



PALM BEACH ATLANTIC  
UNIVERSITY

# NAVIGATOR

STUDENT HANDBOOK



# **PALM BEACH ATLANTIC UNIVERSITY**

## **THE NAVIGATOR**

### **ENLIGHTENING MINDS ENRICHING SOULS EXTENDING HANDS**

This handbook is subject to change. Palm Beach Atlantic University (PBA) reserves the right to make changes to its provisions at any time, and students are expected to keep current with any such change. PBA will send an email notice to students when changes are made to this handbook. This document is located on the University web site and all changes will be published at [www.pba.edu](http://www.pba.edu). *The Navigator* is published regularly. All students are subject to the most recent edition, not *The Navigator* of the year of University entry. All students living in campus housing are also subject to the provisions of the most recent edition of the *Residence Life Handbook*.

It is the policy of Palm Beach Atlantic University that no student shall be subjected to discrimination on the grounds of race, color, religion, gender, national or ethnic origin, age, disability, veteran status or other categories protected by applicable law in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs. The University is authorized under federal law to enroll non-immigrant alien students.

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**CAMPUS LOCATION ABBREVIATIONS**

BAX – BAXTER HALL  
BOR – BORBÉ HALL  
CS – CAMPUS STORE  
CFA – CHICK-FIL-A  
CT- COASTAL TOWERS  
DFC – DeSANTIS FAMILY CHAPEL  
ESC- ENROLLMENT SERVICES CENTER  
FST - FERN STREET THEATER  
FC – FAMILY CHURCH  
FDH – FRASER DINING HALL  
GC – GREENE COMPLEX  
LLG – GREGORY HALL  
HKP – HELEN K. PERSSON RECITAL HALL  
IM – INTRAMURAL FIELDS  
JOH – JOHNSON HALL  
LAK – LAKEVIEW HALL  
LSC – LASSITER STUDENT CENTER  
MAC – MACARTHUR HALL  
MPC - MEMORIAL PRESBYTERIAN CHURCH  
CA – MANGO APARTMENTS  
OCE – OCEANVIEW HALL  
OKE – OKEECHOBEE HALL  
PEM – PEMBROKE HALL  
RAC- MARSHALL AND VERA LEE RINKER ATHLETIC CAMPUS  
RIN – RINKER HALL  
RSC- RINKER SPORTS CENTER  
RS – RILEY SIMS CONFERENCE ROOM  
RA – RUBIN ARENA  
SH – SACHS HALL  
TOW – FLAGLER TOWERS HALL  
VAS – VISUAL ARTS STUDIO  
VLR – VERA LEA RINKER HALL  
WL – WARREN LIBRARY  
WEY – WEYENBERG HONORS HOUSE

## DEAN OF STUDENTS' WELCOME



Welcome to Palm Beach Atlantic University! The Student Development Division supports the academic mission of the University by encouraging students to learn **inside the classroom** and **outside the classroom** and the Student Development staff is here to help you grow and develop intellectually, spiritually, emotionally, socially, physically, and culturally.

In addition to **succeeding in your classes**, we hope you will take full advantage of your University experience. We will encourage you to **make connections** with faculty, staff and students. The relationships you make here at PBA will last a lifetime.

We provide many opportunities for you to **get involved** in student activities, leadership development programs, campus ministries and community service projects. By getting involved on-campus, you will deepen your relationship with God; discover and develop your interests, strengths and values; and gain experience that will prepare you to fulfill God's purpose for your life.

As a University student you are expected and have committed to live by the standards established in the University's *Community Values* (as outlined in this Student Handbook), which are intended to encourage a life lived consistent with biblical values, responsible conduct, and maturity.

If you have any questions, please feel free to contact the Dean of Students' Office. We are excited that you have chosen to become a student at Palm Beach Atlantic University, and **we look forward to serving you!**

May God bless your time at PBA!

Dean Bob Lutz

## **PBA GUIDING PRINCIPLES**

Palm Beach Atlantic University is a Christian liberal arts university. Its purpose is to offer a curriculum of studies and a program of student activities dedicated to the development of moral character, the enrichment of spiritual lives and the perpetuation of growth in Christian ideals. Founded under the providence of God, with the conviction that there is a need for a university in this community that will expand the minds, develop the moral character and enrich the spiritual lives of all the people who may come within the orbit of its influence, Palm Beach Atlantic University shall stand as a witness for Jesus Christ, expressed directly through its administration, faculty, and students.

To assure the perpetuation of these basic concepts of its founders it is resolved that all those who become associated with Palm Beach Atlantic as trustees, officers, members of the faculty or the staff, must believe in the divine inspiration of the Bible, both the Old and New Testaments; that man was directly created by God; that Jesus Christ was born of a virgin; that He is the Son of God, our Lord and Savior; that He died for the sins of all men and thereafter arose from the grave; that by repentance and the acceptance of and belief in Him, by the grace of God, the individual is saved from eternal damnation and receives eternal life in the presence of God; and it is further resolved that the ultimate teachings in this University shall always be consistent with the above principles.

## **PBA MISSION STATEMENT**

Palm Beach Atlantic University desires to prepare students for lifelong learning and leadership by offering excellent undergraduate, graduate and professional programs of study in the Arts, Humanities, Sciences and selected professions. Palm Beach Atlantic University is a private, independent university dedicated to the intentional integration of Christian principles. As a community of learners, the University provides students with a rigorous educational environment that leads to intellectual, spiritual and personal character development.

## **PBA CORE VALUES**

Palm Beach Atlantic University has identified six core values that are ingrained in our community:

### **Accountability**

*“Search me, O God, and know my heart; try me, and know my thoughts.”  
Psalm 139:23 KJV*

### **Excellence**

*“His divine power has granted to us all things that pertain to life and godliness, through the knowledge of him who called us to his own glory and excellence.”  
2 Peter 1:3 ESV*

### **Integrity**

*“He stores up sound wisdom for the upright; He is a shield to those who walk in integrity.”  
Proverbs 2:7*

### **Love**

*“Above all, clothe yourselves with love, which binds us all together in perfect harmony.”  
Colossians 3:14 NLT*

### **Respect**

*“Show proper respect to everyone: Love the brotherhood of believers, fear God, honor the King.”  
1 Peter 2:17*

### **Unity**

*“Make every effort to keep yourselves united in the Spirit, binding yourselves together with peace.”  
Ephesians 4:3 NLT*

## PBA COMMUNITY VALUES

Palm Beach Atlantic University is an academic community that strives to be characterized by Christian principles inside the classroom and outside the classroom. While it is recognized that there is great diversity among members of PBA community in terms of commitment and belief, all PBA community members are expected to submit to the example of Jesus Christ.

Students who choose to become a part of the PBA community agree to adhere to the PBA student conduct policies, which embody Christian ethical and moral standards of behavior. **By registering as a PBA student, each student has agreed to govern himself/herself in accordance with the student conduct policies and is responsible for his or her guests while on campus.**

Students are expected to live in a manner consistent with the standards set forth in the Navigator (student handbook) throughout the year, during the fall and spring semesters **as well as during the summer and University breaks.** With respect to the student conduct policies, the term “student” includes all persons taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies, including participants in study abroad and off campus academic programs, (i.e. American Studies Program, Australia Studies Center, Focus Leadership Institute, etc.). The term also includes those staying in University residences though not registered for classes.

**The student conduct policies apply at all locations and at all times. Students must abide by the policies in the Navigator in foreign countries, as well as other cities or states in the U.S. regardless of local laws.**

Students who withdraw after allegedly violating a student conduct policy/policies may be prohibited from campus until such time as they resolve the issues via the disciplinary process

The Navigator requires that each student’s conduct meets the highest standards of Christian integrity and morality. Therefore, students agree that their conduct will be consistent with Biblical teaching, all applicable laws of the federal, state and local government, and all PBA rules, regulations, and requirements.

The University provides specific examples of prohibited conduct below. But the list is meant only to educate and guide students by providing specific illustrations; it is not intended to be, nor is it, a complete or exhaustive list. Therefore, any failure to act appropriately, to follow Christian teaching, or to comply with legal or university requirements, even if it is not specifically listed below will subject to disciplinary action up to and including forfeiting the student’s right to pursue an education at, and to receive a degree from, Palm Beach Atlantic University. As noted below, if a student should have any questions regarding appropriate behavior, please contact the Dean of Students’ office.

**PALM BEACH ATLANTIC UNIVERSITY  
COMMUNITY VALUES AND STANDARDS**

The following policies and guidelines serve as the standards and expectations by which a PBA student will conduct themselves while they are enrolled at the institution:

**Academic Dishonesty**

*Definition:* Academic Dishonesty includes, but is not limited to, cheating, plagiarism, fabrication and submission of work, all or any part of which was developed in response to the assignment of another professor or was created by a person other than the student submitting the assignment, working collaboratively with another student but claiming an individual effort, or falsification of any part of an academic record. More specifically, plagiarism is presenting words or ideas from another person or source as if they are your own. This includes neglecting to put quotation marks around direct quotes or failing to cite an idea or defining term or phraseology as coming from another person or source. This includes paraphrasing the words of another person or source without giving appropriate credit to them. Simply put, plagiarism is stealing the ideas or words of someone and presenting them as your own.

The faculty member is responsible for determining that a student has committed academic dishonesty in a course. The faculty member is also responsible for communicating in writing with supporting documentation any such incidents to the Dean (or the Dean's designee) of the school housing the course where the offense occurred.

Faculty members will provide the following as documentation of academic dishonesty:

1. Copies of the original assignment along with any source materials with appropriate highlights to show where the plagiarism or other academic dishonesty took place. Turnitin reports are acceptable documentation.
2. A copy of notification from the faculty member to the student of the academic dishonesty incident.

Students can expect the following response for each level of academic dishonesty:

**A. First offense:**

1. The student must receive a zero grade for the assignment and may receive additional penalties as outlined in the particular course syllabus.
2. An additional offense within the same course will result in a failing grade for the course, even if the second offense occurred before the student received notification of the first offense.
3. The Dean of Students will place an administrative hold on the student's record to prevent registering for future classes.
4. The Superintending Dean will notify the student through PBA email, copied to the Dean of Students and, if applicable, the Dean of the student's major, of the following:
  - a. That the student has been found responsible for a first incident of academic dishonesty.

- b. The seriousness of academic dishonesty and the consequences of any finding of future academic dishonesty.
  - c. That the student must successfully complete the PBA online Academic Dishonesty Remediation Workshop. At the end of the Workshop, the student will sign the Academic Dishonesty Warning Letter of Agreement and forward it to the Superintending Dean for his/her signature. This letter will inform the student of the consequences of a second finding of academic dishonesty, including automatic failure of the course and possible loss of institutional scholarships. If applicable, the Superintending Dean will sign and forward the letter to the Dean of the student's major for additional signature and inclusion in the student's file.
  - d. The Dean of the student's major will notify the Dean of Students to remove the administrative hold on the student's account, allowing the student to register for classes.
- B. Second offense: Because a second offense may or may not occur within the same course or school, the Dean of Students is responsible for determining that the reported incident of academic dishonesty is a second offense. The following will take place:
1. The student must receive a failing grade for the course in which the dishonesty occurred.
  2. An additional offense within the same course, which would be deemed the student's third overall offense, will result in a one year suspension of the student from PBA as articulated under the provisions of "C. Third Offense" below. This shall apply even if the additional (overall third) offense occurred before the student received notification of the initial (overall second) offense in the course. Multiple offenses before the student is notified of the first offense shall be deemed as a single second offense.
  3. The Dean of Students will make the reports of all incidents of this student's academic dishonesty available to the Superintending Dean and, if applicable, the Dean of the student's major.
  4. The Superintending Dean will notify the student through PBA email, copied to the Dean of Students and, if applicable, the Dean of the student's major, of the following:
    - a. That the student has been found responsible for a second incident of academic dishonesty.
    - b. The requirement of the student to meet with the Superintending Dean (or designee) and the Dean of the student's major, if requested by the latter Dean.
    - c. That the student must successfully complete the PBA online Academic Dishonesty Remediation Workshop for a second time, including signing the Zero-Tolerance Letter of Agreement. This letter will inform the student of the consequences of a third finding of academic dishonesty. Participation in the second version of the Academic Dishonesty Remediation Workshop will require enhanced criteria for successful completion.

- d. The serious consequence, i.e. a one year suspension from PBA, should a third finding of academic dishonesty occur.
  5. At the meeting of the student the Superintending Dean (or designee), the Dean of Students (or designee), and, if applicable, the Dean (or designee) of the student's major, the Superintending Dean will address the following:
    - a. The student, the Superintending Dean and, if applicable, the Dean of the student's major will sign the Zero-Tolerance Letter of Agreement. This letter states that any further incidents of academic dishonesty will result in an automatic one year suspension from PBA.
    - b. The implications the student's automatic failure of the course in which the dishonesty occurred, i.e. effect on the student's matriculation and grade point average.
    - c. The Superintending Dean, in consultation with the Dean of the student's major and the Dean of Students, may impose other penalties, including but not limited to suspension from participation in intramural or collegiate athletics, loss of endowed or institutional scholarships, ineligibility to participate in missions trips or semester abroad programs, and possible expulsion from the Supper Honors program or the major.
  6. Once the student successfully completes the Academic Dishonesty
  7. Remediation Workshop for a second time, the Dean of Students will notify the Superintending Dean and, if applicable, the Dean of the student's major. The Superintending Dean will verify that any additional sanctions have been fulfilled and, if so, will remove the administrative hold on the student's account.
- C. Third offense: If a third incident of academic dishonesty is documented, the student must receive a failing grade for the course in which the dishonesty occurred and he or she will be suspended from PBA for one year through the following process:
1. The student must receive a failing grade for the course in which the dishonesty occurred.
  2. The Superintending Dean will notify the student through PBA email, copied to the Dean of Students, the Registrar, and, if applicable, the Dean of the student's major, that a third incident of academic dishonesty has been reported.
  3. The student will be required to meet with the Superintending Dean, the Dean of Students, and, if applicable, the Dean of the student's major in order to process the student suspension for one academic year.
  4. The Superintending Dean will send a letter requesting the suspension to the Registrar who will then officially notify the student that he or she is suspended. Copies of the letter are sent to the Dean of the school where the student is a major, to the student's academic advisor, and to the Dean of Students.

5. The exact dates of the suspension are established by the Registrar and may allow for extenuating circumstances in the timing of the suspension.
6. The student will be able to apply for readmission to PBA, if he/she provides the evidence of remediation required by the Registrar in collaboration with the Dean of Students, the Superintending Dean, and, if applicable, the Dean of the student's major.
7. Readmission to the university or to the previous major is not automatic and is up to the discretion of the Registrar and the Dean of the major to which the student is applying.
8. Re-admitted students are automatically placed on zero-tolerance for academic dishonesty and any further incidents will be cause for another suspension or expulsion from PBA.
9. All documentation will be retained by the Dean of Students in the student's discipline file.
10. Students who wish to appeal the third offense of academic dishonesty may file an academic complaint, and the matter will be treated within the established Academic Grievance Policy (see academic catalog). Any suspension remains in place until the grievance process is completed, even if this results in a missed semester of study. Students are responsible for any academic or financial repercussions.

#### **Aiding, Abetting, or Conspiring/Complicity**

Aiding, Abetting, or Conspiring/Complicity is defined as being present and knowing another student violated University policy, without taking reasonable action to either leave the situation or confront the other student. Planning/attempting to commit a violation or enabling another student to do so. When illegal substances, objects or other items in conflict with the Community Values System are present in a room, all occupants may be held responsible.

Students are responsible for their place of residence, on and off campus, and are required to take reasonable steps to ensure that other students follow PBA policy while at their residence. If such clear reasonable steps are not being taken, PBA students are required to leave those gatherings and residences.

#### **Alcoholic Beverages- Possession, Consumption, and Distribution**

Violations include possession, consumption, and/or distribution of alcoholic beverages on campus or at University sponsored events by any student. Violations also include possession, consumption, and/or distribution by any student under the age of 21, regardless of location. Students, regardless of their own age, may not make alcohol available to people under the age of 21. Students are responsible for their place of residence, on and off campus, and are required to take reasonable steps to ensure that other students follow PBA policy while at their residence. It is a violation to possess or consume cooking wine, non-alcoholic beer and non-alcoholic wine on campus.

Refusal to take a breathalyzer shall result in the student being held responsible for the violation of Intoxication (page 19).

**Cohabitation**

Living/residing with a non-related person of the opposite sex outside the bonds of marriage is prohibited.

**Computer Misconduct**

Computer Misconduct includes, but is not limited to, any violation of PBA Computer or Network Policies, including but not limited to, downloading or sharing of copyright materials, unauthorized access of data, and use of a personal router anywhere on campus.

The Computer and Network Usage Policies are in place to aid in the availability and reliability of the systems. These policies are found at: [Computer & Network Usage Policies](#). Also, see the section *Online Activity* (page 29).

**Curfew**

Failure of resident freshmen or designated residents to be in their rooms at curfew or failure to remain in their residence hall once curfew checks have been completed. Please see the *Residence Life Handbook* for curfew hours.

**Dangerous Practices/Reckless Behavior**

Activities that endanger the lives or safety of oneself or others or property. This includes, but is not limited to, students climbing on roofs or hanging from ceilings and ledges of walkways; propping entry doors in residence halls; throwing objects from windows or balconies or elevated walkways; disclosing or giving residence hall door access to unauthorized persons; and use of the PBA Alert Messaging System for non-emergencies.

**Dishonesty**

Providing false identification or information with intent to deceive. This includes, but is not limited to, lying, forgery, falsification or misrepresentation of documents or instruments of identification, the obstruction of University processes, such as the disciplinary process, or knowingly distorting or misrepresenting information before a disciplinary body.

**Disorderly Conduct/Disrespect for Others**

1. Disruptive or negative behavior on campus or at any off-campus function; intentionally or recklessly interfering with normal school or school-sponsored activities; interfering with emergency service personnel; or obstruction of any reasonable entrance to or exit from any school building or property.
2. Conduct on or off campus that is in conflict with the welfare and integrity of the school or the students; engaging in or sponsoring an activity contrary to the *Community Values System*.
3. Conduct on or off campus that is offensive, rude, annoying, or otherwise demonstrates contempt toward others, or is disruptive of the rights of others. This may include, but is not limited to, yelling at others, especially at authority figures, excessive noise, horseplay and inappropriate practical jokes or pranks (Ephesians 5:21; Romans 12:10; 1 Corinthians 13:4-7).

4. Participation in unauthorized assemblies/demonstrations such as behavior that appears to be calculated to incite a riot or seizing control of any building.

### **Dress and Personal Appearance**

#### **1. General Statement:**

A. While recognizing that personal tastes and styles may vary considerably, PBA reserves the right to determine the appropriateness of clothing and therefore has established a dress code which is in alignment with the University's mission and which all students are expected to review and adhere to.

B. Palm Beach Atlantic University employs a dress code that is based on biblical principles, focused on community, and respectful of others.

C. The PBA community affirms that our bodies are "temples of the Holy Spirit" (I Corinthians 6:19), and that dress is a tool reflecting reverence to God and respect for our bodies.

D. The University recognizes that not all regulations maintain a specific scriptural basis and that some requirements are employed to assist in developing a healthy community where members are comfortable, respectful and free from the temptation caused by immodestly dressed students.

E. The PBA dress code is designed to establish standards of respect, general modesty, and sensitivity towards others.

F. Learning to dress appropriately is part of the educational process that prepares and empowers students for professional life.

G. Enforcement of the dress code policy is the responsibility of every member of the PBA community so students should expect to be confronted by any faculty, staff or student if they are out of dress code. Members of the PBA community are encouraged to use the principles outlined in Matthew 18 (page 28) in confronting other members of the PBA community.

H. Modesty in dress encourages a Christ-like view of our bodies, reflects a healthy body image, fosters a Christian community where temptation is reduced, and demonstrates concern for the feelings of others who want to actively participate in our learning environment.

#### **2. Specific Regulations:**

A. **Modesty:** Choosing to dress modestly means showing humility as well as respect and sensitivity to self and others. Students must display mature discernment as to appropriate attire for all University activities, reflecting proper taste, personal modesty and neatness.

B. **Beachwear & Swimsuits:** An attitude of modesty will also extend to beachwear and bathing suits. Revealing swimsuits should not be worn (by either

gender) at on-campus pools or at University sponsored events, including but not limited to bikinis and speedos. Two-piece bathing suits and tankinis are permissible, as long as they provide adequate coverage. Board shorts, for men and women, are acceptable if securely fastened. Cover-ups should be modest and in keeping with other dress standards. **Swimsuits should not be visible when worn in University buildings and students should wear cover-ups when going to and from campus or the on-campus pools.**

**C. Footwear:** For health and safety reasons, students are expected to wear appropriate footwear at all times. Shoes must be worn on campus.

**D. Formal wear:** Students are expected to dress modestly for all formal events. Examples of immodest and unacceptable attire include but are not limited to the following: tight, backless, see-through, low in the neckline, exposing cleavage and/or revealing the midriff. Slits in the skirt/dress may be no higher than the knee (see “A. Modesty” above).

**E. Hats:** Hats should not be worn in the classroom, chapel, or official University meetings.

**F. Shirts:** In general, shirts should be loose fitting and not skin tight. As a general guideline, shirts must be long enough to meet one’s shorts/pants. Examples of immodest and unacceptable shirts include, but are not limited to, those that are tube tops, tight, backless, strapless, see-through, low in the neckline, exposing cleavage, undergarments and/or revealing the midriff. Finally, advertising a message that is inconsistent with the lifestyle and mission of the University (alcohol, tobacco, sex, partying, etc.) is not acceptable.

**G. Pants:** must be high enough to meet one’s shirt, and should not be skin tight. Rips and tears should not expose under garments nor should they be above the thigh. Furthermore, pajama pants are neither appropriate nor acceptable in University buildings outside of one’s residence hall.

**H. Shorts:** Shorts should be approximately no shorter than the bottom of one’s finger tips when standing, should not reveal undergarments, should not be rolled, and if they have a slit, it should go no higher than one’s finger tips as well. Rips and tears in shorts should not expose under garments nor should they be above the thigh.

**I. Skirts:** Skirts must be high enough to meet one’s shirt, long enough to reach the end of one’s finger tips, and cannot be skin tight. Rips and tears cannot expose under garments. Super miniskirts are not appropriate.

**J. Undergarments:** including bras, are required to be worn, and should not be visible when sitting or standing.

**K. Campus Recreation:** All students and intramural participants must adhere to the PBA Dress Code while in the Greene Complex and while participating in Campus Recreation activities both indoors and outdoors. In addition, the following standards will be enforced:

1. Footwear is required in the Greene Complex and the Rinker Athletic Campus. Non-marking athletic shoes (i.e. tennis, basketball, court, and jogging or cross trainers) must be worn in all activity areas, except where appropriate for dance and fitness classes as determined by the instructor and/or professional staff.
  2. Only athletic and exercise attire may be worn for all Campus Recreation activities. To maintain the vinyl-covered equipment in the Fitness Center clothing with belts, buttons and/or snaps is not permitted.
  3. Intramural participants may be required to wear clothing and/or equipment that is sport-specific.
  4. As a guideline, women's shorts must be long enough to reach the fingers tips with the arms fully extended. Shorts with slits higher than the fingertips are not permitted.
  5. Shirts are required both indoors and outdoors, and may not be modified to expose a significant amount of skin. Tight tank tops are not permitted for men or women. Straps must be at least 1 inch in width.
  6. Clothing that adjusts during exercise and exposes the breast, midriff and/or buttocks area is not allowed.
  7. Campus Recreation staff may request that a patron change clothing or leave the facility if they determine the attire is contrary to the dress code or it creates a health or safety risk.
  8. Please refer to the Campus Recreation's link on myPBA for the most current information on the policies and procedures of the department and the facility.
- L. Generally speaking, anything revealing, tight, backless, strapless, see-through, low cut in the neckline, or revealing in the midriff (in any position), or any article not covering the complete upper torso from shoulder to waist may not be worn on campus or at a PBA event.

**Fire/Arson**

Intentionally or unintentionally setting a fire without authorization and/or setting fires with the intention of destroying property.

### **Fire Equipment, Tampering**

Tampering with, discharging, or removing fire alarms, fire sprinklers, fire extinguishers, exit signs, emergency call boxes, other emergency alarms or safety equipment. This includes giving false alarms or committing acts that circumvent the effectiveness of fire drills. Use of Fog/smoke machines/devices is prohibited.

### **Gambling**

To play a game of chance and/or make wagers, for money and/or any other valuable stakes. Gambling is prohibited on or off campus.

### **Harassment, Threat, or Abuse**

Verbal, written, or mental abuse, threats, blackmail (threatening to reveal information in order to extort something of value), public incrimination, intentional intimidation (including coercing others to withhold information from University officials), defamation of character (slander or libel, via ridicule, rumor, etc.), or stalking. May include a persistent pattern of behavior directed at another individual or oneself that distresses, frightens, or is in some manner inappropriate or threatening. Examples include, but are not limited to, causing a person to believe that the offender may cause mental or bodily harm, hate speech, cyber bullying\*, public incrimination, or discrimination based on race, gender, religion, nationality or disability.

\*This offense includes, but is not limited to:

Making, storing, sharing or distributing unauthorized audio, video or photographic recordings of a person in a location in which that person has a reasonable expectation of privacy including, but not limited to, shower/locker rooms, residence hall rooms, and restrooms. Undisclosed and unauthorized recording of other individuals and the use of undisclosed or hidden recording devices is prohibited. This does not extend to the disclosed recording of public events or discussions, or those made for law enforcement purposes.

Using any means of technology to communicate in a harassing or exploiting manner, such as inappropriate text messaging, the use of social networking sites to force shame on others, etc.

### **Hazing**

Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization or group. Hazing includes, but is not limited to, pressuring or coercing a student into: violating city, state, or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements; consumption of any food, liquor, drug, or other substance; or other activity that could adversely affect the physical health or safety of a student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced or coerced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events

or other similar contests or competitions or any activity or conduct that furthers a legal or legitimate objective. **It is not a defense to a charge of hazing that the consent of the victim has been obtained, or that the conduct or activity that resulted in harm of the person was not done as a condition to membership of an organization.**

(Adapted from 2007 FL Statutes: <http://www.leg.state.fl.us/statutes>).

#### Guidelines for Traditions and Activities:

- Participation in all activities must be completely voluntary. Coercion of anyone is not permitted. Coercion means requiring or inducing participation by pressure or threat, whether implied or stated.
- Activities may not put anyone at risk of harm – spiritual, physical, emotional or psychological.
- Retaliation or harassment (verbal or physical) against individuals who do not participate, or who do not desire to participate, is not permitted.
- Activities may not single out or exclude individuals or classes of individuals. They must involve and accept representatives from all groups.
- Activities should be honoring and affirming of others in the community as brothers and sisters in Christ. It is antithetical to the heart of Christ that students would be subjected to any unnecessary requirements to be welcomed in this community.

#### **Illegal Drugs**

The usage, manufacture, possession, or distribution of illegal drugs or significant mind-altering substances, pharmaceutical and otherwise, (including salvia divinorium, medical marijuana, and synthetic forms of banned substances, including but not limited to, K2, Spice, Black Magic, etc.); inappropriate/illegal use or distribution of any pharmaceutical product, including possessing or using a controlled prescription medication belonging to another person; being in the presence of others while the above mentioned drug use is occurring; or possession of drug paraphernalia, including bong. Any student refusing to take a drug test is held responsible for the violation of illegal drugs (see Drug and Alcohol Testing on page 27).

#### **Inappropriate Sexual Behavior**

Sexual activity that is inconsistent with biblical teaching, such as: sexual activity outside the bonds of marriage between a man and a woman, sexual misconduct, sexual harassment, and homosexual behavior. Sexual activity includes, but is not limited to, genital area contact and other touching that could lead to sexual fulfillment.

#### **Insubordination**

Failure to comply with directions given by University officials, faculty and staff (including Resident Assistants) acting in the performance of their duties (i.e. failure to evacuate a building during a fire alarm, refusal to present an ID upon request, failure to appear when summoned for an official meeting).

**Intoxication**

A state of being, *on or off campus*, in which a person experiences a loss of normal use of his/her mental and/or physical faculties due to the use of alcohol. This includes but is not limited to slurred speech, loss of motor coordination, aggression, loss of memory, abusive behavior, or a blood alcohol content of .05 or greater. Refusal to take a breathalyzer test, results in the student being held responsible for the violation of Being Intoxicated (See Drug and Alcohol Testing on page 27).

**Lewd or Indecent Conduct**

Indecent, profane and vulgar language, writing, expression, or behavior and/or indecent exposure.

**Pets**

Maintaining any animal in any campus building including residence halls is prohibited.

With the approval of the Office of Academic Support and Disability Services, dogs used to assist people with disabilities are permitted on campus. (Please see Residence Life Handbook for fish and aquatic exceptions.)

**Physical Assault/Inappropriate Physical Behavior**

A willful attempt or threat to inflict injury upon another person coupled with the apparent present ability to do; inflicting bodily harm on another person or one's self (striking, choking, etc.); taking any action, forceful or otherwise, for the purpose of inflicting bodily harm on another person or one's self.

**Pornography**

Viewing, possessing, or producing material that is sexually explicit and/or intended for the purpose of sexual arousal. This includes, but is not limited to video, audio, and print material, including posters, as well as media displayed or distributed on the Internet. Computer checks may be done at any time.

**Residence Life Policy**

Intentional or unintentional violation of any policy outlined in the Residence Life Handbook.

**Residence Hall Visitation**

Visitation by members of the opposite sex in campus housing outside of the established visitation hours and policies. See the Residence Life Handbook for further regulations and hours.

**Sexual Misconduct Policy**

It is a community expectation that students, faculty, and staff of Palm Beach Atlantic University (the "University") will neither engage in nor promote sexual activity or behavior that contradicts Biblical standards. In this regard, the University has articulated certain parameters for appropriate sexual behavior in the Community Values System Section of the *Navigator*, (and, in particular, the section titled "Inappropriate Sexual

Behavior or Activity” of the *Navigator*), and in similar policies set forth in faculty and staff handbooks. This Sexual Misconduct Policy should be interpreted in a manner consistent with such other University policies and should not be understood, in any way, to condone or to otherwise encourage sexual activity or behavior outside of the standards articulated in the *Navigator* or the similar policies found in the faculty and staff handbooks. Where the content of the Sexual Misconduct Policy conflicts with other similar policies set forth in the student and/or faculty and staff handbooks, the requirements of this Sexual Misconduct Policy shall prevail.

### **1. Prohibition of Sexual Misconduct**

Sexual misconduct committed on property owned or controlled by the University by a student, faculty member, or staff member against any student, faculty member, staff member, or other individual is prohibited and is a violation of this policy. In addition, sexual misconduct committed by a student, faculty member, or staff member against a student, faculty member, staff member, or other individual anywhere other than on property owned or controlled by the University violates this policy if the confirmed conduct adversely and significantly affects the perpetrator’s suitability as a member of the University community, in the sole discretion of the University.

### **2. Sexual Misconduct Defined**

For purposes of this policy, sexual misconduct includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature when:

- A. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining education or employment,
- B. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting that individual’s education or employment,
- C. That conduct has the purpose or effect of substantially interfering with an individual’s education or employment, or creating an intimidating, hostile or offensive educational or employment environment.

Sexual misconduct may include any unwelcome sexual behavior and is not limited by the gender of either the alleged victim or perpetrator. Sexual misconduct may include physical, verbal or written conduct.

The following acts constitute sexual misconduct:

#### **Dating Violence**

Violence committed by a person,

1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - a. length of the relationship

- b. the type of the relationship
- c. the frequency of interaction between the persons involved in the relationship.

### **Stalking**

The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- 1. fear for his or her safety or the safety of others; or
- 2. suffer substantial emotional distress

### **Domestic Violence**

The term “domestic violence” includes felony and misdemeanor crimes of violence committed by a current or former spouse of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or any other person meeting criteria specified under the domestic or family violence laws of the jurisdiction.

### **Sexual Assault**

Sexual assault is any offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Sexual assault and sexual violence may include a range of sexual conduct including, but not limited to stranger rape, acquaintance rape, marital rape, same-sex assault and unwelcome touching or contact. Sexual assault may include sexual penetration (however slight) or sexual contact carried out under coercion, with the threat of force or violence (including use of a weapon), through a position of authority, or when the victim is incapacitated. Sexual assault may also include physical contact with a person’s genital area, other bodily orifices or with a person’s buttocks or breasts if the contact or touching is done without consent. The use of alcohol or drugs by either party is not considered to decrease the responsibility for sexual assault under this policy.

Conduct may be considered sexual assault even if

- The attacker is someone known to the victim/survivor,
- The assault happens on a date,
- The individuals have engaged in sexual touching or kissing prior to the assault,
- The individuals have had consensual intercourse in the past,
- The individuals are married,
- The individuals are under the influence of alcohol or other drugs,
- There was no weapon involved,
- There was no evidence of a struggle or resistance,
- There are no other witnesses.

### **Sexual Harassment**

Sexual harassment includes, but is not necessarily limited to, unwelcome conduct or statements that involve sexual advances, requests for sexual favors, or joking based on sex.

Sexually harassing conduct may include, among other things, use of suggestive sexual comments or jokes; sexual remarks about a person's body, clothing, or sexual activities; patting, pinching, or other offensive touching; or displays of sexually suggestive pictures or objects.

Sexual harassment also includes any other unwelcome verbal, visual, or physical conduct of a sexual nature, particularly if:

- a. submission to such conduct is an explicit or implicit term or condition of employment, professional evaluation, or academic evaluation; or
- b. submission to or rejection of such conduct is used as the basis for making employment, professional, or academic decisions; or
- c. such conduct has the purpose or the effect of unreasonably interfering with the person's work or academic performance; or
- d. such conduct has the purpose or the effect of creating an intimidating, hostile, or offensive working, professional, or academic environment.

### **3. Procedures for Victims**

If an incident of sexual misconduct occurs, it is important to preserve evidence so that the option of pursuing successful criminal prosecution (or a protection order) remains available.

Students, faculty or staff may make a complaint of sexual misconduct to the Title IX Coordinator, Mona Hicks, Associate Vice President of Human Resources, or one of three Deputy Title IX Coordinators; Courtney Lovely, Associate Athletic Director of Internal Operations/Senior Women's Administrator, Suzie Lenart, Director of Human Resources and Natalie Johnson, Director of Student Activities, Involvement and Leadership. (If University faculty or staff is involved, Mona Hicks is the appropriate person to report such complaints.) Complaints will be referred for investigation to the Dean of Student Life (if the complaint involves a student) and/or the Associate Vice President of Human Resources (if the complaint involves a faculty or staff member). Individuals who are the victim of sexual misconduct have the option to seek assistance from the University, law enforcement, both or neither if they so choose. The victim may also choose to have the University assist in contacting appropriate law enforcement authorities. All University personnel (including faculty, staff, and administrators) are obligated to report all suspected or alleged incidents of sexual misconduct to the persons listed above.

Complaints need not be in writing initially, and every complaint of sexual misconduct will be investigated. If, during the course of the investigation, it is determined that no sexual misconduct occurred, the complaint will be filed with the Director of Residence Life or the Assistant Vice President of Human Resources. The complainant may be requested to submit in writing a detailed description of the alleged violation of this

policy, as well as any additional information considered relevant to an investigation. If it appears that the safety or security of a complainant is in jeopardy, appropriate action will be taken to protect the complainant.

Any student or employee reporting an incident of sexual assault, domestic violence, dating violence, or stalking to the University will receive information regarding his or her rights and options pursuant to this policy. The Director of Residence Life or Assistant Vice President of Human Resources will direct an investigation utilizing appropriate investigators, and will ensure that all proceedings provide a prompt, fair, and impartial investigation and resolution. All investigators and decision makers pursuant to this policy will be trained on methods for conducting investigation and hearings, if applicable, in a manner that protects the safety of victims and promotes accountability.

The University will notify the complainant of the time frame for the investigation. The investigation will afford the accused an opportunity to respond to the allegations. In addition, the complainant and any other persons believed to have information relevant to the investigation will be interviewed. The complainant will have the opportunity to present witnesses and evidence. Resolution of a complaint may occur prior to, during or as a result of an investigation, if appropriate, if recommended by the investigator, and if acceptable to the complainant and the person accused. The determination shall be made on the basis of whether it is more likely than not that the student, employee, or faculty member violated the Sexual Misconduct Policy and the Palm Beach Atlantic University student code of conduct (a preponderance of evidence). Both the complainant and the accused will be notified simultaneously of the determination in writing and how to pursue an appeal. Both will also be notified simultaneously in writing of any change in the result upon appeal and when the result becomes final. Rules of evidence as in a court of law, however, shall not apply.

#### **4. Discipline and Accommodations**

If the results of the investigation indicate sexual misconduct has occurred, the University will take appropriate action. For students found to have committed sexual misconduct, such actions may include, but are not limited to, education, counseling, loss of privileges, housing restrictions, probation, suspension, or expulsion. For faculty and staff, such action may include, but is not limited to, education, counseling, oral and/or written warnings, probation, suspension, or termination of employment. Moreover, the University may issue no contact orders and/or no trespass orders. Both the complainant and the (alleged) perpetrator will be informed of the outcome of the investigation. Both the complainant and the accused will have the opportunity to be present during any disciplinary proceeding and will have the opportunity to be accompanied by an advisor of his or her choice.

Regardless of whether a student or employee reports an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or pursues any formal action, the University is committed to providing a safe learning and work environment. Accordingly, upon request, the University will make any reasonably available change to a victim's academic, living, transportation, and working situation.

The University will ensure that orders of protection issued by courts are fully upheld on all University property. Accordingly, if a student or employee of the University obtains an order of protection or restraining order, he or she should promptly inform Palm Beach Atlantic University Campus Safety and provide them with a copy of that order.

### **5. Confidentiality and Retaliation**

The University takes seriously the sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. In this regard, the University is committed to protecting the privacy of students and employees who report incidents of abuse, to the extent permitted by law, and consistent with the University's need to protect the safety of the community. If the University is required to disclose information regarding an incident, to the extent permitted by law, the University will keep the identity of the victim anonymous or will redact any personal identifying information specific to the victim.

Retaliation or intimidation against an individual who brings a complaint or participates in an investigation of sexual misconduct or pursues legal action is prohibited and will not be tolerated. Reports of suspected retaliation or intimidation should be made using the same reporting procedure described in this policy.

### **6. Education**

Consistent with the University's commitment to increasing the awareness of and the prevention of sexual misconduct, the University regularly provides students and employees with educational programming, and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking. The University offers practical guidance for risk reduction, violence prevention, and bystander intervention to address the issue of sexual misconduct. In addition to ongoing prevention and awareness programs for students and employees, the University also provides all new students and new employees with primary prevention and awareness programs that promote awareness regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. Topics covered by such training programs including the following:

- That the University prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking;
- Definitions of domestic violence, dating violence, sexual assault, and stalking;
- The definition of consent, in the context of sexual activity;
- Safe and positive options for bystander intervention that may be taken to prevent harm or intervene when there is a risk of offense against someone else; and
- Recognition of signs of abuse behavior and how to avoid potential attacks.

### **7. Resources**

The University, in addition to local authorities and agencies, offers resources to assist victims of sexual misconduct. The following is a list of such resources and their respective contact information.

***On-Campus***

- Mona Hicks, Title IX Coordinator, 561-803-2174
- Courtney Lovely, Deputy Title IX Coordinator, 561-803-2337
- Suzie Lenart, Deputy Title IX Coordinator, 561-803-2188
- Natalie Johnson, Deputy Title IX Coordinator, 561-803-2661
- Campus Safety, 561-803-2500
- Campus Safety after hours, 561-803-2500
- Counseling Services, 561-803-2576

***Off-Campus***

- Emergency HELP dial 911
- West Palm Beach Police Department, 561-822-1900
- Palm Beach County Victims Services 24 Hour Hotline, 561-833-7273 (toll free 1-866-891-7273)

**8. Policy Updates**

The provisions of this Sexual Misconduct Policy are intended to satisfy the requirements of the Clery Act, the Violence Against Women Reauthorization Act, and the Campus Sexual Violence Elimination Act (the “SAVE Act”).

The provisions of this policy shall be reviewed regularly and shall be revised and updated when required by law. Such revisions or updates shall be applicable immediately to students, faculty and staff, with or without notice.

**Stealing and/or Possession of Stolen or Lost Property**

Taking or possessing the property of another person or group without permission. Copyright violations of any copyrighted material, PBA or otherwise, is theft. Use of the PBA name, graphics, logo, symbols, etc., is not permitted without prior expressed written permission. The complete policy concerning University copyrights, which students are required to comply with, may be found at [University Copyrights](#).

**Tobacco Use or Vaping**

The chewing, smoking, vaping or other use of tobacco, including, but not limited to, cloves products, electronic cigarettes or “e-cigarettes,” in the residence halls, on campus or at University-sponsored functions is prohibited. Possession or presence of tobacco paraphernalia, such as hookahs, in residence halls, on campus, or at University-sponsored events are also prohibited.

**Unauthorized Presence, Improper Use**

Unauthorized entry, presence on, or improper use of any property. This includes the unauthorized use of either University or private property or facilities (i.e. private parties, misuse of the Student Center, soliciting, distribution of advertising materials). Intentionally trespassing in areas from which individuals have been banned by previous order.

**Vandalizing or Destroying of Property**

Destroying, defacing or damaging property and/or littering.

**Weapons, Firearms, Fireworks, or Explosives**

Any firearm, sword, sword cane, dirk, knife, metallic knuckles, slingshot, billie, traditional martial arts weapons, bow and arrow, tear gas gun, chemical weapon or device, electric conducive device, destructive device (i.e. fireworks, incendiary devices, bombs, etc.), or other deadly weapons except a common pocketknife with a blade of less than 4 inches, plastic knife, blunt-bladed tables knife, kitchen knife in designated food preparation areas, or pocketsize self-defense chemical spray of not more than two ounces.

The use and possession of weapons on any University campus or facility and at all University events are governed by the following guidelines:

1. Other than for use as props in official PBA activities, this policy prohibits individuals from possessing replica or “toy” weapons on campus, and from possessing on campus component parts that can be readily assembled into a weapon.
2. If a professor assigns a problem that will require students to use a replica or toy weapon in a class the professor will notify the Director of Campus Safety and Security as far in advance as possible.
3. Antique weapons may be used for classroom instructional purposes with the approval of the Provost and notification of the Director of Campus Safety and Security.
4. If a student intends to bring a toy or replica weapon to campus for a class, program, or theatrical performance, the student will notify the Director of Campus Safety and Security in advance.
5. Under no circumstances will any weapon be approved for use or display without written authorization from the Director of Campus Safety and Security.

## STUDENT ACCOUNTABILITY STATEMENTS AND POLICIES

### Amnesty Policy

Students who struggle with issues that violate the student conduct policies of the University are encouraged to seek support and help. Examples include, but are not limited to, pregnancy, drugs, alcohol, pornography, sexual relationships, eating disorders and homosexual behavior. Knowing that many University students who struggle with these issues may fear asking for help because of the potential consequences, PBA has established an Amnesty Policy. This policy allows students who want to receive help and support to work through these issues and accept accountability for these behaviors **without** going through the normal discipline process. Students requesting help are asked to abstain from the behavior and may be required to sign a behavioral agreement and/or to seek professional help. **Students must request Amnesty before any disciplinary confrontation, addressing the specific inappropriate behavior(s), occurs. Typical disciplinary confrontations are carried out by staff members, from the offices of Residence Life (RAs included), Campus Safety, Dean of Students' Office, or any person specifically designated on their behalf (this includes before notification of required drug or alcohol tests).** Students also must be honest, cooperative, and compliant with amnesty requirements and demonstrate a true desire to change. Students may contact [Amnesty@pba.edu](mailto:Amnesty@pba.edu) or connect with the Dean of Students' Office, Residence Life, Health and Wellness, or University Counseling to request Amnesty or learn more about the policy. Confidentiality related to Amnesty is fully detailed in the Amnesty intake meeting with an Amnesty coordinator.

If Amnesty is granted, students are not subject to the student conduct policy for behaviors they have engaged in prior to their confession. The behavior in violation will have to change for the student to remain at PBA. However, there are instances where amnesty may not be granted if the interests of PBA so require including concerns about safety; in such instances, PBA may require a student to withdraw in order to get further help before returning as a student or take any necessary disciplinary action.

### Drug and Alcohol Testing

In keeping with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989, the sale, manufacture, distribution, possession or use of a controlled substance is strictly prohibited within the bounds of the PBA campus or any properties leased or controlled by PBA as well as at any PBA-sponsored activity or event. This policy does not prohibit use of controlled substances for which the user has a valid prescription and is using the controlled substance consistently with that prescription.

University officials may conduct drug and/or alcohol testing of students with or without notice. If a student's drug and/or alcohol test results are positive, the student is responsible for the cost of the test.

If a student refuses to submit to either of these tests or to sign a release of information form or comply with any other required procedure, the University will treat the refusal or

non-compliance as a positive test result. **This student will be suspended immediately. Once an individual student has been notified of a requirement for drug or alcohol testing, any action or inaction to avoid or delay the test, including but not limited to, the removal of any body hair (to a length shorter than 1.5 inches) or alteration of it, constitutes refusing to take a drug alcohol test.**

Positive tests are considered conclusive that a student was in an environment where the respective drug or alcohol activity occurred and/or participated in such activity. Challenges to positive drug tests based on “second hand use/smoke,” or similar arguments, are irrelevant.

Current athletes, as identified by the Athletic Department are regularly drug tested at various times throughout the year in compliance with NCAA standards. Positive results from NCAA related drug tests are subject to disciplinary action by both the Dean of Students’ Office as well as the Athletic Department.

Information about drug and alcohol abuse prevention and PBA’s drug-free workplace disclosure is published annually in the University’s Annual Consumer Information Report.

### **Matthew 18 Policy**

All members of the PBA community are expected to take responsibility for the spiritual and social environment at PBA. Therefore, based on the principles in Matthew 18:15-17, students witnessing values violations are obligated to confront the offending party. If the offending party is repentant and does not repeat the offense, and (as necessary) makes restitution, the matter does not move to higher levels of accountability. The University reserves the right, however to impose boundaries and limitations such as the loss of privileges, or to invoke its disciplinary process and impose any of the sanctions available under that process to the extent it deems necessary and in the best interests of PBA without awaiting a confrontation between students or even after a successful confrontation between students.

If the violation is known to *be illegal or potentially harmful to oneself or others* (including violations involving a pregnancy), then the observing student is **required** to communicate such incidents to the Dean of Students’ Office. If the violation is not illegal or harmful, but yet denied by the offending party, or is a repeated offense which had been previously confronted, the observing student is encouraged to find a peer and together, prayerfully meet with the other person again to discuss the concern. If after this meeting, the issue is not resolved and/or the violation still does not cease, the observing student is obligated to inform the offending party that s/he will notify the Dean of Students’ Office. The confronting student must then report the violation, but can encourage the offending student to self-report to Amnesty and may then accompany him or her.

**Students are not permitted to ignore illegal or harmful values violations.** Students concerned with ruining relationships with others who are struggling personally or spiritually should realize that they must not reject or distance themselves from the people

who may be involved in such situations, but inform them that they love them enough to take action to help them avoid such situations, even if that means holding them accountable.

**Though it is preferred that students confront one another, in situations involving any question of safety, students should report serious incidents through the silent witness program that can be accessed on the Campus Safety homepage.**

The following resources are available to students dealing with these situations who would like further assistance:

- Resident Director, Assistant Resident Director or Resident Assistant
- *Confidential* Counseling: University Counselor: 561-803-2662
- Health and Wellness: 561-803-2576
- Amnesty Program: [Amnesty@pba.edu](mailto:Amnesty@pba.edu), 561-803-2555

### **Off-Campus Discipline and Online Activity**

All students are expected to conduct themselves in accordance with the *Navigator* in both campus and community life. Similarly, students living off-campus are to abide by the same behavioral expectations and lifestyle standards as those living on-campus. Thus, disciplinary action may be initiated against both resident and non-resident students by the University for violations of policies, which occur either on or off campus.

Students are responsible to adhere to local, state, and federal laws. PBA students charged with or convicted of a criminal act on or off campus are subject to disciplinary action by the University and/or loss of institutional aid. The University disciplinary process does not necessarily await the outcome of criminal charges, and is not subject to challenge on the grounds that civil/criminal charges involving the same incident are not concluded, or have been dismissed or reduced.

Although the University does not seek out off-campus violations, action is taken when an incident is brought to the attention of University officials. Offenses are handled through the accountability process and the response depends on the severity of the violation.

The proliferation of online communication tools such as social networks (i.e. Facebook, Snapchat, etc.) and blogs continues to transform the ways in which we communicate and develop community. Palm Beach Atlantic University acknowledges these media as appropriate ways to share information. However, while there are many positives, there are also some concerns and cautions of which we want to make students aware. Our desire is to provide guidance for students as you engage in these forms of communication.

It is important for students to be wise and cautious when posting information on the Internet. At a minimum, we encourage all students to do the following:

1. Do not post your address information.

2. Do not post your phone numbers.
3. Be discerning with the information you do post.
4. Understand that any information you post may be viewed by anyone with Internet access.

Information you post is a reflection of your character and may be subject to disciplinary or legal action, affect current or future employment, or be subject to identity theft. It can also open up opportunities for stalking and other inappropriate behaviors.

It is important to understand that what you post online does not only represent you. Many sites indicate you are a student at Palm Beach Atlantic University. As you know, being a member of this community means there is a significant responsibility to represent the University in a Christ-like manner.

Therefore, students are required to demonstrate living within biblical values and the policies in the student handbook in all forms of expression, including electronic media. This includes, but is not limited to, blogs/blogging, e-mail, instant messaging, Web sites, social media apps, and text messaging, etc. Statements, activity, and information set forth in these or any other sources of expression may be examined and considered as possible indications of policy violations according to the student handbook.

Students are responsible for all comments they post on their own social media sites as well as what they may post on pages of other individuals. If there is inappropriate material posted on your site(s) by other individuals or groups, the University requires you to remove these items. All such information is public information and is not considered private or protected.

It is not the intent of the University to monitor what students place on these sites, and the University undertakes no such duty to monitor. However, we will respond to issues that are brought to our attention. If inappropriate material is found on any of your social media sites, you may be held accountable with appropriate consequences. As with all policies, the University encourages students to hold one another accountable.

Should you have questions about what may or may not be appropriate, please feel free to contact the Dean of Students' Office.

### **Room/Property Search**

Palm Beach Atlantic University officials may conduct searches of students' residence hall rooms, as well as any PBA-operated residential facilities. Students' property also is subject to search, including but not limited to, vehicles, book bags, purses, refrigerators, etc.

Searches may be conducted for any reason the University deems appropriate in its sole discretion including but not limited to disciplinary reasons, health and safety purposes, or in order to maintain a positive educational atmosphere. Searches will only be conducted

when authorization to search has been obtained from one of the following university officials:

- Dean of Students
- Assistant Dean of Students
- Director of Residence Life and Student Accountability
- Assistant Director of Residence Life
- Director of Campus Safety

Searches will be completed while a member of the Residence Life professional staff or a designee is present when the search is conducted by a member of the Department of Campus Safety and Security. Items contrary to the Community Values or which pose a concern for the well-being of the University community may be confiscated and may or may not be returned to the owner.

Searches of student property or PBA-owned housing by University faculty or staff may be conducted at any time, without notice, without student consent, and without a search warrant. Computer searches may be done at any time.

Because University-operated residential facilities are rented from the University, they are considered campus housing. Therefore, University officials make periodic safety and property inspections.

### **Statement on Human Sexuality and Gender Identity**

Palm Beach Atlantic University strives to create a learning environment where community members can safely engage with one another in meaningful dialogue about important issues, including those of human sexuality and gender identity.

Sexuality is a gift from God, who declared it “good” (Genesis 1:27-28). Palm Beach Atlantic University affirms the biblical understanding of sexuality and gender identity:

- Sex is intended for producing offspring (Genesis 1:28) and for pleasure (Proverbs 5:18, 19; Song of Solomon).
- Sex is explicitly intended for the marital relationship between a biological male and biological female (1 Corinthians 7:2-5). The physical and emotional intimacy of sex is designed specifically to unite the couple in a lifelong commitment to each other (Genesis 2:24; Matthew 19:5).
- Sexual relations outside of marriage are strictly forbidden (Exodus 20:14; Proverbs 5:1-11; 6:23-33; 7:5-27; Matt. 5:27-28; 1 Corinthians 6:9).
- “Sexual immorality” (both heterosexual and homosexual) is strongly prohibited in Scripture (Romans 1:26-28; 1 Thessalonians 4:3) because our bodies are “temples of the Holy Spirit” (1 Corinthians 6:13-20).

Palm Beach Atlantic University continues to affirm this biblical understanding as a faithful commitment in marriage between a biological male and biological female and purity in relationships outside of marriage. Along with the rest of creation, however, sexuality has been affected by sin (Genesis 3). As a result of the Fall of Mankind, sin has a wide impact on our lives and every person struggles with temptation in one form or another.

Temptations relating to sexuality and gender identity include heterosexual sex outside of marriage; homosexual behavior; the perversion of sexuality through pornography (Matt. 5:27-28), rape, incest, sexual addictions; alternate gender expression and all other forms of sexuality that deviate from the biblical standard for sexuality. It is the community expectation that PBA students, faculty, and staff will neither engage in nor promote sexuality or gender expression that contradicts biblical standards (Rom. 1:21-27; 1 Cor. 6:9-10; Gen. 2:24; Eph. 5:31). It is also the community expectation that PBA students, faculty, and staff will exercise sensitivity and not mistreat those who struggle with any temptation.

PBA students, faculty and staff are called to exercise their freedom in Christ and responsibility within the framework of God's word (Galatians. 5:13-14; I Peter 2:16-17) and to treat their own bodies and those of others with the respect and honor due the temple of God (1 Corinthians. 6:20). It is the University's intention to promote behavior consistent with scriptural principles. Because sexual activity includes more than just the physical body, efforts to protect sexual purity also safeguard the mind, spirit, and emotions. Students with questions regarding these issues are encouraged to avail themselves of opportunities for confidential discussion and support through Health and Wellness, University Counseling, or the Campus Pastor. Students who struggle with any issues that violate the policies in the student handbook are encouraged to seek support and help under the Amnesty Policy (page 27) via the Dean of Students' Office, University Counseling Center, Campus Pastor or the Health and Wellness Center.

### **Student Pregnancy and Sanctity of Life**

When sexual union occurs outside of marriage, God's heart is grieved. Still, He extends redemptive grace to those who have offended Him. **Should an out-of-wedlock pregnancy occur, an accountability process is required that holds the individuals involved accountable, with the goal of protecting the unborn child.** These students often are placed on a behavioral agreement with requirements for counseling, prenatal care, and other services, designed to facilitate emotional, physical and spiritual growth for the parents and to ensure proper medical care for the child. Students are greatly encouraged to self-report these situations under the Amnesty Policy and begin a new chapter of accountability for themselves and a future for their child.

God has ordained marriage to bring a man and a woman together as the foundation for a new family. He empowers them, through their sexual union, to create new human life. The Bible is clear in its teaching on the sanctity of human life (Psalm 22:10-11; 139:13, 15; Galatians 1:15). Life begins at conception and is precious to God from that very moment.

Unborn children, like others of the most vulnerable of our society, deserve our best efforts to protect them. Students, male and female, who participate in securing an abortion are subject to disciplinary action.

### **STUDENT ACCOUNTABILITY PROCESS**

The principle of accountability is basic to providing a climate that encourages University students to take responsibility for their actions. All students who violate University policies can expect to be held accountable for their behavior. Students can expect to be confronted, counseled, advised, and, when warranted, disciplined. Palm Beach Atlantic University reserves the right to dismiss a student at any time and without any prior confrontation or advice if his or her conduct is inconsistent with its aims and objectives.

All procedures are subject to the individual circumstances of any given incident, and the University reserves the right to omit any or all steps in the disciplinary process if the University deems this to be in the best interest of PBA or the parties involved.

#### **STUDENT ACCOUNTABILITY PROCESS TRADITIONAL, DAY UNDERGRADUATE STUDENTS**

##### **Accountability Incident Reports**

PBA officials, including Resident Assistants, may submit an Accountability Incident Reports when they believe a student has violated one or more student conduct policies. The incident report is used to determine if the incident needs to be evaluated in the accountability process. Campus Safety & Security incident reports also may be used as Accountability Incident Reports.

##### **Evaluation of Accountability Incident Reports**

The Residence Life and Student Accountability Office assesses all Accountability Incident Reports to ensure that the reports are fair and appropriate in light of the information.

A student charged with violating a University policy is referred to the appropriate disciplinary body or official. Based on the nature and severity of the offense, the assigned student accountability officer may:

1. Choose an alternative resolution method (i.e. mediation, restorative justice, etc.) in lieu of or in conjunction with the options below.
2. Assign the violation to be handled by an appropriate University official(s).
3. Dismiss the matter without disciplinary action.

##### **Notice of Potential Community Values Violations**

PBA will notify the student of (a) student conduct violation, (b) the inappropriate behavior with which the student is accused, (c) the nature of the information supporting the alleged violation, (d) the Navigator's disciplinary procedure, and (e) the date and time of the disciplinary meeting. Notice will be deemed given when the University delivers it

to the student's PBA e-mail, voicemail, campus mailbox, or in person. In its sole discretion, PBA may also use other addresses the student has on file with PBA including the student's "Legal Home Permanent" address. If PBA is unable to locate the student through his or her PBA email, voicemail or campus mailbox, the disciplinary meeting will proceed as scheduled without the student's presence and the results will be e-mailed to the student (or phoned or mailed to the student's legal home permanent address on file).

### **Student Accountability Meeting**

The student whose presence is requested will notify the student accountability officer prior to the scheduled time of the disciplinary meeting if an emergency arises and s/he cannot be present and will describe specifically the nature of the emergency. PBA will determine in its sole discretion whether to reschedule the meeting and notify the student of its decision. **Any individual refusing to cooperate with a campus official in the student accountability process is subject to further disciplinary action.** In such a situation, the meeting proceeds through the regular accountability process and a response is determined with or without the student present.

Student accountability is an educational process and not a legal proceeding. Therefore, neither the student nor the University will have legal counsel present during the student accountability meeting with the exception of a violation of the Sexual Misconduct policy. Accountability proceedings include only that degree of formality the University considers to be necessary for the incident.

Individuals participating in the accountability process must present truthful information. Any individual thought to have willfully presented false or misleading information, including the student who is the focus of the process, is subject to additional accountability sanctions up to and including suspension or expulsion.

### **Decision**

The campus official will render a decision and may address violations that become known or occur after the student has been notified (i.e. violations that are learned of during the disciplinary meeting that were not otherwise known of before, including lying during the proceedings), or find the student responsible for a different violation that better describes the inappropriate behavior identified.

### **Communication of Decision**

Following the accountability meeting, the student is advised of the decision in writing. The University reserves the right to inform appropriate members of the faculty and administration of behavioral violations as needed and in keeping with its mission.

### **Failure to Satisfy Disciplinary Responses**

If a student does not fully satisfy the requirements of an accountability response by the date specified by the campus official, the student is subject to further disciplinary action in the form of sanctions or suspension - **no additional meetings are necessary** and no review is permitted of such a decision.

### **Review Process**

The student may submit to the Dean of Students' office a written request to review a discipline decision by 5 p.m. the second business day after the issuing of a verbal or written accountability response. A student's failure to submit a request by this deadline waives the right to review and renders the decision final. Neither parents nor legal counsel can submit a request for review or participate in the review process. The Dean of Students' Office directs the review as follows:

Reviews for a student sanctioned by a Resident Director, or Administrator are considered by the Director of Residence Life and Student Accountability. Reviews for a student sanctioned by the Director of Residence Life and Student Accountability or whose sanctions include suspension or expulsion are considered by the Dean of Students, or the Dean of Students' designee.

#### **A student may request a review based only on the following circumstances which affect the outcome of the disciplinary decision:**

1. New information that was not available at the time of the meeting; or
2. The decision imposes inappropriate disciplinary response.

#### **The University Administrator may:**

1. Reverse or amend the decision, and send notice to the appropriate parties; or
2. Affirm the decision.

There shall be only one request for review accepted for any given accountability decision including suspension or expulsion. Furthermore, the Director of Residence Life and Student Accountability is the final authority in the review process for decision made by a Resident Director or other Administrator. The Dean of Students or the Dean of Students' designee, is the final authority in the review process for decisions made by the Director of Residence Life and Student Accountability or where the sanctions include suspension or expulsion.

### **Parental Involvement**

Students shall submit a signed consent permitting PBA to inform their parents or guardians of accountability investigations, proceedings, and outcomes to the extent PBA deems necessary.

The University also may contact parents in cases when the administration determines that parental contact is in the best interest of the student and the University. PBA informs parents to encourage families to intervene positively in the lives of its students. PBA also urges students to call their parents prior to their accountability meetings.

PBA does not allow parents, relatives, or others to be directly involved in the discipline process. Parents are notified of all accountability issues when the result is Disciplinary Probation or higher. PBA reserves the right to contact parents concerning serious alcohol and drug violations. PBA may, however, choose not to inform parents in certain

situations, including but not limited to situations where the student is married, independent, or 24 years of age or older, etc.

### **Violations Not Warranting a Typical Disciplinary Meeting**

In certain cases, the student may receive the accountability response on the basis of an informal meeting with a University official.

Likewise, minor accountability responses, typically with sanctions below the Disciplinary Probation level, may be assessed without an accountability meeting under the authority of the Dean of Students' Office or other appropriate department.

Safety of the University community is a priority. If an incident causes concern for the safety of the student or for others, the student may not receive an immediate accountability meeting before an interim suspension.

Such cases may include violations that involve violent behavior, probable arrest or behavior considered severe by the PBA community and society in general. Therefore, a student may be suspended temporarily prior to a disciplinary meeting in cases in which University officials find that such a suspension is necessary for reasons relating to the safety and well-being of students, faculty, staff or University property.

In some cases, automatic suspension/expulsion without an accountability meeting is required as a minimum accountability response. The University reserves this option for serious cases.

### **STUDY ABROAD AND OFF-CAMPUS ACADEMIC PROGRAMS**

Administrators can make interim disciplinary decisions off campus or abroad in lieu of or in addition to the standard accountability process in order to maintain the safety of all involved or until further process can be administered.

Students on Disciplinary Probation will not be allowed to participate in study abroad or off campus academic programs. Additionally, some disciplinary issues below the disciplinary probation status may warrant administrators to forbid travel abroad. For more information, see "**DISCIPLINARY PROBATION.**"

### **GRADUATE, EVENING, AND ONLINE STUDENTS**

The authority to respond to Non-Traditional (Evening, Graduate and Professional) students' disciplinary situations resides primarily with the specific school in which s/he is enrolled (i.e. Lloyd L. Gregory school of Pharmacy for pharmacy students, School of Nursing for DNP students). The applicable process is as follows:

## **Mechanism for Reporting and Responding to Possible Violations of the Community Values**

1. Confrontation for Possible Violations of the Community Values is initiated by a University official(s).
2. The meeting is convened by a University official. Legal representation is not permitted at this meeting. When appropriate, referrals will be made to the Dean of Students' Office. Procedures will then follow The Discipline Process for Traditional Undergraduate Students set forth in the Navigator above.
3. The involved student may choose to submit his or her explanation in writing. S/he may provide the names of other students having information.
4. The University official initiating the report(s) shall notify the student in writing of the decision.
5. Sanctions for violation of The Community Values may include but are not limited to:
  - a. Censure by written letter to be placed in the student's file. Probation for a specified time with written conditions for criteria for release from probation.
  - b. Suspension for a specified time or for an indefinite period with written criteria for re-entry to the school and for standards to be maintained on re-entry.
  - c. Expulsion. The student's official record shall reflect the nature of the expulsion.
6. The dean of the appropriate school will notify the Dean of Students' Office who will record the offense in the student's file.

### **Review Process**

1. If the student believes that (1) the report against him or her is insufficiently grounded, (2) the sanction assessed is inappropriate to the gravity of the offense, or (3) new facts are known that were not previously considered, he or she may request a review of the decision in writing within two (2) business days to the dean of the appropriate school. The reason for review must be clearly stated and justified in the letter.
2. The dean of the appropriate school will review the case, the written review of the student, or organization, or circumstances regarding sanctions.
3. The dean of the school will make one of the following recommendations to be submitted to the Dean of Students in writing:
  - a. Support: Find no substantive error and affirm the decision of the initial committee.

- b. Reverse: Find that the evidence submitted was not sufficient to establish that a violation(s) as charged was committed.

### **Available Sanctions**

The list that follows identifies common responses to student conduct policy violations. It is neither complete nor all-inclusive; yet, it provides examples of the types of responses given for violations. PBA reserves the right to biblically demonstrate both grace and accountability in handling disciplinary situations. The severity of the accountability response imposed depends, in each instance, on the circumstances of the violation as well as the behavior and attitude of the student. Repeated violations and/or combinations of violations may result in disciplinary action more severe than if only one violation has occurred. Previous violations and student records may be considered in subsequent cases.

Individuals formerly enrolled at PBA may still be subject to the University accountability process for violations occurring while they were enrolled in or associated with the University.

### **Responses – Academic Dishonesty Violations**

Please see the “Academic Dishonesty” policy on page 9 for a list of responses.

### **Responses – Non-Academic Violations**

Responses for violations of student conduct policies fall into two categories: status and sanctions. "Status" refers to the disciplinary classification assigned to the student (e.g. probation or suspension). Status may be escalated in the case of serious, repeat or multiple violations. "Sanctions" refer to the various corrective and restorative measures that may be given to a student. Often, students who have violated PBA’s student conduct policies will be assigned both status and sanctions.

## **DISCIPLINARY STATUS**

### **Official Reprimand**

An Official Reprimand is a verbal or written warning stating that further violations of student conduct policies may result in Probationary Warning or above. An Official Reprimand is used as a means to remind students of University standards and/or as a teaching tool.

### **Disciplinary Warning**

Violations committed during the disciplinary warning period **may result in Disciplinary**

**Probation, suspension or expulsion** based on the circumstances of the violation. Disciplinary Warning is for a specified period of time and **affects the following changes** to these nonacademic privileges:

Participating in extracurricular activities, including, but not limited to athletics, overseas programs, mission trips or intramural programming is **allowed**, but

**leadership** in these and other organizations/activities may be restricted for the period of warning.

In addition, Disciplinary Warning may be cause for reducing or forfeiting institutional awards or grants (e.g. dean's list, athletic scholarships, student awards, Christian grants and other scholarships).

### **Disciplinary Probation**

This status indicates that a student's ability to remain at PBA is in serious jeopardy. Disciplinary Probation is for a specified period of time and **affects the following changes to** these nonacademic privileges:

1. Participation and/or leadership in extracurricular activities, including, but not limited to athletics, overseas programs, varsity athletics, or mission trips is **not allowed** for the period of probation;
2. Off Campus Academic Programs, including Study Abroad Trips, required or not required for academic credit, must be postponed until the period of Disciplinary Probation has been completed;
3. Residence hall privileges are revoked, including but not limited to visitation, overnight guests and may involve a housing reassignment or reinstatement of curfew.

In addition, Disciplinary Probation may be cause for reducing or forfeiting institutional awards or grants (e.g. dean's list, athletic scholarships, student awards, Christian grants and other scholarships).

### **Voluntary and Involuntary Withdrawals**

A student may be permitted or required to withdraw from the University without the privilege of return until a time specified by the Dean of Students' Office. Students on withdrawal status may be restricted from all University property or attendance at University-sponsored events unless granted permission in writing by the Dean of Students.

Those violating this provision may be charged with trespassing. The standard institutional policies, published in the catalog, will be applied for the refund of tuition, fees, and room and board.

### **Suspension**

Suspension refers to involuntary, complete separation of the student from the University for a specified length of time, which may include days, the entire current semester and/or the following semester(s). Students on suspension status are not allowed to be on University property or in attendance at University-sponsored events. Those violating this provision may be charged with trespassing. The standard institutional policies, published in the catalog, will be applied for the refund of tuition, fees, and room and board. See Suspension/Expulsion Procedures below.

**Expulsion**

Expulsion means that the student is permanently separated from the University without the option to return at a later date. Students on expulsion status are not allowed to be on University property or in attendance at University-sponsored events. Those violating this provision may be charged with trespassing. The standard institutional policies will be applied for the refund of tuition, fees, and room and board. See Suspension/Expulsion Procedures and Interim Suspensions below.

**RESIDENCE HALL STATUS****Residence Hall Warning**

A Residence Hall Warning is a warning stating that further violations of student conduct or Residence Life policies may result in the student being placed on Residence Hall Probation or more significant sanctions.

**Residence Hall Probation**

This status lets a student know that his or her ability to live on-campus at PBA is in serious jeopardy. Residence Hall Probation is for a specified period of time and students may be placed on a personal curfew, lose the privilege of having overnight guests, visitation privileges, or sign-out. Probation may result in the student being moved from his/her current housing assignment to another. Further violations while a student is on probation will result in greater disciplinary consequences.

**Residence Hall Suspension**

This status results in the loss of the privilege to live on-campus at PBA for a specified period of time.

**ACCOUNTABILITY SANCTIONS****Active Avoidance Agreement**

A student may be required to actively refrain from any and all contact with a particular student.

**Educational Response**

Students may be required to write research papers, conduct interviews, respond to journal articles, or complete other thought-provoking activities in order to learn and grow as a result of their violation.

**Fines**

Fines may be assessed to a student. The amount of the fine imposed on a student will depend on the severity and circumstances of the offense. In most cases, the collected fine is allocated for student programs, i.e. alcohol and/or other drug prevention and other programs.

**Hold**

A hold may be placed on the account of a student who has outstanding business with a University official or department such as unfinished discipline sanctions, incomplete PBA medical records, fines, a balance on their account, incomplete Chapel or Workshop requirements, etc. Placement of a hold requires no disciplinary process. A hold prohibits a student from any or all of the following: obtaining a certified transcript, conference of degree, transferring to another university, and/or registering for PBA classes. The PBA Card is also disabled and cannot be used for any type of payment when there is a hold on the account. The hold is lifted when the student resolves the matter(s) that necessitated the hold.

**Housing Reassignment**

Any student found responsible for a student conduct policy violation is subject to review of their housing placement.

**Mentoring**

Periodic meetings with a faculty, staff, or peer may be required in order to provide a supportive relationship of trust, accountability, and feedback for the student (Proverbs 18:24; 27:6).

**Counseling**

Regular counseling/guidance sessions by a qualified professional. It is the student's responsibility to pay for these sessions.

**Restitution**

Restitution may be required to (1) replace, repair, or make specific compensation for property that was damaged, destroyed, or misused, or (2) reimburse an individual for expenses or losses incurred as a result of a violation (labor and materials are included).

**Suspension of Privileges**

For a specified time a student may be suspended from one or more campus privileges, including, but not limited to: loss of having car on campus, loss of intramural or varsity athletic involvement, loss of organizational involvement/ leadership, hall visitation, etc.

**OTHER PROBATIONS (ACADEMIC AND NON-ACADEMIC)**

All students are required to remain in good standing at PBA in order to receive institutional aid. By definition, a student in good standing is not on any type of probation (i.e., Chapel, Workshop, academic, disciplinary, residence hall). In the case of both Chapel and Workshop probation, students may receive institutional scholarships, but the amount of the scholarship is reduced relative to the number of chapels or Workshop hours missed.

Students who are placed on probation in more than one area (e.g., Workshop, Chapel, discipline, academics, residence hall, etc.) may be subject to additional disciplinary responses during that semester.

**Academic Probation**

Please see [Course Catalogs](#).

**Chapel Probation**

(Please see the section titled “Chapel,” beginning on page 44.)

**Workshop Probation**

(Please see the section titled “Workshop,” beginning on page 53.)

**Suspension/Expulsion Procedures**

A student who has been suspended or expelled must leave the campus (including during any period when he or she is appealing the suspension). University officials will indicate a time by which the student should depart from the Residence Halls if the student is a resident. If suspension is enforced, the disciplining body determines the date by which the student must leave campus. If immediate suspension is enforced, the student must leave campus at the time designated by the campus official.

A student who returns to the campus (including campus-leased, campus-operated or University-sponsored events) after being suspended or expelled without written permission is subject to additional disciplinary action. Student grades and refunds are handled in accordance with the University catalog.

Suspended or expelled students may be required to officially withdraw by going through the official withdrawal process. If a student previously suspended from PBA wishes to return to the University, s/he may be required to meet the Dean of Students to determine whether the student should be allowed to re-apply.

**Interim Suspension**

If University officials believe that the presence of a student may cause danger, harm or threat to the health, safety, and welfare of other students or the University community or property, the University may suspend the student immediately and for an indefinite period of time. This disciplinary response may be implemented prior to a discipline meeting. This disciplinary response may be continued or converted into other sanctions following a disciplinary meeting.

## GENERAL UNIVERSITY POLICIES

### **Campus and Community Events Advertising Policy**

All postings and distributions on campus **MUST** be approved. Postings that are hung in the Lassiter Student Center must first be approved and recorded by the Welcome Desk in the Lassiter Student Center.

#### **Where to go for approval to post or distribute information concerning:**

Campus Events:	Welcome Desk (Lassiter Student Center)
Housing:	Residence Life (Lassiter Student Center)
Employment:	Career Development (Lassiter Student Center)
Community Events:	Community Services (Sachs Hall)

#### **Where flyers may be posted:**

- Designated bulletin boards or sign holders
- Walls and tables in cafeteria with approval from Aramark Dining Services
- Inside kiosks (request permission from Community Services in Sachs Hall)

#### **Where flyers may not be posted:**

- Any doors
- Any columns indoors or outdoors
- All other windows
- Outside of kiosks
- Front or back of maps/directional signs

Unapproved flyers & flyers posted in unapproved areas will be removed.

### **Chalking**

Palm Beach Atlantic University permits University departments and registered student clubs and organizations to advertise events and activities by using chalk on the sidewalks within the following guidelines:

1. Only events operated or officially sponsored by a University department or registered student club or organization may be promoted through using sidewalk chalk.
2. Sidewalk chalk messages must comply with PBA Community Values as outlined in the Navigator.
3. Sidewalk chalk messages may not attempt to influence legislation or promote political action.
4. All sidewalk messages must be approved by the Associate Director of Student Activities, Involvement, and Leadership (SAIL Office, 2<sup>nd</sup> Floor, Lassiter Student Center) 48 business hours in advance of posting the message.
5. Chalk messages may only be placed on sidewalk and walkway surfaces that are uncovered and the chalk can be washed away naturally.
6. Only sidewalk chalk may be used. Liquid chalk, artisan chalk, etc. may not be used.

If you have any questions regarding this policy, please contact the SAIL Office on the 2<sup>nd</sup> floor of the Lassiter Student Center or the Community Services Office on the 1<sup>st</sup> floor of Sachs Hall.

### **Chapel**

Chapel offers a unique opportunity to bring the whole University community together for participation in the process of personal and corporate transformation through experiences with God. It is a requirement for all full-time students, both undergraduate and graduate, who attend class during the daytime. The program regularly involves students as both participants and leaders in worship of God. The desired results are spiritual formation on the PBA campus, an increased commitment to the Lord, a great sense of campus community, the integration of faith and learning as preparation for service, and an openness to and understanding of various forms of worship.

We seek to provide a balanced program for students, faculty, and staff. In this, we recognize that certain chapels will be of more interest for some students than others. Regardless of the speaker or topic, students are expected to show respect to those leading and attending chapel.

Your assistance is necessary as we strive to promote a spirit of worship and unity. Seeing that God deserves our full attention, we ask that students proceed to their seats in an orderly and timely fashion, that talking is kept to a minimum, that **all electronic devices be turned off**, and that dress is appropriate for a worship setting. In addition, in a manner that communicates courtesy and respect, we ask that the chapel audience be fully engaged in the chapel service.

Chapel is held four times weekly in the DeSantis Family Chapel, Monday through Friday at 11 a.m., as well as other times, dates and locations are listed on the chapel calendar. A copy of the chapel calendar may be obtained at any time in the Chapel Office and online.

Failure of any student to achieve “good standing” (24 chapels per academic year or 12 per semester for students who enter in the spring, leave after one semester, or complete their graduation requirements in December) results in the student being placed on probation or suspension status with the University.

Students who withdraw from a class after the official drop/add period are still considered by the University to be full-time students and are therefore responsible for the chapel requirement.

In an attempt to best facilitate the type of chapel experience and program provided for the student body, it may be necessary to change the location of chapel services on an occasional basis. Students should be aware that seats at these alternative locations may be limited and are available on a first-come, first-served basis. Students who arrive at chapel after capacity has been reached will not receive credit for that chapel.

### **Chapel Attendance Procedures**

Each student presents his/her student ID card upon leaving the chapel program. At that time, the student has his/her ID card scanned by chapel personnel or “scans out” using the mounted University scanning equipment. Students may present only one ID card upon leaving chapel. Students are expected to be on time for chapel. Students who arrive five minutes after the scheduled starting time for the program will not receive credit for that chapel. Depending on the programming, students who are late may not be admitted into chapel on that day.

**It is the responsibility of each student to remember to carry his/her student ID card at all times.** Students failing to produce their student ID card upon leaving chapel will not receive chapel credit for that day. If an ID is lost, the student must have applied for a new one from the PBA Card Office and present documentation reflecting this in order to receive credit for that day.

Students who leave during chapel for any reason will not receive credit for that chapel, and are responsible to present a valid form of ID to chapel personnel for official sign out. Monitors write down the student’s ID number and name. **Students who display disrespect or dishonesty to chapel personnel may be asked to leave and are subject to disciplinary action. They will not be given chapel credit if they are disruptive.**

Students receive a grade at the end of the fall and spring semesters for their chapel attendance. Chapel is graded on a “pass-fail” basis. Students attending less than 12 chapels during the fall semester will receive a “Y” on their fall grade report, deferring their grade of pass or fail to the spring semester. Students who leave the University at the end of the fall semester will receive a passing grade if 12 chapels have been attended for the semester or a failing grade if they have not accumulated 12 chapel attendances. Returning students who have not attended 24 chapels by the end of the spring semester will receive a fail on their grade report.

Students who enter the University in the spring must attend 12 chapels during the spring semester for a “pass” grade. Beginning the next fall semester, they will be on schedule with the rest of the student body.

Students who anticipate graduating or departing from PBA after the fall semester must attend 12 chapels during the fall. Graduating students who fail chapel will not receive their degree until the chapel deficiency is made up.

Due to ample number of opportunities scheduled for chapel credit each year, no individual absences will be excused. **Students must take into account unforeseen circumstances when planning for the required number of chapel credits each year.** These opportunities are listed in the chapel calendar. Copies are available in the Chapel Office.

Chapel attendance must be regularly checked through myPBA. **If any errors are suspected in the total number of attendances recorded, it is the student’s**

**responsibility to attempt to reconcile them with the Chapel Office within four weeks of the date in question. *After that time, no appeals are considered.***

Any appeal a student wishes to make must be submitted in writing to the Chapel Office. An appeal of the Chapel Office's decision must be submitted in writing by the student to the Spiritual Life Committee (made up of faculty, staff and students). The Committee may ask the student to be present to answer questions before a decision is made. The Spiritual Life Committee's decision is final.

### **Chapel Probation**

**Probation sanctions** are administered during the fall semester for those students who fail to accumulate 24 chapels from the previous academic year or, if entering the University in the spring, a total of 12 chapels. Chapel probation results in a chapel probation fine. The amount of the fine is based on the number of chapel credits below the required number of attendances at the conclusion of the spring semester (\$20 per chapel).

In addition, an assigned amount of church-related-service (CRS) hours must be completed prior to December 1<sup>st</sup>. The number of CRS required will be equal to two hours for each chapel under the requirement. Failure to complete these hours may result in the student not being able to register for the next semester's classes. These hours may not be applied toward any Workshop credit. **Students who do not meet the probation requirements will be suspended.**

### **Chapel Exemptions**

Students may request an exemption from chapel on a semester-by-semester basis, if they are commuters working at least 35 hours per week Monday through Friday with a direct conflict at the chapel hour. During the scheduled drop/add period a *Request for Chapel Exemption* form must be obtained from the Chapel Office, located in Okeechobee Hall. ***This form must be returned by the drop/add deadline.***

Self-employed students and students employed at family-owned or operated businesses must adjust their work schedules around the chapel hour. Exemptions from chapel for reasons of employment require a signature from the employer and verification of employment hours by the Chapel Office.

Students who find full-time employment after the drop/add deadline must adjust their employment schedules to accommodate the chapel attendance requirement. No exemptions are granted to students who are on chapel probation. These students are required to attend chapel unless they enroll on a part-time basis. In this case, the probation will be reinstated when they return on a full-time basis. No exemptions are granted to students living on campus or in PBA housing.

Students requesting exemption for the spring semester must have accumulated at least twelve chapel credits during the previous fall semester before their exemption request may be considered.

The Chapel Office will give all requests for exemption due consideration. A request does not guarantee an exemption. Decisions of the Chapel Office may be appealed. The appeal must be submitted in writing by the student to the Spiritual Life Committee (made up of faculty, staff and students). The Committee may ask the student to be present to answer questions before a decision is made. The Spiritual Life Committee's decision is final. Appeals regarding exemptions will not be heard subsequent to midterm of each semester.

### **Chapel Conduct**

It is expected that students will give respect to speakers by refraining from talking and remaining until the program is dismissed. Headphones, newspapers, food, and drinks are not allowed in the chapel. Hats are not permitted to be worn by male students and must be removed before entering the building. Students who fail to comply with standards of good conduct will be asked to leave and no credit will be given for that chapel. Students failing to comply with the directions of chapel personnel will be subject to disciplinary action.

### **Children on Campus**

Palm Beach Atlantic University recognizes that when it comes to childcare, parents of young children face unique challenges in meeting the responsibilities of family life and student life. However, offices and classrooms are not an appropriate place for minor children for the following reasons:

- Children are best situated in environments that are specifically designed and staffed to meet their needs
- The University is primarily designed as an environment for students and adults
- Children may get hurt or unintentionally cause harm to others
- Children in the classroom may disrupt the classroom for both the student with the child and for others in the classroom
- Children in the classroom create an atmosphere that may not be conducive to achievement of the classroom's goals and objectives.

The University's policy is that no children are allowed in the classroom. Children on campus must be supervised at all times by their parents.

### **Clubs and Organizations**

All clubs and organizations must be approved and recognized formally by the University. Active status for new clubs and organizations becomes official following a 2/3 vote for approval by the SGA Executive Team and the Dean of Student's approval. The Dean of Students and Student Government grants official recognition for clubs and organizations at the beginning of each academic year.

Active clubs and organizations are required to contribute to the University mission, adhere to all university policies and regulations including those policies found in the Navigator, and all policies governing clubs and organizations as outlined in the Club and Organization Handbook. For additional information on the approval process for student

clubs and organizations, please contact Student Government located in the SAIL Office at (561) 803-2554.

### **Disabilities**

PBA will comply with all requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). It is the responsibility of students with disabilities to seek available assistance from and make their request to the Disability Services Coordinator. In order to determine accommodations for special needs, students must submit an official (on office letter head) assessment that documents the disability. The report must also include how the disability, medical or otherwise, impacts the student, along with recommendations for accommodating the student in the classroom environment. For further information or to schedule an appointment, please contact the Disability Services Office (561) 803-2063.

### **Discriminatory Harassment**

Palm Beach Atlantic University is committed to providing an environment in which all persons are safe from harassment and intimidation based on race, color, gender, religion, disability, or national origins or other categories protected by applicable law. Harassment includes physical conduct or verbal innuendos, which create an intimidating, hostile, or offensive environment. Such harassment is contrary to the Christian standards of conduct expected of all members of the PBA community, including students, staff, and faculty. Students with complaints of sexual harassment should follow the sexual harassment guidelines set forth in *The Navigator*. Any student who has a complaint regarding peer harassment may contact the Dean of Students' Office. Upon receipt of the complaint, the Dean of Students' Office will then notify the appropriate office. Any student who has a complaint regarding faculty/staff harassment may contact the Human Resources Office.

### **E-Mail Policy**

#### **Policy Introduction**

In order to keep the campus community interconnected and improve the channels of communication between faculty, administrators, and students, it has been determined that all official electronic communications be done via PBA issued e-mail addresses. A PBA e-mail address is assigned to all faculty, staff and students. The University sends all official communications only to these addresses. The University expects that students, faculty, and staff will receive e-mail at his or her University provided e-mail address and monitor and read messages on a consistent basis. Failure to access and read University communications does not relieve students, faculty, or staff from the responsibility of knowing and complying with the content of such communications. PBA's accepted communication mechanisms include myPBA, Canvas, webmail, and Microsoft Outlook. PBA e-mail users who redirect e-mail from their official University e-mail address to another electronic address do so at their own risk.

If e-mail is lost as a result of forwarding, it does not relieve the user from the responsibilities associated with communications sent to their official University e-mail address. Most importantly, the success of this e-mail communication plan is dependent

upon the support of faculty, staff, administrators, and especially students. Students should not be encouraged to request/propose an alternative e-mail address in class or in Canvas.

### **PBA E-mail Access**

All students, faculty, alumni, and staff members will be given an individual PBA e-mail account. This account can be accessed by using the same credentials as logging onto the network. Accounts remain active while these individuals are enrolled or employed by the university and are deactivated/deleted upon termination of those relationships with the exception of Alumni whose e-mail accounts remain active as long as they are regularly utilized. Alumni accounts not utilized in 12 months (one year) will be purged.

E-mail is read from on campus computers using Microsoft Outlook. The account is accessed with the same credentials used for logging onto the network. Users may also access their e-mail via the internet. This can be done by going to the PBA homepage or myPBA and clicking on the e-mail login link. Users will then be asked for their username and password.

### **PBA E-mail Usage**

All users are encouraged to regularly purge and/or archive their inbox as part of normal operating procedure. This accomplishes two important purposes – reduction of network storage space requirements and redundant backup of archived messages to ensure security of important messages. Archived messages may occupy significant storage space and are not appropriate for saving to individual G: drives or departmental F: drives. Archived messages should be saved to the C: drive on the local computer and periodically burned to CD or DVD as a permanent archive. Users may call the HelpDesk for assistance with purging or archiving their messages.

With over 8,000 users on the network and the current infrastructure configuration, storage space for e-mail is limited. A set of parameters automatically enforced by the e-mail system is in place to control the amount of e-mail storage and maximize efficiency of the overall system.

Student e-mail items that have not been accessed in over 1 year will be automatically purged. Exceptions to these parameters are handled on an individual basis.

Periodic purging and/or archiving will avoid triggering these actions. Users should adjust the frequency and structure of purging/archiving activities to ensure that size limits are not exceeded. The HelpDesk can assist in development of a purge/archive timeline and process.

PBA e-mail should not be automatically forwarded to non-PBA e-mail destinations. PBA e-mail users who redirect large quantities of e-mails from their PBA e-mail address to another electronic address (e.g. via Canvas, AOL, Hotmail) expose themselves and the University to significant security and network traffic risks.

**No Right to Privacy**

The PBA e-mail system is not a private communication system (even though passwords are used for security reasons), and students should not expect that a message would never be disclosed to or read by others beyond its original intended recipients. Students should keep in mind that when they are using e-mail they are creating documents using PBA property. These documents are not private and may be read by others at PBA or outside the campus under the appropriate circumstances such as investigations of possible violations of PBA policies or applicable laws, in response to a legal request, or during routine maintenance. While PBA does not monitor the content of files or e-mail, the student has no right of privacy as to any information or file maintained in or on PBA property or transmitted or stored through PBA's computer systems and remain at all times the property of PBA. These include the equipment; all data and messages created, sent, received or stored in the system; Internet facilities; facilities and services of the Web site, and e-mail account names.

Messages and other information on these systems may be subject to the investigation, search, retrieval, and review by others in accordance with this policy or when the investigation serves the legitimate business interests and obligations of PBA. Because electronic communication such as e-mail is not face-to-face modes of communication, users may be less cautious or more candid in the content of messages. Please remember that the e-mail is not private and that defamatory, discriminatory, or harassing materials distributed, accessed, or downloaded through the e-mail system or via other electronic systems or technical resources could expose the user to liability as well as to disciplinary action. Accordingly, PBA computers should not be used to send jokes, comments, or messages that contain content that may reasonably be considered discriminatory, harassing, defamatory, or offensive to any member of the PBA community. The University reserves the right to modify the policy regarding privacy of individual e-mail at its discretion.

**Health Insurance**

All full-time undergraduate, pharmacy, and international students are required to have health insurance, either the school-endorsed accident and illness insurance plan or present proof of comparable coverage, in order to waive the school plan. Most fee-related practitioner services in the Center for Health and Wellness are available for a \$10 co-pay (regardless of insurance coverage), to full-time undergraduates and those insured by the student insurance plan. The Center for Health and Wellness does not bill external insurance for services; however, a bill is provided to students for services rendered in order to facilitate direct patient filing with the student's insurance company. All students, regardless of insurance, are welcome in the Center for Health and Wellness and are notified prior to the rendering of any fee related services.

**Intellectual Property and Copyright Policy**

Palm Beach Atlantic University's Intellectual Property and Copyright Policy protects the rights of University Members and the University with respect to the discovery or creation of Intellectual Property and Copyrights, as those terms are defined in the policy. All full-time and part-time employees of the University, including students engaged in such

positions, and students enrolled or otherwise engaged in study at the University and not acting in the capacity of a University employee, are University Members affected by this policy. To determine your rights and responsibilities with respect to your discovery or creation of Intellectual Property or Copyrights, please refer to the Intellectual Property and Copyright Policy, which can be obtained from the Office of the Provost.

### **Parking**

Parking availability on campus and the surrounding area is extremely limited. All vehicles parked in University parking areas **must** display a valid and current PBA Parking decal. Each parking zone will be designated by a color-coded parking decal. Parking will only be allowed in the appropriate zone. Please be observant of the designated parking areas. Due to limited parking spaces available on campus, only one vehicle per student will be allowed to be registered and decaled for on-campus parking. Campus Safety will strictly enforce parking regulations in the designated parking zones. Signs are displayed for each parking lot and a map of the zone parking is available at the Campus Safety office.

Parking decals must be visible. Decals should be placed on the outside of the rear vehicle window, on the driver's side or on the driver's side rear bumper. Proper placement of the decal will help avoid a citation.

Students, faculty, and staff should also be aware of restricted parking areas shared by PBA and neighboring churches and businesses. Several shared parking lots have hours and days of restricted use by PBA, with the most impact being each Wednesday when several lots adjacent to the First Baptist Church are reserved for church use. Please plan for alternate parking on Wednesdays.

*PBA does not enforce parking regulations on any city roadways. The City of West Palm Beach has jurisdiction of all street parking. Please be aware of posted parking signs on city streets.*

Information on parking decal registration, fees, and designated parking lots is available at the Campus Safety Office in Borbé Hall or on-line at [mypba.edu](http://mypba.edu).

### **Lost/Stolen Decals**

Please report lost or stolen parking decals to Campus Safety immediately.

### **Towing/Immobilization Policy**

Any vehicle that does not have a valid PBA Parking Decal is subject to immobilization (booting) or towing. Any vehicle with a valid Parking decal that has three or more violations, or fines that have not been paid, may be immobilized.

The best way to avoid a parking citation is to park only in authorized locations.

Visitor parking permits are available in the Campus Safety Office.

Motorcycles and scooters may park in the designated area on the first floor of the Dixie Parking Garage.

No campers, boats, trailers, or jet skis can be parked or stored on University-owned or operated premises.

Cars under repair are not to be left in parking lots or garage. Please arrange for the vehicle to be taken to a car repair shop.

The University is not responsible for theft or damage to vehicles. Vehicles may be immobilized or towed for violations of the parking regulations at the expense of the vehicle's owner. Please be sure to lock your vehicle and do not leave valuables where they can be seen.

### **PBA Alert Messaging System**

The University utilizes an emergency duress system called "PBA Alert Messaging." The system will only be used in the event of major emergencies such as weather (hurricane, tornado, severe/dangerous storms, etc.) man-made disasters (chemical spills, fires, etc.) and imminent or active campus threats.

The PBA Alert Messaging system will use three methods of communication:

1. Short message service notices (SMS) also known as text messaging sent to cell phones
2. E-mail notifications
3. Pop-up notifications sent out to all faculty, staff and 24-hour lab computers.

The system utilizes software panic buttons (icons on the computer desktop), located on faculty, staff, and 24-hour lab computers. There will be a medical icon (resembles a wheelchair) and a panic icon (resembles a red X). When a panic button is clicked, it will generate an alarm with the location of the department identified within the computer name. The alarm instantly notifies Safety and Security.

### **Guidelines**

The PBA Alert Messaging System will ONLY be used in emergency situations and will not be used to distribute public notifications or solicitations. Use of the PBA Alert Messaging System for non emergencies by students is not allowed and is therefore subject to disciplinary action in accordance with The Navigator.

### **Student Records**

#### **Federal Education Rights and Privacy Act**

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a Federal law that protects the privacy of student education records by establishing procedures for the authorized disclosure of student records. For further information regarding your rights under FERPA, please refer to the University Catalog.

### **Retention of Student Development Records**

Student Development records are maintained in the Dean of Students' Office for a period of seven years after the student's last date of attendance. After the seven-year period, student files are destroyed and are no longer available for inquiry. The files of students with outstanding or significant disciplinary issues, or associated with such incidents, may be kept in a permanent file indefinitely.

### **Location of Student Records**

1. Academic record - Registrar's Office
2. Counseling record - Health and Wellness Center
3. Disciplinary record - Dean of Students' Office
4. Financial aid record - Financial Aid Office
5. Medical record - Health and Wellness Center
6. Incident reports (non-disciplinary) - Campus Safety Office

### **Workshop – A Tradition of Service since 1968.**

Workshop is a distinctive community service program that responds to human needs with Christ-like action in the community and the world. Through community service, students can discern their vocation and develop a life-long habit of servant leadership.

### **Requirements**

*Every daytime full-time undergraduate student enrolled at Palm Beach Atlantic University participates in Workshop.* There are no exemptions. The following requirements are for daytime full-time undergraduate students:

1. **Students must complete 45 hours of volunteer community service in a 501(c)3 non-profit agency, church, academic school, or US government organization per school year. Service that aligns with the Christian commitment and core values of the University will be counted as Workshop Hours. A typical day of service ranges from 6-8 hours. No more than 12 Workshop hours are granted per day of service.**
2. Students beginning in the spring semester or graduating in the fall semester must complete 23 hours for those semesters.
3. If enrolled four or more years, 180 hours are required before graduation. If a student is enrolled less than 4 years, they are required to have 45 hours per school year or 23 hours per semester.
4. Verification from a supervisor is required on a Workshop Log or nonprofit agency letterhead stationery. All hours turned in on agency letterhead stationery must include the student's name, student's ID#, amount of hours volunteered, explanation of volunteer duties, a supervisor's signature, and contact information of the supervisor.
5. Students may not be supervised by a relative or an undergraduate PBA student. Students may be supervised by graduate level students. It is the responsibility of the student to find an appropriate supervisor.

6. All hours must be turned in to the Workshop Office by 5 p.m. on **May 1<sup>st</sup>** of each year.
7. Graduating students must fulfill the 45-hour requirement for each year of full-time attendance prior to graduation. Failure to do so will result in a hold placed on the student's diploma.
8. The following activities do not earn Workshop credit: any activity that benefits PBA including the students, faculty and/or staff; donating goods; raising money on behalf of a charity or organization; animal foster care; hours campaigning for a political candidate. Travel to the service site, including air travel, is not eligible for Workshop credit. If a volunteer event requires rehearsal/training, Workshop credit can only be received for the number of rehearsal/training hours equivalent to the hours spent participating in the volunteer event.
9. Students enrolled as a full-time undergraduate at PBA in a joint study program are still responsible to fulfill their Workshop requirement for the school year (e.g. study abroad programs). If the study abroad location precludes the student from performing Workshop hours, the student is responsible for arranging for an extension **BEFORE** the Workshop Hours deadline of May 1<sup>st</sup>.
10. A student who turns in fraudulent hours and/or "double logs" to the Workshop office will be subject to the student accountability process of Palm Beach Atlantic University.

### **Workshop Requirement by Semester for Full-Time, Daytime, Undergrad Students**

<b>WORKSHOP HOUR REQUIREMENTS</b>	
<b>SEMESTERS ENROLLED</b>	<b>HOURS NEEDED</b>
<b>1</b>	<b>23</b>
<b>2</b>	<b>45</b>
<b>3</b>	<b>68</b>
<b>4</b>	<b>90</b>
<b>5</b>	<b>113</b>
<b>6</b>	<b>135</b>
<b>7</b>	<b>158</b>
<b>8</b>	<b>180</b>

**Hours are cumulative**

### **Returning Students**

1. Students may pick up the appropriate forms for recording Workshop hours from the Workshop Office or by downloading from myPBA (<https://my.pba.edu/ics>).
2. Students can find out about service opportunities by coming to the Workshop Office. Workshop Opportunities are also on digital signs across campus. The Workshop Office also sends out a weekly e-newsletter with volunteer opportunities listed.

3. It is solely the student's responsibility to know what is and is not an acceptable Workshop placement as outlined in *The Navigator*. Workshop Hours will be accepted or denied, in accordance with the policies listed in *The Navigator*. A student may contact the Workshop Office BEFORE volunteering to make sure that a nonprofit has 501(c)3 status. All organizations advertised by the Workshop Office are acceptable placement sites.
4. Any Workshop hours completed after May 1<sup>st</sup>, will count towards the Workshop requirement of the following school year.

### **New/Transfer and Re-enrolled Students**

Incoming students may count community service hours that were completed three months prior to the beginning of classes; June 1<sup>st</sup> for those entering in the fall semester and October 1<sup>st</sup> for those entering in the spring semester.

### **Evaluation and Grading of Students in Workshop**

Workshop grades are awarded on a Pass/Fail basis. The evaluation will be noted on the student's University record at the end of each semester as follows:

**P/Pass** -The student has completed a unit of at least 45 hours during that school year in Workshop, all evaluation criteria have been met and applicable forms have been completed.

**F/Fail** - The student has not completed the 45 hours of community service. Graduating students who fail will not receive their diploma or transcripts until Workshop hours are completed. Current students have a HOLD placed on their student account. Probation sanctions are administered for those students who fail to complete their Workshop assignment by the deadline of May 1<sup>st</sup>. Students placed on Workshop Probation must complete delinquent Workshop Hours before the beginning of the Fall Semester.

### **Workshop Probation**

Students on Workshop probation:

1. **May not register for classes until all Workshop requirements are met.**
2. **Must pay a \$10 fine for each hour that is owed.** Students who are placed on Workshop Probation and who do not complete their hours, in the designated timeframe are at risk of suspension from the University.
3. When a student is placed on Workshop Probation, a Hold is placed on their student account until **the fine is paid and the delinquent hours have been completed.**
4. When a student is placed on Workshop Probation, all relevant faculty/staff involved with the student will be notified, this includes but is not limited to: the student's on campus supervisor, Dean of the student's school, and the student's Faculty Advisor.
5. **A student on Workshop Probation will not be permitted to study abroad.**

6. Students who do not elect to return to classes during the semester of probation must complete Workshop hours before returning to PBA.

### **Workshop Special Circumstances**

**There are no exemptions from the Workshop Requirement-**There are special circumstances that may arise that may prevent the student from completing their Workshop Requirement for a semester. These circumstances are rare. The student may speak with the Assistant Director of the Workshop office to receive an extension of their hours, if needed. Extensions are granted on a case by case basis and are only granted before the May 1<sup>st</sup> deadline.

**Students with Disabilities-**In accordance with the American Disabilities Act, any students with disabilities will be accommodated, as they complete their Workshop requirement. Students should contact Michelle Diller, Coordinator for Disability Services, [Michelle.Diller@pba.edu](mailto:Michelle.Diller@pba.edu).

**Workshop Appeals-**Hours that are not considered to be in accordance with the Workshop Requirement will be denied. If a student believes that Workshop hours have been denied unfairly or due to an error, the student may address their complaint in writing to the Assistant Director of the Workshop Office, Nathan Chau, [Nathan.Chau@pba.edu](mailto:Nathan.Chau@pba.edu). If the appeal is denied, a student may bring their appeal to the Assistant Dean of Students, Kate Magro, [kate\\_magro@pba.edu](mailto:kate_magro@pba.edu). **ALL APPEALS MUST BE MADE BY JULY 1st. APPEALS after July 1<sup>st</sup> will not be considered.**

## **STUDENT CARE AND CONCERN**

### **Medical and Mental Health Emergencies and Withdrawal**

Palm Beach Atlantic University is committed to the physical and mental health of its students. Therefore, health and counseling services are available on campus for all students. At times however, a student may experience such extreme medical or psychological disorders that the ability to function successfully or safely in the role of a student is significantly impaired. Students are encouraged to make their health and safety a high priority and to take steps toward recovery, even if academic progress must be delayed. The University will support student-initiated self-care plans or will initiate action that addresses the welfare of the individual student and the PBA community.

### **Student Concern Committee**

PBA has established a Student Concern Committee (SCC) that meets regularly to address student medical and emotional needs. One of the goals of the SCC is to provide a safety net for students to ensure their academic and interpersonal success. Anyone in the PBA community may identify at-risk students to the SCC, if the students are experiencing problems or encountering obstacles, crises, setbacks, or challenges to their success and continuation at PBA. In such circumstances, the Dean of Students or the Dean of Students' Designee, in consultation with the SCC, will determine what, if any, role PBA

should take to assure the health and safety of a student or the PBA community.

The SCC shall typically be composed of the Assistant Dean of Students, Director of Academic Support and Disability Services, Director of Residence Life, and the Director of Health and Wellness. Depending on the emergency or concern, the Dean of Students or the Dean of Students' Designee may appoint other advisors to the committee. The Dean of Students shall appoint one member of the Committee to serve as its Chairperson.

The SCC may consider situations regarding a variety of circumstances seriously affecting the health and well-being of the student or when physical safety is seriously threatened. In responding to these situations, the SCC shall determine appropriate responses to student concerns including, but not limited to, the following options:

- Allow the student to remain in school, but require specific mental health or physical health evaluation, within a certain period of time. The student may be referred to the Health and Wellness Center, Counseling Center and/or off-campus options (e.g. licensed mental health or physical health care providers, eating disorder or substance abuse programs/hospitals). The student will be responsible for any cost incurred in obtaining the evaluation and/or treatment. PBA may consider, but is not required to rely on, the opinion of the student's personal mental health or physical health care provider, if any, regarding the student's readiness to remain in school. The SCC shall be entitled to make its judgments independently, provided its assessments are fair, stereotype-free, and based upon reasonably reliable information from objective sources.
- If PBA believes that a student is experiencing circumstances that seriously affect his/her health or well-being, or the student's physical safety is seriously threatened, PBA may require the student to sign appropriate release forms. These release forms would allow designated PBA staff to consult with the evaluating and/or treating clinician(s) serving the student to the extent such consultation is needed to assess the circumstances under which the student may pose a risk to himself/herself and to assess the probability that such circumstances may occur. Based upon the evaluation results, the SCC will determine appropriate next steps, including the possibilities of removing/withdrawing the student from PBA or allowing the student to remain on campus if a commitment is made to the recommended treatment plan.
- Require the student to participate in a particular course of treatment if the student has been assessed as a risk to himself/herself and a mental health professional states that such course of treatment will mitigate the threat. The length and scope of the course of treatment should be established by the mental health professional in consultation with the student.
- Subject to the review process described below, invoke a Medical Interim Suspension; encourage a Voluntary Approved Medical Withdrawal; or invoke an Involuntary Medical Withdrawal (see below).
- Notify the student's parent(s) and appropriate University officials (e.g., the student's professors, Registrar's office) about a mental or physical health or safety

emergency if the knowledge of such information is necessary to protect the health and safety of the student or other persons.

Note: University notifications should respect confidentiality, and should share limited information on a need-to-know basis only.

All requirements and conditions determined by the SCC should be outlined in writing in a letter from the Student Concern Committee, and will be electronically sent, delivered or mailed to the student.

### **Individualized Risk Assessment**

In determining whether a student's health, well-being or physical safety are seriously threatened, PBA will make an individualized and objective assessment of the student's ability to safely participate in the PBA educational program and community, based upon reasonable medical or mental health judgments that rely on the most current medical or mental health knowledge and/or the best available objective evidence, including, but not limited to the following:

- The nature, duration and severity of the risk;
- The probability that the risky behavior will actually occur; and
- Whether reasonable accommodations or mitigating measures (such as complying with a course of treatment established by the student's mental health professional in consultation with the student) will sufficiently reduce the risk.

### **Procedures**

**Medical or Mental Health Interim Suspension-**The SCC may place a student on a medical or mental health interim suspension upon a student's medical or psychological hospitalization, emergency, or during a medical or mental health evaluation period. Students who are suspended for any health reason are temporarily not allowed to participate in any PBA activities, attend classes, reside in or visit on-campus student housing, and may not be on campus except to attend a meeting related to his/her academic status. This interim period allows time for a student to receive the needed medical and/or psychological care, and to consider an evaluation of readiness to return to the PBA educational program and community. Students who are placed on Medical or Mental Health Interim Suspension will be notified in writing and will have the opportunity to appeal the decision by following the review process described below. The student must follow the clearance procedures listed below before returning to PBA.

**Voluntary Approved Medical or Mental Health Withdrawal-**Students are encouraged to request a Voluntary Approved Medical or Mental Health Withdrawal when they believe their physical or mental health problems are preventing successful engagement in, and completion of, academic course work; when safety is in question; or when the demands of life as a student at PBA are interfering with the ability to recover from, or adjust to a significant physical or mental health challenge.

Students interested in pursuing a Voluntary Approved Medical or Mental Health Withdrawal may wish to discuss this option with medical or counseling service providers at the Center for Health and Wellness, or they may independently initiate the process through the Academic Support and Disability Services. After the voluntary Approved Medical or Mental Health Withdrawal is granted, the person is no longer considered a student and must immediately leave campus and, if applicable, officially check out of on-campus housing. The student must follow the clearance procedures listed below before returning.

**Involuntary Medical or Mental Health Withdrawal**-The SCC may determine that a student must be involuntarily withdrawn from PBA for medical or mental health reasons. Placing a student on Involuntary Medical or Mental Health Withdrawal requires a case-by-case analysis. Those who are involuntarily withdrawn for any health reason are not allowed to participate in any PBA activities, attend classes, reside in or visit on-campus student housing, and may not be on campus except to attend a meeting related to his/her academic status. Students who are placed on Involuntary Medical or Mental Health Withdrawal will be notified in writing and will have the opportunity to appeal the decision by following the appeal process described below. The student must follow the clearance procedures listed below before returning. Examples of situations that might result in an Involuntary Medical or Mental Health Withdrawal include the following:

- PBA, on a non-discriminatory basis, believes that the student represents a direct threat to himself/herself or others; physical or mental health problems that prevent successful engagement in, and completion of, academic course work; the demands of life as a student at PBA interfere with the ability to recover from, or adjust to a significant physical or mental health challenge; or an individual is not capable of functioning as a student in the view of PBA's administration;
- Professional evaluations following a Medical Interim Suspension do not support a student's readiness to return;
- A student fails to complete the required assessment during a Medical Interim Suspension;
- A student fails to comply with a course of treatment his/her mental health professional believes is required to mitigate a direct threat posed by the student.

PBA may request that the student agree to a Voluntary Approved Medical or Mental Health Withdrawal before imposing an Involuntary Medical or Mental Health Withdrawal, but PBA may instead immediately impose an Involuntary Medical or Mental Health Withdrawal in its sole discretion. PBA will recommend assessment and/or treatment conditions needed to return to PBA.

### **Medical or Mental Health Suspension/Withdrawal Appeal Process**

Unless immediate action is required to prevent a direct threat that a student poses to himself/herself or others, the SCC will not place a student on Medical or Mental Health Interim Suspension or Involuntary Medical or Mental Health Withdrawal prior to providing the student with written notice of the SCC's intent to place the student on

Medical or Mental Health Interim Suspension or Involuntary Medical or Mental Health Withdrawal and giving the student an opportunity to appeal the SCC's decision to the Dean of Students. The student shall have until 5 p.m. on the second business day after receiving such written notice to submit a written appeal of the SCC's decision to the Dean of Students. The student will be permitted to remain enrolled at PBA pending the results of his/her appeal.

The SCC may elect to immediately place a student on Medical or Mental Health Interim Suspension or Involuntary Medical or Mental Health Withdrawal if, in its good faith judgment, such immediate action is required to prevent harm to the well-being or physical safety of a student or others. In this event, the student must immediately cease all activities on campus (including attendance at all classes) and leave all campus properties until authorized by PBA to return. The SCC will provide the student with written notice of his or her immediate Medical or Mental Health Interim Suspension or Involuntary Medical or Mental Health Withdrawal, and of the student's right to appeal the SCC's decision. The student has until 5 p.m. on the second business day after receiving such written notice to submit a written appeal of the SCC's decision to the Dean of Students.

### **Appeal Procedures**

The student has until 5 p.m. on the second business day after receipt of the SCC's decision to prepare and to submit an appeal of the SCC's decision to the Dean of Students. Appeals must be made in writing. Failure to timely file an appeal will be construed as the student's waiver of his/her right to an appeal and agreement with the SCC's decision. Neither parents nor legal counsel may submit a request for review or participate in the appeal process.

The student's request for an appeal must be based upon the following:

1. New information that did not exist at the time of the initial decision; or
2. Procedural error.

The Dean of Students may:

1. Reverse or amend the SCC's decision, and send notice to the appropriate parties; or
2. Affirm the SCC's decision.

The Dean of Students will provide the student with a written notification of the appeal decision. The Dean of Students is the final authority in the review process for Medical or Mental Health Interim Suspension and Involuntary Medical or Mental Health Withdrawal (whether immediate or not), and his or her decision will be final.

### **Clearance Procedures**

Any student who does not maintain continuous enrollment due to a medical or mental health condition must complete such clearance procedures as are required by PBA before being allowed to return to PBA. The clearance procedures are designed to ensure that a health emergency no longer exists and a treatment plan for continuing good health and

safety is in place. PBA through the SCC, in consultation with the Dean of Students, will determine on a case-by-case basis what clearance procedures students will be required to complete before being allowed to return to PBA. Depending on the situation, students may complete these procedures on different timelines. Some students may complete these steps within days of a medical interim suspension notice or other departure circumstance, while others may wait several months before pursuing a return to PBA. Examples of the clearance procedures PBA may require a student to complete prior to returning to PBA include, but are not limited to, the following:

1. Assessment by an appropriate professional, whose opinions will be advisory to PBA. The professional, who may be selected by the student, must be a licensed mental health provider or psychiatrist if evaluating mental health concerns. Further, all providers must be unrelated to the student and must have specialty/credentials appropriate for the condition of concern (e.g., an eating disorder or substance abuse specialist). To make an accurate assessment, before conducting the evaluation the provider must be given information related to the precipitating events that led to the leave. This typically would involve the student signing a release allowing PBA (e.g., the Center for Health and Wellness, Counseling Center, or Dean of Students) to share information regarding relevant incidents or concerns, and if applicable, recent hospital records. The student will be responsible for any cost incurred by the evaluation. The student shall sign a release permitting two-way communication between the student's health care provider and the University representatives who are involved in the decision-making and review process.
2. The student's mental health or medical professional must provide an assessment of current functioning of the student and provide written recommendations regarding:
  - a) Given the precipitating events, the student's ability and readiness to return to the academic and co-curricular demands of life at PBA;
  - b) The student's ability and readiness to live in the on-campus residential community;
  - c) Ongoing treatment or testing needs;
  - d) Any conditions or restrictions that PBA should impose on the student's return;
  - e) The student's ability and readiness to return to competitive sports, if the student is a collegiate athlete. [Note: The PBA team physician, in consultation with the PBA Director of the Center for Health and Wellness, and/or Counseling Center, will make the ultimate decision regarding athletic involvement but will consider this outside evaluation in making such a determination.]

*Note: Documentation of the assessment (conducted within 60 days prior to the start of the semester the student wishes to return) and documentation of required treatment completion must be provided to the University no less than 30 days prior to the beginning of the semester for which the student desires to register.*

3. After the evaluation results and treatment documentation have been provided, the student must meet with an SCC representative (typically the Director of Academic Support and Disability Services). The evaluation and the student's own perception regarding ability and readiness to return, the ways in which the outside evaluator's

recommendations fit with the realities of student life at PBA, and services that are available on campus or in the community will be discussed.

The SCC will meet and consider the outside evaluator's recommendation and the results of the student's meeting with the SCC representative and any other information it deems relevant to inform its re-entry decision. Students will receive written notification of the SCC's decision.

**Notes:**

- There may be occasions in which the SCC requires, and may pay for, an additional evaluation.
- Subject to the terms of this policy, the SCC may require the student to comply with a treatment plan recommended by the outside or PBA healthcare/mental health professional as a condition of re-enrolling in PBA. Review and monitoring of the student's required treatment plan may be assigned to a PBA designee selected by the SCC and the SCC may require the student to sign such written releases as are necessary for PBA's designee to review and monitor the student's compliance with his/her required treatment plan. Failure to comply with requirements may result in PBA issuing an involuntary medical withdrawal.
- If a student was living on-campus prior to the emergency, approval for return to PBA usually includes approval to return to housing. However, a student's on-campus housing status may be restricted in PBA's sole discretion including if the student's behavior poses a health or safety threat to him/herself or others.
- If a student was required to complete specific treatment (e.g. eating disorder or substance abuse treatment), the student must provide documentation regarding the completion of this requirement.

**Financial Hardship**

Every effort will be made to consider a student's financial situation and insurance coverage in making referrals for treatment or evaluation. Students who may need additional financial assistance or other consideration in meeting the requirements should contact the Dean of Students.

## **CAMPUS SERVICES**

### **Provisions on Demand (P.O.D.) Express**

Location: LSC

Phone: (561) 803-2426

Services: P.O.D. offers a variety of fresh food and produce as well as delicious prepared meals and everyday essentials that deliver quality, selection and value.

### **Campus Recreation/Greene Complex**

Location: GCSR

Phone: (561) 803-2334

Facilities, Activities & Services: Fitness Center, gymnasiums, indoor track, locker rooms, racquetball/handball courts, group fitness classes, intramural sports, personal training, complimentary daily locker use, and event booking. Full time students, faculty, and staff may access the Greene Complex with a current student/staff/faculty ID card.

Memberships for family members, part-time staff/faculty, alumni, and community are sold on an availability basis.

### **Campus Store**

Location: OCE

Phone: (561) 803-2180

Services: PBACard and major credit cards accepted. The Campus Store stocks school supplies, drug store items, snacks, drinks, cards, gifts, PBA clothing, and new and used textbooks for all your courses. Find us online 24/7 at: <http://campusstore.pba.edu/>.

### **Campus Safety**

Location: BOR

Phone: (561) 803-2500

Services: Campus security and escorts, Lost and Found, parking decals, and jump starting cars.

### **Career Development**

Location: LSC

Phone: (561) 803-2386

Services: Career development for students from first year to post-graduation. Assistance with major selection, experiential learning, career search and preparation through counseling, special events, career resource library, vocational and strengths-based assessments and networking opportunities. Visit the office for information on full and part-time job placement, internships, graduate schools and careers.

### **Chick-fil-A**

Location: GCSR

Phone: (561) 803-2348

Services: Chick-fil-A boasts a menu based on chicken and fresh ingredients, tasty side dishes, enjoyable desserts, and “handmade” preparation techniques from hand-breaded chicken to freshly squeezed lemonade.

**Disability Services**

Location: Lassiter Student Center, 2<sup>nd</sup> Floor

Phone: (561) 803-2063

Services: Arranges reasonable accommodations for students with disabilities on an individual and flexible basis. Students should submit a recent (within the last three years) professional assessment that documents the disability.

**First Year/Transfer Experience**

Location: Lassiter Student Center, 2<sup>nd</sup> Floor

Phone: (561) 803-2063

Services: Academic advising for first-year, undecided students, including assistance with choosing courses, major and minor, and determining degree plan. Facilitation of PBA Preview, Welcome Week, Freshman Commissioning Service, and other special programs.

**Fraser Dining Hall**

Location: LSC

Phone: (561) 803-2508

Fraser Dining Hall is our all-you-can-eat anytime resident dining facility. Choose from made-to-order international entrées, grill selections, deli sandwiches, salad bar and so much more!

We also invite you to experience one of our other **Campus Dining Locations listed above and below** and to check us out on the web at [www.sailfishdining.com](http://www.sailfishdining.com)

Services: Special dietary accommodations, catering, gift baskets, and more.

**Health and Wellness Center**

Location: OCE

Phone: (561) 803-2576

Services: Acute care of illness and injuries, health and immunization forms, school insurance, health education information, blood pressure checks, crutches, cold packs, ace wraps, medical and counseling appointments, support groups, tobacco cessation assistance, assistance with health related amnesty issues, and laboratory services.

**Einstein Bros Bagels in the Warren Library**

Location: WL

Phone: (561) 803-2598

Services: It's not just about bagels anymore. Come in for quick tasty lunches – from innovative salads to hearty soups, gourmet coffees, and creative sandwiches. Catering menus available for all your meeting needs.

**Mail Room**

Location: LSC

Phone: (561) 803-2190

Services: Campus mail boxes, purchase stamps, and send packages.

**Registrar's Office**

Location: Hood Hall

Phone: (561) 803-2072

Services: The Office of the Registrar is responsible for maintaining student academic records; processing graduation audits; veteran's benefits certification and compliance; and planning and facilitating two annual commencement ceremonies. Staff is available to assist students with academic policy related inquiries. Two days are provided each semester to facilitate the ordering of graduation regalia.

**Residence Life**

Location: Lassiter Student Center, 2<sup>nd</sup> Floor

Phone: (561) 803-2555

Services: Student housing (residence halls), community-building, and residential programming.

**Sailfish Services**

Location: Corner of Dixie and Okeechobee

Phone: (561) 803-2000

Services: Serves as front desk for: Student Financial Planning, and Student Business. Cash checks up to \$25, request transcripts, print award letters, place money on ID cards, and make payment on student bills.

**SAIL Office**

Location: LSC

Phone: (561) 803-2550

Services: International Student Advising; Student Activities; Clubs and Organizations; Intercultural Programming; Leadership Development.

**Student Development**

Location: 2<sup>nd</sup> floor LSC

Phone: (561) 803-2553

Services: Student services, disciplinary reviews, and sexual harassment complaints.

**Tutoring Center**

Location: Lassiter Student Center, 2<sup>nd</sup> Floor

Phone: (561) 803-2063

Services: Live, online individual tutoring and essay review through SMARTHINKING.com

**University Counseling Center**

Location: Okeechobee Hall

Phone: (561) 803-2063

Services: Short-term counseling for students struggling with emotional, relational, familial, academic, and/or psychological stress. With counselor assistance, and if necessary, students are then referred to local, pre-screened counselors and providers for

ongoing services. If a student is in immediate danger of harming him/herself or someone else, please call 911.

**Warren Library**

Location: WL

Phone: (561) 803-2226

Services: Because the Warren Library is the central learning space for the University, we offer personal research assistance, book and media resources of over 187,000 and more than 30,000 periodical resources. In addition, we offer interlibrary loan services, access to area academic libraries, computers, internet, e-mail, printing, and copying.