate athletics is an integral part of the total educational offering;
  - b. Encourage the broadest possible student involvement in the athletics program;
  - c. Maintain high ethical standards through commitment to the principle of self-reporting;
  - d. Subscribe to the democratic principles of one institution, one vote, and the privilege of any member to initiate legislation through an appropriate conference, committee, association or council;
  - e. Evaluate the athletics program in terms of the educational purpose of the institution;
  - f. Engage in competition with other institutions having similar athletics philosophies and policies; and
  - g. Promote gender equity.
3. The Association shall:
  - a. Assist the membership in the development of programs of intercollegiate athletics consistent with the purpose of the Association;
  - b. Establish, through the membership, rules and standards for the conduct of intercollegiate athletics;
  - c. Respect institutional diversity and individuality as strengths;
  - d. Provide opportunities for postseason intercollegiate competition;
  - e. Provide national recognition for the membership and the Association;
  - f. Provide opportunities for the development of leadership for both men and women, especially people of color, at all levels of the Association;

- g. Ensure fiscal accountability and responsibility; and
- h. Conduct an advancement program, to include marketing, fund raising and membership development.

**2017-2018 NAIA OFFICIAL & POLICY HANDBOOK:**

[http://www.naia.org/fls/27900//1NAIA/pubs/legislative/NAIA\\_Official\\_Handbook.pdf](http://www.naia.org/fls/27900//1NAIA/pubs/legislative/NAIA_Official_Handbook.pdf)

## **Florida National University Student Services**

### **STATEMENT OF PURPOSE OF THE OFFICE OF STUDENT SERVICES**

The Office of Student Services strives to contribute to the cultural, social, professional, and intellectual development of the student. The Office of Student Services coordinates the various services offered to the students, as well as aid in the development and carrying out of the student projects and organizations.

### **STUDENT SUPPORT SERVICES**

Florida National University has student support services, programs, and activities to support current programs. All students (distance learning included) receive support through enrollment, registration, and financial aid services from qualified staff in each of these areas. The students receive orientation prior to their first day of class from several offices including: Registrar, Financial Aid, Academic Advisors, Bursars, Job Placement Office, Campus Dean, and Student Services. The same presentation that is provided for students on campus is provided online for our online learning students.

Additionally, the Academic Advising Center provides students with accurate academic advice/information and referrals. The advisors help new students transition into the university and assist active students with their academic and program planning, degree audit, graduation requirements, academic standing review, and course selections. There is an advisor that is strictly dedicated to deal with online learning students to provide them with the same structure as on campus students. This Center contributes to the student's academic success and to the university's retention efforts by helping students take full advantage of the many services and resources available to them and by administering/teaching Freshman College Study Skills course SLS 1501. This course is also taught online. For graduate students academic advising is geared more toward academic performance, providing support services and assisting students to comply with the academic requirements and demands of graduate work.

As an additional service to all students, Florida National University offers free tutorials on the various subject areas as needed especially in mathematics, reading, and writing. We also offer computerized remedial academic programs in the student's computer resource labs. For the online learning courses, the instructor provides the individualized tutorials as needed.

The Writing Lab is also available to all students for paper reading services, tutoring and evaluation in grammar usage, mechanics, sentence structure, manuscript format, documentation style, and content.

This service is part of the Florida National University Quality Enhancement Plan to improve writing skills across the institution.

The Job Placement Office assists all students with resume writing, job applications, job search, company search, and opportunities for employment. Additionally, this office provides workshops to enhance students' employability skills and job interview skills.

The Office of Student Services at Florida National University coordinates the various services offered at the institution to contribute to students' cultural, social, and intellectual development. The Office of Student Services coordinates all cultural events offered on campus, cultural or educational fieldtrips, guest speakers, health fairs, and job fairs coordinated by the Job Placement Office. Additionally, the Office of Student Services is responsible for facilitating the establishment and operation of student organizations.

### **1. Student Support Services Offers:**

- Time Management and Stress Management Workshops: Principles of stress management and time management are addressed.
- Career/Job Fairs- Local businesses advertise employment opportunities. Students have the opportunity to be interviewed for jobs on campus or at employment sites.
- Students' clubs, activities and societies.

### **2. Student Services Offers:**

- Cultural programming and events to educate, engage, and retain students such as informational boards, cultural celebrations, and educational seminars
- Leadership training and seminars through our annual leadership retreat
- Clubs and Organizations such as Phi Beta Lambda which brings business and education together in a positive working relationship through innovative leadership and career development programs through career exploration, self-improvement, and community services opportunities. As members of FBLA, students will be able to build their resumes, meet business leaders in the community, and experience the rewards of volunteering.
- Student Orientation
- Graduation Fairs and Commencement Activities
- Student Activities such as Salsa classes
- Deans' List
- Student Applause Awards
- Campus Crime Reports
- Campus Safety Manual
- Student Handbook A copy of the Student Handbook is available at [www.fnu.edu](http://www.fnu.edu)
- Alumni Association
- FERPA Information
- Student Insurance

- Links to community resources for civic engagement, substance abuse, domestic violence, and sexual assault.
- Campus Parking and Transportation Services
- Student Government Association (SGA). The SGA is the self-governing student entity serving as a liaison between the student body, the faculty, and the administration. It seeks to foster professional development in an atmosphere of friendship and participation. The SGA is responsible for assisting the Student Services office in organizing student activities such as dances, sports, parties, picnics, fund-raisers, and other
- The Student Services Office also sponsors and supports the following student clubs: Nursing Student Association, Criminal Justice Honor Society, Conversation Partners and the SGA.

### **Performance Outcomes**

- I. Personal and professional growth: To provide resources for both external and internal services in order to assist the student in achieving personal and professional goals.
- II. Cultural awareness: To enrich students' knowledge and respect of other individuals, their customs, and cultures by the use of informational boards and cultural activities.

The Office of the Director of Student Services has a university-wide function. The Director of Student Services serves as an intermediary between the Student Body and the University. FNU Students should also contact Student Services for information regarding bus passes, student I.D.s, the Student Government Association, the commencement ceremony, institutions of higher education, and student concerns or grievances. **For information on any of the services offered, please call or visit the Office of Student Services.**

### **STUDENT IDENTIFICATION**

Students, faculty and staff are issued a picture identification card. This identification card **must be worn** at all times. If you are not wearing an identification card, you will not be allowed on the premises. In the event that a student is expelled or suspended from FNU, the student must immediately surrender his/her FNU identification card to the Campus Dean. The cost of the identification card is \$5.00. Each replacement I.D. card will be charged \$5.00.

### **PARKING DECAL**

For the safety and security of faculty, students, and staff, all motorized vehicles **are required** to have an FNU parking decal affixed to the vehicle's lower right/left back window. Faculty, staff, and students who have been issued a parking decal - but due to an emergency are unable to use the vehicle with the permit - must obtain a temporary parking pass from the Student Services office. Use of these passes is limited to a range of several days up to one week and documentation may be required.

### **COMMENCEMENT CEREMONY**

The Office of Student Services coordinates the graduation ceremony which consists of the commencement act and the reception. All students are encouraged to participate. Graduating students must apply in writing for graduation status in order to receive their credentials, whether they participate or not in the commencement exercises.



All student data (address, phone numbers, and e-mail address) must be current in order to receive the ceremony itinerary in the mail.

## **ORIENTATION**

Prior to the first day of class, Orientation is offered for all new students. All student development services representatives greet new students. New students will learn about policies and procedures from FNU representatives; receive their program schedules, parking information, FNU ID's and get acquainted with the use of the FNU Library.

## **BOOKSTORE**

All students are required to have their textbooks and other materials by the first week of class. Textbooks, workbooks, supplies and materials for all courses are available from the bookstore at each campus during the first ten days of each start. Students are not, however, required to buy their books and supplies at the FNU bookstore as this is only a service we provide to the students.

## **JOB PLACEMENT**

The Job Placement Office offers employability training, job referrals, and participation in annual job fairs. This is a lifetime service available to active and graduated students in good standing. Students are strongly urged to maintain contact with FNU when they obtain employment, change jobs, need further assistance, or relocate to another area. There is a Job Placement Office at each FNU campus.

FNU graduates are offered free lifetime placement assistance. Although FNU does not guarantee job placement, every effort is made to achieve the best possible results for the student.

## **FNU LIBRARY / MEDIA CENTER / RESOURCE ROOM**

The main mission of the Florida National University Library is to support the curricula offered by FNU. Its responsibilities include assisting students and faculty in locating research materials as well as instructing them in the effective use of library resources, which include various Library Collections, multimedia resources and Internet access, full-text peer reviewed online periodicals, and digital eBooks. About 25,000 items are housed at the FNU Hialeah Campus Library at the second floor of the Dr. Jose Regueiro Building, at the Resource Room of the South Campus, and the Training Center. Internet access passwords to the full-text online periodicals databases and online books are given out at the Student Orientations and Library research training workshops. The FNU Library provides eighteen individual study and meeting rooms for library users. The library website is available at [www.FNU.edu](http://www.FNU.edu) (click on Library) and includes access to the online catalog, a library research tutorial, links to local libraries and their resources throughout Southeast Florida Library Information (SEFLIN) consortium. Library hours are scheduled to service day and evening students. A team of professionally trained FNU Library staff is assisting students, faculty, and staff in the use of the library services and resources during scheduled hours.

## **GRADUATION REQUIREMENTS**

### **GRADUATION**

Graduation is not automatic. To be awarded a Master's degree, Bachelor's degree, Associate of Arts degree, Associate of Science degree, diploma or certificate from Florida National University the student must fulfill the following requisites:

1. Successful completion of one of the programs of study as it appears in the FNU Catalog.
2. Achievement of a cumulative grade point average (CGPA) of at least 2.0 ("C" average).
3. Complete an Exit Interview with each of the following. Clearance from each of these offices is required previous to the release of any official documents by FNU.

## **UNSATISFACTORY PROGRESS**

### **ACADEMIC WARNING, PROBATION AND TERMINATION**

If a student falls below the criteria listed for Satisfactory Progress (below 2.0 average), the student will be placed immediately on academic warning. Academic advisement will be given to the student to advise him or her of the seriousness of the change in academic status and the need for improvement. When the grade point average below 2.0 is sustained for two consecutive semesters, the student will be placed on probation. At this point, the eligibility of the student to graduate becomes uncertain. During the probationary period, financial aid from federal and state funds will be withheld. In such a case, the student has the following options:

1. If the student wishes to remain in university he must meet his own academic expenses during the probationary period. However, the student will be terminated if the grade point average remains below a 2.0.
2. If the student does not wish to/or cannot maintain his own expenses, he will be terminated.

### **SUSPENSION, EXPULSION**

Suspension and or expulsion have to do with the infringement of University rules, and their application will follow procedures at the discretion of the Campus Dean. Please see University Catalog.

### **ACADEMIC DISHONESTY**

Florida National University prohibits and therefore, will adjudicate cause, all forms of academic dishonesty, which includes, but is not limited to, plagiarism, cheating, giving false information, forgery, alteration or misuse of documents cheating during an exam or fraud or deception with identification. When using the ideas, research, and forms of expression of others, the student should appropriately acknowledge the source. Those students accused of academic dishonesty may take their appeal to the Honor Court.

## STUDENT CODE OF ETHICS

Cheating or plagiarism is dishonest, undermines the necessary trust upon which relations between students and faculty are based, and is unacceptable conduct. Students who engage in cheating or plagiarism will be subject to academic sanctions, including a lowered or failing grade in a course; and the possibility of an additional administrative sanction, including probation, suspension, or expulsion.

**Cheating** is the act of obtaining or attempting to obtain credit for academic work by using dishonest means. Cheating at FNU includes but is not limited to: Copying, in part or whole from another's examination, paper, mathematical analysis, research or creative project, or the like; Submitting as one's own work an examination, paper, mathematical analysis, research or creative project, or the like which has been purchased, borrowed, or stolen; or fabricating data; Consulting notes, sources, or materials not specifically authorized by the instructor during an examination; employing a surrogate to take an examination, write a paper, do mathematical analysis, or complete, in part or wholly, an evaluation instrument; Aiding or abetting any act that a reasonable person would conclude, when informed of the evidence, to be a dishonest means of obtaining or attempting to obtain credit for academic work; and Committing any act that a reasonable person would conclude, when informed of the evidence, to be a dishonest means of obtaining or attempting to obtain credit for academic work.

**Plagiarism** is the act of obtaining or attempting to obtain credit for academic work by representing the work of another as one's own without the necessary and appropriate acknowledgment. More specifically, plagiarism is: The act of incorporating the ideas, words of sentences, paragraphs, or parts thereof without appropriate acknowledgment and representing the product as one's own work; and The act of representing another's intellectual work such as musical composition, computer program, photographs, painting, drawing, sculpture, or research or the like as one's own.

If a student is in doubt about the nature of plagiarism, he/she should discuss the matter with the course instructor.

**Theft** - Copying computer programs owned, leased, or rented by the University for use by the student in his or her course of studies is considered theft and will be dealt with according to the laws covering such actions and to the University norms for disciplinary actions. In cases like these, the Campus Dean will convene a Hearing Committee which will hear, investigate and render a report to the Campus Dean. This Committee will be composed of three members from the faculty or staff. According to the findings, the Campus Dean has the choice to make a decision. If this decision is not acceptable to those involved, a petition to the Dean to appoint an Honor Court must be signed by at least three people. The Honor Court procedure is explained in the Student Handbook.

## CODE OF BEHAVIOR

- Students will come to class on time, visible wearing their student ID card, and must remain in their classroom for the entire class session.

- All students will bring textbooks and other materials to class every day.
- Breaks will be kept within the designated time frame of twenty minutes.
- The student should follow all safety rules. All female and male students with long hair must wear hair bands in the dental lab.
- Students are expected to be generally in proper attire while they are on FNU grounds; tank tops, shorts or halters are not acceptable attire.
- Guests and visitors will not sit in the classrooms while instruction is going on, and under no circumstances will children be allowed in the classrooms.
- Eating and drinking are permitted only in the lounge. Smoking is permitted outdoors only.
- No alcohol or drugs are permitted on school grounds. Failure to comply may result in expulsion.
- Allied Health students are required to wear the FNU medical uniform at all times.
- Serious disturbances of order on campus will lead to suspension or possible expulsion.
- Respect for personal and university property, and a sense of responsibility about their own security and the security of others, is expected of all students at all times. Serious violations will be presented to the University Honor Court for adjudication.
- We expect all students to be of good moral character and to abide by all laws of our city, county, state, and nation.
- Students must comply with FNU's Computer Use Policy at all times.

## **UNIVERSITY POLICY ON DRUG AND ALCOHOL USE ON CAMPUS**

Florida National University is a Drug-Free Workplace. Standards of conduct clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.

FNU reserves the right to terminate, suspend and/or put on probation any student or employee who is under the influence of alcohol or drugs while on the University premises.

The University has a Drug Abuse program which makes use of experts in the field, featuring counseling, seminars, instruction, preventive recommendations, speakers, movies and the appropriate literature.

The FNU Drug Abuse Program follows the guidelines for such programs as required under section 1213 of the Higher Education Act of 1965 and as amended by the Drug Free Schools and Communities Amendments of 1989.

FNU supports and abides by the drinking laws of the State of Florida, especially with respect to underage drinking. The University supports Federal and State Laws on the sale, possession and use of illegal drugs.

### **DUTIES OF THE VARIOUS JUDICIAL PERSONS AND BODIES:**

**1. Instructors:** a. Have the responsibility and authority to publish, generally with their course syllabi, disciplinary rules over and above university dicta concerning their own classrooms, subject, with the Campus Dean's approval.

b. Have the responsibility and authority to refuse entrance to tardy students without written authorization from the Campus Dean.

c. Have the responsibility and authority to refuse early dismissal to students without the written permission of the Campus Dean.

d. Have the responsibility and authority to request disruptive students be removed from class.

2. **Deans:** a. Have the responsibility and authority to discipline students referred to them by instructors or other members of the staff for disruptive behavior.

b. Have the responsibility and authority to remand particular cases to instructors for further consideration.

c. Have the responsibility and authority to convene an Honor Court for severe disruptions of University discipline.

d. Have the responsibility and the authority to recommend cases to the higher administrative authorities when they feel there are conflicting interests, or for advisory decisions. These higher authorities are:

- VP Academic Affairs: will handle any academic issue raised;
- Director of Financial Aid: will handle any financial issue raised;
- VP of Operations: will handle any administrative issue raised

3. **The President:** a. Has the responsibility and authority to act as the final judicial authority for all final/ultimate appeals.

b. Has the responsibility and authority to initiate, through the above, actions concerning disciplinary matters.

c. Has the responsibility and authority of suspension or dismissal from the University based upon matters brought before him by the above or upon his own authority in extreme cases.

### **CRIME ON CAMPUS**

#### **The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**

(originally known as the "Campus Security Act") was enacted by the United States Congress and signed into law in 1990 and then later amended in 1992 and 1998. This law, which applies to all institutions of higher education, both public and private that participate in any federal student aid programs requires schools to publicly disclose 3 years of campus crime statistics and basic security policies. As prescribed by the **Jeanne Clery Act**, FNU has its own plan to report criminal actions, other emergencies occurring on campus and its own policies concerning the institution's response to such reports.

Under no circumstances are students allowed to bring any type of weapon on campus or use any object to threaten or harm people or property. For specific plans and procedures on reporting of a crime, please refer to the Safety Manual.

**\*\*NOTE:** The Campus Security Report is published annually and is available online under the Consumer Information Link and found under Campus Security.

### **TIMELY WARNING POLICY**

In compliance with the “Timely Warning” provision of the *Clery Act*, Florida National University issues campus wide alerts regarding any *Clery Act* crime that may constitute a continued threat to the campus community. Timely warnings may be issued for threats to persons or property. The issuing of a timely warning is made on a case by case basis, taking into consideration the nature of the crime, the continuing danger, and the risk of compromising any ongoing investigation. Upon notification that a *Clery Act* Crime has been committed, the Dean or Assistant Dean shall issue the Timely Warning.

The methods employed to notify the campus may include but are not limited to:

- Announcement over the interoffice intercom
- Room by Room Announcement
- A “Timely Warning” flyer posted at the campus entrance.

### **SEXUAL ASSAULT PREVENTION AND RESPONSE POLICY**

Florida National University educates the student community about sexual assault and date rape through the Office of Student Services. The Office of Student Services provides literature on date rape education, risk reduction, and university response annual sexual assault education as well as annual information programs to University students and employees.

If you are a victim of sexual assault, first seek safety and then immediate medical attention. Florida National University strongly encourages any victim of sexual assault to report the incident in a timely manner. Time is a critical factor in the collecting and preserving of evidence. (Ideally a victim of sexual assault should not wash, douche, use the restroom, or change clothes prior to a medical examination.) An assault should be reported to the local police department by dialing 911 or reporting the incident to the Campus Dean who can assist you with the reporting of a sexual assault.

All alleged sex offenses are subject to FNU disciplinary action. Both the victim and the accused are entitled to choose one person who has no formal legal training to accompany them throughout the hearing. Both the victim and the accused will be informed of the outcome of the hearing. A student found guilty of violating the sexual misconduct policy could be criminally prosecuted and expelled from FNU. Student victims have the options to change their academic situation after an alleged sexual assault, if such accommodations are reasonably available.

Florida National University also strongly advises victims of sexual assault to seek counseling. Local organizations that specialize in crises counseling include:

## **SEXUAL HARASSMENT**

Sexual harassment is a form of sex discrimination and is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. It is the policy of Florida National University that no member of the athletic or academic community may sexually harass another. Sexual advances, requests for sexual favors, and other conduct of a sexual nature constitute sexual harassment when:

1. such advances or requests are made under circumstances implying that one's response might affect educational or personnel decisions that are subject to the influence of the person making the proposal; or
2. such speech or conduct is directed against another and is either abusive or severely humiliating, or persists despite the objection of the person targeted by the speech or conduct; or
3. such speech or conduct is reasonably regarded as offensive and substantially impairs the academic and athletic opportunity of students, colleagues, or co-workers. If it takes place in the coaching context, it must also be persistent, pervasive, and not germane to the subject matter.
4. Sexual harassment is unwanted, often persistent, sexual attention and any other behavior with sexual overtones that creates a hostile learning environment.
5. It may include written or verbal abuse or threats; physical contact; sexually graphic literature; sexual advances; demands for sexual favors; sexually oriented comments and jokes; taunts about body, dress, or sexuality; shouting or bullying; ridiculing or undermining of performance or self-respect; practical jokes based on sex; intimidating sexual remarks, invitations, or familiarity; domination of meetings, training sessions, or equipment; condescending or patronizing behavior; physical contact, fondling, pinching, or kissing; sex-related vandalism; offensive phone calls or photos; and bullying on the basis of sex.
6. Sexual harassment also includes all forms of sexual violence such as sexual assault, sexual battery, rape, and sexual coercion, which will be referred to authorities as criminal matters.
7. Sexual harassment or sexual violence by coaches or athletic department employees toward other employees or student-athletes, by student-athletes towards other students or student-athletes, or by student-athletes toward athletic department employees is expressly prohibited.

For example, sexual harassment occurs in any of the following situations:

- When submission to such conduct is made, either explicitly or implicitly, a term or condition of instruction, employment, or participation in other College activities.
- When such conduct purposes to unreasonably interfere with an individual's academic or work performance or creates a hostile, intimidating or offensive College environment.
- Derogatory jokes or comments, unwelcome flirtations or propositions, threats/demands or subtle pressure to submit to sexual requests, offers of preferential treatment in

return for sexual favors, or retaliation for having reported or threatened to report sexual harassment also exemplify ways in which an individual may be harassed.

- Florida National University believes that any form of sexual harassment can have a devastating effect upon the people involved and **it will not be tolerated**. Prompt action will be taken to protect the victim, investigate the charges and discipline the violator, which may include immediate dismissal.
- It is the policy of Florida National University to prohibit sexual harassment of its employees and students in any form. In maintaining this policy, the College seeks to affirm ethical standards universally accepted in the workplace, classroom and other locations, and to uphold existing federal and state law. Any practice or behavior that constitutes sexual harassment will not be tolerated.
- Sexual assault or date rape is an extreme form of sexual harassment. The use of threat or force to obtain sexual contact is illegal and immoral. If proven, it is considered a major infraction against the FNU standards of conduct and is grounds for immediate dismissal.

## 1. Bringing a Complaint

- a. Any member of the college or university community who believes that he or she has been the victim of sexual harassment as defined above (**the complainant**) may bring the matter to the attention of the Athletic Director. The Athletic Director will pass this matter onto the Title IX coordinator/deputy coordinator. These would be the (**grievance officers**).
- b. Consistent with its commitment to addressing Title IX incidents, the University has grievance procedures that specify actions taken regarding Title IX complaints. All student complaints will be received by FNU's Title IX coordinator in the office of Student Services. Any University official (e.g., faculty member, staff member, dean, etc.) informed of an allegation is required to file a report with the Title IX coordinator.
- c. The complainant should present the complaint as promptly as possible after the alleged harassment occurs. Title IX Grievance Form <https://www.fnu.edu/wp-content/uploads/2011/11/Title-IX-Grievance-Form.pdf> One consequence of the failure to present a complaint promptly is that it may preclude recourse to legal procedures should the complainant decide to pursue them at a later date. Another possible consequence is greater difficulty in conducting an investigation.
- d. If the complainant decides to proceed, the complainant should submit a written statement to the grievance officer. Cases involving sexual harassment are particularly sensitive and demand special attention to issues of confidentiality. Dissemination of information relating to the case should be limited, in order that the privacy of all individuals involved is safeguarded as fully as possible.
- e. The grievance officer will inform the alleged offender of the allegation and of the identity of the complainant. A written statement of the complaint will be given to both parties. Every effort will be made to protect the complainant from retaliatory action by those named in the complaint.



## 2. Resolution of a Complaint

- a. Promptly after a complaint is submitted, the grievance officer will initiate whatever steps he or she deems appropriate to effect an informal resolution of the complaint acceptable to both parties.
- b. The complainant, if unsatisfied with the resolution proposed by the grievance officer, the complainant should write a written request to the grievance officer with his or her opinions and suggestions. Grievance officer will take a second look at the allegations and take it to a committee of faculty members.
- c. Members of the faculty review committee will meet to discuss the complaint. Unless the committee concludes that the complaint is without merit, the parties to the dispute should be invited to appear before the committee and to confront any adverse witnesses. The committee may conduct its own informal inquiry, call witnesses, and gather whatever information it deems necessary to assist it in reaching a determination as to the merits of the allegations. Once such a determination has been reached, it should be communicated in writing to both parties and to the grievance officer. A summary of the basis for the determination should be provided to either party upon request.
- d. *Corrective action and/or disciplinary measures.* If the review committee's findings do not lead to a mutually acceptable resolution, and if the committee believes that reasonable cause exists for seeking sanctions against the offender, the grievance officer should forward the recommendation immediately to one of the campus deans. The campus dean shall then proceed in the manner set forth by the university's rules and procedures, except that the need for a preliminary review will be precluded.

Students should be advised that the Title IX Coordinator is obligated to act on any report of alleged sex and gender-based misconduct, to ensure measures are taken to stop adverse behavior and prevent its recurrence, as appropriate. It is important to note, however that not every report leads to a disciplinary process. Each report is reviewed individually. The University makes every effort to protect the privacy of all individuals involved in such reporting or investigation, yet it cannot always be guaranteed depending on the nature of the incident. Reports can be filed anonymously, yet this condition may make more difficult to conduct an investigation and in some case not possible to come up to conclusive results.

### **SEX OFFENDER REGISTRY**

In compliance with the "Campus Sex Crimes Prevention Act" of 2000, Florida National University maintains an electronic link to the Florida Department of Law Enforcement Sex Offender Registry. According to this act, all institutions of higher learning must issue a statement informing the campus community where it can access the state sex offender registry. This act also requires State registered sex offender to report any institution of higher learning in which he/she is employed, carries a vocation, or is a student.

The Florida Department of Law Enforcement is responsible for maintaining the Florida Sexual Offenders and Predators website. Follow the link below for access.

<http://offender.fdle.state.fl.us/offender/homepage.do> 41

## **RULES OF PREVENTION**

1. Being certain that automobiles are tightly closed and locked. Never for an instant leave the keys in a car or the car without security precautions.
2. Never leaving visible packages or such in a car, even though it is locked.
3. Purses, coats or personal property should never be left out of the owner's reach.
4. Never leaving books and class lab materials in unattended classrooms.
5. Never allowing prescription medicines leave the possession of the owner.
6. Reporting drug taking, or possession or sale of drugs on campus to the Campus Dean's office, remembering at all times that persons who take, possess or sell drugs are a menace to themselves and everyone in the community.
7. Reporting to the Dean's Office possession, use, buying or selling of alcoholic beverages.
8. Reporting unsecured equipment or classrooms to the maintenance personnel or Dean's Office.
9. Turning in lost and found articles to the receptionist immediately.
10. Never inspect your wallet and/or count your money in public.

## **DRUG AND ALCOHOL PREVENTION PROGRAM**

### **NOTICE TO STUDENTS AND EMPLOYEES:**

Florida National University has established a Drug and Alcohol Free Awareness Program (DAFAP). The DAFAP encompasses the following four phases:

### **PHASE ONE: WARNING OF THE DANGERS OF DRUG AND ALCOHOL ABUSE:**

Drug and alcohol use impairs memory, alertness and achievement. It erodes the capacity to perform, think and act responsibly. It may be grounds for termination of your enrollment with the institution or other legal action. **SCHEDULE A** specifically details the Uses and Effects as it relates to alcohol.

### **PHASE TWO: THIS INSTITUTION HAS A POLICY OF MAINTAINING A DRUG AND ALCOHOL FREE LEARNING ENVIRONMENT**

All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited in the institution's learning environment. Any student or employee must notify the institution of any criminal drug and alcohol statute conviction for a violation occurring in the learning environment no later than five days after such conviction. In compliance with the Drug-Free Workplace Act of 1988, the institution's "workplace" consists of the following locations:

Florida National University 4425 West 20 Ave, or any teaching site, or any "off-site" location (i.e. field trips, job placement, luncheons, meetings, etc.) where the activities are in any way related to the University.

### **PHASE THREE: LISTING OF THE AVAILABLE LOCAL DRUG COUNSELING, REHABILITATION AND ASSISTANCE PROGRAMS:**

Please refer to **SCHEDULE B**.

### **PHASE FOUR**

### **NON-COMPLIANCE WITH THE TERMS OF THIS INSTITUTION'S DRUG-FREE WORKPLACE STATEMENT**

Non-compliance will result in the following action being taken by this institution:

- a. The student or employee would be required to actively participate in a drug or alcohol abuse assistance or rehabilitation program approved by federal, state or local health, law enforcement or other appropriate agency. Attached SCHEDULE C contains a description of the applicable legal sanctions under local, State, and Federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.
- b. Community service with one of the above stated agencies.
- c. Termination of enrollment.

#### **SCHEDULE A: ALCOHOL USES AND EFFECTS**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Student-athletes must comply with all applicable Federal laws and rules related to alcohol. The legal drinking age in Florida is 21 years of age, any student -athlete under the age of 21 that violates this rule (either on or off-campus) will be subject to state/federal laws and can be charged as a 2nd offender by the Athletic Department (see below). In addition, student-athletes of any age may not consume alcohol 48 hours prior to any athletic game or contest. Violations of this policy include, but are not limited to, the following:

- Possession or consumption of alcohol by a student-athlete under the legal age, as mandated by Florida law;
- Providing alcohol to a person under the legal age and/or drinking in the presence of a minor, as mandated by Florida law;
- Charged misdemeanor or felony alcohol-related offense;
- Possession, consumption or under the influence of alcohol on campus, or at any athletic contest or function.

#### **SCHEDULE B: DRUG COUNSELING, REHABILITATION, AND ASSISTANCE PROGRAMS**

1. Addicts Rehabilitation Center, Miami, Florida
2. Drug Free Living, Inc., Miami, Florida
3. Alcoholics Anonymous, Inc., Miami, Florida
4. Odyssey House, Inc., Miami, Florida
5. Pills Anonymous, Inc., Miami, Florida
6. National Association for Drug Abuse, Miami, Florida

#### **SCHEDULE C: FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE**

##### **21 U.S.C. 844(a)**

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

(a) 1 st conviction and the amount of crack possessed exceed 5 grams.

(b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.

(c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram,

##### **21 U. S. C. 853 (A)(2) AND 881 (A) (7)**

Forfeiture of personal and real property used to possess or facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment.

##### **21 U. S. C. 861 (A) (4)**

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

##### **21 U. S. C. 844a**

Civil fine up to \$10,000 (pending adoption of final regulations).

##### **21 U. S. C. 853a**

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for the first offense, up to 5 years for second and subsequent offenses.

##### **18 U. S. C. 922(8)**

Ineligible to receive or purchase a fire arm.

##### **Miscellaneous**

Revocation of certain Federal licenses and benefits, e.g. pilots licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

NOTE: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

#### **LOCAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE AND ALCOHOL:**

In addition to the aforementioned federal and the following state sanctions, local ordinances generally provide for legal sanctions for unlawful possession or distribution of illicit drugs and alcohol.

**STATE OF FLORIDA PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED  
SUBSTANCE  
BLOOD ALCOHOL LEVEL OF .05**

**1st OFFENSE:** Imprisonment for not more than 1 year and/or \$350-\$500 fine;  
suspension of license at least 6 months.

**2nd OFFENSE:** Within 10 years, fine of not less than \$500; 1 year license revocation.

# **ACCEPTABLE USE POLICY REGARDING INFORMATION TECHNOLOGY - COMPUTER USE POLICY**

**(Note: The entirety of this Section 8 shall be referred to as the “Policy”)**

## **Purpose**

To support the mission of Florida National University and the needs of the Students, Faculty, and Staff, by facilitating the use of information technology.

## **Policy Statement**

Florida National University acknowledges that information technology has many benefits, and in many instances is indispensable to a University employee’s and student’s daily tasks. This Policy outlines the standards of acceptable use with respect to those information technology resources that are provided by the University. Inappropriate use of information technology can place the University and others at risk. By using any of the University’s information technology resources, Users agree to abide by the Policy, in its current form and as amended from time to time. The current version of this Policy can always be obtained from administration. All references in this Policy to “employees,” “students,” “users,” “you,” or “your” shall be to employees and/or students of the University, as applicable.

## **Compliance Statement**

Florida National University complies with all applicable federal, state, and local laws, and nothing contained herein is intended to be a violation of those rights and responsibilities. The terms of this Policy shall yield to applicable law where required. The University requires that all users act responsibly in using the Information Technology Resources, and do so in compliance with all applicable laws, administrative rules and regulations, all University policies, and all contractual and license agreements. Users are responsible for the appropriate use of the Information Technology Resources, and for taking reasonable precautions to secure all Information Technology Resources used by them. Users are responsible for reporting to administration malfunctioning equipment or applications, inappropriate uses of the Information Technology Resources, unauthorized activity, and any suspected or actual breaches of security, and are responsible for assisting in the resolution of such matters. Users are responsible for promptly reporting to the University in writing any suspicion or occurrence of any unauthorized activity (as outlined herein) as it may pertain to the Information Technology Resources. The duties and obligations imposed by this Policy shall be in addition to and not a limitation of any duties or obligations otherwise imposed by applicable law.

## **Agreement to the Policy**

By using any of the Information Technology Resources (defined below) of Florida National University, Users expressly agree to strictly abide by the terms and conditions contained within this Policy, in its current form and as amended from time to time.

## **Definitions**

1. The “University” or “FNU” shall refer to Florida National University.

2. "Information Technology Resources" shall refer to (but shall not be limited to) any and all University facilities, devices, peripherals, applications, services, networks, accounts, and resources used for or in connection with the University's processing, transfer, storage, access, and/or dissemination of information.
3. "Electronic Communication" shall refer to (but shall not be limited to) electronic mail, instant messaging, electronic messaging, social media communications, or any other form of communication transmitted through a computer network, the internet, or a similar medium.
4. "Data" shall refer to any and all information residing on or transmitted through the Information Technology Resources.
5. "Users" shall refer to those individuals authorized by the University to use the Information Technology Resources. The term "Users" shall expressly include all of the University's students, faculty, staff, employees, visitors, and guests.

### **Technology and Data Property of the University**

All Information Technology Resources and Data are the property of the University. All forms of Data produced by University employees on or with the Information Technology Resources are the property of the University, and are considered confidential and proprietary. Users are entitled to use the Information Technology Resources only for purposes related to their employment or studies at the University. The Information Technology Resources may not be used for personal business. All Information Technology Resources used while employed by the University must be returned to the University upon termination of employment, or earlier as may be determined by administration, along with any passwords necessary for the University to continue using the respective Information Technology Resource, uninterrupted. Deleting and/or the inappropriate altering or sharing of Data, whether during or after employment by the University, is strictly prohibited.

### **No Expectation of Privacy**

Users shall not have any expectation of privacy in connection with their use of the University's Information Technology Resources. The University expressly reserves the right to audit and monitor all data, electronic communications, and use of all Information Technology Resources. All employee electronic communications (including but not limited to email, voicemail, and text messages) and data transmitted through the University's Information Technology Resources are the property of the University and are not private or confidential to the employee transmitting or receiving such communications. The University has the right to monitor and review all electronic communications transmitted through the University's Information Technology Resources at all times. Users are responsible for the content of their electronic communications. All employee electronic communications transmitted through the University's Information Technology Resources are considered the University's business records, and may be discoverable in the event of litigation. Notwithstanding anything contained in this Paragraph, the University reserves all of its respective rights with respect to its confidential, private, non-public, and/or proprietary Data.

## Passwords and Access Control

Passwords must meet certain minimum guidelines. Serious damage can be done to the University and the Information Technology Resources if someone gets your password. Choose a difficult password (e.g., your password should not include your login ID, your name, your spouse's name, your partner's name, your child's name, your pet's name, or any other names commonly known to others, and it should not be a word pertaining to the University, your work, your studies, or an activity that you participate in or follow that is commonly known), keep it secret, and change it whenever you think it has become known to someone else. Do not write your password down where someone can find it, and do not send it over e-mail, text message, or any other communication. Do not share your password with anyone or let anyone else access your account. Do not log on to your computer if someone can see you typing in your password. Do not access anyone else's account. You will be prompted to change your password from time to time. Users are responsible for all actions taken with their respective passwords. Immediately report to administration any known use by another of your account or password. Employees must leave their computers on at night, but reboot them each morning. If an employee uses a remote access program, and needs to leave their computer on, it must be locked and in a locked room.

**DO NOT LEAVE YOUR COMPUTER UNLOCKED WHEN UNATTENDED. WHEN STEPPING AWAY FROM YOUR COMPUTER AT ANY TIME (EVEN IF FOR JUST A SHORT PERIOD OF TIME), MAKE SURE YOUR SCREEN IS LOCKED AND PASSWORD-PROTECTED. DO NOT RELY ON THE SCREENSAVER AUTOMATICALLY LOCKING YOUR COMPUTER AFTER A CERTAIN AMOUNT OF TIME.**

**IMMEDIATELY REPORT TO ADMINISTRATION ANY IRREGULARITIES, ALERTS, OR ERRORS FLAGGED BY YOUR COMPUTER. NO ONE FROM ADMINISTRATION WILL EVER ASK YOU FOR YOUR PASSWORD. IF YOU HAVE ANY QUESTIONS ABOUT THESE PROCEDURES, PLEASE ASK FOR ASSISTANCE.**

### Prohibited Activities

Examples of prohibited activities in connection with the Information Technology Resources include, but are in no way limited to, the following (in no particular order):

- (a) Accessing or attempting to access Information Technology Resources without the University's authorization;
- (b) Accessing or attempting to access Information Technology Resources that are beyond a user's access rights, or are the private files of another;
- (c) Sharing your login information, and/or using someone else's login information (login ID and/or password);
- (d) Altering, damaging, attempting to alter or damage, or performing any act which reasonably could alter or damage any of the Information Technology Resources or the property of another (including but not limited to making changes to any computer or network settings, downloading or installing programs, or opening any device);



- (e) Copying or moving any University Data without authorization from administration, except where such activity is directly connected to job-related duties (such as with copying/cutting and pasting information while working with a file);
- (f) Transmitting, storing, or retrieving any sensitive, proprietary, and/or confidential University Data (or disclosing any University Data which is not otherwise public) outside of the University and/or to anyone not reasonably authorized to obtain such University Data;
- (g) Intentional introduction or propagation of computer viruses or malicious code into or from the Information Technology Resources, using the Information Technology Resources to conduct or participate in a denial-of-service attack, or using the Information Technology Resources in a way that disrupts or degrades its use by others;
- (h) Transmitting, storing, or retrieving media such as music and video, unless such activity is directly related to official University business or studies;
- (i) Playing video games;
- (j) Violating any local, state, or federal laws, or any administrative regulations or policies, or performing any act which is reasonably likely to result in the violation of same;
- (k) Circumventing or attempting to circumvent security, access controls, content filters, firewalls, digital rights management, or encryption;
- (l) Violating any software license agreements or committing software piracy;
- (m) Operating, promoting, marketing, or maintaining a private business;
- (n) Transmitting, storing, or retrieving any Data that is discriminatory, pornographic, racist, obscene, profane, harassing or bullying, or that is reasonably likely to be deemed by anyone as containing such content;
- (o) Transmitting any email which contains a falsified or misleading header or header information, or an alias sender;
- (p) With respect to any internet site (including but not limited to any social media site or platform), establishing any identity that purports to be or could reasonably be interpreted to be an official identity of the University, without the prior express written permission from administration;
- (q) Transmitting any communication that purports to be or could reasonably be interpreted to be an official communication of the University, without the prior express written permission from administration;
- (r) Installing or downloading software of any kind, except where approved in advance by administration;
- (s) Removing from the University's premises any Information Technology Resources (except for those users assigned laptop computers or other portable devices intended for such purpose);

(t) Deleting or altering University Data, except where such alteration is directly connected to job-related duties (such as with the editing of a file);

(u) Performing any act intended to, or reasonably likely to, circumvent security or access controls of the Information Technology Resources, or the systems of any other individual and/or entity, including but not limited to the possession or use of any software or hardware used or reasonably likely to be used for purposes such as analyzing network performance or security, circumventing or removing software copy protection, revealing or uncovering passwords, identifying or probing security holes or vulnerabilities, decrypting files without authorization or without the proper decryption key/password, or otherwise exposing or weakening computer security methods, etc.;

(v) Connecting any personally owned device or storage medium to any of the Information Technology Resources, except when connecting to a public University Wi-Fi access point solely for the purpose of obtaining internet access;

(w) Performing any fraudulent or illegal activities, including but in no way limited to: gambling, trafficking in drugs or weapons, participating in terrorist activities, participating in any pyramid or Ponzi schemes, or attempting or gaining unauthorized entry into any computer system, whether part of the Information Technology Resources or otherwise; and

(x) Using the Information Technology Resources in any manner that will not represent the University in a positive and ethical manner.

None of these provisions are designed or intended to curtail activities under Section 7 of the NLRA.

### **File Storage**

Employees are responsible for safeguarding and saving their work and the Data that they produce, and must save all Data to the appropriate network drive and location. Employees may not retain any copies of Data on their local drive, on removable storage, or online. Unless expressly authorized to do so by administration, saving, copying, moving, or backing up University Data on any other storage medium (including, but not limited to, a desktop computer, laptop computer, a removable storage device, or online storage) is strictly prohibited. Students are responsible for safeguarding and saving their work and the Data that they produce. The University does not provide any backup or archival services for student Data.

### **Third-Party Providers**

The University may store its Data (and any portion and/or backups thereof) on file storage that is located at a remote hosting, service, and storage facility (or facilities) maintained and controlled by a third-party provider (or third-party providers). However, the University reserves the right to maintain any such Data internally, in the University's sole and absolute discretion and without further notice.

### **Electronic Mail**

Employees and students are provided with email accounts by the University. These email accounts are provided through a third-party hosting provider, and all information pertaining to these accounts (including the electronic mail messages themselves, along with any attachments) may be located at a remote location maintained and controlled by a third-party provider. By using an electronic mail account

provided by the University, such users agree to the terms of use and privacy policy of the University's third-party providers.

### **Copyrights**

Users shall respect all copyrighted works and shall not copy, disseminate, or transmit any copyrighted materials without the prior express written permission of the copyright holder. Removing or altering any copyright or other intellectual property notices shall be strictly prohibited.

**Enforcement** - No portion of this Policy may be waived by any University employee. The failure of the University to enforce any of the terms of this Policy, or to exercise any right herein, shall not operate to or be construed as a waiver or relinquishment of any of the University's rights hereunder, with respect to further conduct. A violation of this Policy (or any portion of this Policy) shall be grounds for disciplinary action up to and including termination of employment (with respect to employees) or expulsion from the University (with respect to students), in the University's sole and absolute discretion, subject to all applicable laws.

**Changes to this Policy** - This Policy may be changed at any time by the University, and in a manner determined by the University. Once changed, the revised Policy shall immediately become the official Policy of Florida National University with respect to the Information Technology Resources. The University will notify you when this Policy is amended, and it is your responsibility to stay up to date on the most current version, which can always be obtained from administration.

**IF YOU HAVE ANY QUESTIONS ABOUT THIS POLICY, PLEASE ASK ADMINISTRATION FOR ASSISTANCE.**

## **ATHLETICS FINANCIAL AID**

An athletically related grant-in-aid, as well as other forms of financial assistance, may be provided to cover a student-athlete's University expenses. The University's teams are provided a specific number of grants-in-aid (scholarships) in accordance with the budgetary restrictions and regulations. These grants are awarded by the Florida National University Office of Financial Aid and Scholarships upon the recommendation of the Head Coach and the approval of the Director of Athletics. Grants-in-aid are not reimbursements for services performed, but are provided to help student-athletes with their educational expenses. An athletic grant is restricted to covering educational expenses, such as, tuition, and course-related books.

### **Athletic Awards**

Awards received during the academic year shall be in accordance with (USCAA/NAIA).

**NOTE: At no time can a student-athlete receive any of the following:**

1. Cash or equivalent
2. Country club or sports club membership
3. A student-athlete cannot transfer any non-permissible awards (e.g., one cannot turn the certificate over to a friend, parent, relative, etc.).

### **Athletic Grant-In-Aid**

Athletic grant-in-aid awards are recommended by each coach, approved by the Director of Athletics and issued by the Office of Financial Aid and Scholarships. Student-athletes who receive only a portion of

tuition costs must be prepared to pay the remaining balance in accordance with Business Office requirements. Student-athletes will be dropped from classes if fees are not paid on time.

Student-athletes should contact the Office of Financial Aid and Scholarships at once if they are dropped from classes and they know for certain they are to receive a scholarship to cover tuition costs. If the Office of Financial Aid and Scholarships has this scholarship on record, its personnel will correct the situation. It is always good to revisit the Business Office to verify that the fees have been paid after notifying the Office of Financial Aid and Scholarships.

Grant-in-aid may be discontinued if you:

- Render yourself ineligible for athletic competition
- Misrepresent information on your application, or Financial Aid Agreement
- Voluntarily withdraw from your sport for personal reasons
- Engage in misconduct serious enough to warrant disciplinary action and cancellation of aid

Grant-in-aid must be reduced or cancelled if you:

- Sign a professional sports contract for your sport
- Accept money for playing in an athletic contest
- Agree to be represented by an agent
- Receive other aid that applies to your individual allowable limit

You must be notified by July 1 of each year concerning the status of your athletic aid by the Financial Aid Office. Any graduation/cancellation to the original grant may be made only by the Director of Athletics under guidelines specified by (USCAA/NAIA) regulation

**Financial Aid**

1. Athletic Scholarships: All student-athletes who wish to receive institutional athletic aid during the academic year must first notify their respective sport coach and the Office of Financial Aid and Scholarships for details.
2. The process of applying for financial aid may seem complicated, but the Office of Financial Aid and Scholarships staff will work with each student to help complete the process. All financial aid programs are under one of these four categories: Grants, loans, scholarships, or employment opportunities. The Office of Financial Aid can be contacted at 305-821-3333
3. Loans: Several loans and grants could be available. Check with the Office of Financial Aid and Scholarships for more information.

**NOTE:** Due to early deadlines for loans and grants, it is recommended to apply as early as possible.

**Institutional Financial Aid**

All financial assistance received by a student-athlete must be reported annually and be in compliance with (USCAA/NAIA) rules and regulations. **Therefore, if you are on an athletics' scholarship, it is important that you check with your Head Coach before accepting additional aid.** Your combined athletically related aid cannot exceed a full scholarship equivalency.

## **Financial Aid from Outside Sources**

Any type of outside grant or scholarships received MUST be:

1. Reported to the respective Head Coach and Director of Athletics. It is imperative! Failure to do so could jeopardize the team's eligibility, as well as the student-athlete's eligibility. Probably 99.9% of the time, the student-athlete will be able to accept such aid (i.e., church scholarships, etc.) without the eligibility status of the student athlete being jeopardized.
2. All scholarships must be reported to the Office of Financial Aid and Scholarships. This includes funds that are given directly to the student-athlete.

**NOTE:** A student-athlete may receive financial aid from anyone upon whom the student-athlete is naturally or legally dependent (i.e., parents and legal guardians).

## **COMPLIANCE AND ATHLETICS POLICIES AND PROCEDURES:**

### **Gambling/Bribery**

Student-athletes may **NOT**:

1. Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics
2. Solicit a bet on **ANY** intercollegiate team or professional team (including any type of pools)
3. Accept a bet on any team representing the institution
4. Participate in **ANY** gambling activity that involves intercollegiate or professional athletics through a bookmaker, a parlay card, or any other method employed by organized gambling
5. Gamble on sports events on the Internet
6. Exchange information about one's team with anyone who gambles, including information about injuries, new plays, team morale, discipline problems, or anything else

The penalties for breaking these rules are based on NCAA rules and regulations.

### **Outside Competition**

1. All-star games and summer league games – Due to complexities of these rules, each student-athlete must get in contact with either the Coach or Director of Athletics. NOTE: Most of these types of games are prohibited; therefore, ineligibility could result by participating in any of these types of contests, unless participation has been pre-approved by Florida National University Athletics and the Head Coach.
2. Student-athletes will lose eligibility by participating on any outside team during the academic year. Penalties can range in severity, and ineligibility may be for an entire year or entire educational career.

### **Promotional Activities/Commercial Advertisements**

Student-athletes are prohibited from participating in promotional activities and commercial advertisements. Under **NO** circumstances can a student-athlete promote the sale of a commercial product. Any questions regarding these activities should be directed to the Director of Athletics.

## **GRIEVANCES**

If the individual or team cannot resolve the issues, the concerns should then be brought to the Director of Athletics.

### **Appeals Process – Athletics**

1. A student-athlete may appeal suspension/dismissal from the team or non-renewal of Grant-in-aid. For these sanctions, the Director of Athletics will give notice, in writing, of the sanction, of the student-athletes right to appeal, and of the prescribed appeal process.
2. The appeal process for suspension or dismissal from a team will be handled by the Director of Athletics, who will appoint a committee of no less than three (3) members who will hear the case.
3. The appeal process for non-renewal of an Athletic Grant-in-aid is handled by the Florida National University Office of Financial Aid, in accordance with USCAA/NAIA Bylaws. Those members who will serve on the Florida National University Athletics Appeals Committee include a representative from the Registrar's Office, a Financial Aid Counselor, the Director of Athletics, the Academic Advisor, the Director of Student Services, and the Committee Chair, who could also be the Director of Financial Aid.

### **Appealing Cancellation of Athletics Aid**

If your aid is reduced or discontinued, you will receive a letter from the head coach notifying you of such. If you feel that the cancellation of your aid is unfair or unjustified, you may appeal in writing to the Director of Athletics within two weeks of the official notification of the cancelation by the Coach. As a student-athlete you have the right to request a meeting, with your Coach and the Director of Athletics about their decision not to renew your scholarship. The Appeals Committee will render a final decision in writing. The student-athlete will remain ineligible during the appeals process.

### **Appeals Process - Disciplinary**

If the student-athlete feels that sanctions are unduly harsh or unfair, due to unusual circumstances, he/she may appeal in writing to the Director of Student Services within two weeks of the official notification of sanctions by the Coach and the Director of Athletics. The Appeals Committee will render a final decision in writing. The student-athlete will remain ineligible during the appeals process.

## **ATHLETIC TRANSPORTATION**

**Practices:** Each student-athlete is required to provide their own travel arrangements to and from all practices and workouts. Prior written permission must be obtained from the Director of Athletics for any exceptions to this policy. This process is necessary because of legal and liability issues designed to protect the student-athlete and Florida National University. The University does not assume responsibility when a student-athlete travels with others, even if approved by the Director of Athletics (or representative).

**Competitions:** The transportation mode for Florida National University Athletic Teams is on either bus or van. It is prohibited for a student-athlete to drive any vehicles that transports team members. Also,

**tobacco, illegal drugs and alcohol products are not allowed in buses or vans, under any circumstances. This rule applies to coaches, staff, graduate assistants, student assistants and trainers as well.**

## **ATHLETIC EQUIPMENT**

At the start of the sports playing season, the respective coaches will issue athletic equipment. At the end of the sports playing season, the student-athlete will be asked to return the equipment.

The equipment will be re-issued for use during the summer if the coach decides that the team will use the equipment the next season. Should the equipment or apparel not be used next season, it must either be returned or purchased with some exceptions.

## **TIPS FOR NEW STUDENT-ATHLETES**

- Keep ahead of deadlines. Use a calendar or planner to organize your time to help alleviate unnecessary stress.
- Talk to your professors. If you take the time to talk with them, you will better understand what they expect from you.
- One of the most challenging things about Florida National University is adjusting to a new time schedule.  
To maintain your mental and physical health, be sure to get the amount of sleep your body needs.
- If you are having difficulties with your classes or need academic assistance, your options include tutoring, writing lab, faculty and academic advising.
- For academic information and official announcements, check your Florida National University e-mail on a regular basis.
- If you are interested in joining student organizations or clubs, contact the Office of Student Services for details.

## **EXIT QUESTIONNAIRE**

Upon graduation or exhaustion of eligibility, each student-athlete will receive a letter and a questionnaire from the Director of Athletics that should be filled out and mailed back to the Athletics Office. While this questionnaire should not be signed, it allows the Athletics Department to hear both positive and negative comments.

## STUDENT-ATHLETE SIGNATURE FORM

\_\_\_\_\_  
Date

Print Name

I, \_\_\_\_\_, a Florida National University Student-

Athlete, attest that I have read and made myself familiar with all information in

the Florida National University Student-Athlete Handbook. Any questions or

concerns I may have had were addressed by my coach.

Print Name

I, \_\_\_\_\_, understand and agree to abide by the rules

and regulations in this Handbook.

\_\_\_\_\_  
Signature of Student-Athlete

\_\_\_\_\_  
Signature of Coach