



STUDENT

HANDBOOK

2017-2018



HODGES
UNIVERSITY

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ABOUT THE STUDENT HANDBOOK

The Hodges University Student Handbook is a compilation of information, guidelines, and regulations prepared for the student body by the Senior Vice President of Student and Support Services, with assistance from other administrative offices. The Student Handbook is in effect until the next edition is published, or updates are made available. Changes in University policies and guidelines may be made as necessary and 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 him or 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.

In preparing this document, every effort has been made to be accurate concerning policy and procedure at Hodges University. Please be advised, however, that the University reserves the right to alter any policy when necessary to preserve the welfare of its students, personnel, and/or Hodges University.

This Student Handbook is not intended to be a contract or part of a contractual agreement between Hodges University and the student. The Student Handbook is available online in the student portal, <https://myhugo.hodges.edu/> and on the Hodges website, www.hodges.edu.

Each student should become familiar with the Student Handbook. In addition to the Student Handbook, students should become familiar with the Catalog and Clubs and Organizations Handbook.

TIPS FOR SUCCESS

“The Secret of Getting Ahead is Getting Started!”

The staff and faculty of Hodges University are committed to your success. Establish a class, work and activity schedule at the start of every term, and **STICK TO IT!** Following the ten tips below will promote your success:

1. Become familiar with Hodges University resources and policies by doing the following:
 - a. Review the University Catalog and the Student Handbook.
 - b. Complete the online orientation.
 - c. Attend the on-campus orientation.
 - d. Explore the Hodges website.
 - e. Talk to faculty and staff.
 - f. Read the monthly Panther Press publication.

2. Check your Hodges email regularly.
3. Ask questions and participate in class.
4. Get mentally prepared before each study period by reminding yourself of your goals.
5. Skim the entire chapter before beginning to read.
6. Study before and after classes while the material is still fresh.
7. Seek out a mentor.
8. Communicate regularly with your professors, and let them know when you experience difficulty.
9. Surround yourself with people that will encourage and support your educational and career goals.
10. Never give up!

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

STUDENT SERVICES AND OFFICES

The Student Services department offers 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 departments furnish encouragement and information to the students of Hodges University.

The Student Services departments and the University Administration have an "open-door" policy and staff is available to help answer any questions. Appointments are not necessary, but are strongly recommended for student convenience.

ADMISSIONS

The Vice President of Marketing and Admissions is responsible for enrollment and providing informational support to new HU students. The Vice President of Marketing and Admissions is assisted by the Director of Admissions and the Admissions representatives, who have the responsibility of recruiting prospective students. They introduce new students to Hodges University and maintain contact with them throughout the enrollment process.

REGISTRAR

The Director of Student Records is 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 Web Advisor in the My HUGo portal include online registration, schedule changes, updating personal information, applying for graduation, accessing grades, requesting a transcript, and more. Email registrar@hodges.edu with questions.

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.

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 a student appears, grade/class level (freshman, sophomore, junior, senior, graduate

student, ESL), and most recent previous educational agency or institution attended. Students have the right to refuse certain information to be designated as directory and may do so in writing the first two weeks of the start of any term.

STUDENT FINANCIAL SERVICES (Student Accounts and Financial Aid)

The Office of Student Financial Services provides financial assistance and a number of other services to our students. The services include, but are not limited to, account and billing inquiries, loan disbursement, sponsorship payment information, account clearances, payment plans and refunds. The Office of Financial Services' goals are to provide excellent service to all customers and ensure compliance with all State and Federal regulations and laws. Email sas@hodges.edu with questions.

Responsibility for satisfying all costs, charges, and fees for higher education rests solely with the student. Students may bear this responsibility through their direct payment, a private third party lender arrangement, specific periodic payments, Federal or State student loans and grant programs, or through employer support where available.

All tuition and fees on a student's account are due and payable on the first day of each semester. University regulations prohibit registration, graduation, taking of final examinations, and/or release of grades or transcripts for students whose accounts are delinquent. Exceptions to this policy may only be approved by the Executive Vice President of Administrative Operations, in consultation with the Director of Student Financial Services. Delinquent accounts may limit student services such as participation in clubs or organizations or career development assistance.

Hodges University has partnered with BankMobile, a financial services company focused solely on higher education, to bring all degree-seeking students an easy and convenient way to receive financial aid disbursement credits. Students may elect to set up a Vibe Account or opt to transfer funds directly to his/her own bank account through BankMobile services.

There are no fees to set up a Vibe Account. BankMobile has partnered with Allpoint ATMs which can be found at 55,000+ locations with free withdrawals for students with Vibe Accounts. Additional information about BankMobile and the Vibe Account are available in the Office of Student Account Services as well as online at www.bankmobilevibe.com.

Hodges University awards financial aid to eligible students under the Federal Higher Education Act, Title IV, and through programs administered by the Florida Department of Education.

The Office of Student Financial Services can help students better understand and make the correct choices to finance their education. Borrowing federal funds for educational purposes is a student's right, but repayment must be seriously considered. The office administers and coordinates the financial aid program for students and provides financial aid counseling. Most forms of financial aid are based upon student financial need, University costs, and the availability of funds. The Director of Student Financial Services, and the knowledgeable financial aid staff, will gladly guide

each student candidate through the application process and assist in the completion of the necessary forms. See the University Catalog for more information. Email finaid@hodges.edu with questions.

UNIVERSITY STORE

The University Store is staffed with personnel who can assist with the purchase of spirit items, school supplies, textbooks and other required course material. The University Store also provides assistance with obtaining a required Student ID Card. The University Store is located on the Fort Myers campus. Email universitystore@hodges.edu with questions.

STUDENT ID SERVICES

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

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

TEXTBOOK SOLUTIONS

As a nonprofit university consisting of a nontraditional student body, Hodges University strives to ensure its students receive not only a valuable education, but also, the highest level of professional and personalized service. Understanding the financial commitments students must adhere to when choosing to pursue a degree, the university continually works to find ways to make receiving an education more cost effective for students.

As of January 1, 2017, a Resource Fee is charged for each course a student is registered for, if there are textbooks and/or other course materials required. For more information concerning resource fees, please visit <https://www.hodges.edu/studentaccounts/services/resourcefees/>.

STUDENT SUCCESS SERVICES

Student Success is a branch of Student Services which sponsors programs and services to assist students in adjusting to attending Hodges University, enhancing student life, and representing student concerns. More specifically, the services include, but not limited to, orientation, career

services counseling services, disability support services, scholarships, and enforcement of University regulations. The Director of Student Success Officer has administrative oversight of all Student Success services and programs.

The Director of Student Success focuses on student needs and serves as the student advocate. The Director of Student Success also works in cooperation with the faculty advisors as administrative oversight to the various clubs and organizations.

For more information or to schedule an appointment with a member of the Student Success team, email success@hodges.edu.

ORIENTATION

New students, as well as those returning to the University after three or more terms of nonattendance, are required to participate in the orientation program. Completion of the online orientation program is mandatory. Attending the on-campus orientation is mandatory for students living within sixty miles from the campus holding the orientation program. Orientation is designed to acquaint students with the policies and resources of Hodges University. Students are 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.

COUNSELING SERVICES

The Student Success department has a counselor on staff. Students may receive assistance with problems that interfere with academic progress, such as: adjustment to University life, time management, or stress management through short-term, individual counseling. Confidential counseling is provided for students who can benefit from short term problem solving. Counselors will also offer referral resources in the community, crisis intervention, drug education, and educational seminars and workshops. The Counseling services can be reached at counseling@hodges.edu or 1-800-466-0019.

CAREER SERVICES

Career Services provides a variety of career resources to registered students and graduates. Career Services offers opportunities for students to explore career interests through analysis of aptitudes, abilities, previous work experience, personal values, individual traits, and lifestyle goals. 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, careers@hodges.edu.

Assessment tools utilized include various online interest, skills, values, and personality career inventories. Students are also encouraged to explore www.mynextmove.org, a website

created by the U.S Department of Labor, which helps students determine knowledge, skills, abilities, personality, education, job outlook and salary range for potential career choices. This website also includes an interest assessment (O*NET Interest Profiler) to help students determine career choices.

A variety of resources are available for students and graduates about occupations, requirements for entry, job market conditions, prospective employers, and continuing education opportunities. Participatory strategies such as internships and informational interviews are encouraged, and students are counseled on the course of action necessary to initiate these strategies.

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, information about job fairs, preparing for interviews, and managing the interview follow-up process and employment acceptance process. Resource packets and handouts are available to assist students and graduates and help students organize the job search process and learn fundamental job search skills.

The Career Service web pages offer useful information regarding career development, career interests, occupational information, job search strategies, and job opportunities. Video workshops are available, in addition to information about resume writing, professional correspondence, job search resources, career exploration resources, and other career assistance and advice.

Career Services strives to obtain and share relevant, up-to-date information related to local employment opportunities. Students are encouraged to obtain information about specific employers and their organization. The Career Services Manager has relationships with local employers in an effort to assist students in matching their personal values and goals with local companies.

Career Services maintains a list of top employers in the area, and all employers post open positions on Hodges University's online job board (www.collegecentral.com/hodges). Relevant job openings are also made available to faculty members and program chairs. Because information pertaining to job opportunities is time sensitive, students should check the online job board frequently.

Students are encouraged to participate in special events such as career fairs, employer expos and employer spotlights 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. Students and graduates who are actively seeking employment are invited to contact Career Services with personal career goals and provide an updated resume. Career Services will notify students whenever positions of interest become available, and will also provide information directly to hiring managers upon request.

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

Career Services offers seminars and workshops that focus on a variety of career development topics. Specific information about scheduled events is posted on campus monitors, Facebook and the Career Services web page. Workshops include Resume and Cover Letter Preparation, Job Search and Networking Success, and Interviewing Tips and Professional Image.

STUDENT ACCOMODATIONS

Recognizing its commitment to providing equal access and equal opportunity, Hodges University provides student accommodations which assist individuals with special needs in accessing and making use of campus services and facilities. Students with Disabilities are encouraged to contact the ADA Coordinator at dss@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.

AMERICANS WITH DISABILITIES (ADA) ACT 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.

The term disability means with respect to an individual: (a) a physical or mental impairment that substantially limits one or more major life activities, (b) a record of such impairment, or (c) being regarded as having such impairment (42 U.S.C. 12102(2)). The university does not discriminate against qualified individuals who, with or without reasonable accommodation, can perform the requisite and essential functions of the educational activities. Reasonable accommodations will be made available unless doing so would present undue hardship to the university. 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.

Notification to students of Hodges University compliance with the ADA also appears in the University Catalog. The ADA Coordinator for the university is responsible for the coordination of compliance efforts and the investigation of complaints. If a student feels he/she has been

discriminated against based upon a disability or in violation of ADA guidelines, he/she may file a grievance in accordance with the grievance policies outlined in this Handbook.

University ADA Policies and Procedures are available from the Student Success department.

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. Inquiries concerning the Americans with Disabilities Act should be directed to Jama Thurman at dss@hodges.edu. Mail inquiries should be sent to the following address: Hodges University, Attn: ADA Coordinator, 2655 Northbrooke Drive, Naples, FL 34119.

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.

Who may apply?

Undergraduate students:

All Hodges University undergraduate students in good standing at the current Catalog tuition rate may apply for an institutional scholarship. A minimum cumulative grade point average of 2.0 and 2.5 for others (as of the deadline date for application) is required for scholarship consideration. Students who benefit from a corporate agreement, or any articulation scholarship, and those enrolled in UPower™ programs are not eligible for institutional scholarships.

Graduate students:

Please refer to the current Catalog for specific details. Hodges University's undergraduate alumni are given a tuition adjustment per credit hour, and this reduction to graduate tuition is considered the Alumni scholarship. Graduate Students who benefit from the Alumni scholarship, a corporate agreement or any articulation scholarship are not eligible for Hodges University scholarship assistance. Graduate 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. [The HU Scholarship Guide is available](#) online for further support.

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

Who provides scholarship advisement? The Student Success department is available to advise students. For personal advisement concerning the institutional scholarship process contact the Student Success department or email scholarships@hodges.edu.

Guidelines:

1. Awarded scholarships must be applied in the term for which they are designated, or they will be forfeited. Scholarships are applied to the student's account in the eighth week of the Fall, Winter or Summer term.
2. The appearance, presentation, and completeness of the application form will be taken into account in the awarding of scholarships. Incomplete applications will not be considered. All applications and reference letters become the property of Hodges University and will not be returned.
3. Any application found to contain false or misleading information will be eliminated from further consideration by the Scholarship Committee.
4. Essays, if required, will be judged on style and content as well as writing that is clear, articulate logically organized, and which demonstrates an outstanding grasp of the philosophical and psychological issues involved in the assigned topics.
5. The Hodges University Scholarship Committee may interview applicants as part of the process; if additional information is required for the scholarship decision process.
6. In awarding the scholarships, the Hodges University Scholarship Committee judges the applicants based upon (1) academic performance, (2) the candidate's application essay, if required, (3) personal interviews, if required, (4) financial need and (5) application completeness.
7. All efforts are made to maintain fairness and equality in awarding of scholarships, and, in all cases, the HU Scholarship Committee's awarding of the scholarships is final.
8. Scholarships provided by the FLORIDA INDEPENDENT COLLEGE FUND (FICF) are considered the same as other private scholarships of Hodges University. Students are nominated for the FICF awards by the HU Scholarship Committee. Award amounts established by the FICF may vary.

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.

“FRIENDS OF THE UNIVERSITY” EDUCATIONAL SUPPORT SCHOLARSHIPS

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

SPECIAL 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. 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 at the Office of Student Financial Aid and/or online with regard to any residency requirements. Students should regularly research these opportunities.

See the University Catalog for additional information on the Hodges University Scholarship Program.

VETERANS SERVICES

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
3. Mentorship from professionals in the community

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

STUDENT SUGGESTIONS AND COMPLAINTS

An institutional suggestion or complaint form is located in the lobbies and the university. Students may complete the form, and it will be forwarded to the Aide to the President who will direct the suggestion or complaint to the appropriate Administrator for review. The forms must be signed with a legible signature for a response. Hodges University will give appropriate consideration to all suggestions; however, any compliance with suggestions or complaints is not guaranteed. The library has a suggestion box for comments relative to their services. (Refer to the Student Grievance Policy located in the Students' Rights and Responsibility section of this handbook for formal complaints.)

STUDENT CLUBS AND ORGANIZATIONS

Belonging to a club or organization enriches the university experience. Participation fosters leadership development and improve people skills.

Please contact the Student Success department via success@hodges.edu for information, policy and guidance on clubs and organizations.

EVENT REGISTRATION AND POLICY

In regard to facility use, 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 and amount 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.)
- 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.

At least one executive officer/person from the sponsoring organization must be present at all events. These individuals must not consume alcohol during the event.

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 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. If an event has an attendance of fewer than 35 people, only one carder, server and driver are required. Events with more than 35 people require two or more carders, servers and drivers. These individuals must not consume alcohol during the event and must be of legal age.

4. Organizations must present a plan to identify those members and their guests who are of legal drinking age. Suggestions include wearing wristbands, stamping hands, or “carding” at the serving table each time a drink is served.
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.

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).

TERRY P. McMAHAN LIBRARY

The Terry P. McMahan Library at the Fort Myers and Naples campuses provides a physical and virtual library support system to all students, whether they are attending classes on campus or taking courses online.

The library subscribes to an extensive list of resources, both physical and electronic. The electronic resources include both general and subject specific databases that support the entire curriculum. The library's web page <http://library.hodges.edu/home> serves as a central access tool for print and electronic resources, including e-journals, e-books, streaming video and print materials.

As a result of the emphasis on electronic delivery of information, high priority is placed on training by the library faculty. Information literacy programs and electronic access training are offered through scheduled classes, online research guides and tutorials, personal appointments and chat, text and email sessions through Ask A Librarian at <http://www.askalibrarian.org/hodges>.

Librarians also provide academic support in their respective areas of professional faculty expertise and will facilitate support with other faculty as needed. Students also have access to online academic support through Smarthinking, a 24/7 on-demand tutoring service featuring an online writing center and personalized support for graduate and undergraduate students in a wide variety of disciplines and subject areas.

Library Contact Information:

Naples: (239) 598-6109

Fort Myers: (239) 938-7812

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. Students should submit ideas, articles, and news to the administrator responsible for publication. Any other publications or papers should be submitted to the Student Success department for approval prior to campus distribution. Clubs and organizations may publish their calendars, opportunities, and general information in the student newsletter or the student portal, as appropriate.

The student newsletter is The Panther Press. It is published by the Marketing office to inform students about what is happening on campus. To foster communication, The Panther Press attempts to bring news, scholarship information, articles, and interesting tidbits from each program of study, clubs and organizations, and general information concerning the institution. Students are strongly encouraged to participate by writing articles or assisting in the production of the newsletter. Students have the opportunity to develop written communication and editorial skills through participation. Information for publication should be submitted to Marketing by the middle of the month for upcoming editions.

Updates of publications are posted in the website and student portal, and students will find changes in policy or procedure for the entire institution. Updates to University documents, such as the University Catalog or Student Handbook will contain vital information for students. Access to the documents is available online, in the MyHUgo, listed in My Bookmarks, Student Resources.

The educational programs and service areas of Hodges University may publish area-specific publications addressing student information and opportunities. These publications are made available by hard copy distribution or electronic publication on the University website and student portal.

TECHNOLOGY AND STUDENT EMAIL

The Hodges University Department of Technology provides a detailed policy and resource guide for students. Students are responsible for following the policies and should take the time to read the material. The following link will connect to the manual:

http://webadvisor.hodges.edu/aa_pdfs/Student_AUTR.pdf

STUDENT EMAIL ACCOUNTS

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.”

PROOF OF IMMUNIZATION

Hodges University does not require proof of immunization for all students. Vaccinations are required for students in the Health Information Management, Nursing, and Physical Therapist Assistant programs. Students must provide proof of the typical childhood vaccinations before they can start their internships and clinicals in these programs. If not, they must have a titer run, as that will 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 students.

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.

Cell phones should be placed on vibrate while at the University. Professors will explain to the classes or include their cell policies on 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.

PERSONAL APPEARANCE, DRESS, AND HYGIENE

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 comes to 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 Counseling Services, counseling@hodges.edu.

MANDATORY MEDICAL/PSYCHIATRIC WITHDRAWAL

The Manager of Counseling and Career Services, a Licensed Mental Health Counselor, with authorization of the administration, is authorized to order a mandatory medical or psychiatric withdrawal in those situations where there is reason to believe that a student is a substantial threat to him/herself or interferes with the welfare of other members of the University or the education process of the institution. These administrators may require immediate withdrawal if there appears to be a substantial imminent threat. 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. The student and the Manager of Counseling and Career Services will have the opportunity to present information to the President's Cabinet. The President's Cabinet shall convene at the earliest reasonable time for final determination of disposition.

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.

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.

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.

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.

INSURANCE

Hodges University does not offer 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 for additional information.

ENDORSEMENT POLICY

It is the policy of Hodges University not to provide endorsements or sponsorships for individual students and/or their causes.

LITTERING

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.

PETS

Pets may not be brought into ANY campus building at any time, with the exception of service animals.

GUESTS AND CHILDREN ON CAMPUS

It is the policy of Hodges University that students may not bring guests, parents, spouses or children to class.

Children may not be left unattended in the facilities at any time, nor should students ask fellow students, faculty, or staff to watch their children on campus in order to attend class. Students will be asked to make other child care arrangements, and leave the campus.

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

SOLICITING

Solicitors are not permitted at Hodges University. Solicitation or sales by students or other persons are prohibited unless 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.

ACADEMIC HONESTY POLICY

This policy describes academic integrity and the procedures for handling academic dishonesty.

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.
5. **Community** is appreciated, and where the work of others is acknowledged through the proper identification of sources.

6. **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 values of grades for the entire student body and has a negative impact on Hodges University's reputation as an institution of academic excellence and integrity. For these reasons, the University does not tolerate any form of academic dishonesty. The goal of the faculty, administration, and student body is to graduate men and women of integrity.

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

Violations of the principle of academic honesty include plagiarism, cheating, and 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 people 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 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, and papers and research projects 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 sources 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 Academic Achievement Services, 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 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 when students submit individual academic works that are substantially similar to one another. 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

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

SANCTIONS

All instructors will adhere to the following sanctions.

Students who have plagiarized due to careless or inaccurate reference sources, and do not appear in the instructor's view to have intentionally plagiarized will be sanctioned by the discretion of the instructor. A warning may suffice.

In all other cases, an instructor will report the breach to the Dean of the School who will report the student name, incident, and sanction to the Executive Vice President of Academic Affairs.

GRADING CONSEQUENCES

A student who has breached academic integrity in one instance will receive an F for the assignment. A student who has breached academic integrity twice in a course will receive an F for the course. 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 and will be required to successfully complete an academic integrity/values clarification workshop 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.

Students determined to have breached academic integrity by facilitating academic honesty will have to attend an academic integrity/values/clarification workshop.

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 Chief Student Success Officer.

The Senior Vice President of Student and Support Services will forward information of students found to have breached academic integrity.

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.

STUDENT RIGHTS AND RESPONSIBILITIES

Acceptance to the University and matriculation entitles each student to the rights and privileges of membership in the Hodges University community. As in other communities, students must assume the responsibilities and obligation accompanying these privileges. The responsibility for maintaining appropriate standards of conduct and observing all University regulations and policies rests solely with the student.

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. Upon request to the Registrar's Office, students are entitled to a copy.

The **right** to have a copy of the institution's accreditation letter. You may receive a copy from the Office of Academic Affairs.

The **right** to know the institution's graduation and transfer out rate. You may receive a copy from the Registrar's Office.

The **right** to know your rights as a student under FERPA (Family Education Rights and Privacy Act). You can find this information 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.

The **right** to know the requirements for withdrawing from school. You can find this information in the University Catalog.

The **right** to know the degree programs, training, and other education offered at Hodges University. You can find this information in the University Catalog.

The **right** to know the instructional, laboratory, and other physical plant facilities associated with Hodges University. Contact the Registrar's Office for this information.

The **right** to know the criteria for measuring Satisfactory Academic Progress. You can find this information in the University Catalog.

The **right** to obtain a list of faculty and instructional personnel. You can find this information in University Catalog.

The **right** to know how students apply for financial aid and how eligibility is determined. Contact the Office of Student Financial Aid for this information.

The **right** to know the types of need based and non-need based Financial Aid available to students. You can find this information 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. Contact the Office of Student Financial Aid or the Office of Student Account Services for this information.

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

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. Contact the Office of Student Financial Services for this information.

The **right** to choose your own lender. Contact the Office of Student Financial Services about how to do this.

The **right** to know you may decline all or part of your financial aid award and that this must be done in writing. Contact the Office of Student Financial Services about how to do this.

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. Contact the Office of Student Financial Services about how to do this.

The **right** to know the costs of attending Hodges University and any additional costs of the program in which the student is enrolled. You can find this information 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. You can find this information 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 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 Aid 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.

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. Students are expected to be professional and polite in their exchanges, avoid language that may be considered a verbal assault, and comply with 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. Students are required to wear their ID badges on campus.
7. Abuse or assault 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.

13. 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.
14. Failure or refusal to comply with the University policy that no person will be permitted on campus while intoxicated and no consumption of alcoholic beverages will be permitted during classes.
15. Violation of any Hodges University policy or regulation.

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 or by sending the notice U.S. regular mail to the address provided on the last registration form signed by the student.
2. The student, upon the student's request, is provided inspection and/or review of the evidence of the violation.
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, 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 an ad hoc committee appointed by the Chief Student Success Officer. The composition of a disciplinary committee will be in the sole discretion of the Chief Student Success Officer.

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 appointments 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 Chief Student Success Officer,

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.

In an effort to foster and provide an environment free from bias or prejudice for the parties involved, publication (verbal or written communication(s)) 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 identify individuals using administrative discretion on a need-to-know basis.

THE STUDENT GRIEVANCE POLICY

The primary objective of a student grievance procedure is to insure 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 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, 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 Formal Grievance procedure is 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 consult 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 the same situation as a formal academic grievance.

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

THE 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 Chief Student Success Officer. The grievance form must be signed by the student and set forth in specificity and with clarity as to the substance of the complaint.

The Executive Vice President of Academic Affairs 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 non-academic, formal grievances. The Hearing Officer may ask 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 have 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 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. Such decision may be appealed to the President who will have final authority on that issue. The appeal must be filed within seven (7) working days and state with 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 will appoint appropriate members to the Ad Hoc Grievance Committee. The Committee will consist of one Administrator, one Student, and a Chair selected from the Faculty. The Chair will have a vote.

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

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.

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 Chief Student Success Officer. The Executive Vice President of Academic Affairs 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 after the written decision to the President who will have the final authority over the matter. The President normally will only consider the written record of the evidence, including the complaint, student file, responses, minutes of the meetings, and 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.

SAFETY AND SECURITY

SAFETY

The policy of Hodges University is to provide its students, faculty, staff, and all of its employees, 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 administrator 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 occurrence being reported.

The President of Hodges University (or, in the absence of the President, a member of Administration) will make the determination as to when inclement weather, severe weather warnings, or the resulting damage to the buildings warrant the cancellation of classes. Emergency notifications will be sent out by the university using the Everbridge Emergency Notification System.

FIRE DRILL OR FIRE ALARMS

In the event that a fire alarm does sound during any class period, the faculty member will immediately and calmly lead his or 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.
- Use the stairs to evacuate.
- Close the doors as you exit to slow the spread of fire.

PROHIBITED: 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 cannot be tolerated. The unauthorized use of firefighting or safety equipment will result in severe disciplinary action. Behavior that results in an endangerment to the safety of others will result in swift and severe action.

SEVERE WEATHER

All University Administrators are acquainted with the warning terms used in hurricane advisories. In the event it becomes necessary to evacuate the HU 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.

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 an independent on site security officer in the evening hours at the Naples and Fort Myers campuses. All crimes should be reported to campus security personnel as quickly as possible.

All students are required to obtain and visibly display their Hodges University Identification Card while on campus at all times.

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 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 recorder. 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.

FIREARMS AND WEAPONS

The possession of weapons by any student is not permitted on campus or during any event sponsored by the University, 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.

Law enforcement officers who attend Hodges University may be armed as permitted by their department and their identification badges must be visible

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.

BOMB THREATS

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

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 to do so has been obtained in advance from authorized University personnel.

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 and a fine, as well as arrest and prosecution by legal authorities.

UNIVERSITY LIABILITY

Physical injury and other medical problems, as well as loss of or damage to personal property resulting from fire, theft, other causes, cannot be the responsibility of the University. The University reserves the right to retain samples of student work and to use photographs or videotapes of students and their work.

SEXUAL MISCONDUCT AND HARASSMENT

SEXUALITY, PRIVACY AND PERSONAL INTEGRITY

Each member of the University community is entitled to his or her privacy and personal integrity regarding his or her sexuality, and the University will demand respect by all members of its community for all individuals within its constituencies. Accordingly, the University has adopted a firm policy against sexual harassment of and by any member of the University community. Any incident of sexual harassment will be deemed a serious breach of security. Further, it is the strong policy of Hodges University to prevent sexual offenses, and to vigorously assist any member of the University community who has been victimized by a sexual assault by assuring appropriate counseling and crisis management.

If you are a victim of a sexual assault on campus, or you feel you may have been the victim of sexual assault or sexual harassment, contact the Title IX Coordinator. There are resources available to help you.

SEXUAL MISCONDUCT POLICY

Hodges University, in compliance with the spirit of various federal and state laws (e.g., Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and other similar state and federal statutes or regulations), adopts the policy and fosters an environment where no individual may threaten the health, safety, and welfare of a member of the University community; or any person on University property; or at a University sponsored or University supervised activity, through the commission of a sexual assault, engaging in sexual harassment, discrimination, battery, and/or misconduct, including acquaintance rape.

DEFINITION: Hodges University acknowledges acquaintance rape in its definition of sexual assault. Acquaintance rape is defined as forced, manipulated, or coerced sexual intercourse by a friend or acquaintance. It is an act of violence, aggression, and power, in which the victim, under protest or without consent, is forced to experience a sexual act through verbal coercion, threats, physical restraint, and/or physical violence.

Consideration and rights to be afforded to all campus community members regarding the type of sexual assault:

- The right to have all sexual assaults against them treated with seriousness; and the right, as victims, to be treated with dignity.
- The right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.
- The right to be free from pressure that would suggest that the victim: (i) not report crimes committed against him/her to civil and criminal authorities or to the campus authorities; or (ii) report crimes as lesser offenses than the victim perceives them to be.
- The right to be free from suggestions that sexual assault victims not report, or underreport, crimes because (i) victims are somehow responsible for the commission of crimes against them; (ii) victims were contributorily negligent or assumed the risk of being assaulted; or (iii) by reporting crimes, they would incur unwanted personal publicity.
- The right to the full and prompt, reasonable cooperation from campus personnel in responding to the incident.
- The right to have access to counseling services established by the University or other victim-service entities referred by the University.
- After campus sexual assaults have been reported, the victims of such crimes shall have the right to require that the campus personnel take the necessary steps or actions reasonably feasible to prevent unwanted contact with, or proximity to, alleged assailants the right to be informed of disciplinary proceedings, as well as the outcome of such proceedings.
- The same right to assistance, or ability to have others present, that is afforded to the accused during any campus disciplinary proceedings.

Disciplinary action: In addition to any criminal or civil actions that may be pending or in process, the University reserves the right to pursue separate disciplinary action against any individual who violates any portion of this policy.

Education and information: Hodges University provides educational and informational programs and materials regarding awareness of rape, acquaintance rape, and other sex offenses. This information is provided through scheduled and on-demand programs, by the Title IX coordinator.

Hodges University students are encouraged to report to the police (911) and a University administrator all occurrences of sexual assault, either violent assault or acquaintance (date) rape. Hodges University counselors and Title IX Coordinator are trained and willing to assist students who are victims of sexual assault. If the victim then reports the crime to an administrator, the following procedure will prevail:

Third Party Reports: When there is a report of sexual assault, the person receiving the report whether a student, faculty member, or staff member is encouraged, in turn, to report the incident to a University administrator. If the person reporting the assault is a third party (not the victim), the administrator will do the following:

- 1) Advise the reporter to counsel the victim to seek medical assistance.
- 2) Advise the reporter to encourage the victim to talk to a University counselor, Title IX coordinator or University administrator.
- 3) Protect the confidentiality of the victim (if the name is known).

Victim Reports: If a student who is a victim of sexual assault reports the matter to a University administrator or any other employee of the University, the administrator and/or employee will encourage the victim to seek immediate medical attention and assist the victim in appropriate methods and avenues to receive medical care. In reporting a sexual assault, the victim controls the process. The administrator and/or employee will encourage the victim to report the matter to the rape victim advocate in the state attorney's office and to local police. The victim will be assured of University support including reasonable confidentiality, full cooperation with any police investigation, and counseling by the University Counselor, or appropriate referral.

HARASSMENT STATEMENT

Harassment is defined as any conduct (words or act), whether intentional or unintentional or a product of the disregard for the safety, rights, or welfare of others, which causes physical, verbal, or emotional harm; or conduct, which intimidates, degrades, demeans, threatens, hazes, or otherwise interferes with another person's rights to comfort and right to be free of a hostile environment. This includes, but is not limited to, loud or aggressive behavior; behavior that disrupts the orderly functioning of Hodges University; disturbs the peace and/or comfort of person(s) on the University campus; creates an intimidating, hostile, or offensive environment. It

also includes any conduct (words or acts) in which the University can determine a threat exists to the educational process or to the health or safety of a member of the Hodges University community.

SEXUAL HARASSMENT POLICY

It is the intent of Hodges University to protect all employees and students from sexual harassment. Sexual harassment is a violation of the Title VII of the Civil Rights Act of 1964. Sexual harassment undermines the integrity of the employment and academic environment, debilitates morale, and interferes with the effectiveness of employees and students. In accordance with the Equal Employment Opportunity Commission's promulgated guidelines, unwelcome sexual advances, unwanted requests for favors of a sexual nature, and any other unwanted verbal or physical conduct of a sexual nature are considered sexual harassment if :

- Explicit or implicit submission to sexual overtones is made a term or condition of employment or academic program status.
- Employment or academic program status decisions are made on the basis of whether submission to or rejection of sexual overtones occurred.
- A sexually intimidating, hostile, or offensive atmosphere unreasonably interferes with an individual's work or academic program status performance.

At Hodges University, sexual harassment of or by employees or students includes:

1. Unwelcome or unwanted sexual advances. This includes unwelcome physical contact or sexual advances considered unacceptable by another individual.
2. Requests or demands for sexual favors. This includes subtle or blatant pressures or requests for any type of sexual favor, accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment or academic program status.
3. Verbal abuse that is sex-oriented or considered unacceptable by another individual, as well as sexually derogatory comments. This includes commenting about an individual's body or appearance when such comments go beyond mere courtesy, telling jokes that are clearly unwanted and considered offensive by others, or other tasteless sexually-oriented comments, innuendoes, or actions that offend others.
4. Engaging in any type of sexually oriented conduct that would unreasonably interfere with another's work or academic program status performance. This includes extending unwanted sexual attention to someone that reduces personal productivity or time available to work at assigned tasks.

5. Creating a work or academic program status environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually-oriented conversations, suggestions, requests, demands, physical contact, or attentions.

Hodges University will not tolerate sexual harassment. Sexual harassment is an insidious practice. It demeans individuals being treated in such a manner, and creates unacceptable stress for the entire organization. Persons harassing others will be dealt with swiftly and vigorously.

Normal, non-coercive interaction that is acceptable to both parties is not considered to be sexual harassment. All allegations of sexual harassment of or by an employee, client, or vendor will be promptly and thoroughly investigated by the Title IX Coordinator and should be reported promptly to the Senior Vice President of Student and Support Services, Executive Vice President of Academic Affairs, or campus directors.

At Hodges University, sexual harassment by employees of students is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made to appear to be a term or condition of enrollment, attendance, or participation in a class.
2. Submission to or rejection of such conduct affects academic decisions.
3. Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance, or creating an intimidating, hostile, or offensive academic environment.
4. Unwelcome physical contact, including but not limited to patting, pinching, or touching.
5. Offensive or demanding sexual remarks, jokes, or gestures.

Students aggrieved by a violation of this policy may file a grievance under the Student Grievance Policy (listed in the Student Handbook on pages 36-39) and should report the conduct to the Title IX Coordinator or other administrator. All reports of sexual harassment will be thoroughly investigated by the Title IX Coordinator.

Any individual who violates any portion of this policy will be subject to disciplinary action, up to and including discharge.

At Hodges University, romantic and sexual relationships between a faculty member and a student are subject to the prohibition against sexual harassment.

Romantic or sexual relationships between a faculty member and a student then enrolled in the faculty member's class (including supervised student activities for which academic credit is given)

may appear to be coercive, and are prohibited. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism, which can impair the academic experience of all students in that class. It is, therefore, improper conduct and prohibited for a faculty member to engage in a romantic or sexual relationship with a student then enrolled in the faculty member's class.

STALKING

Any individual who willfully, knowingly, maliciously, or repeatedly follows; harasses; attempts to contact or communicate (written, verbal or electronic); and makes a credible threat placing the individual in reasonable fear of death or bodily harm may be in violation of Hodges University's stalking policy. Such conduct is prohibited. Stalking causes substantial emotional distress in individuals and serves no legitimate purpose. Course of conduct means a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose.

ABUSE/PHYSICAL ASSAULT

Hodges University has expectations of the student body to resolve differences in a mature and respectful manner. Physical abuse, verbal abuse, threats, intimidations, coercion, and or other conduct, that threatens or endangers the health, safety, and/or welfare of any other member of the University community on or off campus is prohibited.

TITLE IX

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities which receive federal financial assistance. Title IX also protects people from sexual harassment under these same guidelines. More specifically, 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.

At Hodges University, sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and other unwanted verbal or physical conduct of a sexual nature.

The primary objective of the grievance procedures outlined below is to ensure that concerns relating to sex discrimination and/or sexual harassment are promptly dealt with and resolution reached in a fair manner consistent with the requirements of Title IX. Inquiries will be kept as confidential as possible, will only be disclosed to those persons having a need to know, and will not be subject to retaliation. Inquiries concerning Title IX should be directed to the Title IX

Coordinator, Dr. Charlene Wendel, 2655 Northbrooke Drive, Naples, FL 34119, 239-482-0019 or 239-513-6234.

FILING A TITLE IX GRIEVANCE

Any student or employee may file a grievance with the Title IX Coordinator alleging sex discrimination and/or sexual harassment. The grievant shall have the right to request assistance from the Title IX Coordinator in regard to both the process of filing a grievance and the preparation of the grievance form itself. A grievance must be filed within 30 days of the occurrence of the alleged Title IX violation.

Prior to the submission of a written grievance to a hearing officer, the grievant may request pre-grievance contact with the respondent alleged to be directly responsible for the violation, and/or with the persons having immediate supervisory authority related to the grievance to arrive at an informal resolution of the grievance. These persons may make reasonable efforts to meet with the Title IX Coordinator to discuss the grievance that the student or employee wishes to bring to their attention. Such a pre-grievance contact, however, shall be at the option of the grievant(s); it shall not be a precondition for the submission of a written grievance to a hearing officer.

Grievances filed with the Title IX Coordinator shall be in writing on a form provided by the coordinator, and shall provide the following information: name and address of grievant; nature of alleged violation; name of persons responsible for the alleged violation (if known); requested relief or corrective action (specification of desired relief shall be at the option of the grievant), and any background information the grievant believes to be relevant (e.g. names or groups of other persons affected by the violation, etc.). Upon receipt of the grievance form, the Title IX Coordinator shall then conduct a confidential investigation of the facts presented by the grievant.

TITLE IX GRIEVANCE PROCEDURES

Within five days of the filing of a grievance, the Title IX Coordinator shall submit a copy of the completed grievance form to the respondent(s). The respondent(s) receiving a copy of a grievance form shall, within five days, submit a written answer to the Title IX Coordinator. Such answer shall confirm or deny each fact alleged in the grievance, indicate the extent to which the grievance has merit, or indicate acceptance or rejection of any desired redress specified by the grievant, or outline an alternative proposal for redress.

Within five days after receipt of the respondent's written answer, the Title IX Coordinator shall submit a copy of the grievance form, the respondent's answer, and the results of his/her investigation to include any relevant documentation and/or statements from witnesses to the Executive Vice President of Academic Affairs and Provost (hereinafter Hearing Officers).

If no grievance answer has been received from the respondent(s) by the fifth day after notification, the Title IX Coordinator shall, on the sixth day, immediately submit a copy of the grievance form to the Hearing Officers along with a notice of non-response from the respondent, and

schedule a date for a hearing. The Title IX Coordinator shall notify the grievant, the respondent, and the Hearing Officers of the time and place of the hearing.

Participants in the hearing may include the grievant, the respondent, any representative(s) of either the grievant or the respondent, any individual requested by either party to provide information relevant to the evaluation of the grievance, and the Hearing Officers. The Title IX Coordinator shall be present to act as moderator and recorder. Hearings may not be attended by outside agencies or attorneys, as hearings are informal and internal proceedings.

Procedures governing the conduct of the hearing:

- a. Duration: The time established for the duration of the hearing shall be allocated in equal parts to the grievant and the respondent. The Title IX Coordinator shall moderate the usage of time.
- b. Grievance witnesses: Both the grievant and the respondent shall have the right to present such witnesses as they deem necessary to develop the facts pertinent to the grievance.
- c. Questioning of witnesses: Formal rules of evidence shall not be applied to the hearing. The grievant and respondent shall have the right to use their allocated time to ask questions of any person participating in the hearing.
- d. Transcripts: Hearings may not be tape recorded. Any party may ask 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. No outside third party shall be provided a transcript of the proceedings without the consent of all parties involved.

Within five days of the hearing, the Hearing Officers shall submit a written grievance decision to the grievant and the respondent(s) via the Title IX Coordinator. The decision shall, based on clear and convincing evidence: 1.) confirm or deny each fact alleged in the grievance and in the respondent's answer; 2.) indicate the extent to which the grievance has merit; and 3.) indicate acceptance or rejection of any redress specified by the grievant or respondent.

If the grievant rejects the Hearing Officers' decision, she/he shall, within ten days of the receipt of the decision, notify the Title IX Coordinator of his/her intent to appeal the grievance to the President. This notification shall be in writing. If no such notification is received by the Title IX Coordinator within this time period, any corrective action specified in the hearing decision shall be taken, and the grievance will be recorded as closed.

APPEALING A TITLE IX GRIEVANCE

Within five days of the grievant's decision to appeal the grievance, the Title IX Coordinator will submit a formal appeal request to the President along with all written materials and/or records relevant to the grievance. Within five days of receipt of the request, the President shall issue

a written decision which includes a statement regarding the validity of the grievance allegation, and a specification of any corrective action to be taken. This decision shall specify the reasons on which the decision is based. Copies of the decision shall be sent to the grievant, respondent, and Hearing Officers via the Title IX Coordinator. This decision shall constitute the final decision issued pursuant to any grievance.

If the grievant rejects the President's appellate decision, the Title IX Coordinator will inform the grievant that she/he may notify a state or federal agency having civil rights enforcement power.

SUBSTANCE ABUSE AWARENESS

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. Campus and 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 the Counselors are available for those who are troubled by the use of drugs, legal or illicit, their own or that of others. Seeking confidential help from or being referred to these services will not, by itself, result in disciplinary action. Individual privacy will be respected in this process. If warranted, the counselor will report to the University Administration any cases that might cause a threat or endanger an individual or the institution.

For further information, contact Counseling Services at counseling@hodges.edu.

DRUG-FREE STATEMENT

It is University policy that the possession, use, consumption, sale, purchase, distribution, dispensation or manufacture by any employee or student of alcohol or any illegal drugs or illegally obtained drugs, or drug legally obtained but not used as prescribed in the workplace, on University premises or within its facilities, in the conduct of University-related work off University premises, or when operating University's vehicles on or off duty shall not be tolerated. Violations by employees are the subject of this policy; violations by students are regulated by the Student Rights and Responsibilities policy found in the Student Handbook.

Hodges University seeks to assure the well-being of all students, faculty, and staff. This policy reflects the University-wide commitment to programs of drug education and counseling; and only lawful and prudent use of drugs and alcohol.

The possession or responsible consumption of alcohol by employees or students of legal age at a University-sponsored or approved function where alcoholic beverages are served by the University or sponsor is not a violation of this policy.

Violation of this policy can result in referral to appropriate law enforcement authorities, disciplinary action up to and including immediate suspension or termination, and/or a requirement of satisfactory participation in an appropriate drug or alcohol rehabilitation program. A criminal conviction is not required for sanctions to be imposed for violation of this policy.

This policy is, in part, based on the Drug Free Workplace Act, 41 U.S.C. § 8101 et seq., and as amended or supplemented by law or University policy.

DRUG AND ALCOHOL POLICY

Hodges University recognizes that adults will make their own decisions regarding their personal use of alcohol and other drugs. Hodges University also recognizes that alcohol and other drug abuse by members of the academic community jeopardize the safety of the individual and is a block to the learning process. Therefore, Hodges University is committed to having a campus that is free of the illegal or abusive use of drugs and alcohol. This policy is set forth to meet the University's responsibilities as stated in the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226.

Hodges University strictly prohibits the unlawful distribution, possession, or use of illegal drugs by students on University property or as part of any Hodges University activity. The unlawful, illicit, or unauthorized use of alcohol by students on Hodges University property or as part of any Hodges University activity is prohibited.

Hodges University will impose disciplinary sanctions on students who violate the Student Behavior Standards according to the Student Disciplinary Procedures as stated in the Student Handbook.

The consumption or possession of alcoholic liquor, beer or wine is allowed by students 21 years old or older in designated areas on University property, or on host property, in accordance with the Social Policy as stated in the Student Handbook. The consumption or possession of alcoholic liquor, beer or wine by students on Hodges University property other than as provided above is prohibited.

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) 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 Drug Prevention Program is designed and reviewed for effectiveness by a subcommittee of the Disability Support Services Committee, chaired by the Disability Support Manager, called the Drug Awareness Committee. The Disability Support Services Committee posts or publishes current information on drugs and alcohol. The Substance Abuse Awareness Guide is updated and published with all Student Handbook revisions.

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. Every drug is a potential poison which can cause disability and death if it is taken incorrectly into the body, consumed in the wrong amounts or mixed indiscriminately with other drugs. The common types of abused drugs can be divided into 7 categories:

1. Depressants
2. Stimulants
3. Narcotics
4. Hallucinogenic
5. Cannabinoids
6. Alcohol
7. Inhalants

DEPRESSANTS

These substances are often referred to as downers; and belong to a group of drugs used to relax or sedate the central nervous system. Barbiturates (amytal, nembutal, seconal, phenobarbital), Benzodiazepines (ativan, halcion, librium, xanax, klonopin), and sleep medications (ambien, sonata, lunesta) fall into this category.

The intoxication effects of these drugs causes; sedation/drowsiness, reduced anxiety, feelings of well-being, lowered inhibitions, slurred speech, poor concentration, confusion, dizziness, impaired coordination and memory. For barbiturates the intoxication effects are euphoria, unusual excitement, fever and irritability.

The health risks are slowed pulse, lowered blood pressure, slowed breathing, tolerance, withdrawal, addiction; increased risk of respiratory distress, death when combined with alcohol, and life threatening withdrawal in chronic users.

STIMULANTS

These substances are often referred to as uppers. Amphetamines (biphphetamine, dexedrine, adderall) and Methylphenidate (concerta and ritalin) fall into this category.

The intoxication effects of these drugs causes; feelings of exhilaration, increased energy, mental alertness, seizures, heart attacks, and strokes and causes health risks, such as: increased heart rate, blood pressure, and metabolism, reduced appetite, weight loss, nervousness, and insomnia.

The intoxication effects of amphetamines causes; rapid breathing, tremors, loss of coordination, irritability, anxiousness, and restlessness which causes health risks, such as; delirium, panic, paranoia, hallucinations, impulsive behavior, aggressiveness, tolerance, and addiction.

The health risk of methylphenidate causes an increase or decrease in blood pressure, digestive problems, loss of appetite, and weight loss.

NARCOTICS

The term narcotic generally refers to Codeine (empirin with codeine, florinal with codeine, robitussin A-C, tylenol with codeine), Morphine (roaxanol and duramorph), Methadone (methadose and dolophine), Fentanyl and analogs (actiq, duragesic, and sublimaze), and other Opioid pain relievers (tylox, oxycontin, perodan, perocet, vicodin, lortab, lorcet, dilaudid, opana, numorphan, numorphone, demerol, meperidine hydrochloride, darvon and darvocel).

The intoxication effects causes pain relief, euphoria, drowsiness, sedation, weakness, dizziness, nausea, impaired coordination, confusion, dry mouth, itching, sweating, clammy skin, and constipation.

The health risks of these narcotics causes slowed or arrested breathing, lowered pulse and blood pressure, tolerance, addiction, unconsciousness, coma, death; risk of death increased when combined with alcohol or other depressants. Fentanyl is 80 – 100 times more potent analgesic than morphine. Oxycodone risks relate to muscle relaxation and is twice as potent as analgesic as morphine and has high abuse potential. Codeine risks are less analgesia, sedation, and respiratory depression than morphine. Methadone is used to treat opioid addiction and pain; and has a significant overdose risk when used improperly.

HALLUCINOGENS

The term hallucinogen refers to LSD (lysergic acid diethylamide), Mescaline, and Psilocybin.

The acute effect of these drugs leads to altered states of perception and feeling; hallucinations, and nausea. LSD and mescaline causes increased body temperature, heart rate, blood pressure; loss of appetite; sweating; sleeplessness; numbness; dizziness; weakness; tremors; impulsive behavior; and rapid shifts in emotion. Psilocybin acute effects are nervousness; paranoia; and panic.

The health risks related to hallucinogens are flashbacks, Hallucinogen Persisting Perception Disorder.

CANNABINOIDS

The term cannabinoids refers to marijuana and hashish. The acute effects of these drugs causes euphoria; relaxation; slowed reaction time; distorted sensory perception; impaired balance and coordination; increased heart rate and appetite; impaired learning, memory; anxiety; panic attacks; and psychosis.

The health risks related to these drugs are cough, frequent respiratory infections, possible mental health decline; and addiction.

ALCOHOL

Alcohol is our number one drug abuse problem today.

The acute effects of alcohol in low doses causes; euphoria, mild stimulation, relaxation, lowered inhibitions. In higher doses, drowsiness, slurred speech, nausea, emotional volatility, loss of coordination, visual distortions, impaired memory, sexual dysfunction, and loss of consciousness.

The health risks related to alcohol are increased risk of injuries, violence, fetal damage (in pregnant women); depression; neurologic deficits; hypertension; liver and heart disease; addiction; and fatal overdose. Continued use of alcohol damages and eventually destroys brain cells. A psychological dependence occurs long before there is a physical dependence. Alcohol is a psychoactive or mind-altering drug.

INHALANTS

Inhalants refers to Solvents (paint thinners, gasoline, glues); Gases (butane, propane, aerosol propellants, nitrous oxide); nitrate (isoamyl, isobutyl, cyclohexyl)

The acute effects of inhalants, varies by chemical, but generally leads to stimulation; loss of inhibition; headache; nausea or vomiting; slurred speech; loss of motor coordination; and wheezing.

The health risks related to inhalants are cramps; muscle weakness; depression; memory impairment; damage to cardiovascular and nervous systems; unconsciousness; and sudden death.

For more information on health risks of alcohol and controlled substances, email counseling@hodges.edu.

FLORIDA LAW ON ALCOHOL

The legal drinking age is 21 years, and is strictly enforced by the police.

False representation of your driver's license is a crime; falsifying your license or using someone else's license are both crimes that carry with them serious penalties.

The personal sale of alcohol is a crime; only a licensed establishment can sell or distribute alcohol. This means that: 1) you cannot sell cups; 2) you cannot collect money from others to buy alcohol for a party; 3) you cannot charge admission to a party where alcohol is being served.

Consumption of alcohol on public property is illegal. Therefore, alcohol cannot be consumed on public streets, parks, or sidewalks unless specifically approved by a county or city ordinance.

Florida law provides that “[a] person may not sell, give, serve, or permit to be served alcoholic beverages to a person under 21 years of age or permit a person under 21 years of age to consume such beverages . . .”

F.S. §775.082. A violation of this statute brings with it a penalty of up to 60 days of incarceration and a fine not to exceed \$500. For a second offense, the penalty increases to a maximum of 1 year of incarceration and/or a fine of \$1,000. Similar penalties await persons “selling, giving, or serving alcoholic beverages to persons under age 21; misrepresenting or misstating age or age of another to induce licensee to serve alcoholic beverages to person under 21. F.S. §562.11. It is also a violation of Florida law for a person “[t]o display, cause or permit to be displayed, or have in his or her possession any fictitious, fraudulently altered, or fraudulently obtained identification card.” F.S. §322.051.

FLORIDA LAW ON DRUGS

The Florida Statutes lists Standards and Schedules (F.S. §893.03). There are five schedules outlining controlled substances. Schedule I lists substances with a high potential for abuse and with no accepted medical use. Cannabis (marijuana) is on this list. Simple possession of 20 grams or less of marijuana (cannabis) (first offense) brings with it a possible penalty of 60 days of incarceration and/or up to a \$500 fine; possession with intent to distribute marijuana exposes the offender to a maximum penalty of incarceration of up to 5 years and a fine of up to \$5,000.

HOTLINE NUMBERS AND RESOURCES

NATIONAL HOTLINES

(This is a partial listing of numbers for services and reference.)

AIDS	
American Social Health Association: Sexually Transmitted Disease Hotline	1-800-227-8922

AIDS Info: Treatment, Prevention, & Research	1-800-448-0440
CDC AIDS Info Hotline	1-800-232-4636

CHILD ABUSE	
National Child Abuse Hotline	1-800-422-4453
Prevent Child Abuse America	1-800-244-5373
Child Welfare Information Gateway	1-800-394-3366

CRISIS AND SUICIDE	
NAMI: National Alliance on Mental Illness	1-800-950-6264
24 Hour Crisis Hotline	1-800-273-8255

DOMESTIC VIOLENCE	
Domestic Violence Hotline, 24 Hours	1-800-799-7233
Battered Women’s Justice Project	1-800-903-0111
National Child Abuse Hotline	1-800-422-4453

HEALTH	
American Association of Poison Control Centers	1-800-222-1222
American Cancer Society	1-800-227-2345
American Diabetes Association	1-800-342-2383
American Heart Association	1-800-242-8721
American Lung Association	1-800-586-4872
American Speech-Language-Hearing Association	1-800-638-8255
Americans with Disabilities Information Line	1-800-514-0301
America Social Health STD Hotline	1-800-227-8922
Cerebral Palsy Association United	1-800-872-5827
Epilepsy Foundation of America	1-800-332-1000
Federal Substance Abuse Treatment Locator	1-800-662-4357
GLBT National Helpline	1-888-843-4564
Hispanic Prenatal Helpline	1-800-504-7081
The International Dyslexia Association	1-800-222-3123
Minority Health Resources	1-800-444-6472
National Domestic Violence/Child Abuse/Sexual Abuse	1-800-799-7233
National Federation for the Blind	1-866-504-7300
National Human Trafficking Hotline	1-888-373-7888
National Office on Women’s Health	1-800-994-9662
National Runaway Safeline	1-800-786-2929
National Sexual Assault Hotline	1-800-656-4673
Planned Parenthood Hotline	1-800-230-7526
Substance Abuse and Mental Health Services Administration	1-800-662-4357

LEGAL SERVICES	
Social Security Administration	1-800-772-1213
Veterans Administration	1-800-827-1000

SELF-HELP	
Grief Recovery Help Line	1-800-334-7606
Self-Help SPANISH	1-800-232-4636

COLLIER COUNTY

(This is a partial listing of numbers for services and reference.)

ABUSE AND NEGLECT	
David Lawrence Center Crisis Intervention	1-239-455-8500
Shelter for Abused Women	1-239-775-1101
Domestic Violence Crisis	1-239-775-1101
Rape Crisis and Dating Violence, Hotline and Referral	1-239-262-7227
Naples Police Department	1-239-213-4844
Collier County Sheriff's Department	1-239-252-9100
Reporting Child Abuse, Abandonment, and Neglect	1-800-962-2873

ALCOHOL AND DRUG ABUSE	
Alcoholics Anonymous	1-239-262-6535
David Lawrence Center	1-239-455-8500
Hazelden Betty Ford Foundation	1-800-257-7810

COUNSELING AND MENTAL HEALTH	
Mental Health Association of Southwest Florida	1-239-261-5405
Hazelden Betty Ford Foundation	1-800-257-7810
David Lawrence Center	1-239-455-8500
Hodges University Counseling Services E-mail: counseling@hodges.edu	1-800-466-0019

CRISIS HOTLINES	
David Lawrence Center – 24 Hour Emergency Services	1-239-455-8500
Emergency Pregnancy Service – 24 Hours	1-239-262-6381
Domestic Violence Crisis – 24 Hours	1-239-775-1101
Suicide Prevention / Project Help	1-800-329-7227
United Way / Collier County	1-239-261-7112
American Red Cross / Collier County	1-239-596-6868
Reporting Child Abuse, Abandonment, and Neglect	1-800-962-2873

HEALTH SERVICES & REFERRAL SERVICES	
Collier County Health Department / Public Health Unit	1-239-252-8200
Florida Department of Children and Families	1-239-332-2822
NCH Healthcare System	1-239-513-7000
Neighborhood Health Clinic	1-239-261-6600

SELF-HELP / SUPPORT SERVICES	
Mental Health Association of Southwest Florida	1-239-261-5405
Domestic Violence Support Group	1-239-775-3862
Grief Counseling / Avow Hospice	1-239-261-4404
Alcoholics Anonymous	1-239-262-6535
Narcotics Anonymous	1-888-435-7301
Legal Aid Society of Collier County	1-239-775-4555
Salvation Army	1-239-775-9447

LEE COUNTY

(This is a partial listing of numbers for services and reference.)

ABUSE AND NEGLECT	
ACT Abuse Counseling and Treatment, Inc.	1-239-939-3112
Protective Investigation - Florida Department of Children and Families	1-239-332-2822
Rape Crisis and Dating Violence – ACT	1-239-939-3112
Fort Myers Police Department	1-239-321-7700
Lee County Sheriff's Department	1-239-477-1000
Reporting Child Abuse, Abandonment, and Neglect	1-800-962-2873

ALCOHOL AND DRUG ABUSE	
SalusCare	1-239-275-3222
Alcoholics Anonymous	1-239-275-5111
Narcotics Anonymous	1-888-435-7301

COUNSELING AND MENTAL HEALTH	
SalusCare	1-239-275-3222
Park Royal Behavioral Health Services	1-239-985-2700
Hodges University Counseling Services E-mail: counseling@hodges.edu	1-800-466-0019

HEALTH SERVICES & REFERRAL SERVICES	
Lee County Health Department / Public Health Unit	1-239-332-9501
Florida Department of Children and Families	1-239-332-2822
Children's Medical Services (Special Needs)	1-239-433-6723
Lee Memorial Health Systems	1-239-332-1111
Neighborhood Health Clinic	1-239-261-6600

SELF-HELP / SUPPORT SERVICES	
Mental Health Association of Southwest Florida	1-239-261-5405
Domestic Violence Support Group - ACT	1-239-939-3112
United Way of Lee County	1-239-433-3900
Grief Counseling / Hope Hospice	1-855-454-3104
Alcoholics Anonymous	1-239-275-5111
Narcotics Anonymous	1-866-389-1344
Legal Aid Society of Lee County	1-239-334-6118
Salvation Army	1-239- 334-3745
Lee County Housing Authority	1-239-997-6688
Lehigh Community Services, Inc.	1-239-369-5818
Catholic Charities	1-239-390-2928

LEGAL SERVICES	
Lee County Legal Aid Society	1-239-334-6118
Florida Rural Legal Services, Inc.	1-239-334-4554
Florida Child Support Enforcement	1-800-622-5437

CHARLOTTE COUNTY

(This is a partial listing of numbers for services and reference.)

ABUSE AND NEGLECT	
Center for Abuse and Rape Emergencies – 24 Hour Hotline	1-941-627-6000
Charlotte Domestic Violence Shelter – 24 Hour Hotline	1-704-332-2513
YMCA Children’s Services – Childcare Resource and Referral	1-941-629-2220
Charlotte County Sheriff’s Department	1-941-639-2101
Reporting Child Abuse, Abandonment, and Neglect	1-800-962-2873

ALCOHOL AND DRUG ABUSE	
Lighthouse Counseling and Family Services	1-941-255-5900
Coastal Behavioral Healthcare, Inc. – 24 Hour Hotline	1-941-364-9355
Alcoholics Anonymous	1-941-426-7723
Narcotics Anonymous	1-866-288-6262

COUNSELING AND MENTAL HEALTH	
Crossway Counseling and Learning Center	1-941-764-7111
Hodges University Counseling Services E-mail: counseling@hodges.edu	1-800-466-0019

HEALTH SERVICES & REFERRAL SERVICES	
Charlotte County Health Department / Public Health Unit	1-941-624-7200
Florida Department of Children and Families	1-813-558-5500
Bayfront House	1-941-639-3131
Fawcett Memorial Hospital	1-941-629-1181

SELF-HELP / SUPPORT SERVICES	
Community Resource Center of Punta Gorda	1-941-235-0159
United Way of Charlotte County	1-941-627-3539
Grief Counseling / Hope Hospice	1-855-454-3104
Alcoholics Anonymous	1-941-426-7723
Narcotics Anonymous	1-866-389-1344
Al-Anon Family Groups	1-800-344-2666
The Salvation Army	1-941-629-5950

LEGAL SERVICES	
Florida Rural Legal Services, Inc.	1-239-334-4554
Florida Child Support Enforcement	1-800-622-5437