ESL
Student Handbook
2014 - Edition

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www.hodges.edu
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ACADEMIC CALENDAR

The University operates on a trimester calendar, i.e., three 15-week semesters (terms) each calendar year. The University may also offer mini-terms at the middle point of each term.

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Accreditation Contact Information
Hodges University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number (404)-679-4501) to award Associate, Bachelor’s and Master’s degrees.
HODGES UNIVERSITY ESL MISSION

HU exists to further the pursuit and propagation of knowledge and to provide a quality education. The principles outlined in the HU Mission Statement directly influence the curriculum and the selection of students, faculty, and staff. The University does not endorse any particular religious or philosophical beliefs.

Mission Statement
The mission of the English as a Second Language Department is to educate students in standard and practical English in order to improve language performance for both academic and professional purposes, while supporting an environment that welcomes cultural diversity and exemplifies the standards of higher education.

Mission Principles
To achieve its mission, the English as a Second Language Program upholds the following principles

- To support an environment of English immersion.
- To support a professional environment that encourages higher education, provides instruction in cultural norms, and develops critical thinking skills.
- To support an environment that is inclusive and welcoming toward cultural diversity.
- To provide a comprehensive curriculum that enables students to learn rapidly and increase English literacy in all areas of language learning: reading, writing, listening, speaking and grammar.
- To provide preparatory instruction for TOEFL and CPAt.
- To educate students in standard and spoken English, thereby enabling students to use these acquired skills for both situational and individual purposes.

Director of ESL
The Director of ESL, Leisha Klentzeris, has the responsibility of overseeing ESL students and faculty; designing the ESL program and implementing the curriculum; and reporting on the status of the ESL program to the Executive Vice President of Academic Affairs and Provost. There is an office on FM and NA campuses; appointments are recommended for student convenience. Contact (239)598-6156 or lklentzeris@hodges.edu.

Executive Vice President of Academic Affairs and Provost
The Executive Vice President of Academic Affairs and Provost, Dr. Kim Spiezio, has the responsibility of overseeing all academic programs, curricula, and faculty of HU, and the ESL Program under Continuing Education. There is an office on FM and NA campuses; appointments are recommended for student convenience.
ESL COURSES

ENI 0100  Intensive English I (15 weeks)  12 Credits
This basic course in English is for non-native speakers of English who have limited vocabulary and almost no experience in using English in social, academic, and professional settings. Students will increase their vocabulary, comprehension, and usage of English in the concentration areas of grammar, reading, writing, listening, and speaking. Linguistic competencies, acculturation themes, and technological literacy and skills are integrated into this immersive English course. The credits earned for this course are non-academic credits. This course is eligible for Pell Grant funds.

ENI 0200  Intensive English II (15 weeks)  12 Credits
This intermediate course in English is for non-native speakers of English who have functional vocabulary and some experience in using English in some but not all social, academic, and professional settings. These students will increase their accuracy in the pronunciation, syntax, and comprehension of English in the concentration areas of grammar, reading, writing, listening, and speaking. Linguistic competencies, acculturation themes, and technological literacy and skills are integrated into this immersive English course. The credits earned for this course are non-academic credits. This course is eligible for Pell Grant funds.

ENI 0300  Intensive English III (15 weeks)  12 Credits
This advanced course in English is for non-native speakers of English who have substantial vocabulary, competency and experience in using English in various social, academic, and/or professional settings. These students will increase their accuracy in the comprehension, formulation, and production of English in the concentration areas of grammar, reading, writing, listening, and speaking. Students will be introduced to the rhetorical characteristics of English used for public speaking and in professional settings. Linguistic competencies, acculturation themes, and technological literacy and skills are integrated into this immersive English course. The credits earned for this course are non-academic credits. This course is eligible for Pell Grant funds.

ENI 0400  College Preparatory English (15 weeks)  No Credit
This college-preparatory course in advanced English is for non-native speakers of English who have substantial vocabulary and experience in using English in academic settings. These students will increase their accuracy in the ability to comprehend and paraphrase academic discourse in listening and reading as well as improve their ability to write formally. Concentration areas include grammar, reading, writing, listening, speaking, and TOEFL test-taking skills. Linguistic competencies, acculturation themes, and technological literacy skills are integrated into this immersive English course. The credits earned for this course are non-academic credits. This course is not eligible for Pell Grant funds and may be taken more than once upon approval of the Director of ESL.

ESL STUDENT LIFE

The purpose of ESL at Hodges University (HU) is to provide its students with a foundation in English that enhances linguistic competence in professional, academic, and social environments. The ESL Department provides English language education in the areas of reading, writing, grammar, listening, speaking, vocabulary, and TOEFL preparation for students enrolled in ENI 0400. In addition, each course includes pronunciation practice; discussion and analysis of national and international themes and topics; strategies for participating in U.S. culture; and training in electronic correspondence, Blackboard, and Microsoft Office. The ESL Department also functions as a source of information for community news and may distribute announcements and invitations to its students as approved by the Director of ESL, the Dean of Students, and the Executive Vice President of Academic Affairs and Provost. Hodges University is dedicated to creating an atmosphere conducive to student success and personal growth in accordance with its policies and procedures.
About the ESL Student Handbook
The Hodges University ESL Student Handbook is a compilation of information, guidelines, and regulations prepared for the ESL student body by the Director of ESL and with assistance from the Executive Vice President of Academic Affairs and Provost, and Dean of Students. 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 supersede any information described in the ESL Student Handbook; changes take effect on the date that the change is adopted or on the date specified in announcements. It is the students’ responsibility to inform themselves about University matters. Not reading the ESL Student Handbook does not excuse or exempt students from the rules, policies, and procedures contained herein.

In preparing the ESL Student Handbook, every effort has been made to provide clear and accurate descriptions of policies and procedures at Hodges University. It is not a contract or part of a contractual agreement between Hodges University and the student; it is available online in students’ Blackboard courses and at www.hodges.edu.

Hodges University maintains the right to change or modify any policy when it is determined necessary and appropriate to do so by the leadership of the University.

Placement Testing
On the first day of class, new students are required to take a course placement exam that consists of measuring five areas of fluency: (1) writing, (2) grammar, (3) listening, (4) speaking, and (5) vocabulary. The exam takes three hours to complete for those students who know some English. If you cannot attend the first day of class, notify your Admissions Coordinator immediately so that other arrangements can be made. Course placement can only be determined by an ESL faculty member.

Changing Levels or Course Sections
Students who believe that they have been placed in the wrong level must communicate this concern to a faculty member and fill out an ESL Petition, explaining their reasons for requesting to change a course level or section. The ESL Department faculty takes course placement seriously, and a variety of proficiency factors are measured to determine the best course of study for each student. Students may not choose their level or change their course placement level or section without the signed approval of an ESL faculty member and the Director of ESL.

ESL Petition
The ESL Petition form is a formal request to change, switch, skip, or repeat an ESL course or course level. Students must complete, sign, and submit an ESL Petition to an ESL Instructor, the ESL Registrar, or the Registrar’s Office. The request is assessed by faculty, who evaluate the students’ linguistic abilities and performance history, both of which may include attendance, placement tests, and classroom participation as mitigating factors. Approval is determined by the Director of ESL. If the issue of a denied Petition remains unresolved, the student should contact the Director of ESL. If an agreement cannot be reached, the student may appeal the decision to the Executive Vice President of Academic Affairs and Provost, Dr. Kim Spieazio, whose decision will be final.

Books
Students will receive their course books during the first week of ESL classes. Students are told not write in or damage the books in any way until both the students and instructors have determined that the student is in the correct section or course level. Books cannot be exchanged in the bookstore if they are damaged or written in.

Daily Schedule
Students are given a weekly schedule with room numbers and courses. Courses include Grammar, Writing, Integrated Skills, and TOEFL at the college preparatory level. Software and technological skills are integrated into each course. Classes include twenty four (24) classroom hours and six (6) homework hours per week per term. This intensive format is rigorous and designed to increase English proficiency in a short period of time. The schedule may need some time and patience to become accustomed to.

English Immersion
A unique characteristic of HU’s intensive English program is that students and professors speak English during each 50-minute session of class time. Because HU’s ESL program has students from various countries in the world, no tongue is favored over another, even if an entire class and the professor speak the same language. The most important factors in learning another language are time, frequency, and contact with the language being learned.
Time and practice in an immersive environment are essential to increasing and maintaining foreign language proficiency.

**Attendance Requirements**
Attendance is taken each hour and is monitored and recorded by both the ESL Department and Registrar throughout the term. One day of attendance credit, or P, means that a student was physically present in school on that day. Attendance at or above 70% signifies the minimum requirement for fulfilling course attendance.

Students are expected to attend each class session unless conditions over which they have no control prevent them from being present. Excessive unexcused absences may cause the student to be withdrawn from or fail the course. If a student does not attend the first ten consecutive days at the beginning of a term, s/he will be withdrawn from the course by the Registrar’s Office and may not be reinstated. In addition, if a student does not attend ten consecutive days at any time during a term, s/he will be withdrawn from the course by the Registrar’s Office and may not be reinstated. Exceptions to this policy may only be approved by the Director of ESL.

Students can track their attendance through WebAdvisor via the MyHUgo portal.

**Grades**
To pass an ESL course, a student needs to have met the following course criteria:
1. Have a record of attendance showing the student present (P) for course sessions at least 70% of the term.
2. Receive an average grade of at least 60% on combined coursework.
3. Receive a passing grade of S (Satisfactory) as determined by an ESL faculty member.

A passing grade is S, or Satisfactory, and a failing grade is U, Unsatisfactory. The following policies are related to passing or failing courses in Hodges ESL:
- Students may not repeat a level once they have passed it.
- A student may fail to meet course requirements and receive U for a course based on performance evaluations and/or attendance, but a student who has received U could also be moved up a course level subsequently based on placement or proficiency exams, final exam scores above 90%, and/or the determination of an ESL faculty member.
- Students who fail the same course level two times because of a lack of attendance will not be able to register for ESL courses at HU thereafter.
- Cheating on the final exams will automatically result in a failing grade. Please see *Cheating* in the ESL Student Handbook.

**Certificate of Attendance**
For a student to receive the Certificate of Attendance, the following criteria must be met:
1. Attendance obligations must be met.
2. Grades must meet minimum requirements (60%).
3. ESL instructors determine that the student has mastered the learning outcomes of one level to proceed to the next level.
4. Financial obligations must be met.

Students who complete ENI 0300 and meet the requirements outlined above also receive a Certificate of Completion.

**Tuition and Costs**
The tuition for ESL is $2,935.00; this includes books but not the application fee.

**Exceptions to Policies**
Any and all exceptions to ESL policies described herein must be approved by the Director of ESL.
Offices

The Office of the Registrar
The Office of the Registrar maintains student records. There is a full-time Registrar available at both campuses. Various duties include maintenance of student records, registration, and transcript requests. Students may also obtain withdrawal forms, name/address change forms, enrollment verifications, transfer credit evaluations, and non-release of directory information requests.

Registration occurs prior to the beginning of each term. New students receive academic advisement from their Admissions Coordinators and register with the Registrar’s Office. Continuing students receive academic advisement from ESL faculty and staff and must register during posted registration dates or be subject to a late registration fee.

Each ESL student is responsible for notifying the Registrar of a change of permanent home address and phone number.

Any and all questions regarding registration or attendance can be made to the ESL Registrar Nicole Hurley at nhurley@hodges.edu or ext. 6102.

The Business Office
All students’ accounts are due and payable at the time such charges are incurred. University regulations prohibit registration, graduation, the granting of credit, taking of final examinations, or release of grades or transcripts for students whose accounts are delinquent. If a student does not submit payment on time and according to the agreement that was made, s/he may not be permitted to attend class, to register, to attend graduation, and to take final exams. For questions about your obligations and the Promissory Note, please see the Business Office.

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 if available.

The Office of Admissions
New students’ first point of contact is with the Admissions Coordinators, who have the responsibility of introducing new enrollments to HU and maintaining contact with them throughout the process of admissions. They are available to provide informational support regarding the U.S. educational system; HU’s degree programs; and the translation and transfer of international university credits and/or degrees. The University does not accept applicants with a felony record or registered sexual predators or offenders into its programs of study.

The Office of Student Development and Dean of Students
The Dean of Students, Dr. Marcia Turner, assists the Director of ESL by being available to ESL students regarding their concerns and needs. Dr. Turner also serves as both a resource of support and a supervisor of student activities, working in cooperation with the faculty and staff members as an administrative advisor to clubs, organizations, and publications.

The Office of Finance
The Office of Finance is responsible for all financial matters at the University and ensuring compliance with all Federal and State regulations and laws. The goal is to provide excellent service to all students.

The Office of Financial Aid
Financial Aid is available at HU to help students meet educational expenses. The Financial Aid offices are located on NA and FM campuses. Students at the learning sites meet with the Learning Site Coordinator to process financial aid and establish the connection with the Financial Aid offices. Financial Aid Officers coordinate, counsel, and provide information regarding the financial aid program for students. Financial aid is based on student financial need, University costs, and the availability of funds. These Officers guide each student candidate through the application/FAFSA process and assist in the completion of the necessary forms. You may be called to the Office to sign a form or receive information on your financial aid status.

The only type of Financial Aid awarded to qualified ESL students is the Federal Pell Grant.
Pell Grant Recipients

*Important*
In order to receive financial aid, a student must visit the Financial Aid Office for an interview to provide documentation of eligibility. Students are assisted throughout the verification process. It is important to understand that the accuracy of the information provided to the Financial Officer will impact eligibility to receive financial aid.

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

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

Verification Policy
Students selected for verification will be contacted by phone, letter, or email within two weeks of turning in their financial aid paperwork. The Financial Aid Office will not disburse any financial aid funds to a student’s account until the required documentation is received. The required documentation has to be received by the Financial Aid Office within 30 days of the student being notified. Failure to comply will make the student ineligible for financial aid until the paperwork is received. If information on a financial aid application is in error, the student will be notified to correct the paper FAFSA or the FAFSA on the web. Students are not eligible for financial aid and no aid will be disbursed until these corrections are made.
**HU Library**

The mission of the HU Library is to support the University in providing the best educational programs possible, to provide assistance to faculty and students in accessing information both at the University and at remote sites, to provide opportunities for students to learn from many different information formats, and to provide life skills through access to information and resources.

**Library Hours:**

**Fort Myers Campus**
Monday through Friday: 8:30 AM - 10:00 PM  
Saturday: 8:30 AM – 5:00 PM  
Sunday: (The 6 Sundays prior to the end of each term) 1:00 PM - 5:00 PM

**Naples Campus**
Monday through Thursday: 9:00 AM - 9:50 PM  
Friday & Saturday: 8:30 AM - 5:00 PM  
Sunday: (The 6 Sundays prior to the end of each term) 1:00 PM - 5:00 PM

**Naples Campus:** library@hodges.edu  
**Ft. Myers Campus:** libraryfm@hodges.edu

The libraries at the Fort Myers and Naples campuses provide a physical and virtual library support system to all students and faculty, whether they are attending classes on campus, at a learning site, or taking courses online.

The library subscribes to an extensive list of premier resources, both physical and electronic. These electronic resources include both general and subject specific databases that support the entire curriculum. The library’s online catalog serves as a central access tool for print and electronic resources, including e-journals, e-books, electronic government documents, DVD’s, and print materials.

In your ESL Blackboard course, there is a link for the library. From a computer terminal, you can look at the numerous resources available to you. HU has an exceptional library and staff who are always happy and willing to help you.

**FYI: For Your Information**

**Student Identification Cards (IDs)**
A student identification card will be issued to all new and re-entering students after the first two (2) weeks of the first trimester. The cards are available in either Library. Student I.D. cards are used for student identification, borrowing books from the Library and student discounts at selected local businesses when applicable.

**Hodges University Student Identification Cards**
All ESL students are required to obtain and visibly display their Hodges University (HU) Identification Card when they are on campus or in the classroom. You will obtain your ID card from the bookstore, and you must have it with you to submit payments to the Business Office and to access library services and other privileges. The bar code on the reverse side of the ID card includes your student number. Students are prohibited from lending or giving their ID cards to other individuals. If you lose your ID card, you must immediately report the loss to the bookstore personnel, who will replace the ID card. Replacement ID cards will be at the expense of the student.

**Email**
During the first or second week of classes, each student will log on to their Hodges email account in class. Your username and email address will be given to you during class with an IT specialist present. Your name and address consists of your first initial and last name: For example, Jose Martinez would have the username jmartinez; the email address jmartinez@mail.hodges.edu; and his first password log on would be his six-digit birth date: month, date, and year. If, however, there are other students with jmartinez as a username, your username may be modified to jmartinez123, for example. All of this will be explained to you in class.
Reservations regarding Program and Charges
The University reserves the right to modify its tuition and fees; to add to or withdraw members from its faculty and staff; to rearrange its programs from time to time as teaching policies make it desirable; and to withdraw subjects, courses, and programs if registration falls below the required number. Any specific course requirements in any area may only be changed or waived upon written request to the Director of ESL from the student for reasonable cause.

Course and Instructor Evaluations
Each trimester the students are given an opportunity to evaluate their instructors and the courses in which they are currently enrolled. The evaluation forms are distributed at the end of each term. Students should take the evaluations seriously and are encouraged to respond frankly to the questions. It is not necessary to identify one's self on the forms. The faculty evaluations are reviewed by the Executive Vice President of Academic Affairs who then writes a summary for the instructor to read. The instructors do not see the actual forms completed by the students. The evaluations provide a means for student input in curriculum development, rating of faculty, and institutional decision making. The Executive Vice President of Academic Affairs also sends a letter to students at the midpoint of each term to give students an opportunity to comment on their courses and/or faculty.

Academic Achievement Services (AAS)
Academic Achievement Services is HU’s formal academic support program. ESL students cannot attend workshops designed for students enrolled in degree programs on the NA, FM, or ECCC campuses.

Student Suggestions
An institutional suggestion form is located in the lobbies and bookstores of the University. Students may complete the form, and it will be forwarded to the Assistant 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. HU will give appropriate consideration to all suggestions; however, any compliance with suggestions or complaints is not guaranteed. Both the Director of ESL, lk lentzeris@hodges.edu, and/or the Dean of Students, mturner@hodges.edu, have an open-door policy for ESL students who want to make suggestions or express concerns about their HU experience.

Contracting on behalf of HU
Unless specifically authorized by the appropriate University authority, students may not contract on behalf of HU. Students who enter into a contract on behalf of the University without proper authorization, are subject to disciplinary action that will result in a hold being placed on University records and transcripts until restitution is made, as well as such other sanctions as may be appropriate. Any contract entered into on behalf of HU by a student without proper authorization is void.

Publications
All official publications of HU 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 may not distribute or post publications, flyers, or advertisements on campus without the approval of the Dean of Students, Dr. Marcia Turner.

Updates or Changes in Policies and Procedures
Any new policies and procedures, or “Your Right to Know” materials, will be posted in the announcement section on the student portal, MyHUgo. Students need to check the student portal and keep themselves up to date on all new information.

University Expectations, Policies and Procedures

Academic Good Standing
An ESL student is considered to be in good academic standing if he/she maintains a minimum average of 60% on tests, has not missed more than 23 classes, and is attending classes regularly.

Institutional Good Standing
Students are expected to possess a character that adheres to common acceptable standards of good conduct. Examples of situations that have an impact on good conduct include but are not limited to:

- Not delinquent in tuition and fees due to the University.
- Not in default in any federal loan program.
- Never been subjected to any disciplinary action by the University.
- Never been convicted of a felony. Not listed on any official source as a sexual offender and/or predator.

**Academic Integrity**

Essential to the process of education, academic honesty is required of all students. Cheating on examinations or plagiarizing term papers are serious offenses, contrary to policy and could result in cause for dismissal.

**Academic Honesty Policy**

Students are expected to adhere to the principle of academic honesty while attending ESL courses at HU. Academic honesty is defined as producing and submitting required coursework that represents a student’s own work and that credits the use of outside resources. Coursework includes written assignments, projects, oral presentations, and examinations. Violations of the principle of academic honesty include cheating and plagiarism.

**Cheating** is defined as unauthorized visual, written, or oral assistance from another student. This assistance could be on an examination, a written assignment, a course project, or other required coursework. Students in unauthorized possession or use of examinations shall be considered cheating. Resubmission of a student’s own work is also considered cheating if the work was previously submitted for credit in another course.

ESL students found cheating on a final exam in a course will receive a failing grade for the final. Cheating is an act of fraud (gaining an advantage through dishonesty) on an essay, report, speech, assignment, examination, or any other work assigned in a course. Examples of *cheating* include the following:

- Using notes, textbooks, translators, dictionaries, and communication devices such as a cellular phone without an instructor’s permission to complete coursework or an exam.
- Taking information from or giving information to another student without an instructor’s permission to complete coursework or an exam.
- Submitting another person’s work with one’s own name for a grade as if it were your own.
- Allowing another person to complete your assignment or completing an assignment for another person without the instructor’s knowledge or approval.
- Changing a graded assignment and resubmitting the work for another grade without the instructor’s knowledge or approval.

**Plagiarism**

*Plagiarism* is the presentation of another person’s ideas and/or words as one’s own. Plagiarism occurs when a writer unintentionally or deliberately uses others’ ideas and/or words—as in an essay, speech, or other formally submitted assignment—without providing credit to the source being used. Examples of *plagiarism* include the following:

- Copying exactly from another person’s text, whether that person be a student, scholar, or instructor without an appropriate reference citation.
- Cutting or copying from a source sentences, paragraphs, or other intact text and pasting into one’s own essay or other assignment without an appropriate reference citation.

**Grade Appeals and Changes**

Students dissatisfied with their grades should first contact faculty and complete an ESL Petition. If an agreement cannot be reached, the students should then contact the Director of ESL. If the issue still remains unresolved, then students can appeal to the Executive Vice President of Academic Affairs, Dr. Kim Spiezio, whose decision is final.

Grade changes are approved by the Executive Vice President of Academic Affairs upon recommendation of the faculty. Grade changes must be resolved and recorded during the term immediately following the term the original grade was earned. No grades will be changed following graduation.
Mitigating Circumstances
The Academic Committee or the Executive Vice President of Academic Affairs may waive interim satisfactory progress standards for occurrences beyond the control of the student. Documentation of the extenuating or mitigating event and the demonstration by the student of the adverse effect on the student’s academic progress must be provided.

Student Responsibility, Refund Appeals Process, Cancellation or Withdrawal

It is the responsibility of the student to notify the Registrar's Office in writing if the student wishes to cancel or withdraw. Examples of the application of the following refund policy are available upon request in the Business Office. If the student wishes to appeal the calculation of a refund, the appeal is to be filed in writing to the Business Office for its review. If the appeal is not resolved at this level, the student may appeal in writing to the Vice President of Finance. If the appeal remains unresolved, the final appeal is to the Executive Vice President of Administration whose decision is final.

Cancellation Policy
Within 3 days of the date the student executes an enrollment agreement, he/she may cancel this contract and receive a full refund of any tuition or fees paid, less the application fee, which is non-refundable.

Failure to Enter
If the student does not enter classes, the full amount of any prepaid tuition is refundable; however, application fees are non-refundable. A student is considered to have entered a class if he/she attends a classroom session or participates in an online assignment.

Drop/Add
The first week of each term is the drop/add period. If the student wants to add or drop a class, the desired change must be communicated to the Registrar’s Office by the end of the first week of the term. At the end of the first week of the term, the student status will be permanent for the whole term, both in terms of charges for classes and in amount of financial aid eligibility. There are no refunds of charges for individual classes dropped after the first week.

Withdrawal
The student must report to the Registrar’s Office to withdraw from the University. The date the student notifies the Registrar's Office of withdrawal is considered the date of withdrawal. Tuition and fees will be charged on a pro-rata basis (rounded up to the nearest 10%) through 50% of the trimester, plus an administrative fee of $100. After 50% of the trimester, 100% of tuition and fees will be charged. A student may withdraw before the eleventh week of the semester.

Student Accounts
All students’ accounts are due and payable at the time such charges are incurred. University regulations prohibit registration, graduation, granting credit, taking of final examinations, or release of grades or transcripts for students whose accounts are delinquent.

Refund Policy
The operating budget of the University provides for the engagement of faculty, expenses, and other annual provisions for management and physical facilities. The University anticipates its budget upon the collection of tuition charges for the full academic term from all accepted students. The withdrawal of a student does not decrease the expenses of the University to any substantial extent. In many cases, classes may have been closed to other students due to capacity. The refund policy has been established so that the student who registers for a class and then withdraws will share in the incurred costs. Refunds are made in a fair and equitable manner in accordance with the policies which follow.

Processing of Refunds
Students who have received Title IV Federal Student Financial Assistance will also be subject to the Federal Return of Funds Policy. Students who withdraw during a term may owe the University after funds have been returned to Federal programs, and may in some cases owe refunds directly to the Federal programs. Refunds of tuition and/or other refundable charges due students will be made within forty-five (45) calendar days of the student’s official date of withdrawal. Refunds for the student who fails to notify the University of withdrawal will be processed within the earlier of forty-five (45) calendar days from the day the University determines that the student has withdrawn, or forty-five (45) calendar days from the end of the trimester. Refunds to students receiving Title IV Student Financial Assistance will be made in accordance with applicable regulations.

Acceptable Use of Technology, Resources, and Other Policies

The Student Acceptable Use of Technology Manual
The HU 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. Any questions may be addressed to the Vice President of Student Development or Dean of Students. The following link will connect to the manual: http://webadvisor.hodges.edu/aa_pdf/Student_AUTR.pdf

Student Email Accounts
HU provides electronic mail services for students to use as their primary e-mail address communication among HU personnel, faculty and students. HU encourages the use of e-mail in support of instruction and services. ESL students are expected to check their email every day during the school week and read all correspondence that comes from the ESL Department; the Registrar; the Business Office; and the Office of Financial Aid. ESL students are also expected to use e-mail services responsibly and comply with all applicable local, state, and federal laws and with HU policies. The University maintains the right to remove any accounts inactive for one year or more. Sending unsolicited commercial or bulk email is not permitted.

Cellular Phone Policy
HU recognizes the growing trend regarding student possession of cellular phones with video, camera, or voice-recording capabilities. In support of each individual’s reasonable expectation of privacy and the copyright and intellectual property laws, the use of these cellular phone features by HU students must be in conjunction with express consent:

- Students are prohibited from using video, camera and/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 person’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 Vice President of Student Development or Dean of Students 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.

Student Rights and Responsibilities

Disability Support Services
Recognizing its commitment to providing equal access and equal opportunity, HU provides disability support services which assist individuals with special needs in accessing and making use of campus services and facilities. Disabled students are encouraged to contact the ADA Coordinator, Ms. April Brown either by phone (800)-466-0019 or email at abrown1@hodges.edu. Ms. April Brown is the ADA Coordinator and can make arrangements for any needed assistance, give an orientation to the campus, and discuss the support they will need to complete their
ESL program. Anyone requiring special accommodations in order to participate in class should contact the ADA Coordinator at least four weeks prior to scheduled activities.

**Americans with Disabilities Act (ADA) of 1990**
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)).

HU 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. HU 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 American with Disabilities Act of 1990, respectively. This policy extends to Section 504, or the Americans with Disabilities Act, as well as charges of violations of this policy, should be directed to the ADA Coordinator, Ms. April Brown, HU, 2655 Northbrooke Drive, Naples, Florida, 34119.

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 HU compliance with the ADA appears herein and in the Student Handbook. The ADA Coordinator for the University is the Director of Counseling who 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 the Student Handbook. Copies of the University ADA Policies and Procedures are available in the Office of the Registrar and the Admissions Offices.

**Student Rights Concerning Educational Records**
All educational records of students enrolled at the University are maintained in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, public Law 93-380, as amended. Students may inspect their educational records at any time; however, signed official transcripts from other schools become the property of the University and are not released to the student or a third party. A student desiring a copy of his/her former school records must contact the former school and request a student copy.

Student consent is required for the release of records covered by the Act to outside parties (i.e.; prospective employers), except for those agencies entitled to access under the provisions of the Act (i.e.; university officials, federal educational and auditing officials, and requests related to the application for, or receipt of financial assistance). Release of directory information does not require student consent and includes the name, address, e-mail address, and telephone number of the student, major field of study, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended. Particular questions concerning students’ rights under the Act should be directed to the Registrar’s Office.

**FERPA**
The Family Educational Rights and Privacy Act (FERPA) and HU afford students certain rights with respect to their education records. They include:

1. The right to inspect and review the student’s education records.
2. The right to request the amendment of the student’s education 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 education 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 HU.
5. The right to obtain a copy of HU’s student records policy, which is located in the Library, the Office of the Executive Vice President of Academic Affairs, 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, e-mail address, and telephone number of the student, date, and place of birth, the student’s major field of study, dates of attendance, degrees and awards received, 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.

Notice of Non-Discrimination
HU 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. HU 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 HU. Inquiries concerning Title IX, Section 504, or the Americans with Disabilities Act should be directed to the ADA Coordinator, Ms. April Brown, HU, 2655 Northbrooke Drive, Naples, FL 34119, 239-513-1122. Charges of violations of this policy should also be directed to the ADA Coordinator, Ms. April Brown, HU, 2655 Northbrooke Drive, Naples, FL 34119, 239-513-1122.

Student Behavior Standards
Acceptance into HU ESL entitles each student to the rights and privileges of membership in the University community. As in other communities, students must assume the responsibilities and obligations accompanying these privileges. Maintaining appropriate standards of conduct and observing all University regulations and policies are responsibilities of the student. Each student is responsible for behaving in a manner consistent with the best interest of the University and its student body. In order to protect the rights and privileges of all students, there are student behavior standards which facilitate an appropriate environment for learning and achieving the educational goals of the University and its students. It is necessary that each student read and become familiar with the responsibilities and the rights of the students at HU.

HU 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 at the University fall into these categories:

Student Identification Procedures
Procedures for identifying yourself when you request information from Hodges University Administrative Offices can be found at https://myhugo.hodges.edu/isap/Pages/stid.aspx

Dishonesty and Compliance
An act of dishonesty toward HU, including but not limited to: cheating; plagiarizing; misusing University documents or records; and forging or knowingly giving false information to the University.

Failure and/or refusal to comply with policies and procedures established for each program. If a student’s behavior results in a failed grade, the student will not be assigned to another internship, which may result in the student not being able to graduate.

Violation and Assault
Obstructing or disrupting University work and activity, including but not limited to: research; administration; disciplinary procedures; University events; teaching; and learning.

- Using language that may be considered a verbal assault and/or not complying with the University’s nondiscrimination statement.
- Abusing, assaulting, and/or endangering the health of any person on HU property.
- Disorderly; lewd; indecent; and/or obscene conduct on University property or at University events.
Lawfulness and University Policies
- Damaging or stealing HU property and/or the property of a member of the University community while on University property.
- Unauthorized entry or access to HU equipment; facilities; supplies; and/or records.
- Unlawful possession; use; and/or distribution of any controlled substance as defined by law on University property.
- Unlawful possession of weapons on HU property.
- Failure and/or refusal to comply with lawful directions of HU officials’ who are executing their duties to the University and its students.
- Failure and/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.
- Violation of any HU policy or regulation.
- Students are expected to be professional and polite in their exchanges

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 a written notice of the violation. Service may be in person or sent by email, or 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 Director of ESL and the Vice President of Student Development.
4. Within seven (7) working days of the notice of violation, a student may request a hearing before the Director of ESL and the Vice President of Student Development. A hearing shall be held within seven (7) working days of the request, when the evidence of the violation is presented; 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 Presidents 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 HU.

The Disciplinary Hearing Officer will be either the Vice President of Student Development or an ad hoc committee appointed by the Vice President of Student Development. The composition of a disciplinary committee will be at the sole discretion of the Vice President of Student Development.

A student may appeal the decision of the Disciplinary Hearing Officer or the Disciplinary Committee to the President of HU. 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 HU 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 the 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 HU 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 Records**
Falsification of University records is prohibited. HU 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, HU 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 HU or any person or business is prohibited.

**Interference with University Investigation and/or Disciplinary Procedures**
Interference with University investigations, administrative procedures, or disciplinary proceedings, or judicial proceedings such as those conducted by the Vice President of Student Development, 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 identified individuals using administrative discretion on a need-to-know basis.

**Student Concerns**
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 concerns and problems to the attention of the University administration with the assurance that each will be given fair treatment. The student grievance procedures of HU 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 Office of Academic Affairs (see page 13).

**Definition of Formal and Academic Grievances**
There are two grievance procedures for students, depending on the nature of the grievance. The Formal Grievance procedure is for non-academic concerns.

**Grievance Resolution**
The initial phase of the student grievance procedure is discussion between the student and the University instructor, the Director of ESL, or the staff member in order to communicate and resolve the problem. The meeting should be
held as soon as the student 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 with the Vice President of Student Development.

Problems between students should be brought to the attention of the instructor, Director of ESL, and Vice President of Student Development for discussion and resolution.

The Formal Grievance Procedure
To file a formal grievance, the student should obtain a grievance form from the office of Student Development and file it with the Vice President of Student Development. 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 Vice President of Student Development will serve a copy of the Grievance Form to any and all parties which the student has included in the grievance and to the Executive Vice President of Academic Affairs. The Hearing Officer will be the Executive Vice President of Academic Affairs or designee for non-academic, formal grievances as appointed by the Executive Vice President of Academic Affairs.

Hearings may not be tape recorded. If a student wants a permanent record of the hearing, he/she may provide a court reporter at the student’s expense. Hearings may not be attended by outside agencies or attorneys, as these hearings are informal and internal proceedings.

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 HU at no cost to the University. Furthermore, all written grievances are confidential and no outside or 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 and/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 Vice President of Student Development 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.

The 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 Vice President of Student Development. The Vice President of Student Development will serve a copy on all parties, the Executive Vice Presidents, and the President.

**The Academic Grievance Procedure**

To file an Academic Grievance, the student should obtain an Academic Grievance form from the Director of ESL and file it with this same individual. 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 Director of ESL 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 Executive Vice President of Academic Affairs or designee for academic grievances. The Hearing Officer may ask the Director of ESL to appoint an Ad hoc Committee to serve as the designee.

Hearings may not be tape recorded. If a student wants a permanent record of the hearing, he/she may provide a court reporter at the student’s expense. Hearings may not be attended by outside agencies or attorneys, as these are informal and internal proceedings.

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 HU at no cost to the University. Furthermore, all grievances written 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 an Academic Grievance Committee, which is ad hoc. The Dean or Program Chair will appoint appropriate members to the Ad Hoc Grievance Committee. The Committee will consist of three Faculty Members, one Student, and a Chair selected from the Administration of the University. The Chair will have a vote. The minimal participation in an Academic Grievance Committee meeting is one Faculty, one Student, and the Chair.

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

**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 than 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.

**Rights and Responsibilities of HU Students**
The following list of Student Rights and Responsibilities clarifies the freedoms and responsibilities afforded to all
students at HU:

The **right** to have a copy of the institution’s annual security report. This is posted right outside the Registrar’s
Office. 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 Undergraduate Catalog and in the Graduate Bulletin.

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
Undergraduate Catalog and in the Graduate Bulletin.

The **right** to know the degree programs, training, and other education offered at HU. You can find this information
in the Undergraduate Catalog and in the Graduate Bulletin.

The **right** to know the instructional, laboratory, and other physical plant facilities associated with HU. 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
Undergraduate Catalog and in the Graduate Bulletin.

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

The **right** to know how students apply for financial aid and how eligibility is determined. Contact the Financial Aid
Office 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 Undergraduate Catalog and in the Graduate Bulletin.

The **right** to know how the Financial Aid Office distributes aid among students and how and when Financial Aid
will be disbursed. Contact the Financial Aid Office for this information.

The **right** to know the terms and conditions of any employment that is part of the Financial Aid Package. Contact
the Financial Aid Office 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 Financial Aid Office for this information.
The **right** to choose your own lender. Contact the Financial Aid Office 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 Financial Aid Office about how to do this.

The **right** to know that you have up to 14 days to decline your loan, and that any resulting balance owed must be paid in full immediately to the Business Office. Contact the Financial Aid Office about how to do this.

The **right** to know the costs of attending HU and any additional costs of the program in which the student is enrolled. You can find this information in the Undergraduate Catalog and in the Graduate Bulletin.

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 Undergraduate Catalog and in the Graduate Bulletin.

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 Financial Aid Office required for verification.

You have the **responsibility** to know that early withdrawal may result in loss of Financial Aid eligibility.

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

**Health, Safety, Security Policies, and Procedures**

The policy of HU 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.

**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. HU 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 Dean of Students.

**Mandatory Medical/Psychiatric Withdrawal**

The Director of Counseling, LMHS, 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
institutions. 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 Vice President of Student Development summarizing the need for mandatory withdrawal and the reasons for the action. The student and the Director of Counseling will have the opportunity to present information to the Administrative Council. The Administrative Council 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 Executive Vice President of Administration. A request for an appeal must be filed in writing to the Vice President of Student Development within two weeks of receipt of notification of mandatory withdrawal.

**Smoking Policy**
HU discourages smoking as both a health risk and a fire hazard, and recognizes the health hazards to others of second-hand smoke. HU has adopted a “no smoking” policy in accordance with the Florida Clean Indoor Air Act, and smoking is not allowed while in the University buildings. Smoking is only permitted outdoors in designated areas and students who smoke are expected to exercise good judgment and consideration for others.

**Drug and Alcohol Policies**
HU recognizes that adults will make their own decisions regarding their personal use of alcohol and other drugs. HU 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, HU 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.

**Standard of conduct**
HU strictly prohibits the unlawful distribution, possession, or use of illegal drugs by students on University property or as part of any HU activity. The unlawful, illicit, or unauthorized use of alcohol by students on HU property or as part of any HU activity are prohibited.

**Disciplinary Sanctions**
HU will impose disciplinary sanctions on students who violate the Student Behavior Standards according to the Student Disciplinary Procedures as stated in the ESL Student Handbook.

**University Policy and Federal/State Law Concerning Alcohol and Drugs**
This section explains the HU policy on the consumption or possession of alcoholic liquor, beer, and wine by students on University property. Federal and State laws concerning alcohol and drugs are outlined in the Substance Abuse Awareness Guide, distributed through the Office of Student Development as part of the Orientation and included in this Student Handbook.

**Consumption or Possession of Alcoholic Liquor, Beer, and Wine by Students on HU Property**
The consumption or possession of alcoholic liquor, beer or wine by students on HU property during ESL events and classes is prohibited.

**Health Risks and Legal Sanctions**
Health risks, legal sanctions for southwest Florida, and Federal Trafficking Penalties are detailed in the Substance Abuse Awareness Guide.

**Counseling and Treatment for Alcohol and Drug Abuse**
The Substance Abuse Awareness Guide and the Student Handbook lists referral sources for the community, as well as national hotline numbers. The Director of Counseling is available for consultation, and will aid students in other
references. The University holds seminars and publishes health articles throughout the academic year to increase awareness of the problems associated with substance abuse.

**HU Social Policy and Philosophy**

HU primarily focuses on the needs of adult learners, as stated in the University Mission Statement. This includes both the academic and social sides of campus life.

It is the belief of HU that the rules and regulations are designed to encourage and develop a healthy environment in which all members of the community take responsibility for their actions. For those who choose to consume alcohol, HU advocates low-risk drinking choices and requires adherence to state and federal laws. Other guidelines for alcohol consumption may be set by the University and the responsibility of compliance rests with the individual.

The University supports choices for students concerning the use of alcohol. However, for anyone in high-risk groups (i.e., a family history of alcoholism, and/or drug addiction, pregnancy, under stress) or for anyone engaged in high-risk activities (i.e., driving an automobile), abstinence is highly recommended.

**Compliance**

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.

**Drug Program**

In order to increase student awareness of the problems associated with drug abuse, the University dispenses information throughout the trimester. Drug Awareness seminars may be led by community volunteers who have expertise in this area. All students are encouraged to attend and attendance is noted in the academic file. A “Substance Abuse Awareness Guide” is available to all students from the Vice President of Student Development or Dean of Students, and the Guide is printed in the Student Handbook and is included in the orientation packets distributed to new students. Students who would like more information should contact the Dean of Students. Community referrals are available.

**Drug Abuse and Health Risks**

Alcohol abuse can lead to varied health problems. Alcoholism, left untreated, shortens life expectancy by 10 to 15 years. A substantial number of alcohol users begin to seek the relaxing effect of this drug to “forget” their troubles, but they become dependent and create more problems for themselves, friends, and family. Alcohol is the leading drug of abuse, is addictive for many people, and has many side effects. Alcohol is a depressant. 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.

- **Marijuana** is a harmful drug. The potency has increased more than 275 percent over the last decade. There are more cancer causing agents in marijuana smoke than in cigarette smoke. Marijuana interferes with the body’s immune response to various infections and diseases. Small doses can impair memory function, distort perception, hamper judgment, and diminish motor skills.
- **Cocaine** is one of the most powerfully addictive drugs, and it can kill. Cocaine is a very strong stimulant to the central nervous system, including the brain. This drug produces an accelerated heart rate, while at the same time constricting blood vessels which are trying to handle the additional flow of blood. These physical changes may be accompanied by seizures, cardiac arrest, respiratory arrest, or stroke.
- **PCP** is a hallucinogenic drug. It alters sensation, mood, and consciousness and may distort hearing, touch, smell, or taste, as well as visual sensation. PCP induces a profound departure from reality, which leaves the user capable of bizarre behavior and severe disorientation. Psychotic behavior may continue for as long as two weeks after a single dose.
- **Hallucinogens include LSD, Mescaline, and mushrooms.** These drugs affect perception, sensation, thinking, and emotion. The user may have difficulty distinguishing between fact and fantasy and may hallucinate. The effects of these drugs may be different in each person with each administration.
- A detailed listing of health risk regarding alcohol and controlled substances is available in the “Substance Abuse Reference Guide” contained in this document.

**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 Office of the Executive Vice President of Academic Affairs 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
HU will respond in an appropriate manner upon the death of a student, faculty, or staff member. HU will not be able to respond to losses of extended family members of the student body.

AIDS Policy and Information
HU is committed to non-discrimination, fairness and concern for the health and well-being of all in our community. Educational programs are offered each year throughout the community and printed material on the subject can be obtained in the Library.

The AIDS Hotlines for Southwest Florida:
National HIV/AIDS/STD Hotline  1-800-CDC-INFO (1-800-232-4636)
State of Florida AIDS Hotline 1-800-352-2437 (1-800-FLA-AIDS)

Insurance
HU does not offer insurance to students. A recommendation of a reliable insurance agency will be offered to interested students; however, HU 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.

Endorsement Policy
It is the policy of HU not to provide endorsements or sponsorships for individual students and/or their causes.

Safety Issues
Good judgment and common sense are the basis of the safety and security policies of HU. It is the duty of each student to follow the safety and security practices as outlined and to report to the attention of the administration any breaches of safety or security issues.

In the event of any emergency situation, the President or any available administrator or faculty member should be contacted and a 911 call for police or fire support should be made.

An Accident on Campus
Any student who sustains an accident on campus should immediately notify a faculty member, Dean or Program Chair, member of the Administration, or other employee of the institution. The student will be given an accident report form which must be filed with one of the Safety Officers at the institution. The Safety Officers are the Executive Vice President for Academic Affairs and the Executive Vice President of Administration. The report must be filed within forty-eight (48) hours after the occurrence being reported.

Emergency Procedures and Closing the University
The President of HU (or, in the absence of the President, the Campus Directors who are the Executive Vice Presidents) will make the determination as to when inclement weather, severe weather warnings, or the resulting damage to the buildings warrant the cancellation of classes. When classes are dismissed, the radio stations and television public announcement services will be informed of the cancellation. The University Administration will attempt to place announcements with the four major radio conglomerates in our area, as it makes for quick dissemination of information.

Beasley—B103.9, 96 K-Rock, 99X, Sunny 106.3, 770 ESPN
Meridian/Fort Myers Broadcasting—92.5 Fox News, Lite 93.7, 94.5, WINK 96.9, Latino 97.7, Fox Sports 1200
Renda—Gator 101.9, Bob 102.7, Mix 104.7, 98.9 WGUF
Clear Channel—105.5 The Beat, Cat 107.1, 95.3, Z100
WAVV 101.1
Comcast Cable Channel 11 or 12 government access/community service announcements.
Dial 9-1-1 from any phone: Fire Police Sheriff Ambulance

Fire Procedures
1. All employees and students should familiarize themselves with the whereabouts of all emergency exits and fire extinguisher equipment.
2. If the fire is contained and has not spread, an attempt should be made to extinguish the fire with available equipment.
3. If the fire poses an immediate threat of injury, no member of the University community should attempt to extinguish it, but should pull or sound the nearest fire alarm in the building, and then inform the Receptionist to call 911. The building will immediately be evacuated in an orderly, calm fashion. Exit maps are posted at most door locations.
4. No person will return to any building until directed by the appropriate public safety authority.

Fire Reporting Procedures
To report a fire, dial 9-1-1 and give the following information:
- Your name
- Telephone number from which you are calling
- Location and details of the problem
- STAY ON THE LINE. The dispatcher will dispatch emergency vehicles and then get back with further information for you.
- ALWAYS HANG UP AFTER THE DISPATCHER HANGS UP!!

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.

Tornado - Hurricane – Severe Storm Procedures
All University Administrators are acquainted with the warning terms used in hurricane advisories. In the event it becomes necessary to evacuate the IC campus, the decision will be made by the President or designee. To assist in this process, University Administrators will be dispatched to key check points to assist students in an orderly dispersal.
- 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.

In Case of a Power Failure:
- Remain indoors
- If power failure appears long term, appropriate announcements will be made.
- If power failure is related to stormy conditions, follow procedures for "Tornado/Hurricane/Severe Storm".
- Please note: Faculty do not automatically dismiss classes during power outages since most outages do not last long.
**Initial Emergency Procedures Guide**

HU has developed and distributed an Essentials of Emergency Response Plan and has trained both faculty and staff on its contents and use. It has also created and maintains a Disaster Planning Committee to keep the Plan up to date. Please be assured that the full Plan adopted by the University has been reviewed and approved by emergency responders. Color codes, instructions and terminology have been coordinated and procedures adopted to maintain order and to minimize adverse impact to life and property—this plan is National Incident Management System (NIMS) compliant.

In the unlikely event that an emergency situation does arise, be sure to follow the directives of your instructor. Also, please refrain from using your cell phone until you are told that it is safe to do so. Unfortunately, the use of a cell phone can actually detonate an electronic or incendiary device. You can be assured that emergency personnel will be contacted and will take charge of the situation as promptly as the situation permits. Be sure to bring any unusual or dangerous situation to the attention of your instructor immediately.

**Hurricane Procedures and Closure Policy**

HU only closes when we are placed under a Hurricane Warning by the National Weather Service. Until the area is placed under a HURRICANE WARNING, there is no action taken by the University to cancel classes. If the area is placed under a Hurricane watch, we will monitor the situation very closely to determine if a Warning will be issued. Classes remain open as scheduled in the meantime.

A hurricane watch is a governmental agency announcement issued for an area when there is a threat of hurricane conditions, generally to strike with 36 hours.

A hurricane warning is an announcement issued for an area when hurricane conditions are expected to strike within 24 hours.

When a hurricane warning is received, all protective preparations should be made, with the expectation that the hurricane will strike.

Local hurricane shelter information can be obtained through county governmental information telephone numbers.

**Hurricane Watch**

In the event of a hurricane watch, the President will confer with members of the HU administration in preparation for hurricane protection activity.

Members of the University community may begin plans for evacuating the campus and preparing facilities and equipment for hurricane protection.

**Hurricane Warning**

If a hurricane warning is issued, the president will decide if the University will be evacuated.

For a Hurricane Warning, the president orders the closing of the University and appropriate directives will be relayed to the areas of responsibility.

**Broadcast Information**

HU will contact major news organizations for immediate broadcast notification. An email message regarding the University closure will be instituted within the HU email system. A hurricane information message will be added to the HU telephone system.

**Reopening Information**

HU staff members and students should tune into radio and television stations for a status report as to when the University will reopen. Keep a portable radio and plenty of spare radio batteries.

**Additional Hurricane Preparedness Information**

The HU hurricane preparedness policy is in no way tied to any other organization such as the public school system or any other institution. Therefore, it is possible for HU to be open when the public schools are closed, or vice versa.
Additionally, a separate decision is made for the Naples and Fort Myers campuses or the learning sites, although it is unlikely for one campus to be closed while the other one is open. If the campuses are closed due to a Hurricane Warning, students should expect that other auxiliary activities, such as socials, libraries, labs, etc., are also closed.

**Security Issues**

HU provides reasonable safety and security for its students, personnel, and facilities. The University utilizes an internal and external camera security system, a magnet door locking system with access via a fob key and an independent on site security guard in the evening hours at both the Naples and Fort Myers campuses and at the Punta Gorda learning site.

The security personnel at HU have no agreement with the local law enforcement to investigate crimes. By law these security personnel have to notify local law enforcement when a crime occurs. All crimes should be reported to campus security personnel.

**The Collier County Sheriff's Department and Fort Myers Police Department are available through 9-1-1 EMERGENCY dispatch.**

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 guard cannot insure 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.

**For your Own Safety**

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

1. Report any suspicious persons or activities to the University administration, faculty or staff.
2. Always lock your automobile. Do not leave valuables in view in your car.
3. Never walk at night in unlighted areas.
4. Ask the security guard 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, recorder. Don't 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!

**Public Laws**

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.

**Sexual Misconduct and Harassment**

The following four sections relate to the HU policy and definitions of sexual misconduct and sexual harassment.

**Sexuality, Privacy, and Personal Integrity**

Each member of the University community is entitled to his/ 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 HU 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 a member of the University administration. There are resources available to help you.
**Sexual Misconduct Policy**

HU, 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 of Acquaintance Rape**

HU 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:

a. the right to have all sexual assaults against them treated with seriousness; and the right, as victims, to be treated with dignity
b. 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
c. 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
d. 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.
e. the right to the full and prompt, reasonable cooperation from campus personnel in responding to the incident
f. the right to have access to counseling services established by the University or other victim-service entities referred by the University
g. 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
h. 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: HU 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 Offices of Student Development and Counseling.

HU students are encouraged to report to the police (9-1-1) and a University administrator all occurrences of sexual assault, either violent assault or acquaintance (date) rape.

The HU Counselors, Dean of Students, or Vice President of Student Development 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:

a. Advise the reporter to counsel the victim to seek medical assistance.
b. Advise the reporter to encourage the victim to talk to the University Counselor, who may refer a counselor in an appropriate local Rape Center, or the Vice President of Student Development or Dean of Students, or some other University administrator.
c. 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 assisted 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, deems, 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 HU; 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 HU community.

**Sexual Harassment Policy**
It is the intent of HU 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 HU, 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.

HU will not tolerate sexual harassment. Sexual harassment is an insidious practice. It dehumanizes 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 Office of Student Development and should be reported promptly to the Vice President of Student Development or campus directors.

At HU, 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 40-43) and should report this conduct to the Vice President of Student Development or other administrator. All reports of sexual harassment will be thoroughly investigated by the Vice President of Student Development.

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

At HU, 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 HU’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
HU 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.

Firearms and Weapons—Possession and Use Policy
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. Breach of security is the engagement in conduct which is in violation of any of the policies set forth in the manuals of the institution.

Law enforcement officers who attend HU while on duty are required by law to be armed. They must have their weapons strapped on and buckled down, and they must have their identification badges visible. The law enforcement officers, whether in street clothes or in uniform, will adhere to this policy. Officers who are not on duty should not have their weapons in the classrooms.

With all consideration for student safety, the exception of the firearms and weapons policy for the on-duty law enforcement officers is considered appropriate by the institution.

**Arson**
No student shall commit or aid in the intentional commission of an act that results in a fire being ignited, which causes damage, or is intended to cause damage, to the property of HU or the personal property of any member of the University community.

**Bomb Threats**
The placement of a bomb threat is an intolerable violation of HU 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.

**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.

**Vandalism or Destruction of University Property**
Defacing, littering, or damaging property of HU is prohibited.

**Buildings and Facilities**

**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.

**Closing Hours**
No student is permitted to enter or remain in any University building or in the academic areas of the University after normal closing hours, unless written approval to do so has been obtained in advance from authorized University personnel.

**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 registered service animals. The University reserves the right to request Animal Control to remove abandoned or unsupervised pets.

**Guests and Children on Campus**
It is the policy of HU that students may not bring guests, parents, spouses or children to class. It causes a problem of liability and it is found to be disruptive to the instructors and fellow students. 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, parents, spouses, and children are welcome to attend specific events by invitation of the institution.

Students are welcome to bring guests to the campus, but must assume responsibility for the conduct of their guests and must accompany them at all times. If a guest is asked to leave a specific area of the campus, it is the responsibility of the student host to cooperate with the University official making the request. HU reserves the right to exclude all guests from any area on campus in times of impending or actual crisis or emergencies, such as hurricanes, campus disruptions, or bomb threats, and to exclude any guest(s) from any area of the campus for any reason the University deems appropriate.

**Telephone Policy**
Pay telephones are located at both campuses for the personal use of students. Students should use these telephones, rather than the business telephones of the University. In cases of emergencies, students may ask the receptionists for assistance.

**Soliciting**
Solicitors are not permitted at HU. Solicitation or sales by students or other persons are prohibited unless permission is granted by an Executive Vice President. Violators should be reported immediately to the appropriate Executive Vice President who serves as the campus director.

**Theft and Liability**
The University is not responsible for the loss or theft of or damage to the personal property of students. If something is stolen at HU, please report this occurrence immediately to the campus director.

**Bookstore**
Books, supplies, and sundries may be purchased at the University Bookstore. Hours of operation are posted at the Bookstore. All major credit cards are accepted.

**Bulletin Boards**
Students are encouraged to read official notices that are placed on the bulletin boards on campus. Approval of all information to be posted is at the final discretion of the Vice President of Student Development/Dean of Students or appropriate University official.

**Outside Speakers**
Students may not invite outside speakers to address a campus audience without prior authorization from an administrator.

*FOOD, DRINK, AND TOBACCO PRODUCTS ARE NOT PERMITTED IN CLASSROOMS, LABS, OR IN AREAS NOT DESIGNATED FOR SUCH PURPOSES.*
Community Referrals and National Hotlines

The following lists of community referrals and national hotlines are provided to students to assist with connections to invaluable services

**National Hotlines**
[http://www.allaboutcounseling.com/crisis_hotlines.htm](http://www.allaboutcounseling.com/crisis_hotlines.htm)

A partial listing of numbers for nationwide services and references. For a more complete listing, check the local telephone directory or above website.

<table>
<thead>
<tr>
<th>Abuse and Neglect</th>
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<tbody>
<tr>
<td>Battered Women’s Justice Project</td>
<td>800-903-0111</td>
</tr>
<tr>
<td>Child Abuse, National Committee for Prevention</td>
<td>312-663-3520</td>
</tr>
<tr>
<td>Domestic Violence Hotline</td>
<td>800-799-7233</td>
</tr>
<tr>
<td>Project Help, Inc.</td>
<td>800-262-7227</td>
</tr>
<tr>
<td>Domestic Violence, Child Protection</td>
<td>800-572-3223</td>
</tr>
<tr>
<td>Runaway Hotline</td>
<td>800-231-6946</td>
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<th>Alcohol and Other Drugs</th>
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<tbody>
<tr>
<td>Alcohol and Drug Abuse Hotline</td>
<td>800-234-0420</td>
</tr>
<tr>
<td>Alcohol and Drug Abuse Help line</td>
<td>800-821-4357</td>
</tr>
<tr>
<td>Substance Abuse and Mental Health</td>
<td>800-789-2647</td>
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<tr>
<td>Alcohol and Drug Information</td>
<td>800-729-6686</td>
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<tr>
<th>Counseling</th>
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<tr>
<td>Disability Information Hotline</td>
<td>800-888-1734</td>
</tr>
<tr>
<td>Mental Health Assoc. Information Center</td>
<td>800-969-6642</td>
</tr>
<tr>
<td>Devereux Foundation</td>
<td>800-345-1292</td>
</tr>
<tr>
<td>Family Services Administration</td>
<td>800-221-2681</td>
</tr>
<tr>
<td>Depressive Illness National Foundation</td>
<td>800-248-4344</td>
</tr>
<tr>
<td>Attention Deficit Disorder Association</td>
<td>800-487-2282</td>
</tr>
<tr>
<td>Crisis (911) or * Everything listed under Abuse and Neglect (above)</td>
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| AIDS/HIV National Hotline                              | 800-342-2437 |

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<tr>
<th>Health</th>
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<tr>
<td>(Check telephone directories for hospitals and clinics)</td>
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<tr>
<td>National Center for the Blind</td>
<td>800-638-7518</td>
</tr>
<tr>
<td>American Diabetes Association</td>
<td>800-DIABETES</td>
</tr>
<tr>
<td>Cerebral Palsy Assoc. United</td>
<td>800-872-5827</td>
</tr>
<tr>
<td>Dyslexia Assoc. United</td>
<td>800-222-3123</td>
</tr>
<tr>
<td>Epilepsy Foundation of America</td>
<td>800-332-1000</td>
</tr>
<tr>
<td>Women’s Health Information Center (National)</td>
<td>800-994-WOMAN</td>
</tr>
<tr>
<td>Hearing Information Center</td>
<td>800-336-4797</td>
</tr>
<tr>
<td>Hispanic Health Services</td>
<td>800-504-7081</td>
</tr>
<tr>
<td>Indian Health Services</td>
<td>301-443-1083</td>
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<tr>
<td>Minority Health Resources</td>
<td>800-444-6472</td>
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<th>Self-Help</th>
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<tbody>
<tr>
<td>Self-Help SPANISH</td>
<td>800-344-7432</td>
</tr>
<tr>
<td>Grief Recovery Help line</td>
<td>800-445-4808</td>
</tr>
<tr>
<td>Library Services for the Blind and Physically Impaired</td>
<td>800-424-8567</td>
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<tr>
<th>Legal Services</th>
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</thead>
<tbody>
<tr>
<td>Social Security Administration</td>
<td>800-772-1213</td>
</tr>
<tr>
<td>Veterans Administration</td>
<td>800-827-1000</td>
</tr>
</tbody>
</table>
Community Referrals for Collier County

POLICE DEPARTMENT
239-213-4844

This is a partial listing of numbers for information and services. For a more complete listing, check the local telephone directories.

Abuse and Neglect
David Lawrence Center Crisis Intervention 455-8500
Shelter for Abused Women 239-775-1101
Domestic Violence Crisis 239-775-1101
Hotline & Referral 239-262-7227
(Includes Rape Crisis and Dating Violence)
Spouse Abuse: Dial 911

Alcohol and Drug Abuse
Alcoholics Anonymous 239-262-6535
David Lawrence Center 239-455-8500

Counseling and Mental Health
Mental Health Association 239-261-5405
Center for Counseling 239-273-7587
Hodges University Counselor, Ms. Raquel Ornelas
rornelas@hodges.edu (1-800-466-8017 Naples, or 1-800-466-0019 Fort Myers)

Crisis Hotline
David Lawrence Center 239-455-8500 24-hour Emergency Services
Emergency Pregnancy Service 24 hours 239-262-6381
Suicide Prevention 239-262-7227
Project Help, Inc. 239-262-7227 or 1-800-329-7227
Domestic Violence Help line 239-775-1101
United Way Collier County 239-261-7112

Health Services and Referral Services
Collier County Health Department 239-774-8200
Collier County Public Health Unit 239-774-8200
Department of Children and Family 239-643-5900
Naples Public Health Unit 239-774-8200
North Collier Hospital 239-513-7000
Naples Community Hospital 239-436-5000
Neighborhood Health Clinic 239-261-6600

Self-Help/Support Groups
Mental Health Association 239-261-5405
Domestic Violence Support Group 239-649-5660
Divorce Adjustment 239-261-5405
Community Referrals for Lee County

POLICE DEPARTMENT
239-334-4155

This is a partial listing of numbers for information and services. For a more complete listing, check the local telephone directories.

Abuse and Neglect
ACT Abuse Counseling and Treatment Inc. 239-939-3112
Protective Investigation - Children and Families 239-332-2822
Spouse Abuse Dial 9-1-1

Alcohol and Drug Abuse
Alcoholics Anonymous 239-275-5111
Ruth Cooper Center 239-275-3222
Southwest Florida Addictive Services 24 Hours 239-332-6989

Counseling and Mental Health
Lee Mental Health Center 275-4242 Access Center 239-275-3232, ext. 1518
Hodges University Counselor, Ms. Raquel Ornelas rornelas@hodges.edu (1-800-466-8017 Naples, or 1-800-466-0019 Fort Myers)

Health Services and Referral Services
Lee County Medical Society Inc. 239-936-1645
Lee County Public Health Inc. 239-332-9501
Children’s Medical Service 239-433-6723
Department of Children and Family 239-936-5000
Lee County Division of Emergency Medical Service Dial 9-1-1
Lee Memorial Health Systems 239-332-1111
Health Park Medical Center 239-433-7799
Cape Coral Hospital 239-574-2323
Gulf Coast Hospital 239-768-5000

Self-Help/Support Groups
Assistance Payments - Children and Families 239-936-5000
Department of Human Services 239-652-7900
Lee County Housing Authority 239-997-6688
Lehigh Community Services Inc 239-369-5818
United Way Lee County 239-433-3900

Legal Services
Child Support Enforcement 800-622-5437
Florida Rural Legal Services Inc. 239-334-4554
Lee County Legal Aid Society 239-334-6118
Substance Abuse Awareness Guide

This HU Substance Abuse Awareness Guide has been developed for students in partial fulfillment of the University's requirements under the new Federal legislation enacted as The Drug-Free Schools and Communities Act Amendment to the Higher Education Act of 1965.

This law mandates the dissemination of substance abuse policies and resource information to the entire campus community.

Educational in scope, this booklet 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.

Please retain this Guide as a valuable reference on substance abuse issues. Should you wish an additional copy of the Guide or further information, please contact the Office of Student Development, 2655 Northbrooke Drive, Naples, Florida 34119, 239-513-1122, or 1-(800) 466-8017.

HU Policies and Drug-free Statement
In recognition of the problems associated with drug and alcohol abuse in society today, HU is providing all students and employees with the following information:

HU strictly prohibits the unlawful distribution, possession, or use of illegal drugs by students on University property or as part of any HU activity. This prohibition applies to all students and employees.

The unlawful, illicit, or unauthorized use, possession, distribution or dispensation of alcohol by students and employees on HU property or as part of any HU activity are prohibited.

The consumption or possession of alcoholic liquor, beer or wine is allowed by students and employees 21 years old or older in designated areas on University property, or on host property, in accordance with the Social Policy, with prior written approval, as stated in the Student and Administrative Handbooks. The consumption or possession of alcoholic liquor, beer or wine by employees and students on HU property other than as provided above is prohibited.

Drug Prevention Program of HU
HU 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 the Disability Support Committee, chaired by the Director of Counseling. The Disability Support 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.

Community Support Services
The catalog describes general principles and expectations for student behavior within a community dedicated to formal academic pursuits and personal growth. In accordance, HU provides drug information and referral to professional counselors that meet individual needs and to assist at crisis points.

The Director of Counseling is available to all students for such assistance. Students, faculty and staff are urged to refer persons troubled by drug use to the Office of the Director of Counseling.

Consultation and Information
The educational and referral services of the Director of Counseling 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 Director of Counseling will report to the Executive Administration any cases that might cause a threat or endanger an individual or the institution.

In order to increase student awareness of the problems associated with drug abuse, the University holds seminars throughout the academic year. These programs are usually conducted by community volunteers who have expertise in this area. All students are encouraged to attend and attendance is noted.

Health Risks
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. DOWNERS
2. UPPERS
3. NARCOTICS
4. HALLUCINOGENIC
5. INHALANTS
6. MARIJUANA
7. ALCOHOL

Downers
Barbiturates, nonbarbiturate sleeping pills, muscle relaxants, tranquilizers, and many antihistamines fall into this category. Downers belong to a group of drugs used to relax or sedate the central nervous system. The fast acting barbiturates, such as Seconal and Nembutol, are the most dangerous of the downers. They can cause overdose death by paralyzing the portion of the brain controlling respiration. Depressed breathing, cyanosis, heart failure, and respiratory arrest are signs of severe downer overdose.

Cyanosis
Consumption of downers may cause a deficient oxygenation of blood. Deoxygenation of blood may cause a noticeable bluish or purplish discoloration of the skin.

Depression
Downers have a depressing effect on the nervous, circulatory, and respiratory systems. When downers are mixed with alcohol the effect becomes especially dangerous as the drugs affect each other and a compound depression results. Alcohol and downers should never be taken together.

Brain Damage
Irreversible damage to the brain is the common problem seen with downer-alcohol overdose. Patients may linger days or years in a coma and never regain consciousness or the ability to think normally.

Uppers
Amphetamines are the most widely abused uppers. These drugs stimulate the central nervous system and produce excitation, rapid and unclear speech, breathlessness, tremors, sweating, increased pulse and blood pressure, and insomnia.
Depression
Stimulants do not produce physical dependency as do narcotics, but as they wear off the patient is prone to suffer a rebound depression. This depression may be so severe as to cause suicide.

Psychosis
Stimulants can produce psychotic states which mimic other mental illness, such as schizophrenia. Many automobile, industrial, and social accidents are related to reckless and bizarre behavior from the influence of uppers.

Insomnia
Inability to sleep is one of the most serious side effects of stimulants. Abusers may go days at a time without normal sleep. If this is not quickly corrected, psychotic states will result.

Narcotics
The term narcotic generally refers to opium and painkilling drugs made of opium, such as heroin, morphine, and codeine. Codeine is classified legally, but not medically, as a narcotic drug. Heroin, a white powder made from morphine, is the most dangerous of the illicit narcotic drugs. It is not used in any form of legal medical practice. Narcotics depress the brain and result in feelings of pleasure, strength and superiority, followed by lethargy, drowsiness, confusion and depression of the heart and breathing.

Blood Clots
When an addict's veins are repeatedly punctured by unsterile needles, blood clots and scarring may occur within the veins.

Pulmonary Embolism
A dangerous complication can occur when blood clots in the vein of an addict's arms break off and float through the bloodstream to the heart and lungs. The clot may shut off blood going to the lungs, resulting in death.

Bacterial Endocarditis
If germs enter the bloodstream from an unclean needle, they may spread throughout the body and lodge on the valves of the heart, causing a serious infection known as bacterial endocarditis. The warty-like growths produce symptoms of fever, weakness, heart failure, and death.

AIDS and HIV Infection
The sharing of unclean needles may result in the transmission of the HIV virus.

Showers of Clots
Tiny showers of clots and bacteria may be released from the growths on the infected heart valves and spread to the kidneys and spleen. The results of these showers are seen as multiple red spots in the kidney and as a grayish area of dead tissue at the upper-most portion of the spleen. This is usually a fatal complication in drug abusers.

Brain Abscess
When germs are injected into the bloodstream from an unsterile needle they may travel through the body and lodge in the brain. High fever, convulsions, coma and death are signs of brain abscess.

Serum Hepatitis
Inflammation of the liver is one of the most common problems seen in heroin addicts. It is caused by a virus which is transmitted from one person to another through contaminated needles. The liver becomes swollen and irregular patterns of light-colored inflammation can be seen scattered throughout. Hepatitis causes weakness, loss of appetite, tenderness in the abdomen, dark colored urine and a yellowish change in the color of the skin and whites of the eyes.

Cirrhosis
The liver responds to any inflammation, such as hepatitis, by laying down scar tissue among its cells. When this scarring process progresses, it is known as cirrhosis. Cirrhosis causes a variety of symptoms, including loss of weight, chronic nausea, vomiting, weakness, loss of sex drive, bloating of the abdomen and internal hemorrhaging.
**Birth Defects**
Children born to women who have taken drugs during their pregnancy may be stillborn or afflicted with multiple birth defects. It is advised that pregnant women avoid all drugs and alcohol during pregnancies—particularly the first three months.

**Hallucinogenic**
Hallucinogenic drugs are chemicals which produce hallucinations (seeing or hearing things not present). In practice, these drugs actually produce more distortion (seeing and hearing things in a different way) than hallucinations. They have no accepted use in medical practice. LSD, a white crystalline powder which is tasteless and odorless, is the most common hallucinogenic drug. It produces trance-like states, anxiety, confusion, tremors, euphoria, depressions, dilated pupils, increased pulse and blood pressure, as well as hallucinations.

All types of bizarre pleasant and unpleasant sensations may be caused by hallucinogenic drugs. Frightened, wild, uncontrollable behavior may occur if a person has immediate unpleasant effects from the drug or experiences a flashback to a previous "bad trip".

**Inhalants**
Many organic solvents, such as airplane glue, gasoline, ether, thinner and aerosols, produce fumes which cause sensations similar to alcohol intoxications. But they also may result in serious and permanent damage to the nerves, brain, stomach, lungs, bone marrow and liver. Death from overdoses of "glue sniffing" are not uncommon.

**Marijuana**
Although it is been known for nearly 5,000 years, marijuana is one of the least understood of all naturally occurring drugs. It affects mood and thinking, much like alcohol, and may cause mild hallucinations. Serious physical damage from marijuana is uncertain at this time, but poor mental motivation, erratic driving and mechanical performance, decreases in body immunities, and possible damage to the sex organs are reported. The by-products of marijuana are stored in the liver, lungs, brain, spleen, lymphoid tissues and sex organs.

**Alcohol**
Alcohol is our number one drug abuse problem today. Approximately 10% of our adult population are alcoholics. Alcohol is a direct cause of liver disease, brain damage, stomach ulcers, pancreatitis, impotency, and many other physical illnesses. Over 60% of all automobile accidents, violent crimes and rapes are associated with alcohol.

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

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

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

**Legal Sanctions**
Explanation of the sanctions on student misconduct is described in the University Catalog and the Student Handbook.

Legal sanctions on students and staff are according to existing local, county and state laws.
Additional handouts on Federal Trafficking Penalties and Commonly Abused Drugs are available from the Director of Counseling.

Southwest Florida and Laws on Alcohol
Law enforcement in Southwest Florida is strict. If you violate the law, count on getting caught. The following is to remind you about the law and have you think about it before breaking it.

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 is a felony and using someone else's license is a misdemeanor.

You cannot sell alcohol; only a licensed establishment can distribute and sell alcohol. This mean that: You cannot sell cups. You cannot collect for the alcohol at a party. You cannot charge admission to a party in which alcohol is being served.

Consumption of alcohol on public property is illegal. This means that alcohol cannot be consumed on public streets, parks, or sidewalks, unless it is approved by local county or city ordinance.

Florida Law on Alcohol
Selling or Giving Alcohol to Under 21
Florida Statute 562.11 (1a)

It is unlawful for any person to sell, give, serve, or permit to be served alcoholic beverages for any person under 21 years of age or to permit a person under 21 years of age to consume such beverages on the licensed premises. Anyone convicted of violation of the provisions hereof is guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

Florida Statute 562.11 (2a)

It is unlawful for any person to misrepresent or misstate his age or the age of any other person for the purpose of inducing any licensee or his agents or employees to sell, give, serve, or deliver any alcoholic beverages to a person under 21 years of age.

Possession of alcoholic beverages by persons under 21 prohibited
Florida Statute 562.111 (1)

It is unlawful for any person under the age of 21 years, ...to have in his possession alcoholic beverages...any person under the age of 21 who is convicted of a violation of this subsection is guilty of a misdemeanor of the second degree..

Possession of False Identification.
Florida Statute 322.212 (1)

It is unlawful for any person knowingly to have in his possession any blank, forged, stolen, fictitious, counterfeit, or unlawfully issued driver's license or identification card described in s. 322.051 unless possession by such person has been duly authorized by the department.

Florida Law on Drugs
The Florida Statutes lists Standards and Schedules (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.
Cannabis
Possession of Cannabis
Florida Statute 893.13 (1a)

It is unlawful for any person to sell, manufacture, or deliver, or possess with intent to sell, manufacture, or deliver, a controlled substance. Any person who violates this provision...(2) commits a felony of the third degree, punishable as provided ..by Florida Statute.

Penalties
Florida Statutes 775.082 (3d) (4b)

(3d) for a felony of the third degree, by a term of imprisonment not exceeding 5 years.

(4b) for a misdemeanor of the second degree, by a definite term of imprisonment not exceeding 60 days.

Referral Sources
If you suspect that you, or someone you know, has a problem with alcohol or drugs, talking about it is an important first step. The following local resources can provide counseling, support, and information on alcohol and drug use.

SELF-HELP PROGRAMS and TREATMENT PROGRAMS

Various treatment alternatives are available such as outpatient and residential counseling. In order to determine the most appropriate service for you, an admission or intake interview is needed, which is usually available at no charge.

AA (Naples) (239) 262-6535   AA (FM) (239) 275-5111
AL ANON/ ALATEEN (Naples) (239) 263-5907
ALTERNATIVES CHEMICAL DEPENDENCY CONSULTANT SERVICES   (239) 775-2819
DAVID LAWRENCE CENTER   (239) 455-8500
THE WILLOUGH AT NAPLES (239) 775-4500
RUTH COOPER CENTER of FORT MYERS (239) 275-3222
PROJECT HELP, INC.  (239) 262-7227

NATIONAL HOTLINE NUMBERS
1-800-COCAINE
1-800-662-HELP
Cocaine Abuse Treatment Centers
1-800-342-AIDS

NOTES: