



STUDENT

HANDBOOK

2017-2018

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Student Handbook

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Chapter 1: General Information

1.1 - Introduction

This Handbook represents current information, requirements, and policies of Hodges University at the time the text in the Handbook was prepared. The provisions of this Handbook do not constitute an offer for a contract that may be accepted by students through registration and enrollment.

The Student Handbook is in effect until the next edition is published or updates are otherwise made available. Students are advised, however, that the University, in its sole discretion, reserves the right to alter any policy when necessary to preserve the welfare of its students, personnel, and/or Hodges University at any time with or without notice to the student.

Changes in University policies and guidelines will take precedence over information described in the Student Handbook, effective on the date the change is adopted, or on the date specified in the change.

It is the individual student's responsibility to inform himself/herself about University matters. Failure to read the Student Handbook does not excuse students from the rules, policies, and procedures contained in it. Please consult the current Hodges University Catalog which contains other information and expectations pertaining to student obligations.

The Student Handbook is available online in the student portal, <https://myhugo.hodges.edu/> and on the Hodges website, www.hodges.edu.

1.2 - About Hodges University

Hodges University, a private, nonprofit institution of higher learning was founded in 1990 in Southwest Florida. The university has campuses in Naples and Fort Myers and is comprised by the Fisher School of Technology, Johnson School of Business, Nichols School of Professional Studies, School of Health Sciences and School of Liberal Studies. The university is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, bachelor's, and master's degrees.

Though serving students of all ages, Hodges University has garnered recognition for developing a curriculum that is uniquely catered to adults who balance their academic obligations while maintaining full-time jobs and family responsibilities. The university offers flexible schedules of day, evening, blended and online classes; career counseling; and hands-on support from a highly qualified faculty with both academic and real-world credentials.

Hodges University works closely with employers to develop and implement programs of study that will prepare its socio-economically and ethnically diverse student body to fill the workforce needs of the local community and to become contributing members to the growth of the Southwest Florida region.

In addition to its undergraduate and graduate degree programs of study, Hodges University facilitates a comprehensive English as a Second Language (ESL) program, which offers English language immersion to non-native speakers of English who want to increase their fluency. This intensive program is designed to enhance students' existing knowledge, training and job skills; further their ability to communicate in English; and allow them an opportunity to pursue employment opportunities in the United States.

Hodges University is grateful for the dedication and service of our armed forces. The Dr. Peter Thomas Veterans Services Center provides a welcoming and informative environment where military veterans, service members, and their families receive support for funding their education and adjusting to student and civilian life.

1.3 - Americans with Disabilities Act (ADA) of 1990

Hodges University is dedicated to the principle of equal opportunity for qualified persons without regard to race, color, religion, gender, sexual orientation, national origin, age or disability in its educational programs. Inquiries concerning the Americans with Disabilities Act should be directed to Michelle Zamniak at success@hodges.edu. Mail inquiries should be sent to the following address: Hodges University, Attn: ADA Coordinator, 2647 Professional Circle, Naples, FL 34119.

1.4 - Notice of Nondiscrimination

Hodges University does not discriminate on the basis of race, color, national origin, sex, disability, or age in the provision of educational opportunities or employment opportunities and benefits. Hodges University does not discriminate on the basis of sex or disability in the education programs and activities that it operates, pursuant to the requirements of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, respectively. This policy extends to both employment by and admission to Hodges University. Inquiries concerning Title IX, Section 504 should be directed to the Title IX Coordinator, Dr. Char Wendel, Legal Studies Program Chair. Inquiries concerning the Americans with Disabilities Act should be directed to the ADA Coordinator, Michelle Zamniak, Director of Student Success. Mail inquiries should be sent to the following address: Hodges University, Attn: ADA Coordinator, 2647 Professional Circle, Naples, FL 34119.

1.5 - Tips for Success

The staff and faculty of Hodges University are committed to your success. Please don't hesitate to ask Student Success if you need help. Listed below are 12 tips that will aid in your success:

1. Understand your responsibility to adhere to the University Catalog, Student Handbook, and Terms and Conditions for enrolling in a course.
2. Complete the university's online orientation.
3. Become familiar with the Hodges University website.
4. Meet regularly with your academic success advisor.
5. Check your Hodges email regularly, and only use your hodges.edu email for university communication (no personal emails).
6. Connect with the Student Financial Services Department to understand your financial aid obligations, learn money management skills and explore scholarship opportunities.
7. Connect with library services and build relationship with librarians to aid in your academic success and learn how to use the library database.
8. Practice to achieve proficiency with your student portal, MyHUgo and your online learning platform, including student self-service.
9. Come prepared to class, ask questions and participate.
10. Communicate regularly with your professors and let them know when you experience difficulty.
11. Engage with your classmates and form study groups for academic success.
12. Use the academic calendar to plan for important dates that will impact your academic success and help you engage in university activities.

Email success@hodges.edu if you need advice or resources to promote your success.

Chapter 2: Student Services Offices

The Student Services offices offer programs which provide students with lifelong learning opportunities and services to make the university experience a positive memory of involvement. From the initial contact in the Admissions Office to the continuing support network of the Alumni Association, the Student Services offices furnish encouragement and information to the students of Hodges University.

The Student Services offices and University Administration have an "open-door" policy and staff are available to help answer any questions. Appointments are not necessary, but due to the volume of students seeking assistance on a daily basis, are strongly recommended for student convenience.

2.1 – Office of Admissions

The Vice President of Admissions and Marketing is responsible for enrollment and providing informational support to new Hodges University students. The Vice President of Admissions and Marketing is assisted by the Director of Admissions and the Admissions Office staff who have the responsibility of advising, interviewing and recruiting prospective students. The Office of Admission assists students new to the university throughout the intake process until they are registered for courses.

The Admissions Office promotes interaction with a prospective student on an individual basis, realizing that each student's background, education, work experience and personal needs differ. Communication may take place via personal interview, by phone, by email and/or by text message with the purpose of educating a student to help select the program that fits his/her needs. The admissions team leads the prospective student through the process of admission to the university and works closely with the Registrar's Office, the Office of Student Financial Assistance, and the Student Success and Advising to verify the student has all of the information necessary to make a sound decision for his/her future.

2.2 – Office of the Registrar

The Director of Student Records is responsible for student records and providing informational support to current Hodges University Students. The Director of Student Records is also responsible for the supervision of the Registrar's Office. It is the responsibility of the Director of Student Records to monitor student academic records for accuracy to ensure that the records are current. The Director of Student Records is responsible for the implementation, administration, and monitoring of the student database as it pertains to student records.

Student services available online under Self-Service in the MyHUgo portal include online registration, schedule changes, updating personal information, applying for graduation, accessing grades, requesting a transcript, and more. Students may email registrar@hodges.edu with additional questions.

The Registrar's Office provides imperative services regarding academic status to all students in a customer service atmosphere, while maintaining accurate records.

2.3 – Office of Student Financial Services

The Office of Student Financial Services is the centralized office for all student financial needs, including student accounts and financial aid. Its mission is to be student financial success-focused while providing the highest level of service and equal opportunity in the awarding of funds. The office strives to increase opportunities for access and affordability by providing accurate financial information and individualized guidance and support for students and families in an environment which embraces teamwork and collaborative partnerships.

Under the supervision of the Director of Student Financial Services & Auxiliary Operations and the Executive Vice President of Administrative Operations, the dedicated staff are here to help with all student accounts and financial aid needs.

Financial Aid

The Financial Aid team provides financial information to students regarding federal/private student loans, federal/state grants, FAFSA, and financial aid verification. Please remember that most financial aid funding is based upon student financial need, institutional costs, and the availability of funding.

Student Accounts

The Student Accounts team provides financial information to students regarding account/billing inquiries, tuition/fee charges, third-party sponsor billing and payments, payments, payment plans, and refunds.

2.4 – Auxiliary Services

Auxiliary Services is a diverse group of service units offering goods and services to the University community that are essential to academic and administrative success. By providing convenient, user-friendly, customer driven and cost-effective goods and services, Auxiliary Services supports the University's mission and enhances the student experience; minimizes the impact on cost of attendance; and provides competitive, customer-focused

businesses. On both campuses, Auxiliary Services supports the University community through:

- Student Copy/Printing Services
- Textbook Solutions Services
- Online University Store

The office's mission is to enhance the University's pursuit of excellence and fulfill the needs of students, employees, community members, and visitors of Hodges University by developing and offering a superior quality of goods and services, operating in a financially self-supporting manner, and providing exceptional customer service to those we serve.

Under the supervision of the Director of Student Financial Services & Auxiliary Operations and the Executive Vice President of Administrative Operations, the dedicated staff are here to help with the following needs.

Student Copy/Printing Services

In order to encourage responsible printing and copying and to be conscious concerning use of resource, Hodges University implemented an institutional policy regarding student copying and printing on both campuses. The policy states that all customers are required to utilize our pay-for-print system which allows customers to pay a reduced rate per sheet. Please see the guide below regarding cost of printing, per sheet.

- Regular Paper (8.5 x 11)
 - Black & White – 0.10 per sheet
 - Color – 0.35 per sheet
- Special Paper (11 x 14)
 - Black & White – 0.15 per sheet
 - Color – 0.40 per sheet
- Special Paper (11 x 17)
 - Black & White – 0.15 per sheet
 - Color – 0.40 per sheet

The cost of printing is subject to change without notice and in the University's sole discretion.

Textbook Solutions Services

Hodges University strives diligently to provide course materials (textbooks/e-books) to students at a rate that is less than what a student would pay to purchase the same course materials independently. A Resource Fee will be charged for each course that a student is

registered for per semester, if there are course materials required. The resource fees will range from \$0 - \$500 per course, depending on the number of required course materials for a course and the type of material (e-book vs. physical textbook).

Students may opt out of the Resource Fee charges if they prefer to purchase all course materials externally from the institution. The opt-out process must be completed prior to the start of a student's courses. The opt-out process will be for all courses for the requested semester; students will not be permitted to choose between which Resource Fees they would like to opt out of. Students should be aware that if they opt out, they will be required to purchase all course materials on their own and may not use Title IV financial aid funding.

Online University Store

The Online University Store is designed to attract and serve our students, employees, alumni, community members and supporters of Hodges University. The Store offers a wide variety of items such as: graduation regalia and tassels, school supplies, emblematic clothing and gifts, alumni items and other accessories. All purchased items are shipped to the customer's designated address that is placed on their order.

2.5 – Office of Student Success

The Student Success Center, located in the library at Hodges University, provides a welcoming and informative environment where students receive support in navigating a successful university experience and reaching educational and career goals. The department offers resources and support in the following areas: academic and career advising, career services, orientation, scholarships, student behavior standards, student retention, student accommodations/ADA, student recognition, student volunteer opportunities and clubs, and veterans services. The Director of Student Success supervises the student success staff along with evaluating strategies and initiatives that promote student success. The Student Success department will assist with all things related to navigating a student's university experience at Hodges University. Student Success will also offer referral resources in the community, educational seminars and workshops. Students may email success@hodges.edu or call 239-938-7730 with questions or request for services.

Orientation

New students, as well as those returning to the University after one year of nonattendance, are encouraged to complete the online orientation. Completion of the online orientation will introduce students to resources available for academic success and navigating the university

experience. Students are also introduced to administrators, faculty, and staff of the University. The online orientation course is available to the student the entire term and should be referenced regularly by the student.

Career Services

Career Services provides a variety of career resources to registered students and graduates, including opportunities for students to explore career options through skills, values, interests and personality assessments. Because clarification of career interests and values is crucial to determining a successful career path, Career Services encourages students who are unsure about their career to schedule an appointment for one-on-one career counseling. Career Services can be contacted via email, success@hodges.edu or 1-800-466-0019.

Assisting with the job search process is a critical piece of career development. Career Services offers assistance with resume and cover letter preparation, managing the job search process, building strong networking skills using social media and in person networking meetings, professional attire, information about job fairs, preparing for interviews, salary negotiation, and managing the interview follow-up process and employment acceptance process.

Career Services maintains a list of top employers in the area, and positions are posted on Hodges University's online job board (www.collegecentral.com/hodges). Because information pertaining to job opportunities is time sensitive, students should check the online job board frequently. Students are encouraged to participate in special employer events such as career fairs that provide opportunities for networking with employers. These events are highly beneficial in exposing the student to legitimate career options, but also in facilitating skill-building in networking, communication, presentation, self-awareness, and self-confidence.

Career Services compiles annual career outcomes for each program, and requests employment information from every graduate. Individuals who need job assistance should schedule an appointment. Employment information will be used to prepare a Career Outcomes Report on every class following graduation.

Student Accommodations

Recognizing its commitment to providing equal access and equal opportunity, Hodges University provides student accommodations that assist individuals with special needs in accessing and making use of campus services and facilities. Students in need of any type of accommodations are encouraged to contact the Student Success or the ADA Coordinator at success@hodges.edu or 1-800-466-0019 to make arrangements for any needed assistance, to receive an orientation to the campus, and to discuss the support they will need to complete their academic program.

Anyone requiring special accommodations in order to participate in campus events should contact the ADA Coordinator four weeks prior to scheduled activities.

It is the responsibility of the student with special access needs to inform the University of these special needs and to provide the requisite supporting documentation.

2.6 – Dr. Peter Thomas Veterans Services Center

Hodges University is grateful for the dedication and service of our armed forces. The Dr. Peter Thomas Veterans Services Center is committed to supporting military veterans, active duty service members, members of the reserve and guard, and their families in reaching their academic and career goals. The center initiates and directs activities that promote comradery and support the transition from military-to-student. The center works with the larger community to support and promote veteran causes and to ensure the unique needs of military veterans are understood, respected and valued. The center also works with the entire Hodges University community to ensure that those who have or are currently serving our country receive the support they need to achieve their goals.

The Dr. Peter Thomas Veterans Services Center (VSC) at Hodges University is committed to supporting all military veterans, service members and their families in reaching their academic and career goals. Both campuses have a dedicated space for student veterans.

The VSC has three main focus areas:

1. VA education benefits processing and information;
2. Referrals and information to organizations, resources and events; and,
3. Mentorship from professionals in the community.

The center is staffed with a full-time manager, a full-time specialist, and VA work studies. The VSC team is committed to providing our veteran students with outstanding support and care. Email veteransservices@hodges.edu with questions.

Hodges University believes that our military members and veterans deserve the support and the educational programs to assist them in fulfilling their personal and professional objectives. The Dr. Peter Thomas Veterans Services Center is located on both the Fort Myers and Naples campuses and provides information on VA educational benefits, available tuition discounts, scholarship support and refers student veterans to other support services available both at the university and in the community.

Veterans Benefits

Hodges University provides courses of study that have been approved for the GI Bill. Each campus has a dedicated staff member trained to assist veterans in understanding their VA education benefits.

Hodges University offers a tuition discount to qualified active duty military personnel and veterans not eligible for any VA education benefits or other discounts.

Hodges University is a proud participant in the Yellow Ribbon program. The VA governs which students are eligible for Yellow Ribbon contributions. Please contact the Dr. Peter Thomas Veterans Services Center with questions.

2.7 – Library

The Terry P. McMahan Library in Fort Myers and the library in Naples offer access to computers and study spaces. The library's Web page <http://library.hodges.edu> gives online access to electronic databases, books, open access resources, and research guides. Librarians are available for personalized research assistance in person and online through Ask A Librarian at <http://www.askalibrarian.org/hodges>.

2.8 – Information Technology Department

The information technology department is dedicated to providing the highest industry standards for technological resources in a collegiate environment, while maintaining a friendly, flexible and first class experience to the university community as a whole.

Hodges University provides electronic mail services to students and alumni to use as their primary e-mail address. Communication between Hodges University and Students will take place via this account. Hodges University encourages the use of e-mail in support of instruction, research and public service. Students are urged to make extensive use of e-mail to communicate with their instructors, support staff and fellow students. In support of email usage Hodges University provides students with instructions for accessing student email using mobile devices. As the University cannot secure personally owned devices, students use mobile devices to access University email at their own risk. Students are expected to use e-mail services responsibly, i.e. to comply with all applicable local, state, and federal laws, and with other University policies. Hodges University reserves the right to remove any accounts inactive for a year or more. Sending unsolicited commercial or bulk email is not permitted. A full explanation of the electronic mail services Hodges University can be found via MyHUGo.hodges.edu "Documentation."

The Hodges University Information Technology Department provides an Acceptable Use of Technology Resources policy for students. Students should take time to read the policy and adhere to the contents of such. The policy can be found in MyHUGo, under Student Resources or at the following URL: http://webadvisor.hodges.edu/aa_pdfs/Student_AUTR.pdf.

2.9 – Office of Campus Safety

The Office of Campus Safety is comprised of three main sections: campus security, front desk operations, and building management. The University provides a number of security measures including, but not limited to: armed security officers on each of its campuses, security cameras, card access on multiple doors along with panic and intrusion alarms. Front desk personnel provide reception services including greeting visitors, telephone, and mail services. The building management team maintains the buildings on both campuses.

2.10 – Alumni Association

The Alumni Association is supported by the Office of Institutional Advancement. Membership in the Alumni Association is open to all graduates of Hodges University. The Alumni Association serves the needs of the graduates by providing contact with friends and facilitating connections made at the university. The Alumni Association helps broaden graduates' professional networks and provides support to currently enrolled students, in addition to advancing the university.

Chapter 3: University Policies

3.1 – ID Card Policy

All students are required to obtain and visibly display their Hodges University identification card while on campus. Distance education students are required to obtain an ID card for purposes of a picture ID and to access library services and privileges. The bar code on the reverse side of the ID card will provide students with the access to these services and privileges. Students are strictly prohibited from loaning or sharing their ID cards with anyone, and if lost, the student must immediately report the loss to the front desk personnel who will replace the card. Replacement of ID cards will be at the expense of the student.

3.2 – Student Identification Policy

When requesting information in person, Hodges University requires students to show a university student photo ID card before any information will be released. Requests made over the phone or via email require that students provide the last four digits of his or her social security number or date of birth as well as the student ID number.

3.3 - Address Changes

Each student is responsible for notifying the Registrar’s Office of a change of permanent home address by completing a Change of Address form located in My Profile in WebAdvisor.

3.4 – Tobacco Policy

Hodges University recognizes the need to ensure an educational and working environment that is reasonably free from various health hazards. Hodges University is a tobacco-free campus. The use, promotion, distribution or sale of any form of tobacco is prohibited in all Hodges University facilities, on all properties owned or leased by the university, or in publications produced by the university, with no exception. This includes all indoor and outdoor areas and properties. This policy applies to all faculty, staff, students, vendors, lessees and visitors.

3.5 – Condolences Policy

Hodges University will respond in an appropriate manner upon the death of a student, faculty, or staff member. Hodges University will not be able to respond to losses of extended family members of the student body.

3.6 – Endorsements Policy

Hodges encourages its students to be actively involved in the local community. However, it is the policy of Hodges University not to provide endorsements or sponsorships for individual students and/or their causes.

3.7 – Pet Policy

Hodges University welcomes trained service animals wearing appropriate identification as a service animal in all classrooms, events, meetings, etc. Personal pets, however, may not be brought into ANY campus building at any time.

3.8 – Guests and Children on Campus Policy

The University allows children, (minors under 18, under the total and direct supervision of their parents/legal guardians) to accompany their parents/legal guardians in very limited areas within the University. These limited areas are listed in Administrative Office Visits of this policy. Children who are ill should not be brought to the campuses. Children must always be in the immediate presence of their parent/guardian including in restrooms and all common areas of the University. Parents of disruptive children will be asked to leave University property immediately.

Hitting, slapping, or yelling at a child while on University property is not permitted. Faculty and staff that see a child being abused should contact Campus Security immediately. Florida law requires any individual who suspects that a child has been abused by any person to report that to the Florida Abuse Hotline. Any allegations a child was abused or neglected by a caregiver will be investigated by the Department of Children and Families, while allegations of child abuse by someone other than a caregiver will be accepted at the Hotline and immediately transferred electronically to the appropriate local law enforcement agency where the child lives.

Guests on campus must first stop by the Reception Desk for a visitor's pass to be worn prominently for the purpose of security and safety.

3.9 – Event Policy

All student events and any use of University facilities by outside organizations including, social events in all areas, on campus or at a host site, must receive approval from the Executive Vice President of Administrative Operations through the registration process.

The Executive Vice President of Administrative Operations must be provided with the following information for the registration request/process:

- a) Expected total number of guests;

- b) Expected percentage of guests over 21 years of age;
- c) Event's date and beginning and ending times;
- d) Description of event and theme (if applicable);
- e) Type of food to be served;
- f) The names of I.D. checkers, servers, drivers and executive officer/person from the organization/office hosting the event. (For cosponsored events, each organization shares equal responsibility for providing I.D. checkers, servers, and executive officers/persons.); and,
- g) If the event is being cosponsored, the registration request must have the signature/acknowledgement of a representative from the other organization.

The group or host registering an event must comply not only with Hodges University's policies and guidelines but also those guidelines developed by the group or host's governing body.

Students may not invite outside speakers to address a campus audience without prior authorization from a faculty advisor. Contact the Student Success department at success@hodges.edu for additional guidance. Approved guests may present their personal opinions and/or provide proprietary information about their organizations. Hodges University neither supports nor endorses the information provided by these speakers or organizations.

Events with Alcohol

1. Social events with alcohol will be allowed in appropriately enclosed areas with prior permission from the Executive Vice President of Administrative Operations.
2. All events where alcohol is present must be registered with the Executive Vice President of Administrative Operations at least four working days in advance of the event and must be in compliance with the registration guidelines.
3. At all events where alcohol is present, individuals and organizations are required to provide the names of individuals who will serve as card checkers, servers and designated drivers.
4. Organizations must present a plan to identify those members and their guests who are of legal drinking age.

5. Groups may not offer a cash bar. Cash bars or other direct charge for alcohol is not allowed at any event other than by a host with a liquor license.

Noncompliance with the University's rules and regulations and behavior standards will be subject to appropriate disciplinary sanctions as outlined in the student disciplinary procedures detailed in the Student Handbook.

Solicitors are not permitted at Hodges University. Solicitation or sales by students or other persons are prohibited unless prior permission is granted by the Executive Vice President of Administrative Operations. Violators should be reported immediately to the Executive Vice President of Administrative Operations for prosecution by legal authorities.

3.10 – Soliciting Policy

Solicitors are not permitted at Hodges University. Solicitation or sales by students or other persons are prohibited unless prior permission is granted by the Executive Vice President of Administrative Operations. Violators should be reported immediately to the Executive Vice President of Administrative Operations for prosecution by legal authorities.

Chapter 4: Student Conduct Policies

4.1 – Student Behavior Standards

Hodges University has established the following behavior standards to develop student awareness and responsibility to the University community and the institution. Behavior, for which a student is subject to discipline or dismissal from a class or internship by the University, falls into these categories:

1. Any act of dishonesty toward Hodges University, including (but not limited to) cheating, plagiarism, misuse of University documents or records, forging or knowingly furnishing false information to the University.
2. Obstruction of or disruption to including, but not limited to, teaching, research, administration, disciplinary procedures, or any scheduled University activity.
3. Language that may be considered a verbal assault or in violation of the University's nondiscrimination statement.
4. Damage to or theft of Hodges University property, or property of a member of the University community while located on University property.
5. Unauthorized entry or access to Hodges University equipment, facilities, supplies, or records.
6. Failure to wear and prominently display his/her student ID badge on campus.
7. Abuse, assault, or battery of any person on Hodges University property or conduct which endangers the health of any person.
8. Unlawful possession, use or distribution of any controlled substance, as defined by law, on University property.
9. Unlawful possession of weapons on Hodges University property.
10. Disorderly, lewd, indecent, or obscene conduct on University property or at University events.
11. Failure or refusal to comply with lawful directions of Hodges University officials acting in the performance of their duties.

12. Failure or refusal to comply with the internship policies and procedures established for each program. If a student's behavior results in an internship being terminated, the student will not be assigned to another internship, which may result in the student not being able to graduate.
13. Failure or refusal to comply with the University's policies governing intoxication and consumption of alcoholic beverages.
14. Violation of any Hodges University policy or regulation.
15. Student actions that reflect negatively upon the core values of the University, portray the University in a negative light to the community, or otherwise adversely impact the University.

Student Disciplinary Procedures

Students in violation of the Student Behavior Standards are subject to disciplinary action. An interim administrative suspension may be imposed without hearing pending final disposition of a disciplinary action for such violations. A formal suspension, probation, or dismissal may be imposed after formal proceedings as follows:

1. The student has been served written notice of the violation. Service may be in person, by sending the notice U.S. regular mail to the address provided on the last registration form signed by the student, or by email to the student's assigned University email account.
2. The student, upon the student's request, is provided inspection and/or review of the evidence of the violation. The University will redact evidence, as necessary, in order to protect the identities of individuals supplying evidence as is deemed reasonable and appropriate, but especially in cases involving actual or threats of violence.
3. The evidence of the violation is reviewed by the disciplinary hearing officer.
4. Within seven (7) working days of the notice of violation, a student may request a hearing before the Hearing Officer. A hearing shall be held within seven (7) working days of the request, in which the evidence of the violation is presented, and the student is afforded an opportunity to examine the evidence of the violation and present any defense or extenuating or mitigating circumstances.
5. A written finding is provided to the student, the President, and Executive Vice President of Academic Affairs or designee, within seven (7) working days of the hearing. The written finding will contain a summary of the facts upon which the disciplinary decision is made and the terms and conditions of the disciplinary action.

A suspension or probation will state the duration and terms of the suspension or probation, and conditions of termination of the suspension or probation. A dismissal is final and prohibits re-entry into Hodges University.

The disciplinary hearing officer will be either the Executive Vice President of Academic Affairs or designee, or an ad hoc committee appointed by the Director of Student Success. The composition of a disciplinary committee will be in the sole discretion of the Director of Student Success.

A student may appeal the decision of the Disciplinary Hearing Officer or the Disciplinary Committee, if one is used, to the President of Hodges University. The appeal must be in writing within seven (7) working days and clearly specify the reason(s) for the appeal, or it will automatically be dismissed. The President will have final authority over the matter.

Complicity

Students associated with, or present during, the commission of an act(s) by another, which constitutes a violation of University policy, may also be charged if the student's behavior constitutes permission, contributes to, or condones the violation.

Failure to Comply

All students and guests of Hodges University are expected to comply with the directives or reasonable requests of University officials acting in the performance of their duties. This requirement includes reasonable requests for students to meet in administrative offices; participation in administration and/or judicial proceedings; and compliance by the stated deadline with all terms and conditions of all disciplinary sanctions. Administrative discretion may be used to place a hold on a student's account (registration, grades, etc.) if the student fails to comply with the directions of a University official.

False Information

Providing false or misleading information to Hodges University or a University official or to a local, state, or national agency or official is a violation subjecting a student to disciplinary action up to and including expulsion or rescission.

Falsification of University records is prohibited. Hodges University records include, but are not limited to, admission, enrollment, registration, financial aid, student disciplinary, academic, health records, and student employment.

Inappropriate conduct and violations of this policy will be addressed by the appropriate procedures and University official. In cases where a student violates any of the terms of this

policy, Hodges University will take appropriate disciplinary actions, up to and including expulsion.

Fraud

Any act or statement (written or oral) containing false, incomplete, or misleading information intended to deceive or misrepresent any part of Hodges University or any person or business is prohibited.

Interference with Investigations and Proceedings

Interference with University investigations, administrative procedures, or disciplinary proceedings, or judicial proceedings such as those conducted by the Director of Student Success, or any other University office authorized to conduct investigations or disciplinary proceedings is prohibited. This includes, but is not limited to, the use of force, threat of force, coercion, or promise of reward to any person or property of persons involved in University investigations or disciplinary proceedings. No person may, without authorization, examine, take possession of, alter, or destroy University investigations or destroy University records or evidence. Interference with University investigations, disciplinary proceedings, or records may result in disciplinary action up to and including expulsion.

In an effort to foster and provide an environment free from bias or prejudice for the parties involved, publication of verbal or written communication regarding any University investigatory, administrative, disciplinary, or judicial proceeding is prohibited if the publication is deemed by the appropriate official overseeing the proceeding to compromise the impartiality and integrity of the proceeding.

Communication related to the proceeding will be limited to individuals using administrative discretion on a need-to-know basis.

4.2 – Academic Honesty Policy

Introduction

This policy describes academic integrity and the procedures for handling academic dishonesty. This policy applies to all academic course work; that is, all graded submissions including but not limited to discussion boards, assignments, assessments, blogs, and wikis.

Purpose

Hodges University adheres to the International Center for Academic Integrity’s definition of academic integrity as the commitment to certain core values: honesty, trust, fairness, respect, and responsibility.

1. Honesty: The quest for truth and knowledge requires intellectual and personal honesty in learning, teaching, research and service.
2. Trust: Academic Institutions must foster a climate of mutual trust in order to stimulate the free exchange of ideas.
3. Fairness: Treat students, faculty and staff according to HU standards and policies, administered in an impartial manner.
4. Respect: Foster an environment that enables honest and open communication, free from harassment and intimidation; where alternative points of view are treated with consideration, and the diversity of our academic community is appreciated; and where the work of others is acknowledged through the proper identification of sources.
5. Responsibility: All members of the university community are held accountable for their work and actions. Academically dishonest behavior is not tolerated and is viewed as a breach of community ethical standards.

Any form of academic dishonesty violates these core values, undermines the value of grades for the entire student body and negatively impacts the University's reputation as an institution of academic excellence and integrity. For these reasons, the University does not tolerate any form of academic dishonesty during the time the student enters the University from undergraduate through graduate studies. The goal of the faculty, administration, and student body is to graduate men and women of integrity.

Definitions

The following is a broad overview, not an all-encompassing definition, of what constitutes a breach of academic integrity.

Violations of the principle of academic honesty include plagiarism, cheating, fabrication, unauthorized collaboration, participating in academically dishonest activities and facilitating academic dishonesty.

Plagiarism is defined as any attempt to convey another's work as one's own original thought. It is the use of another person's or organization's words or concepts without giving the appropriate credit to that person or organization.

Plagiarism can be intentional or unintentional but regardless of the intent, the attempt/act is a breach of academic integrity. Students can avoid unintentional plagiarism by carefully following accepted scholarly practices. For example, notes taken for papers and research projects should accurately record sources of material to be cited, appropriately quoted, paraphrased or summarized. Papers, research projects, and other academic work should acknowledge these sources in the appropriate places in the text of the paper as well as in a References page at the end of the paper, in accordance with accepted citation practices.

The following is a non-exhaustive list of sources that require citation:

- Word-for-word quotation from a source
- Paraphrasing others' words and ideas
- Audio, video, digital, or live exchanges of ideas, dialogue, or information

The *Hodges University Style Guide* provides proper APA citation information. Additional assistance can be found through the Library and on the Library web page.

Cheating is defined as intentionally using or attempting to use unauthorized materials, information, or study aids in any academic coursework.

Examples of Cheating include, but are not limited to:

- Unauthorized use of notes, text, internet, or other aids during an examination
- Copying from another student's academic work
- Unauthorized communication during an examination
- Handing in the same paper for more than one course without explicit permission of the instructor
- Intentionally viewing a test before it is administered
- Storing notes in a portable electronic device or in any other form for use during an examination

Fabrication is defined as intentional falsification, misrepresentation, or invention of any information, data, or citation in an academic assignment.

Examples of fabrication include, but are not limited to:

- Inventing data or facts for an assignment
- Altering the results of a lab experiment or survey
- Citing a source in a references list that was not used

Unauthorized collaboration is defined as submission of academic work that is substantially similar to another student's. While students may use similar resources, the analysis, interpretation, and reporting of the data must be each student's independent work.

Examples of unauthorized collaboration include, but are not limited to:

- Working on a take-home examination or assignment with another student without express permission of the professor
- Completing an academic assignment with the help of another student, and taking full credit

Participating in academically dishonest activities is defined as taking an action with the intent of gaining an unfair advantage.

Examples of academically dishonest activities include, but are not limited to:

- Misrepresenting oneself or one's circumstances to a professor
- Intentionally missing an examination or assignment deadline to gain an unfair advantage
- Stealing an examination
- Selling, loaning, or distributing materials for the purpose of cheating, plagiarism or any other academically dishonest acts
- Purchasing a pre-written paper

Facilitating Academic Dishonesty is defined as intentionally or knowingly helping to violate any provision of this policy.

Examples of facilitating academic dishonesty include, but are not limited to:

- Doing academic work for another student
- Making available previously used academic work including examinations to another student to submit as his or her own

Sanctions

Students found to have breached academic integrity will be subject to academic and administrative sanctions.

Academic sanctions are related to the grade, academic standing, and honors. Hodges University is committed to academic integrity and seeks to develop a student's integrity through continued academic development. Repeat violations of the Academic Honesty Policy will not be tolerated. Sanctions are imposed to reflect the impact of academic dishonesty on the university as a whole.

Reporting the breach

All instructors will adhere to the following sanctions.

Students who have plagiarized due to the use of careless or inaccurate reference sources, and do not appear in the instructor's view to have intentionally plagiarized will be sanctioned by being given an unofficial warning, which will be recorded in the Student Information System (SIS)-Colleague.

In all other cases (plagiarism, cheating, fabrication, unauthorized collaboration, participating in academically dishonest activities, and facilitating academic dishonesty), an instructor will report the breach to the Program Chair and an official warning will be recorded in the SIS.

Grading Consequences and Sanctions

A student who has *unintentionally* breached academic integrity in one instance will receive an "F" for the assignment and an unofficial warning for the violation of the Academic Honesty Policy. It is recommended that the instructor provide guidance to the student for the unintentional breach and may give the student a second chance to redo the assignment with guidance/assistance from the HU Library. The faculty member may also submit a tutor referral form to the library. Grading for the resubmitted assignment is left to the faculty's discretion. If the student has a prior record of unintentional breach, then this violation is considered as an intentional breach.

A student who has *intentionally* breached academic integrity in one instance will receive an F for the assignment and the student will receive an official warning for the violation of the Academic Honesty Policy. Faculty member may give a second chance to redo the assignment; however, the student must complete the academic integrity/values Workshop I to be given a second chance to redo the assignment. Grading for the resubmitted assignment is left to the faculty's discretion.

A student who has intentionally breached academic integrity for the second time in the same course or in any other course will receive an F for the course.

Intentional academic dishonesty during the final examination will result in an F for the course.

Academic Standing

Students who receive an F in a course will be placed on Academic Probation/Honesty for the following term (four-month period) and will be required to successfully complete an academic integrity/values clarification Workshop II in order to be removed from probation the following semester.

Any additional violation of the academic honesty policy may lead to academic suspension.

Students who have been found facilitating academic dishonesty will also be placed on Academic Probation/Honesty until they have successfully completed an academic integrity/values clarification workshop. Any repeat or additional breach of integrity may lead to academic suspension or dismissal.

Students failing two courses due to academic dishonesty may be placed on academic suspension for the following term.

Students failing three courses due to academic dishonesty may be dismissed from the University.

Administrative Sanctions

Administrative sanctions are related to the position of the students within the University, such as leadership positions within student organizations, and will be handled by the Director of Student Success.

Sanctions for these students will include, but are not limited to:

- Ineligibility to hold an office in any student organization recognized by the university or to hold any elected or appointed position within the university
- Ineligibility to represent the university to anyone outside the university community in any way, including representing the university at any official function
- Ineligibility to receive a university-administered scholarship

Appeal Process

Students wishing to appeal a grade received as a result of violating the Academic Honesty Policy may do so by following the Hodges University Grade Appeals process listed in the University Catalog.

4.3 – Sexual Misconduct Policy Statement

Sexual misconduct is a form of sex- and gender-based discrimination. Sexual discrimination and sexual misconduct violates an individual's fundamental rights and personal dignity. Hodges University considers sexual discrimination and sexual misconduct in any form to be a serious offense that will not be tolerated. The university community seeks to eliminate sexual misconduct through education and by encouraging everyone to report concerns or complaints, including third parties when the accused is a member of the university community.

Conduct of a sexual nature or conduct based on sex or gender that is nonconsensual or has the effect of threatening, intimidating, or coercing a person includes sexual harassment, sexual violence, relationship violence, and stalking. Hodges University's policy is to provide students

and employees with a formal process to present concerns and allegations of a violation. Please refer to the Title IX Policy in this Handbook.

4.4 – Title IX Grievance Procedure

The university is committed to maintaining an educational environment free from discrimination and harassment, including maintaining an environment in which no student, faculty or staff member is excluded from participation in or denied the benefits of its programs and activities as a result of gender. It is the policy of the university to provide employees and students with a formal process to address Title IX violations. Employees and students shall be provided the opportunity to present their concerns as described in the following grievance procedures.

These policies apply to any student, staff and employee of Hodges University and are not affected by the location in which the sex discrimination and/or misconduct incident occurs.

What is Title IX?

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs or activities which receive federal financial assistance. Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

Title IX protects students, applicants for admission, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All persons are protected by Title IX – regardless of their sex, sexual orientation, gender identity, part or full-time status, disability, race, or national origin – in all aspects of a recipient’s educational programs and activities.

Title IX prohibits several types of sex-based harassment. Sexual harassment is defined as unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors (quid pro quo harassment), and other verbal, non-verbal, or physical conduct of a sexual nature from any person that is so severe, pervasive or persistent that it limits a student’s ability to participate in or benefit from, an educational program, undermines the responsibilities of the employee, and/or creates a hostile working or learning environment. Sexual violence is a form of sexual harassment and refers to physical acts including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Gender-based harassment is another form of sex-based harassment and refers to unwelcome conduct based on an individual’s actual or perceived sex,

including harassment based on gender identity or nonconformity with sex stereotypes, and not necessarily involving conduct of a sexual nature.

The primary objective of the grievance procedures outlined below is to provide for the prompt and equitable resolution of student and employee complaints under Title IX.

Privacy and confidentiality

All activities under these grievance procedures shall be conducted with due regard for any legitimate privacy and reputational interests of those involved. It is expected that any materials and information prepared or acquired under these grievance procedures will be shared only with those who have a legitimate need to know. Disclosure of such information may also be made if it is permitted by law and the university Title IX Coordinator determines in his/her judgment: (1) that such disclosure is necessary to protect the health, safety, or well-being of members of the Hodges community; or (2) that such disclosure advances the interests of those involved in the process and/or the university and outweighs the interest in confidentiality. While the university Title IX Coordinator will take into account any requests made by a complainant for confidentiality or that a Title IX grievance not be investigated, the university Title IX Coordinator must take appropriate steps to respond to the grievance consistent with the requirements of Title IX.

Retaliation

Retaliation against a member of the Hodges community who, in good faith, reports alleged harassment or who participates in an investigation is a violation of the policy and is subject to appropriate discipline. Retaliation may have an adverse impact in the following areas: grading, pressure to withdraw from class, ignoring, refusing requests for assistance. This list is not exhaustive.

Standard of Evidence

The university Title IX Coordinator shall review allegations of discrimination prohibited by Title IX by applying a preponderance of the evidence standard

Definitions of Prohibited Offenses

Prohibited Offenses is the conduct prohibited by this policy and includes Sexual Assault, Sexual Harassment, Domestic Violence, Intimate Partner Violence, Dating Violence, and Stalking.

Sexual Assault means the oral, anal, or vaginal penetration by an inanimate object, penis, or other bodily part without the consent of all parties involved; the attempted oral, anal, or vaginal penetration of an individual(s) by an inanimate object, penis, or other bodily part without the consent of all parties involved, or the touching of the intimate body parts of another—such as breasts, buttocks, groin, genitals, or the clothing covering them— without the consent of all parties involved.

Sexual Harassment is any unwanted or offensive sexual behavior that has the purpose or effect of creating a hostile living, learning, or working environment, or whenever toleration of such conduct or the rejection of it is the basis for a personal or academic decision affecting the individual. Sexual harassment may be found in a single episode, as well as in persistent behavior. Examples of sexually harassing behavior include, but are not limited to: sexual advances; request for sexual favors; any form of retaliation or threat of retaliation against an individual who rejects such advances; sexual epithets, jokes, or comments; comment or inquiry about an individual's body or sexual experiences; unwelcome leering, whistling, or name calling; sexual gestures; displaying sexually suggestive photos, cartoons, or videos.

A hostile environment exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with or deprives an individual from participating in or benefiting from the university's education or employment programs and/or activities. Conduct must be deemed severe, persistent, or pervasive from both a subjective and an objective perspective.

Domestic Violence means the intentional infliction of physical, sexual, or psychological harm on a current or former partner or spouse. Domestic Violence includes, but is not limited to, Dating, Intimate partner, and Relationship Violence.

Stalking means a willful and/or malicious pattern of conduct or series of acts directed at a specific person, which seriously alarms or annoys that person and would cause a reasonable person to fear bodily injury or to suffer substantial emotional distress. Examples of stalking include, but are not limited to, conduct, acts or threats conducted in person, or by mail, phone, electronic communication, or social media.

Questions/Complaints

All questions or complaints concerning Title IX should be directed to the Title IX Coordinator, Dr. Charlene Wendel, by mail, Hodges University, 4501 Colonial Blvd., Fort Myers, FL 33966 or by phone, 239-598-6234, or by email, cwendel@hodges.edu.

The university Title IX Coordinator has the authority to investigate allegations of discrimination prohibited by Title IX even absent the filing of a formal grievance, or its subsequent withdrawal.

In addition, the university Title IX Coordinator may proceed with investigating a formal or informal grievance even if a complainant specifically requests that the matter not be pursued. In such a circumstance, the university Title IX Coordinator will take all reasonable steps to investigate and respond to the matter in a manner which is informed by the complainant's articulated concerns.

In most circumstances, the university Title IX Coordinator will coordinate his/her activities with other university offices charged with responsibilities for student, faculty and staff conduct and discipline and for enforcing the university's policies and procedures generally.

Contact the University's Title IX Coordinator if you have concerns or questions, if you think you may have encountered sex discrimination or sexual misconduct, you learn of a situation that you feel the University should know about and/or may want to investigate, you need help on how to handle a situation by which you are indirectly affected, you wish to seek guidance on possible informal remedies to alleviate a difficult situation, you have questions about University's policies and procedures, or if you feel like your rights under Title IX have been violated, including sexual harassment or sexual assault.

4.5 – Cellular Phone Policy

Hodges University recognizes that students possess cellular phones with video, camera, or voice recording capabilities. In support of each individual's reasonable expectation of privacy, as well as copyright and intellectual property laws, the use of these cellular phone features by Hodges University students must be in conjunction with express consent. Students are expressly forbidden to video, use camera or voice recordings without the express consent of the subject(s) being photographed or recorded.

Any student whose use of their cellular phone violates another's reasonable expectation of privacy or produces any media as a result of the cellular phone capabilities without express consent may be found in violation of this policy. Violations of this policy may lead to disciplinary action that may result in confiscation of the cellular phone and referral to the Senior Vice President of Student and Support Services or the Director of Student Success as a violation of the Student Behavior Standards outlined in this Student Handbook.

Cell phones should be placed on vibrate while at the University. Professors will verbally outline and/or include their classroom cell phone policies on the course syllabi. Students must abide by the requirements of the professors or administration. Text messaging may be a less disturbing communication tool in the professional environment. Disturbances in the classrooms due to cell phones hinder learning, and students should be considerate of their fellow classmates.

4.6 – Personal Appearance, Dress, and Hygiene Policy

Students are expected to follow commonly accepted standards of personal hygiene, neatness, and cleanliness of attire. Personal neatness and appropriate dress are generally left to the good taste and judgment of students unless the nature of an internship calls for or requires uniforms or the imposition of dress and grooming standards. Strict professional dress is not required in the classroom; however, professional attire and behavior is appropriate for an institution providing professional programs associated with career enrichment. Professors may have certain rules as to appearance in their classrooms, and students should comply with the professor's guidelines. In general, hats and sunglasses may not be worn in the classroom. Good personal hygiene is expected at all times. If a student arrives at the University with a less than satisfactory degree of personal cleanliness, the professor or an administrator may require that the student correct the problem before returning to the institution. Continued problems may result in a breach of the Student Behavior Standards. Hodges University reserves the right to decide what appearance, dress, and hygiene is appropriate to the institution.

Students who wish to discuss professional dress, hygiene, or other such matters may make an appointment with the Office of Student Success at success@hodges.edu.

4.7 - Littering Policy

Each student is expected to display a respect for the campus and the local environment. Littering affects the rights of others and poses health, safety and pest problems. Students are expected to place all trash in designated receptacles.

Chapter 5: Student Health Policies

5.1 – Immunization Policy

Hodges University does not require proof of immunization for all students. Vaccinations are required for students in the Nursing, and Physical Therapist Assistant programs. Students must provide proof of the typical childhood vaccinations before they can start their internships and clinical in these programs. If not, they must have a titer run, to indicate if the appropriate antibodies are present. Internship and clinical sites may also require a current (within six months) Tuberculosis test, flu vaccine, and Hepatitis B vaccination. Internships and clinical sites for other academic programs may also require proof of immunization. Any required vaccinations are the financial responsibility of the student.

5.2 – Mandatory Medical/Psychiatric Withdrawal

The University may request that the student be professionally evaluated by a physician, psychologist, or psychiatrist. The student shall be notified in writing of initiation of the withdrawal process.

If a psychological/psychiatric evaluation is required and the student does not comply within a reasonable time or refuses to comply, mandatory withdrawal may be ordered by the administration. A written report will be submitted to the Senior Vice President of Student and Support Services summarizing the need for mandatory withdrawal and the reasons for the action.

In the event that mandatory withdrawal is ordered, the student may appeal to the Senior Vice President of Student and Support Services. A request for an appeal must be filed in writing within two weeks of receipt of notification of mandatory withdrawal.

5.3 – Illness Policy

Students who are absent from classes or examinations because of illness should contact their professors on a timely basis to discuss their individual situations. The student should contact the Registrar's Office for procedural information if a class needs to be dropped because of medical reasons or if a student needs to withdraw from all courses because of illness.

5.4 – Insurance

Hodges University does not offer health insurance to students. A recommendation of a reliable insurance agency will be offered to interested students; however, Hodges University takes no responsibility for ensuring any health insurance acceptance. Students are responsible for making contact with an agency, filling out individual claims, and for all medical bills they may incur. A

recommended link to Academic Insurance Solutions is found in the student portal. Students may contact the Student Success department at success@hodges.edu for additional information.

5.5 – Substance Abuse Awareness and Policies

This Hodges University Substance Abuse Awareness Guide has been developed for your use in partial fulfillment of the University's requirements under the Federal legislation enacted as The Drug-Free Schools and Communities Act Amendment of 1989. This law mandates the dissemination of substance abuse policies and resource information to the entire campus community. Educational in scope, this information is meant to serve as a reference guide to provide you with updated information on current University, local, State and Federal laws relative to the use of illicit and controlled substances. Penalties for violation of these many laws are also outlined.

The Guide also addresses the effects of substance abuse on the individual and offers a useful reference for self-help. Community services which address substance abuse issues are identified in this Guide. These services as well as many national telephone hotline numbers are referenced so that you may seek information or assistance on substance abuse concerns.

The educational and referral services of Student Success are available for those who are troubled by the use of drugs, legal or illicit, their own or that of others. Being referred to these services will not, by itself, result in disciplinary action. Individual privacy will be respected in this process. If warranted, Student Success will report to University Administration any cases that might cause a threat or endanger an individual or the institution. For further information, contact Student Success at success@hodges.edu.

Drug Prevention Program

Hodges University seeks to assure the well-being of all students, faculty and staff. This policy, therefore, reflects the University-wide commitment to: 1) referrals to programs of drug education and counseling, and 2) only lawful and prudent use of any drug. Those who use illegal drugs, and illicitly use legal drugs, including but not limited to alcohol, are in violation of the law and University regulations. All members of the University are accountable to the law and to the University regulations.

The primary goal of the Drug Prevention Program is to prevent students and employees of the University from beginning the use of illicit drugs and the misuse/abuse of alcoholic beverages.

The Health Risks of Drug Use

There are various health risks associated with the use of illicit drugs and the abuse of alcohol. There is help available to our employees and students. Hodges University offers a confidential session(s) with the University Counselor for referral resources, such as:

- i. National Institute on Drug Abuse Hotline: 1-800-662-HELP
- ii. David Lawrence Center: 239-455-8500
- iii. Alcoholics Anonymous/Al-Anon/Al-Ateen: 239-262-6535
- iv. Naples Crisis Hotline: 239-262-7227

Commonly Abused Drugs: National Institute on Drug Abuse: <https://www.drugabuse.gov/drugs-abuse>

Substance Abuse and Mental Health Services Administration: <https://www.samhsa.gov/atod>

Fort Myers Area Resources

| | |
|---|--------------|
| ACT Abuse Counseling and Treatment Inc. | 239-939-3112 |
| Florida Department of Children and Families | 800-962-2873 |
| Lee County Public Health Inc. | 239-332-9501 |
| SalusCare | 239-275-3222 |

Naples Area Resources

| | |
|---|--------------|
| David Lawrence Center | 239-455-8500 |
| Florida Department of Children and Families | 800-962-2873 |
| Collier County Health Department | 239-252-8200 |
| Mental Health Association | 239-261-5405 |

Chapter 6: Student Rights and Responsibilities

6.1 – Student Rights and Responsibilities

Each student is held responsible for behaving in a manner consistent with the best interest of the University and of the student body. In order to protect the rights and privileges of all students, there are student behavior standards which are intended to facilitate the desired environment and educational goals of the University and its students. It is important that each student become familiar with the responsibilities and the rights afforded students by Hodges University.

The following list of Student Rights and Responsibilities clarifies the freedoms and responsibilities afforded to all students at Hodges University:

The **right** to have a copy of the institution’s annual security report. Students may request a copy from the Registrar’s Office.

The **right** to have a copy of the institution’s accreditation letter. Students may request a copy from the Office of Academic Affairs.

The **right** to know the institution’s graduation and transfer out rate. Students may request a copy from the Registrar’s Office.

The **right** to know your rights as a student under FERPA (Family Education Rights and Privacy Act). This information is available in the University Catalog.

The **right** to know the specific facilities and services available to disabled students. This information can be obtained from the institution’s ADA Coordinator in the Office of Student Success.

The **right** to know the requirements for withdrawing from school. This information is available in the University Catalog.

The **right** to know the degree programs, training, and other education offered at Hodges University. This information is available in the University Catalog.

The **right** to know the instructional, laboratory, and other physical plant facilities associated with Hodges University. Students may request this information from the Registrar’s Office.

The **right** to know the criteria for measuring Satisfactory Academic Progress. This information is available in the University Catalog.

The **right** to obtain a list of faculty and instructional personnel. This information is available in University Catalog.

The **right** to know how students apply for financial aid and how eligibility is determined. This information is available in the Office of Student Financial Services.

The **right** to know the types of need based and non-need based financial aid available to students. This information is available in the University Catalog.

The **right** to know how federal and state financial aid assistance is distributed among students and how and when financial aid will be disbursed. This information is available in the Office of Student Financial Services.

The **right** to know the terms and conditions of any employment that is part of a financial aid package. This information is available in the Office of Student Financial Services.

The **right** to know the terms of, the schedules for, and necessity of loan repayment and required exit counseling and the right to know the terms and conditions under which students receiving Federal Education Loans may obtain deferments. This information is available in the Office of Student Financial Services.

The **right** to choose your own lender. This information is available in the Office of Student Financial Services.

The **right** to know that you may decline all or part of your financial aid award and that this must be done in writing. This information is available in the Office of Student Financial Services.

The **right** to know that you have up to 30 days to decline your loan(s), and that any resulting balance owed must be paid in full immediately to the Office of Student Financial Services. This information is available in the Office of Student Financial Services.

The **right** to know the costs of attending Hodges University and any additional costs of the program in which the student is enrolled. This information is available in the University Catalog.

You have a **right** to know the requirements for the return of Federal Student Aid Program funds when a student withdraws from school and information about the refund policy. This information is available in the University Catalog.

The **right** to file a complaint with:

U.S. Department of Education
FSA Ombudsman
830 First Street, NE Fourth Floor
Washington, DC 20202-5144

Commission for Independent Education
325 W. Gaines Street, Suite 1414
Tallahassee, FL 32399-0400

You have a **responsibility** to complete all application forms accurately and to submit them on time.

You have a **responsibility** to know how much you are being charged for tuition and fees and how much financial aid you are receiving.

You have a **responsibility** to submit all forms to the Office of Student Financial Services required for financial aid and verification purposes.

You have a **responsibility** to know that early withdrawal may result in loss of federal and state financial aid eligibility.

You have a **responsibility** to report changes of name, address, and phone number to the Registrar's Office.

6.2 – Student Rights Concerning Educational Records

The Family Educational Rights and Privacy Act (FERPA) and Hodges University afford students certain rights with respect to their educational records.

They include:

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosures of personally identifiable information (other than directory information described below) contained in the student's educational records, except to the extent that FERPA or this policy authorizes disclosure without consent.
4. The right to file with the United States Department of Education a complaint concerning alleged violation of the FERPA Act by Hodges University.

5. The right to obtain a copy of Hodges University's student records policy, which is located in the Library, the Office of the Senior Vice President of Student and Support Services, the Academic Policy Manual, the Registrar's Manual, and the Financial Aid Manual.

Release of directory information does not require the student's consent and includes the name, address, University e-mail address, telephone numbers, date of birth, student ID number, major field of study, dates of attendance, degrees, awards received (Dean's List, Honor Roll, Academic and Extracurricular Awards), enrollment status (full-time, part-time, less than part-time), any photo or video in which a student appears, grade/class level (freshman, sophomore, junior, senior, graduate student, ESL), and the most recent previous educational agency or institution attended. Students have the right to refuse certain information to be designated as directory information and may do so by completing the FERPA notification form with the Registrar's Office. For more information on FERPA, please consult the University Catalog.

6.3 – Student Grievance Policy

The primary objective of a student grievance procedure is to ensure that concerns are promptly dealt with and resolution reached in a fair manner for all parties concerned. It is essential that each student be given adequate opportunity to bring complaints and problems to the attention of the University administration with the assurance that each will be given fair treatment. The student grievance procedures of Hodges University are designed to provide an effective means for resolving legitimate issues that are subject to the grievance process.

Grievance Definition

A grievance is defined as dissatisfaction occurring when a student feels or thinks that any condition affecting him/her is unfair, or creates unnecessary hardship. Grade appeals are not included in the grievance process. Grade appeals are addressed by the Senior Vice President of Student and Support Services and the Executive Vice President of Academic Affairs, or designee. Information concerning Grade Appeals and Grade Changes is located in the University Catalog.

Definition of Formal and Academic Grievances

Hodges University affords two grievance procedures for students depending on the nature of the grievance. The Informal and Formal Grievance procedures are for non-academic concerns and the Academic Grievance procedure is for concerns related to classroom issues other than grade appeals.

Informal Grievance Resolution

The initial phase of the student grievance procedure is oral discussion between the student and the University instructor, administrator, or staff member alleged to have caused the grievance in order to communicate and resolve the problem. The meeting should be held as soon as the student first becomes aware of the problem. If the student has good cause not to meet with the person(s) alleged to have caused the grievance, or considers the response to the grievance to be unsatisfactory causing the grievance to still exist, then the student should request a meeting with the person's supervisor to attempt to resolve the problem. Should the matter remain unresolved to the satisfaction of the student, then the student may file a formal grievance or academic grievance. As stated above, a grade appeal is not subject to the grievance process.

Problems between students should be brought to the attention of the instructor, program chair, dean, or the Director of Student Success for discussion and resolution.

Formal Grievance Procedure

To file a formal grievance, the student should obtain a grievance form from the Student Success department and file it with the Director of Student Success. The grievance form must be signed by the student and set forth with sufficient specificity so as to clearly identify the substance of the complaint.

The Director of Student Success will serve a copy of the Grievance Form to any and all parties which the student has included in the grievance and the Hearing Officer.

The Hearing Officer will be the Executive Vice President of Academic Affairs, or designee, for formal, non-academic grievances. Depending on the circumstances, the Hearing Officer may ask the Senior Vice President of Student and Support Services or the Executive Vice President of Administrative Operations to appoint an Ad hoc Committee and serve as the designee.

Within seven (7) working days of service of the grievance, the accused parties will submit in writing their explanation, if any, to the Hearing Officer.

Upon request, the parties will submit for inspection and/or review any evidence relevant to the grievance which the parties have knowledge of to any other party to the action.

Within fourteen (14) working days of the filing of the Formal Grievance, the Hearing Officer or designee will conduct a preliminary hearing to determine if there is probable cause to proceed with the grievance and attempt to resolve the matter.

The hearings may not be tape recorded. Any party may request the hearing to be transcribed by a licensed court reporter; however, the expense of the court reporter shall be borne by the requesting party and a copy of the transcript shall be provided to Hodges University at no cost to the University.

Hearings may not be attended by outside agencies or attorneys, as these hearings are informal and internal proceedings. Further, all written grievances are confidential and no outside third party shall be provided a transcript of the proceedings without the consent of all parties involved. Violation of confidentiality may result in dismissal from the University or termination of University student employment.

If the Hearing Officer or designee determines that there is not probable cause to support the grievance, then the Hearing Officer or designee will dismiss the grievance in writing stating the reasons for that finding. The decision may be appealed to the President whose decision is final. The appeal must be filed within seven (7) working days and state with sufficient specificity and clarity the reasons for the appeal.

If the Hearing Officer or designee finds there is probable cause to support the grievance, the Hearing Officer or designee may resolve the grievance or pass the resolution to a Grievance Committee, which is ad hoc. The Executive Vice President of Academic Affairs, or designee, will appoint appropriate members to the ad hoc Grievance Committee. The committee will consist of one administrator, one student, and a committee chair selected from the faculty.

Within fourteen (14) working days, the Grievance Committee will convene a hearing to determine the resolution of the grievance.

Formal Grievance Committee Procedure

The Formal Grievance Committee will hear the matter and resolve the dispute subject to the following:

1. The student will present all relevant evidence to the Committee, subject to examination by the other parties and/or the Committee.
2. The other parties will present all relevant evidence to the Committee, subject to examination by the Student and/or the Committee.
3. Other persons may be allowed to present evidence at the sole discretion of the Committee Chair.
4. The Committee will make a written finding within seven (7) working days of the hearing which will contain the decision of the Committee and findings of fact that support the decision. This written finding will be filed with the Director of Student Success. The

Executive Vice President of Academic Affairs, or designee, will serve a copy to all parties, and the President.

Appeals

The appeal process is available to students addressing decisions of the Hearing Officers or a Grievance Committee. Either party may appeal the decision, within seven (7) working days to the President whose decision is final. The President normally will only consider the written record of the evidence, including the complaint, student file, responses, minutes of the meetings, and the written reason for the appeal, in order to render a decision in the matter. In the event that any party fails to appeal the decision regarding probable cause or fails to appeal the written decision of the grievance committee or hearing officer within seven (7) working days, then the grievance shall automatically be dismissed without further recourse or review.

State Authorization Reciprocity Agreement (SARA)

Online learning / distance education students may initiate a complaint via email to onlinelearning@hodges.edu. Online learning / distance education students who have completed the Hodges University grievance process and the applicable state grievance process, may appeal non-instructional complaints to the Florida State Authorization Reciprocity Agreement Postsecondary Reciprocal Distance Education Coordinating Council (FL-SARA PRDEC). For additional information on the complaint process, please visit the FL-SARA Complaint Process page <http://www.fldoe.org/sara/complaint-process.stml>.

Chapter 7: Student Financial Resources

7.1 – Financial Aid

Hodges University remains in compliance with all requirements for eligibility to award student financial aid under the Title IV, Federal Higher Education Act (Financial Assistance) and through programs administered by the Florida Department of Education. Currently, students may be eligible for funding such as the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Direct Student Loans, Federal PLUS Loans, Federal Work-Study Employment funding, Florida Effective Access to Student Education Grant (formerly known as Florida Resident Access Grant), and Florida Student Assistance Grant.

Certain types of financial aid are available to eligible students. If the student is eligible, an appropriate award package will be developed and presented to the student. Prior to the actual disbursement of any financial aid, a student may have to accept/deny any funding that will be disbursed and/or complete a verification process which will document certain information provided.

Federal Pell Grant

The Federal Pell Grant is designed to assist students in continuing their education beyond high school and also to provide students with a basis of financial assistance to help defray the cost of postsecondary education. A need-based grant awarded only to undergraduate students, does not need to be repaid. Students already holding a bachelor's degree are not eligible for this grant. The amount of the grant is determined by the student's need and the cost of attendance at the university.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant provides assistance to undergraduate students with exceptional need to help pay for their postsecondary education. The amount of grant funding is based on availability of funds and institutional awarding policies for students with three or more in their family and a zero Estimated Family Contribution (EFC) on their FAFSA.

Federal Direct Student Loans

Federal Direct Student Loans are loans available to eligible students to help pay for the cost of education. The lender is the U.S. Department of Education. Maximum loan limits, set by federal law are applied based upon the student's yearly progress at the university as well as household income. A student may be eligible for one or both varieties of student loans. Repayment generally begins six months after the student has graduated, left school or dropped below a half-time enrollment status.

There are two types of Federal Direct Student Loans:

- Subsidized – Awards are based on financial need. Student borrowers are not required to pay the interest that accrues while enrolled in school. The federal government pays the interest on subsidized loans for students that are enrolled at least half-time as well as during the first six months of the grace period. Subsidized loans are limited to 150% of the length of a student’s academic program. Graduate students are not eligible for subsidized loans.
- Unsubsidized - Awards are not based on financial need. Student borrowers are charged interest while in school but may choose to have the interest payment deferred while in school. If the student borrower selects to defer interest payments while in school, at repayment, the amount owed will be increased by the interest that has accrued. If the student borrower chooses to pay the interest while in school, the borrower will need to contact their student loan servicer to set up payment arrangements.

Direct PLUS Loans (Parent & Graduate)

Direct PLUS Loans are part of the federal Direct Loan Program. Unlike most other federal student loans, PLUS Loans are not awarded when you apply for financial aid.

Graduate/professional students (Grad PLUS Loan) and parents of undergraduates (PLUS Loan) apply separately for the PLUS (in addition to completing a FAFSA) if they need additional funds to cover college costs. Eligibility is not based on financial need, and graduate students and parents of undergraduates may borrow up to the amount of the student’s Cost of Attendance, minus any other financial assistance a student receives.

Federal Work-Study Program

Federal Work-Study (FWS) is a need-based, federal financial aid program that provides part-time employment to students needing financial assistance, as well as encouraging recipients to participate in community service activities. Additionally, by providing a wide range of employment opportunities, FWS helps students gain work experience that complements and reinforces their educational and career objectives.

Under this program, funds are administered according to regulations and guidelines established by the Congress of the United States and the Department of Education. To ensure that Hodges University remains in compliance with federal regulations, updated guidelines have been established.

A student must first qualify for FWS funds. To determine eligibility, students must complete a FAFSA. A Work-Study student can be assigned to any department in accordance with the guidelines provided by the Office of Student Financial Services. Work-Study students may have

access to student records as approved by their supervisors, but are not permitted to attend employee meetings or functions. Work-Study students are to be provided with guidelines from the Office of Student Financial Services as well as from their supervisors so that their duties and responsibilities are clearly understood. Students are compensated through financial aid funds as determined by the Office of Student Financial Services and timesheets are processed through the payroll office and are monitored by the Office of Student Financial Services to determine continued eligibility for the program.

Florida Effective Access to Student Education (EASE) Grant

The Florida Effective Access to Student Education (EASE) Grant, formerly known as the Florida Resident Access Grant (FRAG), provides tuition assistance to full-time Florida undergraduate students attending an eligible independent, nonprofit Florida college or university. A minimum of one year Florida residency is required. This grant does not require the completion of a FAFSA and students already holding a bachelor's degree are not eligible for this grant.

Florida Student Assistance Grants (FSAG)

The Florida Student Assistance Grant is a need-based grant available to full-time undergraduate students who have not earned a bachelor's degree and are attending an eligible public or private institution in the state of Florida. This grant requires the completion of a FAFSA and a minimum of one year Florida residency.

Verification Policy

Students selected for verification will be contacted by email within two weeks of submission of the student's FAFSA. The Office of Student Financial Services will not disburse any financial aid funds to a student's account until the required documentation is received. The required documentation must be received by the Office of Student Financial Services within 30 days of the student being notified. Failure to comply will make the student ineligible for financial aid until the documentation is received. If information on the student's FAFSA is in error, the FAFSA must be corrected. Students are not eligible for financial aid and no aid will be disbursed until these corrections are made.

Students are cautioned that all awards are made based on the availability of program funds to the university and accuracy of the information provided to determine financial aid eligibility. Reductions in funding programs, over which the university has no control, or changes in eligibility status due to the verification process, may amend initial awards. Students must maintain good standing and satisfactory progress towards completion of their respective program. To be eligible for state and federal financial aid funds, students must meet the

“Standards of Academic Progress” (SAP) listed herein.

No students may receive financial aid if they owe a refund on any grant, are in default on any loan or have borrowed in excess of established loan limits under Title IV financial aid programs at any institution, or are enrolled in either an elementary or secondary school.

Hodges University Department of Defense (DoD) Tuition Assistance Policy

Tuition Assistance funds received for service members who drop or withdraw prior to the class start date will be returned to the payee (respective branch of the Department of Defense). If a student drops or withdraws from a course after the add/drop period, the institution will follow the repayment schedule outlined in the University Catalog. For students who stop attending class, the last day of attendance will be used to establish the return amount, if any.

7.2 – Scholarships

The goal of the Hodges University scholarship program is to supplement the resources of students, to the extent possible, to enable them to begin or to continue University studies.

Hodges University’s scholarship program is intended to provide opportunities to assist students with the financial obligations of higher education. All students are eligible to apply for scholarships, except for those enrolled in a UPower™ academic program or those who receive a tuition discount or waiver as part of other university agreements or policies.

For additional information on scholarships and eligibility criteria, students should visit www.scholarships.hodges.edu. For information on scholarship deadlines and awarding cycles, student should view the scholarship calendar at <http://www.hodges.edu/financialAid/deadlines.aspx>. Students may also contact the Director of Student Success for details regarding the scholarship process. A list of currently available scholarships can be obtained from the Office of Student Success.

Who may apply?

Undergraduate students:

All Hodges University undergraduate students in good standing at the current University tuition rate may apply for an institutional scholarship. A minimum cumulative grade point average of 2.0 is required for all scholarships; however, some require 2.5(as of the deadline date for application). Students who benefit from a corporate discount, or any articulation agreement

discount, or any other tuition waiver or discount are not eligible to apply for scholarships. All students enrolled in UPower™ programs are not eligible for institutional scholarships.

Graduate students:

All Hodges University graduate students in good standing at the current University tuition rate may apply for an institutional scholarship. A minimum cumulative grade point average of 3.0 is required for all scholarships; however, some require 3.5 (as of the deadline date for application). Students who benefit from a corporate discount, or any articulation agreement discount, receive the Hodges University alumni discount, or any other tuition waiver or discount are not eligible to apply for scholarships. All students enrolled in UPower™ programs are not eligible for institutional scholarships.

How do I apply? Scholarship applications are available via the Hodges online scholarship application system, Award Spring. For additional information, contact the Office of Student Success at success@hodges.edu.

When do I apply? Applicants must submit all required materials by the deadlines posted in the Office of Student Financial Success and publicized on the Hodges University Scholarship Calendar.

Who can provide more information? Students may email success@hodges.edu for more information.

As a member of the Independent Colleges and Universities of Florida (ICUF), Hodges University has the opportunity to apply for scholarships provided by the Florida Independent College Fund (FICF). The FICF is a non-profit foundation for program and resource development for the Independent Colleges and Universities of Florida (ICUF). It secures scholarships from private donors, industry and businesses, as well as from the state of Florida.

FICF scholarships have specific forms and criteria for consideration. The Hodges University Scholarship Committee reviews student applications for HU private scholarship assistance as well as the overall student body to find appropriate nominations for the FICF awards.

If a student is awarded an FICF scholarship and the amount exceeds the cumulative private scholarship dollar amount, expressed in guideline number two, then the student may not be considered eligible for any further assistance from the Hodges University Scholarship Committee.

Named Scholarships

The named scholarships of Hodges University are available through the generous donations of donors, foundations, and gifts of those listed below or gifts of others in their honor who wish to assist students to reach their academic goals by offering financial assistance. These scholarships are awarded through the regular scholarship procedures of the University. For further information, contact the Office of Student Success at success@hodges.edu.

Friends of the University Educational Support Scholarships

This scholarship is funded by donations from private donors, institutional fund raising and other sources.

Presidential Scholarships

The Hodges University Scholarship Committee grants Presidential Scholarships in the form of tuition aid scholarships as awards for recognition of participation in special institutional training seminars, rewards to outstanding civic organizations or others, by prior agreement with the University, or for other reasons as determined beneficial to the University and its students by the Office of the President. These scholarships are not open for application by Hodges University students.

Outside Scholarships

The Student Success department is active in researching outside scholarship opportunities and publishing information for students via the student newsletter. Scholarship opportunities from outside the University are posted in the Office of Student Success and/or online with regard to any residency requirements. Students should regularly research these opportunities.

7.3 – Tuition Discounts

Qualifying students for any of the following tuition discounts will only be eligible to receive one type of discount per semester.

- If the student is in a UPower™ program, he/she will not be eligible for any type of tuition discount.
- The tuition for the Undergraduate Degree Completion Wheels is for a student taking a 12 credit hour wheel in the following programs: MGT.BS, MGT.BS.OL or IDS.BS. A student who is receiving this rate is not eligible to receive any addition discounts.

Active Duty Military Discount

The Active Duty Military Discount is available to Active Duty Title 10 Service Members and Active Guard and Reserve (AGR) as defined below. This discount is available for any eligible degree-seeking undergraduate or graduate students.

Active Duty Title 10 Service Member

Service members who are full-time members of a military branch, Air Force, Army, Coast Guard, Marines, or Navy.

Active Guard and Reserve (AGR)

AGR soldiers are full-time military members of the National Guard or Reserve who support the National Guard and Reserves, even when the units are not mobilized. They are on Title 32 Active Duty orders. AGRs are transferred from Title 32 Active Duty status to Title 10 Active Duty status when federally mobilized.

In order to receive this discount, the student will need to submit the Active Duty Affidavit of Support Form within 30 days of the start of each semester. The discount will not be applied to the student's account until the documentation is submitted to the Office of Student Financial Services. It is the student's responsibility to request this discount.

Veteran Discount

The Veteran Discount is available to honorably discharged veterans, as defined below, who are not eligible for any Department of Veterans Affairs education benefits. This discount is available for any eligible degree-seeking undergraduate or graduate students.

Veterans are men and women who have served, but are not currently serving, on active duty in the U.S. Army, Navy, Air Force, Marine Corps, or the Coast Guard, or who served in the U.S. Merchant Marine during WWII. People who served in the National Guard or Reserves are classified as veterans only if they were ever called or ordered to active duty, not to include initial training or annual tour.

In order to receive this discount, the student will need to submit the Veteran Affidavit of Support Form and a copy of their DD-214 within 30 days of the start of the semester. The discount will not be applied to the student's account until the documentation is submitted to the Office of Student Financial Services. It is the student's responsibility to request this discount.

CareerSource Discount

The CareerSource Discount is available to students who are enrolled in a current semester and are receiving financial assistance from CareerSource for their educational expenses.

In order to receive this discount, the student will need to submit documentation provided by CareerSource confirming that CareerSource will be paying for a portion (if not all) of a student's current semester tuition/fees. The discount will not be applied to the student's account until the documentation is submitted to the Office of Student Financial Services. It is the student's responsibility to request this discount.

Employer/Corporate Partner Discount

The Employer/Corporate Partner Discount is available to students who are enrolled in a current semester and are employed by one of Hodges University's Employer/Corporate Partners. A list of current Partners can be found on the main Hodges University website.

In order to receive this discount, the student will need to submit the Employer Partner Affidavit of Support and a copy of their current paystub (no older than one month). The discount will not be applied to the student's account until documentation is submitted to the Office of Student Financial Services. It is the student's responsibility to request this discount.

County Personnel Discount

The County Personnel Discount is available to students who are enrolled in a current semester and are employed by one of Hodges University's County Personnel Partners. Specifics about this discount can be provided by the Office of Student Financial Services.

In order to receive this discount, the student will need to submit the County Personnel Affidavit of Support and a copy of their current paystub (no older than one month). The discount will not be applied to the student's account until documentation is submitted to the Office of Student Financial Services. It is the student's responsibility to request this discount.

Hodges University Graduate (HUGS) Discount

The HU Graduate Discount is available to students who are enrolled in a current semester and have completed a Bachelor's Degree at Hodges University and are now completing their first Master's Degree with Hodges University.

This discount will be automatically applied to the student's account after tuition/fee assessment. Students' eligibility will be monitored internally by the Office of Student Financial Services and Registrar's Office.

Chapter 8: Student Activities

The student success team has general oversight responsibility for student activities, organizations and services, and extracurricular activities. All student social events and organized extracurricular activities are designed to encompass student interests and to enhance the philosophy and objectives of Hodges University. Events and activities must be registered with the Student Success department. Events must be sponsored by recognized student organizations with approval and support of the appropriate faculty advisor and the Director of Student Success. All fundraisers and sales by vendors must be authorized by the Executive Vice President of Administrative Operations. University guidelines for registering, scheduling, advertising and conducting all such activities and events are to be followed. The university reserves the right to cancel an activity or event when there are reasonable grounds to believe that the activity or event will be detrimental to university operation or will endanger persons or property. Students must be in good standing to participate in student activities.

8.1 – Student Clubs and Organizations

Belonging to a club or organization can enrich the university experience. Participation fosters leadership development and improves interpersonal skills. Students play an important role in the institutional decision making process through participation in the clubs and organizations. At times, a club or organization may become inactive due to lack of student involvement. Each student is encouraged to bring interests, issues and ideas to the attention of the administration through the Director of Student Success. As deemed appropriate by the university administration, students may be invited to join institutional committees. Students must be in good standing to participate in committees, student clubs and organizations. Please contact the Student Success department via success@hodges.edu for information, policies, and guidance on clubs and organizations.

8.2 – Honor Societies

Alpha Phi Sigma is the national criminal justice honor society for criminal justice majors. The society recognizes academic excellence of undergraduate and graduate students of criminal justice. Students may contact the academic dean and/or program chairperson for information.

Sigma Beta Delta is an honor society for business majors. The purposes of this society shall be to encourage and recognize scholarship and accomplishment among students of business, management and administration, and to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to humankind. It is organized exclusively for charitable and educational purposes. For information, students should speak with their School Dean or Program Chair.

Alpha Eta is the national honor society for allied health professionals. The society recognizes those allied health professionals who have excelled in their field. This recognition is extended to students, alumni, and faculty members. The society promotes both scholarship and fellowship among its members. This commitment to collaboration is reflected in the motto of the society.

Eligibility and membership in Alpha Eta is contingent on maintaining a cumulative GPA of 3.5 or greater and documentation of community and professional service, leadership abilities, and academic excellence. Individuals are invited to apply for membership their final year. For further information about Alpha Eta, contact Dr. William Griz, (bgriz@hodges.edu).

8.3 - Publications

All official publications of Hodges University are available for student input, but it is the reserved right of the University to edit and publish only information consistent with the mission and standards of the institution.

Inside Hodges is a weekly newsletter distributed each Monday morning. The newsletter is the ideal channel for announcements and news of university-wide importance; brief mentions of events taking place in the next week or two; and information that will be of widespread use or interest to students. Students who would like to have announcements considered for inclusion in *Inside Hodges* should submit information to the Marketing Department by noon on Wednesday for Monday's newsletter.

Inspire magazine is distributed the first business day of each month and offers insightful articles on students, faculty and alumni along with information from throughout the university. Details on upcoming events and photos from recent events are also included.

Chapter 9: Campus Safety

The policy of Hodges University is to provide its students, faculty, and staff as well as guests and visitors to its campus a secure, safe, and healthy environment in order to enhance the delivery of educational services and otherwise comply with the letter and spirit of its Mission Statement.

Good judgment and common sense are the basis of the safety and security policies of Hodges University. It is the duty of each student to follow the safety and security practices as outlined herein and to report any breaches of safety or security issues.

In the event of any emergency situation, a member of administration or a faculty member should be contacted and a 911 call for police or fire support should be made. The Collier County Sheriff's Department and Fort Myers Police Department are available through 911 emergency dispatches.

Any student who sustains an accident on campus should immediately notify a faculty member or security officer. The student will be given an accident report form which must be filed with the Director of Facilities and Campus Safety. The report must be filed within forty-eight (48) hours of the accident occurring.

In case of major emergency situations, emergency notifications will be sent out by the University using the Everbridge Emergency Notification System. Students are responsible for keeping contact information up to date (including email addresses and cell phone numbers) so that emergency notifications will be timely received.

9.1 - Fire Drill or Fire Alarms

In the event that a fire alarm sounds during any class period, the faculty member will lead his/her students to the nearest exit from the building as depicted on the emergency plan posted throughout the building. When you hear the fire alarm:

- Quickly, but calmly, follow your instructor to the nearest exit.
- Do not evaluate if you hear gun fire.
- Use the stairs to evacuate. Do not use elevators.
- Close doors as you exit to slow the spread of fire.
- Remain in the designated assembly area until instructed by a faculty member or member of administration to return to class.

9.2 - False Alarm or Endangering the Safety of Others

Setting off a false alarm or discharging or misusing firefighting or safety equipment endangers the safety of others and will not be tolerated. The unauthorized use of firefighting or safety equipment will result in disciplinary action up to and including expulsion. Any other behavior that results in an endangerment to the safety of others will also result in disciplinary action up to and including expulsion.

9.3 - Severe Weather

All University administrators are acquainted with the warning terms used in hurricane advisories. In the event it becomes necessary to evacuate a campus, the decision will be made by the President or designee. To assist in this process, the University will utilize the Everbridge Emergency Notification System to inform students of emergency situations.

- Quickly, but calmly, go to the lowest level.
- Stay away from glass areas and doors.
- Take shelter in an interior hallway.
- Stay in protected area until "all is clear".
- Outdoors, stay away from cars.

9.4 - Security

Hodges University provides reasonable safety and security for its students, personnel, and facilities. The University utilizes an internal and external camera security system, a magnetic door-locking system with access via an ID card and uniformed security guards in all buildings on campus. All crimes should be reported to campus security personnel as quickly as possible.

In spite of these services and precautions, students should be conscious of the fact that crime may still occur. The existence of a campus security officer cannot ensure a student's personal safety.

Students must participate in the effort to secure themselves and their personal property at all times. If you see any breach of security, or have a specific recommendation regarding security, please make it known to the University administration or campus security.

For your own safety you should always take the following precautions:

1. Report any suspicious persons or activities to the University administration, faculty, staff, or campus security.

2. Always lock your automobile. Do not leave valuables in view while away from your vehicle.
3. Never walk at night in unlit areas.
4. Ask campus security or a fellow classmate to accompany you to your car, if you feel uncomfortable. Walk with a friend whenever possible.
5. Valuables should be left at home.
6. Do not lend your keys to others or allow them to be duplicated.
7. Practice the “buddy system”, which includes letting someone know where you are going, when you plan to return, what routes you will take and how to reach you.
8. Watch your purse, backpack, briefcase, and phone. Do not take a break and leave them behind.
9. Avoid biking alone. If you must go by yourself, stay clear of isolated or poorly-lit areas.
10. Be smart and stay safe.

9.5 - Firearms and Weapons

Except for law enforcement officers and the University’s security personnel, the possession of weapons on campus or during any event sponsored by the University is strictly forbidden whether the person has a permit from an appropriate authority or not. Any person carrying a weapon on campus or at a University event will be deemed to have committed a serious breach of security resulting in disciplinary action up to and including expulsion.

Law enforcement officers who attend Hodges University may be armed, as permitted by their respective department. Officers with exposed firearms must display their badge.

Students are responsible for compliance with all public laws. Any act that could constitute a violation of public laws will establish cause for legal and/or disciplinary action by the University.

9.6 - Bomb Threats

The placement of a bomb threat is an intolerable violation of Hodges University policy and will result in immediate expulsion from the University.

9.7 - Breaking and Entering

The entering, or attempt to enter, any room, building, motor vehicle, or other form of property without proper authorization or consent is prohibited.

No student is permitted to enter or remain in any University building or in the academic areas of the University after normal operating hours unless written approval has been obtained in advance from authorized University personnel.

9.8 - Theft or Unauthorized Possession

Students involved in the taking, sale, or possession of property without consent of its owner or without proper remuneration may be subject to University disciplinary action up to and including expulsion, as well as arrest and prosecution by legal authorities.

9.9 - University Liability

The University is not liable for physical injury and/or other medical problems as well as loss of or damage to personal property resulting from fire, theft, or other causes outside the control of the University.

9.10 – Student Work

The University reserves the right to retain samples of student work and to use photographs or videotapes of students and their work.