

Changing *Lives* Creating *Futures* 2020-2021 *Handbook/Planner*

NOTICE OF EQUAL ACCESS/EQUAL OPPORTUNITY AND NONDISCRIMINATION

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college with regard to race, color, religion, ethnicity, national origin, age, veteran's status, disability, gender, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment.

Title IX of the Education Amendments of 1972 (20 U.S.C. ss1681) is an all-encompassing federal law that prohibits discrimination based on the sex of students, employees, and third parties when appropriate, of educational institutions, which receive federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Chipola College complies with all aspects of this and other federal and state laws regarding non-discrimination.

For information about compliance with Title IX or compliance regarding harassment or discrimination, including sexual harassment and sexual violence, contact the College's Equity Officer and Title IX Coordinator: Wendy Pippen, Associate Vice President of Human Resources, Equity Officer and Title IX Coordinator, 3094 Indian Circle, Marianna, FL 32446, Building A, Room 183C, 850-718-2269, pippenw@chipola.edu

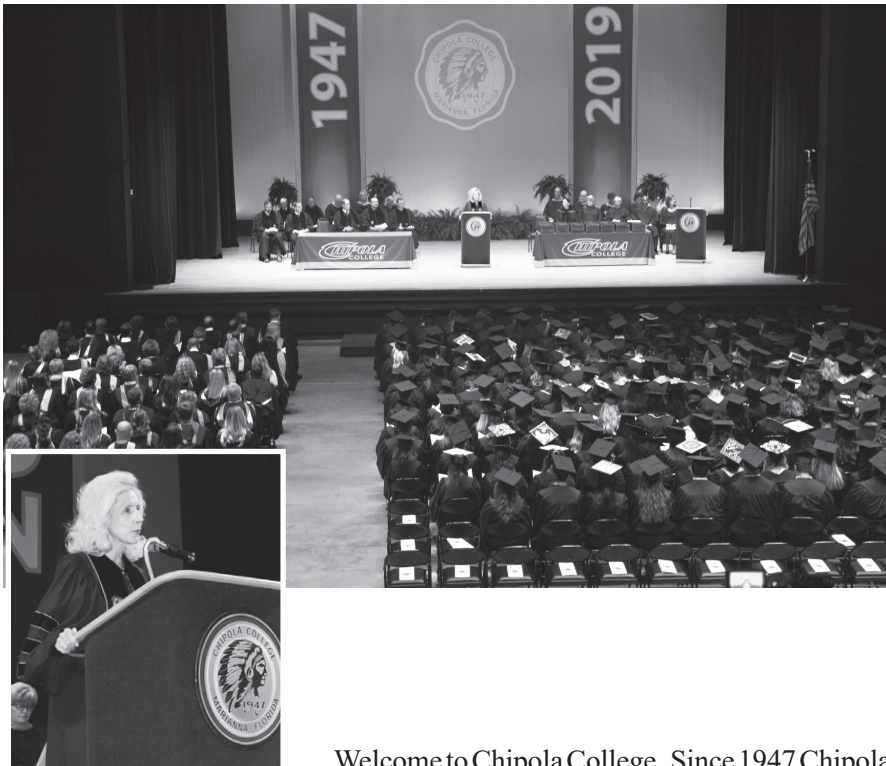
This publication is available in alternate format upon request.



2020-2021

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Welcome to Chipola College. Since 1947 Chipola has been known for high academic standards, a beautiful campus, and a friendly atmosphere.

Chipola has a rich tradition of strong academic and workforce programs with an outstanding faculty committed to developing each student's full potential for success. In addition to academic excellence, the college also supports a wide range of academic and extracurricular activities. Chipola has established a center of excellence in the fine and performing arts. Chipola's athletic teams have a strong tradition of winning in men's and women's basketball, baseball, softball and women's cross country.

The personal attention of a small college with university advantages—that's what Chipola is all about. To maximize your college experience, explore the many opportunities available at Chipola. To ensure your success, we offer a variety of support services including academic and career counseling, tutoring, and financial aid, as well as services for students with special challenges.

We look forward to working with you to meet your educational goals.



Sarah M. Clemmons
 Dr. Sarah M. Clemmons, President

Vision and Mission

vision

Chipola College promotes learning and student achievement through excellence, opportunity, diversity, and progress.

mission

Chipola College provides access to quality learning opportunities toward baccalaureate degrees, associate degrees, and certificates and facilitates the economic, social, and cultural development of the College's service area.

-Adopted April 19, 2016

Chipola College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate degrees, associate degrees, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Chipola College.

*"Great experience with Chipola College staff and faculty."
2018 Graduating Student Survey*

Institutional Goals and Objectives

Goal 1: Increase enrollment, retention, and completion

Objective 1.1 Ensure students have access to support services needed to be successful at college

Objective 1.2 Minimize barriers to enrollment, retention, and completion

Goal 2: Provide a high quality distance learning program

Objective 2.1 Provide high quality online courses

Objective 2.2 Ensure students taking online courses have access to high quality academic support services

Goal 3: Prepare students for continued learning and careers

Objective 3.1 Provide students foundational competencies needed to successfully continue their education

Objective 3.2 Prepare students for employment

Goal 4: Provide a high quality dual enrollment program

Objective 4.1 Provide off-campus dual enrollment courses that are of the same high quality as on-campus courses

Goal 5: Provide an appealing campus environment

Objective 5.1 Provide an aesthetically pleasing campus environment

Objective 5.2 Provide a safe, secure, and supportive learning environment

Goal 6: Manage resources responsibly

Objective 6.1 Use resources appropriately

Objective 6.2 Use resources efficiently

Goal 7: Facilitate regional development

Objective 7.1 Contribute to the region's economic development

Objective 7.2 Contribute to the region's cultural and social development

Goal 8: Remain a leading institution in the Florida College System

Objective 8.1 Improve outcomes pertaining to Florida's 2+2 and College Work Student Success Incentive Funds

Objective 8.2 Provide students a high quality overall educational experience

Academic Honor Code

Students are expected to uphold the Academic Honor Code. The Chipola College Honor Code is based on the premise that each student has the responsibility to (1) uphold the highest standards of academic honesty in his/her own work; (2) refuse to tolerate academic dishonesty in the college community; and (3) foster a high sense of honor and social responsibility on the part of students. See the section on Student Governance—Student Rights, Responsibilities and Code of Conduct for specific details.

Admissions & Records

The Admissions & Records Office is your first stop. This office accepts your Application for Admission and then creates and maintains your student file, which includes your test scores, transcripts and all course work at Chipola.

Chipola College requests that you provide your Social Security Number on the Application for Admission. This number will be kept confidential and will be used only for state and federal reporting as required. Your SSN will not be provided to any other office at Chipola College unless you choose to provide it. You are not required to disclose your SSN in accordance with US Public Law 90-579. However, the SSN is required of all students seeking federal financial aid and must be provided in order to obtain the IRS deduction for college attendance.

Contact this office to request the following services or information, most of which are also available on the College website under Student Affairs: Enrollment Services:

- Admission or Enrollment Procedures
- Residency Classification Documents
- Enrollment Verification for Insurance or Loans
- Withdraw from Classes after Registration
- Resign from All Classes during the Semester
- Application for Admission
- Address or Name Change
- College Catalog
- Transcript Request Forms
- Graduation Application



contact

**ADMISSIONS & RECORDS OFFICE:
BLDG. A, ROOM 137
(850) 718-2211**

The Admissions and Records Office is your first and last stop at Chipola - with everything from Applications for Admission to Applications for Graduation!

Advising

Student Affairs Academic Advisors provide professional academic, career and pre-enrollment services. The Academic Advisors in Student Affairs are available daily to assist you with the development of your educational and career plans, to discuss other academic concerns, and to provide transfer and scholarship information. Personal counseling services are not provided; referrals are made to Bay Care Behavioral Health.

Advising Services include:

- Program/Academic Advising Plans to assist in course selection
- Accurate, up-to-date information on program requirements
- Information on policies and procedures

Resources:

- Program/Academic Advising Plans for each associate and bachelor degree program offered at Chipola College, many AA degree programs leading to bachelor degrees at other colleges and universities, all AS degree programs, & all certificate programs
- College Catalogs

Navigating the Registration process:

- Use the online class schedule to plan your classes and be prepared for Registration.
- See a Student Affairs Academic Advisor or an instructor about two weeks before Registration begins to check for holds on your record or other problems that could hinder your ability to register for classes.
- Keep accurate records and use your preplanned schedule of classes to register online if you are eligible; otherwise, make an appointment with your advisor for assistance with registration.
- Complete an unofficial graduation check with a Student Affairs Academic Advisor the semester before you plan to graduate, to make sure you have completed all requirements and prerequisites for your major.

Excess Hours Advisory Statement

Section 1009.286, Florida Statutes, establishes an “excess hour” surcharge for a student seeking a baccalaureate degree at a state university. It is critical that students, including those entering Florida colleges, are aware of the potential for additional course fees. “Excess hours” are defined as hours that go beyond 120% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 144 credit hours (120% x 120).

All students whose educational plan may include earning a baccalaureate degree should make every effort to enroll in and successfully complete those courses that are required for their intended major on their first attempt. Florida college students intending to transfer to a state university should identify a major or “transfer program” early and be advised of admission requirements for that program, including the approved common prerequisites. Course withdrawals and/

or repeats, as well as enrollment in courses nonessential to the intended major, may contribute to a potential excess hours surcharge.



contact

ADVISING:

BLDG. A, ROOM 112

(850) 718-2266

Student Records (FERPA)

Chipola College policy fully complies with the Buckley Amendment and all other applicable federal and state laws in order to protect the privacy of student educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for correction of inaccurate data.

Directory information may be released to anyone unless the student specifies in writing to the Admissions and Records Office not later than the tenth calendar day of classes in each term that this information is to be withheld. Classified as directory information are the student's name, address, educational institution attended; dates of attendance (session dates only); published photographs; degrees and awards received including Dean's List; major field of study; participation in college activities and sports; and weight and height of members of athletic teams. We do not consider telephone numbers or email addresses as part of the Directory Information.

Items open to inspection only by the student, the eligible parent/guardian of the student, and members of the professional staff who have responsibility for working with the student are as follows: health and medical records, disciplinary records, personal counseling and advising records, student placement files relating to employment, general test information, required student and family financial income records, and student permanent academic records, including grade reports and other supporting data.

In order for parents to have access to their child's records without written permission from the child, the parents must certify that the child is economically dependent upon the parent as defined by Section 152 of the Internal Revenue Code of 1954. Whenever a student has attained eighteen years of age, or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded the student.

Students who want to see the items in their permanent folders that are available to them should make a request in writing to the Admissions and Records Office. Students who wish to challenge the contents of their records should contact the Admissions and Records Office concerning the procedures to be followed.

Any students who desire complete information relating to student access and student protection of records should contact the Admissions and Records Office.



contact

ADMISSIONS & RECORDS OFFICE:

BLDG. A, ROOM 137

(850) 718-2211

Online Registration

The majority of returning students are eligible to use online registration. Students are eligible to register online if they meet the following qualifications.

- 1) You have a current student ID and have completed 12 hours or more.
- 2) You have a declared major other than 1005 General College.
- 3) You have a GPA of 2.0 or higher.
- 4) You do not have any parking or admission holds, etc.
- 5) You are not enrolled in any remedial courses.
- 6) You are not dual enrolled or early admit.
- 7) You are not a clock-hour student (Automotive, Cosmetology, Law Enforcement, CNA, etc.)
- 8) You are not using a state employee fee waiver.

First-Time Registration for a Semester

- 1) Go to <http://my.chipola.edu>
- 2) Sign in (type in your User Name and Password, then press the LOGIN button).
- 3) Go to the STUDENTS page.
- 4) In the section of the page entitled, "Add/Drop Courses", click on the ADD/DROP COURSES icon.
- 5) Choose the term you want to register for. A dropdown box entitled "Term" allows you to make your choice.
- 6) There are two methods for registering.

A. If you know what course sections you want to enroll in, type the course numbers in the boxes provided within the "Add by Course Code" tab. You may enter up to six courses. Once you are finished entering your courses, click the ADD COURSE(S) button. Messages will be displayed telling you whether or not your registration requests were successful. **Please read all displayed messages.**

B. If you are not sure what specific course sections you want to enroll in, click on the tab entitled "Course Search". You may search courses based on several sets of criteria. To search all courses, leave the search criteria blank then click the SEARCH button. Courses matching your search criteria will be displayed. You may register for any courses where there is a check box in the column entitled "Add". To enroll in a course, simply click the associated box in the "Add" column beside the course you want. Once you have selected the courses you wish to enroll in, scroll to the bottom of the course search page, then click the ADD COURSES button. Displayed messages will tell you whether or not your registration requests were successful.

Please read all displayed messages.

*Are you eligible to register online?
If so, you can complete registration much faster.*

Canvas

Classes at Chipola College utilize the eLearning system, Canvas. While many instructors use Canvas to enhance their courses, instructors for online classes use Canvas as the primary delivery for the course. All students are encouraged to review system requirements for using Canvas, log in to Canvas and review the **Canvas Student Tutorial**. Classes become available in Canvas the first day of the semester. Students in online courses should access their courses in Canvas the first day of the semester to establish the first day of attendance and check announcements. All official class communication should be through Canvas. For more information on Canvas, see <http://my.chipola.edu>.



contact

**E-LEARNING:
LIBRARY, ROOM 120
(850) 718-2371**

Library

The library is a comprehensive, learning resource center that is an integral part of the college's instructional program. The print, electronic, and multimedia materials support the course offerings of the college and the professional and personal growth of the students, faculty, administration, and staff. The collection includes approximately 30,000 books, 67,000 electronic books, 16,000 audiovisuals and 110 periodical subscriptions. The Library is open 60 hours a week. The Library staff provides services that include class and individual library literacy instruction with orientations, reference and research support, plus course reserve materials. The Library has an audiovisual viewing area, photocopy machine, study rooms, and carrels. There are 14 computer stations for reference work, there are 2 computers equipped with webcam and lockdown browser. Users with Chipola ID can access the online catalog, databases, and electronic books 24 hours a day from LINCCWeb. The Library website www.chipola.edu/library has information about LINCCWeb and other library services.

Students must present a current Chipola Photo ID to check out materials and use computer workstations. Interlibrary loan services are available to students, faculty, and staff. The Information Technology Center (Tech Lab) on the second level of the Library has 22 computer workstations with word processing and software for specific courses. There are also 6 stations for lap top charging/use and USB ports. A current Chipola Photo ID is required to use the lab.



contact

**LIBRARY:
BLDG. B
PHONE 718-2274**

Testing Center

Students who entered 9th grade in a Florida public school in 2003-2004 or thereafter and who earned a standard Florida high school diploma; or students who are serving as active duty members of the United States Armed Services are exempt from taking the common placement test or enrolling in developmental education courses: Students who are exempt from testing or enrolling in developmental education may take the common placement test and may enroll in developmental courses if they wish.

Appointments are required for all testing. Students must schedule appointments at least 24 hours in advance by using the **RegisterBlast** link on our webpage. Some exams are offered online. A photo ID is required for all testing.

Services located in Bldg. A, Room 149:

- Placement testing for academic degree programs (PERT—Postsecondary Education Readiness Test)
- Placement testing for workforce programs (TABE—Test of Adult Basic Education)
- Tests for Distance Learning courses
- College Level Exam Program administration (CLEP)
- Administration of TEAS—RN Exam

General information and registration forms located in Bldg. A, Room 149:

- Registration for the Graduate Exit Exam (GEE)



contact

TESTING CENTER:

BLDG. A, ROOM 149 (850) 718-2284

www.chipola.edu/instruct/testing

Testing Tips:

- *Find out what the test covers.*
- *Take a practice test.*
- *Get a good night's sleep.*
- *Eat a healthy meal before.*
- *Bring a sweater/jacket.*
- *Bring your ID.*
- *Do not bring your cell phone and other electronic devices.*
- *Arrive early.*
- *Read all directions.*
- *Answer all questions.*
- *Think positive.*

Drop/Add a Course

At the beginning of each semester or mini-term, students may change classes during late registration & drop/add, as specified in the college calendar. Schedule changes and/or refunds are allowed through the last day of late registration & drop/add for that term, except in classes that do not follow the college calendar.

Withdrawal, Audit, and Resignation

Students who drop any course during the Late Registration & Drop/Add period or who enroll in a course as an audit student are not impacted by this policy.

Students may withdraw from or change to audit status a college preparatory or college credit course anytime prior to the withdrawal deadline published in the college calendar. Students may resign from the college and from all coursework anytime prior to the resignation deadline published in the college calendar by submitting the proper paperwork to the Admissions & Records Office. Students are responsible for the completion of the formal withdrawal/resignation process. Students who remain enrolled in courses after the deadline will receive the final grade earned for the course; the grade will be assigned by the instructor.

Students are permitted a maximum of two withdrawals in the same course. Upon the third attempt in the same course, a student will not be permitted to withdraw and will be assigned a final grade other than "W" (withdraw).

Classes that begin after the start of the semester or end prior to the completion of the semester will have as their "drop without penalty" date, the class meeting that represents 70 percent of the meeting time of that class. No refund of fees will be given for withdrawals, audits, and resignations.

Students who receive the Bright Futures Scholarship and withdraw or resign from a course(s) will be required to repay the cost of the course(s). Repayment is required to renew the Bright Futures Scholarship for the next semester.

*If you want to withdraw from a class,
talk with your instructor first.
Follow all procedures and meet all deadlines.*

Grades & Quality Points

Final grades are available through myChipola.edu following the close of each term. **Grades may be withheld by the college for reasons such as unpaid parking fines and fees, overdue library books, incomplete admissions records, disciplinary actions, academic probation, and expulsion.** Students who live in the College Residence Hall are responsible for loss, damages, or destruction of College supplied furnishings and equipment. Failure to make restitution to the College for loss, damages, or destruction of College supplied furnishings and equipment will result in the withholding of grades/transcripts.

A student's Grade Point Average (GPA) is derived from the grading system/quality point scale:

Grading System/Quality Point Scale		
<i>Numerical Grade</i>	<i>Letter Grade</i>	<i>Quality Points</i>
90-100	A	4
80-89	B	3
70-79	C	2
60-69	D	1
Below 60	F	0
Incomplete	I	0
Withdrawn or Dropped	W	0
Audit	X	0

How to Compute Grade Point Average (GPA)

The student's GPA is used in determining academic standing, graduation readiness, eligibility for the Dean's List, and in other academically related decisions.

Each letter grade has a quality point value on the Grading System/Quality Point Scale. A student may determine the grade points for his/her grade in each course by multiplying the number of quality points a grade is worth times the number of semester hours the course carries. Thus a B (worth 3 quality points) in a 3-semester-hour course earns 9 quality points, and an A (worth 4 quality points) in the same 3-semester-hour course earns 12 quality points.

The cumulative grade point average is determined by dividing the total quality points earned by the total semester hours for GPA (including transfer work).

*Don't let parking fines and overdue library books
keep you from accessing final grades
on the my.chipola.edu portal.*

Financial Aid

The Financial Aid Office will assist you in determining your eligibility for financial aid. To be considered for Financial Aid, you should complete the Free Application for Federal Student Aid (FAFSA), available online at www.fafsa.ed.gov. Be sure to include Chipola on your list of schools designated to receive the FAFSA and include the Chipola institutional code—001472. Once the FAFSA is analyzed by the Federal Government, a process that usually takes 1 week, you will receive a Student Aid Report (SAR). Chipola will receive the same information electronically and will begin the financial aid tracking process. When the tracking process is complete, you will be able to view your award notice on my.chipola.edu. All Financial Aid Awards are estimates and are subject to change. You must be fully admitted to Chipola in a degree-seeking program and meet all College financial aid standards of satisfactory progress to qualify for financial aid. **Additionally, students planning to use financial aid to pay tuition must have a completed financial aid file in the Chipola College Financial Aid Office by established deadlines posted on the College Calendar.**

The types of financial aid assistance available include:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants
- Federal Work Study Program Funds
- Florida Student Assistance Grants
- Florida Bright Futures Scholarships
- State Scholarships
- Institutional Scholarships



contact

**FINANCIAL AID OFFICE:
BLDG, A, ROOM 157
(850) 718-2293**

Apply early and complete your financial aid file at least six weeks before you are scheduled to register for classes. Check the college calendar for financial aid and scholarship deadlines!

Foundation

The Chipola College Foundation, a nonprofit support organization for the College, provides a means for individuals, groups and businesses to make tax deductible contributions which can be used to support scholarships, staff development, library development, the fine and performing arts, and the Honors Program.

As the need has grown, Chipola alumni and friends have responded by funding additional scholarships. During the 2018-19 fiscal year, over \$750,250 was expended by the Foundation for tuition and books for 1,060 scholarships.

Some Foundation scholarships are designated for specific majors; others are designated by county of residence or high school attended. Many scholarships are based on financial need and merit; some are based on merit alone.

To be considered for many scholarships you should complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov/ to determine if you are eligible for federal or state aid; then apply for Foundation funds. A list of scholarships, including application deadlines, may be obtained by calling the Foundation Office at (850) 718-2445, by writing the Chipola College Foundation at 3094 Indian Circle, Marianna, FL 32446-2053, or via the Chipola website.



contact

FOUNDATION OFFICE:

BLDG. U, ROOMS 107 & 104

(850) 718-2445

Veterans Affairs

Chipola College is certified by the Florida State Approving Agency (SAA) for training under the various U.S Department of Veterans Affairs (VA) Education and Training Programs (GI Bill ®). The college's policies and procedures are applicable to all eligible students who make application for, and receive, VA Educational or Training Assistance/Benefits under Chapters 30, 31, 33, 34, 35, 1606 and 1607 while enrolled in an approved program of study. All degrees, certificates and courses offered by the college must be approved by the Florida SAA to allow payments to eligible students. Student Veterans or dependents planning to enroll at Chipola College and wishing to receive VA educational/training benefits should consult with the college's VA Services Office well in advance of registering for classes. The School Certifying Officer (SCO) will coach the veteran through the required applications and forms needed for VA benefits and/or enrollment certification. **The veteran assumes responsibility for all fees at registration.** However, veterans attending the college under Chapter 31 (Vocational Rehabilitation) who have approval from the VA will have registration fees paid directly to the college by the VA. Veterans attending college under Chapter 33, also known as Post-911, will have all or a percentage of tuition and fees paid based on their length of active duty service paid directly to the college by the VA.



contact

VETERAN'S AFFAIRS:

BLDG. A, ROOM 112

(850) 718-2437

State Employee Fee Waivers

As a qualified state employee, Chipola College can help you enhance your job skills and work toward a college degree at the same time. As an added benefit, you may be eligible for a tuition fee waiver for up to six semester credit hours of college credit on a space available basis.

All full-time permanent employees of a state agency, as certified by your human resources department, are eligible. (Eligibility is also subject to verification of employment by the State of Florida Comptroller's Office.)

Because the College receives no tuition for waived courses, waivers are only available for those courses that have not been filled by fee-paying students or those utilizing scholarships or grants. Therefore, the dates of registration are limited. Initial registration for each term must be on an approved state waiver registration date, usually the first day of late registration. In addition, some courses, by their nature, do not qualify for the waiver. These include online, directed individualized study, independent study, non-college credit (such as workforce development clock-hour and continuing education programs/courses), and limited access or selective admission programs such as baccalaureate, nursing, fire science technology, EMT, and other AS degree programs.

A waiver will be allowed for a maximum of six college credit hours per semester at the current, approved fee rate (\$102 per credit hour for the 2017-2018 academic year.) State employees are responsible for paying processing fees, testing fees, lab fees, and any other special fees.

Chipola College accepts only the official Chipola College - State Employee Tuition Waiver Form.

Check the college website at www.chipola.edu/fiscal/waiver.htm for guidelines and additional information.

Third Attempt Appeal

Students are permitted to enroll in the same college preparatory course or college credit course a maximum of three times. According to Administrative Code 6A-14.0301, students will be assessed 100% of the full cost of instruction on the third attempt unless the College grants a one-time exception to the student due to extenuating circumstances or financial hardship. Contact the Associate Vice President of Student Affairs for more information.

Based on major extenuating circumstances, a fourth attempt may be granted by the Associate Vice President of Student Affairs. Students will be assessed the full cost of instruction on the fourth attempt. There are no appeals to reduce the full cost assessment on the fourth attempt.

The full cost assessment is the equivalent of the non-resident fee for college credit and college preparatory courses.

Student Photo ID Cards

When you register for the first time at Chipola, you are required to obtain a Chipola Student Photo ID card by the end of the first week of class for each academic term. The card will be issued after all fees have been paid. The Business Office will update your ID card by placing a special sticker on the back of the card each semester for one academic year. New cards are required for all continuing students fall semester of each academic year. Go to Student Affairs (A107) to have your photo ID made. Student Photo ID cards are made daily during registration periods. After registration, check the times posted on the door in the Student Services Building, A107. You will need your Student Photo ID to gain free admission to many college-sponsored activities, check out materials from the Library, use the Information Technology Center, take many final exams, and receive financial aid checks. Keep your student ID with you at all times while on campus. Staff and/or Security may ask for your ID; if you cannot produce it, you may be asked to leave campus.



contact

**STUDENT SERVICES BLDG. A,
ROOM 107**

Printing Fees

All registered Chipola students will be given a \$15.00 printing credit to begin each semester. A software program, Paper Cut, will monitor printing for all students. Every time a student prints a page, he/she will be informed of the remaining dollar balance in his/her individual print account. Additionally, students will be restricted to 30 pages or less per print request. Print requests of more than 30 pages must be broken into multiple print requests.

All registered students may purchase additional printing credit in \$5.00 increments from the Chipola College Business Office. Printing fees are charged as follows:

- \$.05 per single black/white page
- \$.75 per single color page
- \$.05 per printed side of duplexed black/white printing
- \$.75 per printed side of duplexed color printing

Student Activities

Student activities complement the academic programs of the college by providing opportunities for you to develop leadership skills, pursue special interests, and interact socially.

Student Government Association

The Student Government Association represents, through its elected members, the entire student body and is a voice for you. All students enrolled at Chipola are SGA members and are invited to come to the meetings. SGA sponsors student activities and represents students' interests through contact with the college administration. It is a great opportunity to meet people, develop leadership skills, and be more interactive with your experience at Chipola. If you have a 2.5 or higher GPA, you are eligible to run for SGA executive offices; other positions require a 2.0 GPA. You may also serve SGA through an appointed position. Elections are held twice a year, once in the fall and once in the spring.



**STUDENT ACTIVITIES/STUDENT
GOVERNMENT ASSOCIATION:
BLDG. K, ROOM 105
(850) 718-2314 OR 718-2308**

Brain Bowl

The Brain Bowl is the College academic team; the team represents Chipola in several academic tournaments each year, including Regional, State, and National Tournaments. This hard-working, academically talented group has earned several awards at each level of competition.

All students are encouraged to participate in Brain Bowl activities.



**BRAIN BOWL:
BLDG. D113
(850) 718-2336**

The Chipola Brain Bowl team won the Florida College System Activities Association Brain Bowl State Tournament for a record ninth time in 2019. The team won three straight NAQT Community College National Championship Tournaments from 2011 to 2013.

Student Organizations

Baptist Collegiate Ministry. Sponsored by the Florida Baptist Convention and local Southern Baptist churches, BCM is open to people of all denominations. Its purpose is to provide opportunities for Christian growth.

Black Student Union. The BSU hopes to improve and promote the educational, social and political environment on campus for all students.

Brain Bowl Team. This group of academically talented students represents Chipola at the Regional and State Brain Bowl Tournaments.

Chipola Players. This organization provides service through theatre projects, awareness of theatre productions and social events. If you like acting, singing, or just being part of the show this is the ticket for you!

Cheerleaders. The cheerleaders promote school spirit at sports events. Membership is determined by competitive tryouts.

Fellowship of Christian Athletes. This is a national organization which exists to serve the athletic community, undergirded by God's Spirit, and operating in the lives of available persons.

Freshmen Student Nurses Association. The Freshmen Student Nurses Association begins preparing nursing students for the assumption of the professional responsibilities of a Registered Nurse.

Future Educators. This organization provides support and positive feedback to the students enrolled or interested in one of the bachelor of education degree programs at Chipola College.

Honors Program. This organization consists of all Honors Program students. The members promote the ideals of Chipola College and provide peer mentoring and service learning opportunities.

International Student Association. This organization provides support for the international community of Chipola College.

Mu Alpha Theta. Mu Alpha Theta is a mathematics honorary society for college students. Members must have a 3.3 average overall and a 3.5 average in math.

Phi Beta Lambda. Phi Beta Lambda provides additional opportunities for all students interested in developing career abilities and activities in business management, computers and other related fields. Students do not have to be a business major.

Phi Theta Kappa. Phi Theta Kappa is Chipola's honorary society, open (by invitation) to students with a 3.5 or better GPA and completion of 12 credit hours.

Pre-Med Society. The organization provides support to students planning to pursue careers in professional and allied health fields.

Puertas Abiertas (Spanish Culture Association). This group opens the door of different acculturative aspects from the Spanish culture.

Student Scientists Association. This association is a co-curricular organization open to all students taking at least two science courses (including math) per semester.

Show Choir. This auditioned music and dance performance group provides an opportunity for students to showcase their talents.

SkillsUSA. Chipola College SkillsUSA chapter is affiliated with the Florida Association of SkillsUSA. Its purpose is to promote leadership and professional skills, as well as job skills necessary for success in today's world. Membership is open to students enrolled in courses in trade, industrial, technical and health occupations.

Sophomore Student Nurses Association. The Sophomore Student Nurses Association is a continuing group of nursing students that has completed 23 or more hours of course work with an NUR prefix. The association prepares students for the assumption of professional responsibilities of a Registered Nurse.

Student Ambassadors. This organization of specially selected students represents Chipola at various off-campus activities and assists in hosting events at the college. A GPA of 2.5 is required and must be maintained to remain a member.

Student Government Association. All students enrolled at Chipola are members of SGA and are invited to come to the meetings. SGA sponsors student activities and represents students' interests through contact with the college administration.

TRIO Society. Encourages self-development, commitment to academics, and dedication to community involvement while expanding the goals and objectives of the TRIO Student Support Services Program.

Intramurals: Chipola provides a variety of opportunities for you to participate in individual and team sports through its intramural program. Participation enriches your total educational experience by helping to build friendships and by providing valuable social skills. Watch for announcements throughout the year concerning various tournaments and competitions.

Recreation: You are encouraged to take advantage of the Chipola College tennis courts and the pool. The College pool is open from April until September. Hours may vary. Admission to the pool is free with a current student ID.



contact

INTRAMURALS/RECREATION

BLDG. A, RM 105 OR BLDG. T (POOL)

(850) 718-2473 OR 718-2440

*SGA meets every Monday at 1:30 p.m. in Z116.
Please join us.*

Cultural Programs

Chipola College is well known throughout the Southeast for its excellent art education and programming in music, art, and theatre. Classes and performance-based learning are offered in all three areas and scholarships are available to increase accessibility for students. The new 56,000 sq. ft. Gene Prough Center For The Arts, one of Florida's finest performing, visual, and educational centers, opened Fall 2012. It consists of a 650 seat proscenium theatre, a 150 seat experimental theatre, an art gallery, and a dance studio. Teaching spaces, meeting rooms, scenery and costume shops, and offices are designed to enrich the educational experiences of Chipola's students and more than 6,000 K-12 school children in the five-county area.

Chipola's five music ensembles, College Chorus, Rock and Jazz Ensemble, Show Choir, and the new Wind Ensemble and President's Ensemble perform throughout the Southeast.

Servicing over 6,500 patrons, Chipola theatre produces three student productions each year and a Fall Showcase. The 2019-2020 season included *The Miracle Worker* before the season was cut short by the Covid 19 breakout. Each summer thousands of area children visit the Center for experience live theatre for the first time.

The college also sponsors an Artist Series featuring national and international artists and provides deeply discounted tickets for Chipola students and staff. The 2019-2020 season included *The Hunts*, a Virginia-based band of seven siblings who've been playing harmony-laced folk music together almost their entire lives; the *Nashville Legacy* continuing the music of Floyd Cramer, Chet Atkins and the Nashville Sound through Floyd's grandson, pianist Jason Coleman, and Chet's niece, guitarist Meagan Taylor; Glenn Miller Productions presenting a music review of the great Big Bands during the 1930's, 40's and 50's with *Jukebox Saturday Night*, and Ventriloquist/Comedienne Lynn Trefzger.

All activities are open to the public and most events are free with a current Chipola Student Photo ID. Artist Series events are offered at a deeply discounted ticket price to Chipola students and employees.



contact

**FINE AND PERFORMING ARTS:
GENE PROUGH CENTER FOR THE ARTS
(850)718-2277**

www.chipola.edu/fine-and-performing-arts

Center for the Arts Box Office 850-718-2450

Hours: Monday-Thursday, 9 a.m. – 4 p.m.

Friday, 9 a.m. - Noon

Tickets may be purchased online at www.chipola.edu/boxoffice.

Please note the Box Office is closed during college holidays.

Honors Program

If you have earned a minimum 3.5 GPA in high school and have also achieved a minimum ACT Composite Score of 23 or an SAT combined score of at least 1080, then you should apply to the Honors Program. Applications are available in the ACE Lab.

If invited into the program, you will enroll in an Honors Seminar and one honors course each semester. If you complete the program requirements, you will have "Honors Program Graduate" recorded on all Chipola College transcripts. This designation will assist you when applying for scholarships and limited access programs at upper division transfer institutions.



contact

HONORS PROGRAM: BLDG. L, ACE LAB
BLDG. L (850) 718-2247
BLDG. C 101 (850) 718-2236

*"I love the ACE lab. I spent many hours studying
with other students and I think it really helped me out
in the long run having a place like this to go!"*

2018 Graduating Student Survey

Baccalaureate Programs

Teacher Education

Bachelor of Science in Elementary Education (K-6)

Bachelor of Science in Exceptional Student Education (K-12)

Bachelor of Science in English Education (6-12)

Bachelor of Science in Middle School Mathematics Education (5-9)

Bachelor of Science in Mathematics Education (6-12)

Bachelor of Science in Middle School Science Education (5-9)

Bachelor of Science in Biology Education (6-12)

Chipola College's Education degrees are designed to prepare students to teach elementary education, exceptional student education, English education, and math or science in middle or high school settings. All graduates from these programs will be state certified.

Check the college website for more information.

Bachelor of Science in Business Administration (BSBA)

Chipola College's BSBA is designed to prepare students for a broad range of business careers.

The BSBA degree offers four concentrations: Accounting, Engineering, Management and Information Systems.

Bachelor of Science in Nursing

Chipola College's BS degree in Nursing is designed for individuals who hold an AA degree and AS degree in Nursing from a regionally accredited institution and have completed all required prerequisite courses.

*Save time and money. Pursue one of the many
four-year degrees offered by Chipola College.*

Associates in Arts & Science Degree Programs

Associate in Arts Degrees

Chipola offers AA degrees designed for students who plan to transfer to a Florida public university as a junior after graduation.

AA degrees are offered in more than 50 subjects. To learn more visit www.chipola.edu.

Associate in Science Degrees

Chipola offers AS degrees designed for students with career goals that lead to employment in specific fields after graduation.

Associate in Science Degrees:

Business Administration

Civil Engineering Technology

Computer Information Technology

Criminal Justice Technology

Early Childhood Education

Engineering Technology

Industrial Management Technology

Networking Systems Technology (Digital Forensics)

Networking Systems Technology (Network Security)

Networking Systems Technology (Network Server Administration)

Nursing (RN - Fall Admission)

Sports, Fitness, & Recreation Management

Theatre and Entertainment Technology

For current library hours, phone 718-2274.

Chipola's virtual library is available

24 hours a day at www.linccweb.org.

Workforce Development

We believe in the need for a diversified economy. Our programs embody that diversity. We are committed to training students to achieve their highest potential – thereby creating the 'living building blocks' which construct an organization. -Darwin Gilmore

- **Automotive Service Technology** – Chipola has a state of the art training facility offering a National Automotive Technician Education Foundation (NATEF) master certified program.
- **Correctional Officer** – Chipola offers a state-of-the-art facility with outstanding instructors to help you reach the goal of becoming a Certified Correctional Officer. An initial investment of \$1600 prepares you for a \$30,000 a year career!
- **Cosmetology** – If you've been thinking about what your future holds, Chipola promises unlimited opportunities, new techniques and new products.
- **Crossover Training/Correctional Officer to Law Enforcement Officer** – Persons who have received their certificates in Basic Corrections may also become certified in Basic Law Enforcement.
- **Crossover Training/Law Enforcement Officer to Correctional Officer** – Persons who have received their certificates in Basic Law Enforcement may also become certified in Basic Corrections by successfully completing this course of study.
- **Fire Fighter** – Over 95% of our graduates pass their State Exams and find employment! Chipola is one of the premier fire academies and has been recognized by the Florida State Fire College and the Florida Fire Training Directors Association.
- **FireFighter/Emergency Medical Technician** – The purpose of this program is to provide the necessary training required for students to become certified firefighters as well as licensed Emergency Medical Technicians
- **Law Enforcement Officer** – The United States Dept. of Labor reports the median pay for Police Officers and Detectives at \$56,980 per year with employment projected to grow 5 percent from 2012 to 2022.
- **Welding** – The program is 1,170 clock-hours which can be completed in approximately one year.
- **Civil Engineering Technology, AS Degree** – This AS Degree offers a combination of solid foundational concepts coupled with hands-on field training.
- **Criminal Justice Technology, AS Degree** – This program is intended for students who want to pursue a career in criminal justice or students already working in the field and desire to improve their knowledge or advancement opportunities.
- **Engineering Technology, AS Degree** – With an average annual wage of \$52,378, manufacturing jobs pay up to 20% more than the average annual wage in Florida.



contact

**WORKFORCE DEVELOPMENT
BLDG. S, ROOM 106
(850) 718-2270**

Distance Learning

Distance Learning (Online) Courses

The purpose of Chipola College Distance Learning is to provide accessible, affordable, quality educational opportunities for area citizens through the use of technology. Online courses (section 700) are not assessed a Distance Learning fee. The college is committed to delivering instruction to students who are separated from their instructor by time and space, and providing high quality course offerings to students who cannot regularly attend campus classes and complete coursework by traditional methods.

However, students enrolled in these courses are required to complete proctored assignments and/or exams under the supervision of an approved proctor, that is, someone authorized by Chipola to conduct these tests, such as the college Testing Center, online proctor or an approved off-campus proctor location. Dates for proctored assignments and/or exams are specified on Canvas, in the syllabus or first day handout for each course.

Course syllabi and assignments will be available online on Chipola College's eLearning system, Canvas. Students taking a Distance Learning class must meet the placement testing and admissions requirements of the college. All college policies and deadlines apply. Coursework should be completed during the term it begins. Students must register during the registration dates listed in the college calendar.

Upon admission to the college, students should have received a letter from Chipola College with notification of their email address and instructions for accessing the Canvas system. Canvas login instructions are also available at the myChipola portal at <https://my.chipola.edu>. Students will be able to access their online classes on the first day of each term. Failure to access the course in Canvas the first week of class may impact your ability to receive financial aid and/or scholarship awards. Students should review the course syllabus and first day handout which will provide information regarding any instructional materials (such as the textbook or any other software required) and an overview of the Canvas course content as well as the name of the instructor.

Because a Distance Learning class has course materials online, students are expected to have an understanding of Internet basics and access to fast speed Internet. The Technology Center on the second level of the Library is equipped with 22 Internet workstations. These workstations are available to Chipola College students who present a current college ID. For Library and Technology Center hours, please call (850) 718-2274.



contact

**E-LEARNING:
BLDG. B
(850) 718-2371**

Copyright Policies

Procurement of Copyrights & Patents & Receipt of Royalties Chipola College Board of Trustees Policy 1.091

Faculty, staff and students may procure copyrights and patents, and receive the royalties resulting therefrom, provided that (1) the idea came from the faculty member, staff or student, (2) the products were the results of the faculty member's, staff or student's independent labors, and (3) Chipola College was not held responsible for any opinion expressed therein.

If the products were in any way supported by Chipola College funds, personnel, facilities, equipment, or materials, the faculty member, staff or student shall report to the Chief Executive Officer the faculty member's, staff or student's interest in having the product copyrighted or patented. Within twenty (20) days after receiving such report, the Chief Executive Officer will inform the faculty member, staff or student whether Chipola College seeks an interest in the copyright or patent.

A written contract shall thereafter be negotiated between Chipola College and faculty member(s), staff or student(s) involved to reflect the interest of all parties. All such agreements shall conform to and satisfy any pre-existing commitments to outside sponsoring agencies, but the faculty member, staff or student shall not commit any act which deprives Chipola College of any vested interest in the copyright or patent.

Copyright Policy for Materials Developed Chipola College Board of Trustees Policy 1.090

It is the policy of the Board that the College as an entity and its employees as individuals conform to the provisions of Florida Statutes and the US Code in respect to copyright of materials in all forms.

These forms may be text, graphic, musical, sculpture or computer programs and may exist on the printed page, on film, recorded on magnetic tape, vinyl record, optical disc, electronic memory or other form.

Departments or individuals may not copy or otherwise reproduce or alter any copyrighted materials without the express written consent of the copyright holder other than as provided in act or statute.

Penalties for violation of this policy shall be established by the President, and published in the Procedures Manual.

The President shall cause a procedure to be developed for implementation of this policy relative to the daily operation of the College.

The Chipola College Copyright Procedure, in its entirety, is available on the College web site at www.chipola.edu/studentservices/Copyright%20Policy.htm.

Academic Center for Excellence

The Academic Center for Excellence provides free tutoring or test reviews in almost every subject. This includes accounting, biology, chemistry, most mathematics courses, physics, history, computer science, literature and humanities. The tutoring can be individualized or via a study group.

Why ACE?

- **It's FREE**
- No appointment is necessary
- Help is available during fall and spring semesters and during both summer sessions
- Flexible times are available to accommodate student schedules
- **IT WORKS**

The ACE tutoring schedule reflects the time periods that peer tutors are available throughout the week. Students come to ACE and join the peer tutor and/or other Chipola students in discussions regarding class lectures, chapter readings, and course handouts. ACE peer tutors work closely with Chipola's faculty to ensure proper communication of course content. They offer clarification of concepts and assist students in developing the proper study skills for success in class. More importantly, they provide consistent encouragement, motivation and positive reinforcement to Chipola students.

Tutoring begins the first week of class and concludes on the last day of finals. Schedules are posted on campus bulletin boards and on the ACE website.

More Reasons to Visit ACE

- Test Review Sessions are scheduled throughout the semester for many courses
- Study groups can also meet at the ACE to prepare for exams or work on class projects.
- The ACE provides access to computers for class and lab assignments.
- Academic Success Workshops are offered throughout the semester



contact

**ACE LAB:
BUILDING L (850) 718-2312**

Student Support Services

Student Support Services (SSS) is a federally-funded TRiO Program under the U.S. Department of Education that aids students in graduating from college. Program participants must meet certain requirements set forth by the Department of Education. TRiO Student Support Services (SSS) at Chipola College is committed to providing intensive, supportive, and proactive services that prepare students for a rigorous educational pursuit.



contact

**STUDENT SUPPORT SERVICES:
BLDG. A (850) 718-2431**

Additional Computer Labs

English Lab

The English Lab, staffed by faculty members or student tutors, provides assistance if you're having problems with written assignments. The hours for this lab vary and are posted on the door each semester.



contact

**ENGLISH LAB:
BLDG. Z118**

Information Technology or "Tech" Center

The Tech Center, located in the Library and staffed with a technical support person, provides 22 computers for student use. Each computer has Internet access and a variety of programs to assist you in completing class assignments.



contact

**TECH CENTER:
BLDG. B, ROOM 214**

Career Resource Center

You can explore career choices, acquire labor market information, and learn about projected pay for various occupations. Resume and portfolio development are also available. Visit the Career Resource Center in L105 for assistance.



contact

**CAREER RESOURCE CENTER:
BLDG. L105
(850) 718-2352**

"I loved the ACE lab! It was very helpful and everyone was very friendly."

2019 Graduating Student Survey

Students with Disabilities

The Office for Students with Disabilities provides assistance to qualified students with special needs. If you are a student or prospective student seeking reasonable accommodations, you must self-identify and provide appropriate documentation of your disability to the Office for Students with Disabilities. You are encouraged to begin this process at least one month prior to the start of the semester in which you plan to enroll. Students with disabilities who are admitted to a state university, state college, community college, or a postsecondary vocational institution are eligible for reasonable substitution for any graduation requirement, or requirements for admission into a program of study or upper division where such a substitution does not significantly alter the nature of the program (FS 1007.264-265). Chipola complies with and supports the 1990 Americans with Disabilities Act (ADA) and supports other federal, state, and local laws that protect the rights of disabled persons. Special parking permits are also available.



contact

**STUDENT SERVICES:
BLDG. A, ROOM 114
(850) 718-2239**

Voter Registration

Chipola offers the opportunity for each student to register to vote in the State of Florida. You may pick up a Florida Voter Registration Application Form in the Student Activities Office or in the Office for Disability Services.



contact











**STUDENT ACTIVITIES/STUDENT
GOVERNMENT ASSOCIATION:
BLDG. K105
(850) 718-2314 OR 718-2308**

*Need special support services or reasonable accommodations?
Check with Student Disability Services.*

Bookstore

Barnes & Nobles College Bookstores have worked in partnership with Chipola College since 1998 to provide exceptional services to the college community. The bookstore accepts all major credit cards.

Here is a sample of what's available at the Bookstore:

-  Official source for required books
-  Emblematic clothing and gifts
-  Supplies for classes
-  Reference and supplemental books
-  Used textbooks
-  Medical reference materials and supplies
-  School supplies
-  Educational software at discounted prices
-  Snacks
-  Program pins, caps and gowns, school rings



contact

**BOOKSTORE:
BLDG. WD
(850) 718-2258**

Student Center/Cafeteria

The Student Center, Building K, houses the cafeteria. Food service is provided by Sodexo School Food Services. Breakfast and lunch is served daily. Vending machines are located throughout the campus.

Lost and Found

"Found" books, cell phones, jewelry, etc., should be turned in to Student Services, A108A. Items may be claimed with proper identification. "Lost" items should also be reported to Student Services.



contact

STUDENT SERVICES: BLDG. A108

*Out of paper? Lost your pen? Want a new Chipola t-shirt?
Check out all the "cool stuff" in the campus bookstore
located in the Workforce Development Building (WD)!*

Campus Safety & Security

accident/illness

In the case of accident or illness occurring on campus, students should contact the Human Resources Office in A-183 (718-2269 or 718-2205); or during the evening, if an emergency exists, dial 911 and report the emergency to the Jackson County Sheriff's Office. A Jackson County Sheriff's officer is assigned to this campus. The officer will be dispatched immediately to the emergency location. Although the college has no medical facilities, Jackson Hospital is located only blocks away.

medical services

Student fees do not include any medical service, health or accident insurance. The college has no medical clinic or hospital. In case of serious illness or accident on the campus, staff will call 911. Emergency treatment or hospitalization is at the expense of the student and/or parent(s); however, the Human Resources Office or the Associate Vice President of Student Affairs should be notified in the event of illness or accident.

Students have the responsibility of informing instructors of personal physical problems which may affect their performance in class.

access to campus facilities

The Chipola College campus is open to the public during normal class hours and at other times upon special notice. The public is invited to the college to pursue educational opportunities and to attend college functions and activities. The pursuit of educational opportunities may include attending classes, registering for classes, visiting with instructors or advisors, obtaining information about college programs, or simply becoming familiar with the college facilities and its amenities.

When the college is officially closed, any person found on college property without authorization may be considered a trespasser and will be reported to campus security. Loitering and soliciting on college property are strictly prohibited and any person found loitering or soliciting will be asked to leave, or upon refusal will be reported to campus security. **NOTE:** During summer semesters I and II, the college is closed on Friday.

It is your responsibility to inform instructors of personal/ physical problems that may affect your performance in class.

Campus Security

Chipola College maintains campus security through an agreement with the Jackson County Sheriff's Department. College facilities fall within the jurisdiction of local law enforcement officials and any criminal activity occurring on campus is referred to campus security and/or local law enforcement officials for investigation and prosecution.



contact (850) 718-2222

Campus Sex Crimes Prevention Act Notice

Florida law, section 775.21 (The Florida Sexual Predators Act) states in part, "repeat sexual offenders, sexual offenders who use physical violence, and sexual offenders who prey on children are sexual predators who present an extreme threat to the public safety." Florida law, section 943.0435, states in part, "The Legislature finds that sexual offenders, especially those who have committed offenses against minors, often pose a high risk of engaging in sexual offenses even after being released from incarceration or commitment and that protection of the public from sexual offenders is a paramount government interest." Information regarding sexual predators or offenders attending an institution of higher learning may be accessed online via the Florida Department of Law Enforcement website at <http://offender.fdle.state.fl.us> or 1-888-357-7332.

The Violence Against Women Act (VAWA) is a landmark piece of federal legislation that sought to improve the criminal justice and community-based responses to domestic violence, dating violence, sexual assault and stalking in the United States. The passage of VAWA in 1994, and its reauthorization in 2013 has changed the landscape for victims of domestic violence, dating violence, sexual assault and stalking. For more information on this important topic please visit <http://www.chipola.edu/legal/right/Violence%20Against%20Women%20Act.pdf> under Student Right to Know.

Chipola College maintains campus security through an agreement with the Jackson County Sheriff's Department.

Crime Awareness and Prevention Programs

All new Chipola students (and transfer students with less than 12 semester hours of transferable credit) are required to attend student orientation taught each fall and spring semester (students beginning during a summer semester attend a session during the following fall term). As part of the orientation program, students are given information about crime prevention and specific tips on personal safety and protection from crime. Students also receive instruction about how and where to report suspected criminal activity.

Crime Statistics

The annual campus security report contains campus crime statistics for three previous years. Statistics concern criminal offenses as reported to campus security or local police agencies. Additional information can be found at OPE Campus Security Statistics website (<http://ope.ed.gov/security>) brought to you by the U.S. Department of Education.

In addition, Chipola College maintains a Crime Log in the Student Services Office, A 107. The Crime Log contains crimes and investigated incidents of the Jackson County Sheriff's Office on Chipola College campus.

Offense	ANNUAL REPORT OF CRIME STATISTICS		
	Number of Offenses Reported		
	2017	2018	2019
Murder/Non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	1	0
Nonforcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

To insure safety of your belongings, keep your car doors locked with valuables out of sight. Never leave purses, bookbags, laptop computers, calculators, etc., unattended.

Campus Safety

Students and Employees are encouraged to take the following precautions to help make the campus safer:

1. Carry your Student ID card with you at all times while on campus.
2. Keep car doors locked and all valuables out of sight and park only in designated areas.
3. Never leave your purse, bookbag, laptop computer, tablet, math calculator, etc., unattended. Carry your money, driver's license, and credit cards on your person if possible.
4. Keep your Residence Hall room locked at all times and keep room key in your possession. Students should never leave laundry or other personal property unattended.
5. Mark all books and personal property for identification. Students should not leave them unattended.
6. Stay in well-lighted areas at night. Students should try to avoid traveling across campus alone and report any poorly lighted areas.
7. Stay on sidewalks as much as possible when traveling across campus and watch for protruding roots and fallen limbs.
8. Report any suspicious activities or persons by calling 911 or by contacting any college official.
9. Keep to the right at blind corners and use a handrail when using stairs.
10. Keep bicycles, roller blades, etc. off sidewalks, grass, tennis courts, or in any building on campus. Skateboards are not allowed on campus.
11. The possession, use, or storage of electronic equipment such as Hoverboards, Swagways, IO Hawks, Skywalkers, Segways and any similar devices is prohibited anywhere on the Chipola College campus, including in residence halls and apartments. This applies to all members of the campus community, and has been enacted to mitigate potential on-campus safety hazards.
12. Use caution when approaching cross-walks, and remember, the pedestrian has the right of way. Campus speed limit is 15 mph.
13. In case of fire, students should immediately evacuate the building in an orderly fashion. Reentry to the building will not be permitted until properly authorized by the fire department or College administration.
14. In case of bomb threat, students should immediately evacuate the building in an orderly fashion. If the campus is to be totally evacuated, students should leave campus at once in a safe and orderly manner. If you see any unusual object, notify the proper authorities, but do not touch it.

*Mark all books and personal property for identification.
Do not leave them unattended.*

15. In case of hurricane or other disaster, the decision to close the College will be based upon whether a life threatening situation is determined to exist or is projected to exist during the time classes are scheduled. For information concerning school closure, students should call (850)526-2761 or tune in to one of the local television or radio stations.

Report any violence immediately by calling 911 and then notifying the Associate Vice President of Student Affairs (718-2451 or 718-2222), or any other employee.

For incidents of seizure or other medical emergencies call 911 and then notify the Human Resources Office (718-2269 or 718-2205) or the Associate Vice President of Student Affairs (718-2451 or 718-2222) for assistance.

Classroom Safety

The college seeks to prevent disease and accident by maintaining a healthful environment. Students are furnished with safeguards to reduce or eliminate accidents and injuries. Faculty responsible for supervision of students and student activities take precautions to protect the health and safety of every student. Students who work or study in areas where accidents are more likely to happen will be properly oriented in the use of equipment, safety procedures to help protect fellow students, and proper action in case of an emergency. Students are required to wear safety devices and protective clothing and take such safeguards as are necessary to reduce or eliminate accidents and injuries. Refusal or failure by a student to use or wear such devices or protective clothing or equipment shall be grounds for appropriate disciplinary action. Students who work or study in areas where accidents are more likely to happen (i.e., pool, drama workshop, science labs) will be required to follow instructions regarding potential dangers (i.e., tools, chemicals). Students should note the location of fire extinguishers, etc.

Eye protective devices - Florida Statute 1006.063 requires eye protection devices be worn by any student, instructor or visitor involved in an activity likely to cause injury to the eye.

Foot protection - Bare feet are not allowed on campus. Sandals or footwear exposing the feet are not permissible during activities requiring foot protection, such as chemical laboratory work, shop work and photo processing.

Nothing is more important to us than your safety and security. Check our "Campus Safety" and "Classroom Safety" information for good safety tips.

Drug Free Campus

In compliance with the Drug Free Schools and Communities Act Amendment of 1989, Chipola College:

- Prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and Emp.s;
- Enforces sanctions, including those applicable under local, state, and federal law, for unlawful possession, use, or distribution of illicit drugs or alcohol, including but not limited to suspension, expulsion, termination of employment, and referral for prosecution which may result in arrest, appropriate fines, and imprisonment;
- Believes that there are many detrimental health risks associated with the use of illicit drugs and the abuse of alcohol, including but not limited to psychological and physical addiction, insomnia, disorientation, depression, hallucinations, hypertension, increased anxiety and paranoia, damage to unborn babies, convulsions, cancer, psychosis, respiratory failure, brain damage, and death;
- Reminds students that by registering at Chipola, they assume the responsibility of becoming familiar with and abiding by the regulations and rules of conduct of the college;
- Encourages anyone with a drug or alcohol problem to seek help at one of the local agencies which include but are not limited to the following:

Alcoholics Anonymous	334-792-3422
Baycare Behavioral Health	800-878-5470
Chemical Addictions Recovery Effort, Inc	850-872-7676
Life Management Center of NW Florida	850-674-8790

The college provides drug and alcohol abuse educational programs annually.

*Chipola is a drug-free campus.
The possession, use, or distribution of illicit drugs
and/or alcohol on campus is prohibited.*

Student Health Issues/Concerns

AIDS. The Americans with Disabilities Act of 1990, Section 504 of the Federal Rehabilitation Act of 1973, and Florida Statutes require that we provide information related to acquired immune deficiency syndrome (AIDS). Students should contact Student Services for information about college policy for Communicable Diseases/AIDS (6Hx4-1.101).

For detailed information about acquired immune deficiency syndrome (AIDS), visit the Centers for Disease Control website at: <http://www.cdc.gov/hiv/pubs/facts.htm>

Hepatitis B & Meningococcal Meningitis. Florida Statutes require that a post-secondary institution provide information concerning the risks associated with meningococcal meningitis and hepatitis B to every student who has been accepted for admission.

Meningitis is a serious disease that affects the brain and spinal cord. Because bacterial meningitis is a grave illness and can rapidly progress to death, it requires early diagnosis and treatment. This is often difficult because the symptoms closely resemble those of the flu and the highest incidence of meningitis occurs during late winter and early spring (flu-season). When not fatal, bacteria meningitis can lead to permanent disabilities such as hearing loss, brain damage or loss of limbs.

Hepatitis B is a serious infectious disease caused by a virus that attacks the liver. The hepatitis B virus (HBV) can cause life-long infection that leads to cirrhosis (scarring) of the liver, liver cancer, or liver failure. There is no cure for hepatitis B, but the infection can be prevented by vaccination. Each year, about 200,000 people are infected with the virus and 5,000 die.

Although there have been no reported cases of meningitis or hepatitis B at Chipola College, we are taking the proactive steps towards informing and protecting our students.

This same law requires students who live in an on-campus residence hall to provide documentation of vaccinations against meningococcal meningitis and hepatitis B unless the student declines the vaccination. If the student is a minor, the student's parent(s) must decline the vaccinations. If a student or the parent of a minor student declines the vaccinations, a separate waiver for each of these vaccines must be signed. The waiver forms are available in the Admissions and Records Office and on the College web site. The signed waiver form will acknowledge the receipt and review of information concerning meningococcal meningitis and hepatitis B. This law does not require the College to provide or pay for vaccinations against meningococcal meningitis and hepatitis B.

If you live in the Residence Hall, Florida law requires you to provide documentation of vaccination against meningococcal meningitis and hepatitis B unless you decline the vaccination.

Check the College website at www.chipola.edu for links to the Center for Disease Control. This link will provide detailed information about the availability, effectiveness, and known contraindications of any required or recommended vaccine.

Staphylococcus Aureus or MRSA Infections. This is a type of staff infection that is resistant to certain antibiotics. You are likely to get a MRSA staph infection if you have skin-to-skin contact with someone who has the infection, come into contact with items and surfaces that have staph on them, via opening or cuts in your skin, via crowded living condition, and through poor hygiene. Contact your personal physician if you suspect you have an infection. To keep the infection from spreading wash your hands often or use alcohol-based hand sanitizer, keep cuts and scrapes clean and covered with bandages, do not touch cuts/bandages on others, and do not share personal items such as towels and razors. Check the College website for links to the Center for Disease Control.

Smoking. All buildings owned or operated by the College are designated as nonsmoking areas. Faculty, staff, students, and visitors who choose to use tobacco products or electronic cigarettes may do so only in areas designated for smoking. It is the responsibility of the individual to properly dispose of tobacco waste products (e.g. cigarette remnants, etc.). This policy includes all tobacco products including smokeless tobacco and products that simulate smoking.

Children on Campus

Chipola College values family life and is supportive of families. However, Chipola College employees, students, and visitors should not use the college in lieu of a childcare provider. Accordingly, minor children of employees, students, or visitors may be on campus only under the special circumstances below:

- Minor children are permitted on campus when the purpose of their visit is to participate in activities, classes, or events specifically scheduled for their benefit (e.g. children's theatre programs/workshops, athletic camps, etc.).
- Minor children are permitted on campus when with a parent or responsible adult who is conducting routine business at the college. Courtesy to other campus visitors is important; therefore, please leave young children in the care of others when visiting campus for academic activities such as advising sessions, testing, registration, seeking financial aid assistance, attending class, conducting research, participating in labs or study groups, or using the library.
- In no case are minor children permitted in labs, shops, construction/repair sites, classrooms, offices, or other areas where potential hazards exist, unless enrolled in classes or activities scheduled at the site.

Don't let drug and alcohol use/abuse keep you from pursuing your college degree and your future career.

Contacts for Resolving Student Problems

Chipola College recognizes that sometimes a student feels unfairly treated or would like further clarification of a rule or policy. Students are invited to request clarification, or register a complaint. Contact person listed below. Complaints can also be submitted online at <http://www.chipola.edu/studentservices/complaint.htm> This form is for filing an informal complaint and must be completed prior to filing a formal written complaint. Students may obtain the formal complaint form from the Associate Vice President of Student Affairs located in Building A – Room 107-C or by contacting her at cauleym@chipola.edu

If the appropriate contact is not immediately available, students should make an appointment with that contact rather than continuing to the next level. Problems continuing to the second level require a written explanation. Please speak with appropriate College personnel before submitting the written explanation.

Chipola College Distance Learning students, who have completed the internal institutional grievance process and the applicable state grievance process, may appeal non-instructional complaints to the FL-SARA PRDEC Council. For additional information on the complaint process, please visit the FL-SARA Complaint process page.

Per Florida Statute 1006.51, Chipola College provides a Student Ombudsman for students to confidentially discuss complaints, concerns, or problems. The ombudsman will act as an impartial campus resource by providing a safe environment for a student to pursue either a non-academic or academic complaint/grievance. The Associate Vice President of Student Affairs serves as the Student Ombudsman and may be contacted at 850-718-2209 or cauleym@chipola.edu.

Information about filing a complaint with the College's accrediting agency, the Southern Association of College and Schools Commission on Colleges (SACSCOC), can be found on its website at <http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf>

*It is your responsibility to locate a
LEGAL PARKING SPACE.*

ISSUE	FIRST CONTACT
Academic/Instruction	Supervising Dean
Admissions Application	College Registrar
Advising	Associate Vice President of Student Affairs
Athletics	Coach
Bachelor's Degree	Academic Program Dean
Bookstore	Bookstore Manager
Cashier	Comptroller
Class Availability	Academic Program Dean
Discrimination	
Between students	Associate Vice President of Student Affairs
Of student by employee	Assoc VP of Human Resources & Equity Officer*
Entry Testing College	Testing Center Coordinator
Financial Aid College	Director of Financial Aid
Florida Residency	College Registrar
Graduation	College Registrar
Harassment of student	
Between students	Associate Vice President of Student Affairs
Of student by employee	Assoc VP of Human Resources & Equity Officer*
Inappropriate Use of Grant Funds	
From Any Federal Agency	USDOL Hotline, 1-800-347-3756
International Admissions	Director of Enrollment Services
Library College	Director of Learning Resources
Limited Access Admissions	Academic Program Dean
Lost and Found	Associate Vice President of Student Affairs
New Student Orientation	Associate Vice President of Student Affairs
Not on Class Roster	College Registrar
Parking Ticket Appeals	Coordinator of Student Activities
Refund Requests	Director of Enrollment Services
Registration	College Registrar
Security	Associate Vice President of Student Affairs
Student Financial Accounts	Comptroller
Student Activities	Student Activities Coordinator
Students with Disabilities	College Disability Services
Transcripts	College Registrar
Veterans	VA Advisor

**Please Note: All complaints of harassment of a student by an employee must be forwarded to the Associate Vice President of Human Resources & Equity Officer. These complaints may or may not be presented in writing, as the Office of Human Resources will formally document all such complaints.*

Parking

The operation of a private vehicle on the Chipola College campus is a privilege and not a right. All students, **including evening students**, are required to obtain and display a current Chipola College parking decal. Annual parking decals may be obtained by providing a current vehicle registration in the Business Office (A-165). Failure to do so may result in a citation and fine as well as disciplinary action. Grades may be withheld until all fines are paid.

Parking Permit - Students are required to park in student-designated spaces and to display a current parking decal on their vehicle if they wish to park on campus. The parking decal must be displayed on the left side of the back windshield of automobiles and in a visible spot on the rear of a motorcycle.

Parking Areas - Parking areas with white and non-painted curbs are designated student parking areas. Restricted campus parking areas are as follows:

- Blue: Restricted for handicapped access
- Red: Restricted for fire hydrants
- Yellow: Restricted no parking areas
- Green: Restricted for staff

Handicapped Parking - There are designated handicapped parking spaces on campus. It is a violation for non-handicapped students to park in these spaces. Handicapped students should also obtain a Chipola College Handicap Parking placard from the Office of Students with Disabilities.

Traffic and Parking Violations - Students may park in the green staff parking areas after 4:00 p.m. daily and on weekends and holidays except in areas adjacent to the College Residence Hall and the Milton H. Johnson Health Center. Vehicles blocking the normal flow of traffic, blocking handicapped access ramps, or impeding emergency access to buildings may be towed at the operator's or owner's expense; additionally, vehicles left parked on campus in excess of 72 hours will be considered abandoned and may be towed at the owner's or operator's expense. Parking in handicapped areas, no parking areas, visitor parking, and parking around fire hydrants remains restricted parking at all times.

Fines - All fines, except for parking in spaces reserved for the handicapped, are \$20 per violation. The fine for illegal parking in a handicapped zone is \$50 per violation. Fines may be paid in the Business Office (A-165). SGA Traffic Court is held monthly for violators wishing to dispute their ticket issuance; lack of available parking space is not a viable reason for dispute. Contact the Student Activities Coordinator for additional information.

Students having two (2) or more unpaid/outstanding parking tickets will have their records placed on hold; resulting in grades being withheld, inability to register for future classes, and transcripts being withheld.

Parking tickets issued for "No College Parking Permit" will be voided upon the issuance of a valid College permit. Maximum number of tickets voided for this violation is two (2) per school year.



**BUSINESS OFFICE:
BLDG. A, ROOM 165
(850) 718-2204**

Student Rights, Responsibilities, and Code of Conduct

PREAMBLE

Chipola College is dedicated to the advancement of knowledge and learning; to the provision of affordable, quality educational opportunities to all who choose to attend; and to the development of students, instilling ethical responsibility and integrity. This Student Code of Conduct is designed to promote the vision, mission, and goals of Chipola College. Students are expected to uphold appropriate standards of behavior and to respect the rights of others. The sanctions outlined through the disciplinary process are imposed to educate students about the seriousness of their actions, to provide a civil atmosphere that allows for positive personal growth, and to maintain campus safety and security.

By registering, each student pledges to accept and obey the rules and regulations of the college. Students are responsible for the observance of all board policies and procedures as published in the College Catalog, the Student Handbook/Planner, and other college information bulletins.

FREEDOMS

Freedom of Access to Higher Learning—Within the limits of its facilities, Chipola College is open to all persons who are qualified according to its admissions and good standing policies; however, the college reserves the right to deny admission to any applicant except for reasons of race, creed, color, disability, national origin, marital status, veteran's status, sex, or age. It is the responsibility of the college to make available the criteria it shall use in evaluating student success in all programs. It is the responsibility of students to avail themselves of the knowledge of these objectives and criteria as published.

Freedom of Inquiry and Expression—Students may examine and discuss questions of interest to them and express opinions. This right must be exercised in a manner that does not interfere with the same rights and freedoms of others. Freedom of expression carries with it the responsibility for seeing that the essential order of the College is preserved. Chipola College complies with F.S. 1004.097 Free Expression on Campus and the Florida College System Institution's Statement on Free Expression.

Freedom of Assembly—The education of students can never be limited to what takes place in a classroom. It is necessary for them, from time to time, to have the privilege of availing themselves of the stimulation that visiting speakers can afford.

The institutional control of campus facilities will not be used as a device of censorship. In cases involving a reasonable prediction of disruptions on the campus, because of the controversial nature of a speaker or the speaker's subject, the event must be scheduled with the Associate Vice President of Student Affairs.

It is the responsibility of the persons who invite outside speakers to make it clear to the academic and larger community that all views expressed are not those of the students, faculty, or employees of Chipola College.

Protection of Freedom of Expression—Students are free to take reasonable exception to the data or views offered in any course of study and to reserve judgment about matters of opinion; however, they are responsible for learning the content of any course of study for which they are enrolled. Student grades are based on academic achievement and not on opinions expressed by students in or outside of class.

Freedom of Religion—Chipola College will reasonably accommodate the religious observance, practice, and belief of individual students in regard to admissions, class attendance, and the scheduling of examinations and work assignments.

Students will give their instructors a reasonable notice of at least one week prior to an intended religious observance and will make up any required work, including tests, within one week of the absence.

Students who believe that they have been unreasonably denied an educational benefit due to their religious beliefs or practices may seek redress through the Student Grievance Policy as outlined in this document. No adverse or prejudicial effects shall result to any students availing themselves of the provisions of this policy.

Freedom of Privacy—Students have the same rights of privacy as any other citizen. Those rights of privacy extend to residence hall living. Nothing in the Chipola College residence hall contract may either express, imply or give College officials the authority to allow the police or government to search the room of a student without a search warrant.

Chipola officials may conduct a search of a student's room in the residence hall to determine compliance with federal, state, and local criminal law where there is probable cause to believe that a violation has occurred or is taking place. "Probable cause" exists when the facts and circumstances within the knowledge of college officials are sufficient in themselves to warrant the belief that an offense has been or is being committed. Entry may be made into a residence hall room without notice in emergencies where there is reasonable fear of imminent danger to life, safety, health, or property. Residence hall students must comply with the Chipola College Residence Hall Rules and Regulations.

CONFIDENTIALITY OF STUDENT RECORDS

The privacy and confidentiality of all student records shall be preserved. Official student records, supporting documents, and other student files shall be accessed only by members of the college staff employed for that purpose.

Regulations of the State Board of Education prescribe that the content and custody of limited access records may be maintained on students.

The purpose of Florida Statute 1002.22 is to protect the rights of students and their parents with respect to student records and reports as created, maintained, and used by public educational institutions in the state.

ACADEMIC HONOR CODE

Academic Honor Code - Violations

Students are expected to uphold the Academic Honor Code. Chipola College's Honor Code is based on the premise that each student has the responsibility to (1) uphold the highest standards of academic honesty in his/her own work; (2) refuse to tolerate academic dishonesty in the college community; and (3) foster a high sense of honor and social responsibility on the part of students.

Chipola College expects students to be honest in all of their academic work. By enrolling at the College, students agree to adhere to the Academic Honor Code and understand that failure to comply with this code may result in academic and disciplinary action, up to and including expulsion from the College. The conduct set forth hereinafter constitutes academic dishonesty.

Cheating is the improper taking or tendering of any information or material which shall be used to determine academic credit. Taking of information includes, but is not limited to, copying from another student's test or homework paper; allowing another student to copy from a test or homework assignment; using unauthorized materials during a test, such as the course textbook, notebook, formula lists, notes or crib sheets, including those stored in a calculator or other electronic device; collaborating during an in-class or take-home test with any other person by giving or receiving information without authority; having another individual write or plan a paper, including those bought from research paper services; and submitting the same paper/project in more than one class.

Plagiarism is the attempt to represent the work of another as it may relate to written or oral works, computer-based work, mode of creative expression (i.e. music, media, or the visual arts), as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student. When a student submits oral or written work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and if verbatim statements are included, through use of quotation marks as well. By placing one's name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. A student will avoid being charged with plagiarism if there is an acknowledgement of indebtedness. Examples include: Quoting another person's actual words; using another person's idea, opinion, or theory, even if it is completely paraphrased in one's own words; drawing upon facts, statistics, or other illustrative materials—unless the information is common knowledge; submitting a paper purchased from a term paper service as one's own work; failing to accurately document information or wording obtained on the World Wide Web; submitting anyone else's paper as one's own work; and violating federal copyright laws, including unauthorized duplication and/or distribution of copyrighted.

Bribery is the offering, giving, receiving, or soliciting of any materials, items or services of value to gain academic advantage for yourself or another. This does not apply to College approved or sponsored tutoring or supplemental instruction.

Misrepresentation is any act or omission with intent to deceive an instructor for academic advantage. Misrepresentation includes using computer programs generated by another and handing it in as your own work unless expressly allowed by the instructor; lying to an instructor to increase your grade; lying or misrepresenting facts when confronted with an allegation of academic dishonesty.

Conspiracy is the planning or acting with one or more persons to commit any form of academic dishonesty to gain academic advantage for yourself or another.

Fabrication is the use of invented or fabricated information, or the falsification of research or other finding with the intent to deceive for academic professional

advantage; also the falsification or misrepresentation of experimental data, and violating the professional ethics that are established in clinical activities, science labs, research projects, or internships.

Duplicate Submission is the submission of the same or substantially same paper/project in more than one class unless prior permission has been obtained from the current instructors if the paper/project is being used in two classes in the same term or from the subsequent instructor if being used in a subsequent term.

Academic Misconduct is the intentional violation of College policies by tampering with grades or taking part in obtaining or distributing any part of a test, quiz, or graded assignment. Examples include, but are not limited to, stealing, buying, downloading, or otherwise obtaining all or part of a test and/or test answers; selling or giving away all or part of an unadministered test and/or test answers; asking or bribing any other person to obtain a test or any information about a test; misrepresenting the truth, including handing in computer programs or using computer programs generated by another as one's own work; lying to an instructor to increase a grade; and lying or misrepresenting facts when confronted with an allegation of academic dishonesty; changing, altering, or being an accessory to changing and/or altering of a grade in a grade book, on a computer, on a test, on a "change of grade" form, or on other official academic records of the college which relate to grades; and continuing to work on an examination or project after the specified time has elapsed.

Improper Computer/Calculator/Cell Phone/Other Electronic Device Use includes but is not limited to unauthorized access, modification, use, creation or destruction of calculator-stored or computer-stored data and programs; selling or giving away all or part of the information on a calculator, computer disk, cell phone, jump drive, hard drive, etc., which will be used as graded materials; using a cell phone or other electronic device while taking an exam/test or completing an in-class graded assignment; sharing a calculator, computer disk, cell phone, jump drive, hard drive, etc., while leaving answers on display or in memory; submitting a duplicate computer printout with only the student's name changed (this applies to homework and tests).

Improper Online, Canvas, and Blended (web-based, interactive course) Course Use includes but is not limited to having or providing unauthorized outside help when completing online quizzes or assignments and obtaining access to confidential test materials or questions before quizzes or assignments.

Any student who observes or learns of another student's academic dishonesty should report this violation to the instructor in whose class it has taken place. A student who shall have assisted in the forms of dishonesty mentioned above shall be considered equally guilty as the student who accepts such assistance.

Online Proctored Testing

To utilize Honorlock, students must adhere to the Chipola College Academic Honor Code and the Online Testing Requirements listed below. Chipola College reserves the right to require a re-test at an approved proctor location.

Failure to follow proper online testing requirements may result in a zero (0) grade for your exam and/or additional consequences as outlined in the Student 46 Student Handbook

Online Testing Requirements

The online testing environment and testing area should mimic that of the “in class” testing environment. Online Testing includes the following requirements:

- No writing visible on desk or on walls.
- No websites other than Canvas and the Honorlock proctoring extension should be used or open while taking a proctored exam.
- Close all other programs and/or windows on the testing computer prior to logging into the proctored test environment.
- Make sure music/televisions are not playing in the background.
- Communication or receiving assistance from others is not permitted during a proctored assessment.
- No other persons except the test-taker should be in the room during testing.
- Using a phone or any other electronic device, other than your test-taking device, is not permitted.
- Remain visible in the web camera during the entire duration of the exam.
- Leaving the room during the testing period is not permitted.
- You must not take the computer into another room to finish testing (exam must be completed in the same room the “Exam Environment View” is completed in).
- Headphones or smart watches are not permitted.
- Dual monitors are not permitted.
- Caps/hats are not permitted.
- Textbooks, notes, etc. are not permitted unless clearly stated in the testing instructions provided at the beginning of the exam.
- Unless your instructor allows notes, textbook or other materials, keep your eyes on your screen, not focused on any other area of the desk or room.
- Sit at a clean desk or table (not on a bed or couch)
- Lighting in the room must be bright enough to be considered “daylight” quality. Overhead lighting is preferred; however, if overhead is not possible, the source of light should not be behind the student
- Ensure your desk or table is cleared of all other materials.
- When prompted to do a room scan, be sure to carefully include your desk/work area in your scan. Make sure to do a complete 360-degree rotation of your room, then show your work space. Replay your room scan for verification. Partial scans and/or failure to show your work space may be flagged during the proctoring review and may result in a zero (0) grade on the exam.
- Make sure your laptop is fully charged, or keep the charger within arm’s reach.
- When prompted to provide a photo ID, make sure your fingers do not cover any information on the ID. Photo capture of the photo ID must be clearly legible, and photo must clearly represent the student taking the exam.

ACADEMIC HONOR CODE—CONSEQUENCES

When a student is alleged to have committed academic dishonesty, the faculty member shall discuss the evidence of academic dishonesty with the student and explore the possibility of a Step 1 agreement within five (5) working days of the alleged incident. The criteria used by the faculty member to determine the proposed academic penalty should include the seriousness and the frequency of the alleged violation. The faculty member may request that the department chair or appropriate College administrator attend this meeting as a witness. Once the faculty member meets with the student and a Step 1 sanction is determined, the student may accept the sanction. In this case the Academic Honor Code Step 1 Agreement Form will be completed, signed by both the faculty member and student, and forwarded to the Associate Vice President of Student Affairs. If the student refuses to accept the sanction or denies responsibility, the matter will be referred to the Associate Vice President of Student Affairs within five (5) working days; a Step 2 procedure will then be followed. The student has the right to continue in the course in question during the Step 2 process. Once a student has received notice that he/she is being charged with an alleged Step 2 violation of the Academic Honor Code the student is not permitted to withdraw or resign from the course unless the final outcome of the process dictates that no academic penalty will be imposed. If a final determination is not made before the end of the term, the grade of "Incomplete" will be assigned until a decision is made. Any class that the student withdraws or resigns from in violation of this restriction shall be reinstated until the charges are resolved.

Step 1: The Step 1 procedure is implemented with a first-offense that does not involve an egregious violation. An egregious violation, as defined by Webster's Online Dictionary, is one that is "conspicuously and outrageously bad or reprehensible". The Academic Honor Code Step 1 Agreement Form must be completed and forwarded to the Associate Vice President of Student Affairs. Two sanctions are available in the Step 1 process and may be imposed singly or in combination:

1. Additional academic work;
2. A grade of "0" for the assignment, quiz, test, etc.
3. If a grade of "0" is given, that grade may not be dropped from the grades used to calculate the final course grade.

Step 2: A Student Disciplinary Committee hearing is held for all second offenses, for all first offenses that involve egregious violations of the Academic Honor Code, and in all cases where the student denies responsibility for the alleged violation or refuses to accept the sanction imposed by the faculty member. The following sanctions are available in Step 2 and may be imposed singly or in combination:

1. Additional academic work;
2. A grade of "0" for the assignment, quiz, test, etc;
3. A reduced grade (including "F") for the course;
4. A verbal or written warning;
5. Attendance at educational programs, interviews with appropriate officials, or other educational activities;

6. Restitution;
7. Disciplinary probation;
8. Final disciplinary probation;
9. Suspension;
10. Expulsion;
11. Withholding of diplomas, transcripts, or other records for a specified period of time; and/or
12. Revocation of degree, in cases where an egregious offense is discovered after graduation.

The Associate Vice President of Student Affairs will report the sanction to the Registrar, when appropriate. If the student is found “responsible,” the outcome will be recorded with the Associate Vice President of Student Affairs and will become a confidential student record reflecting a violation of the Student Academic Honor Code.

A special thanks to Florida State University, Miami Dade College, St. Petersburg College, and Valencia Community College whose honor codes were reviewed as a part of the development of this academic honor code.

DISCIPLINE

Chipola College has the right and the duty to protect its educational purposes and its students through the reasonable regulation of student conduct and the use of the institution’s facilities. In order to accomplish this goal, the college finds it necessary to set forth the following regulations which require student compliance for the welfare of the college community.

Students who are alleged to have violated one or more of the regulations stated in the Catalog may be charged with the violation(s) in accordance with Chipola College Disciplinary Procedures. Due process and proper procedural safeguards will be observed. The standards of conduct, the disciplinary responsibilities of institutional officials, and the regular disciplinary procedures are communicated in these Student Rights and Responsibilities. The following policies and procedures are subject to change, even after the College Catalog and the Student Handbook/Planner have been published.

Arson

No student shall commit, or aid in the intentional commission of, an act which results in a fire being ignited which causes damage, or is intended to cause damage, to the property of the college or to the property of any other person.

Abuse

Nothing is more important than the safety and security of the students and employees. Any act of physical abuse, verbal abuse, profanity, indecent or abusive language, intimidation, harassment, stalking, coercion, or other conduct which threatens or endangers the health, safety, or well being of any person may be subject to disciplinary action.

Assault and/or Battery

No student shall threaten to cause bodily harm or discomfort to another as such would constitute assault. Nor shall any student commit, or aid in the intentional commission of, an act which causes bodily harm or discomfort to another person as such would constitute a battery. Students are subject to prosecution according to Florida statute.

Bad Checks

Students shall not make and/or deliver any check to the college which is not supported by sufficient funds on deposit or which is in any way worthless.

Cell Phone/Electronic Device Usage

All electronic devices such as cell phones, beepers, pagers, and related devices are to be silenced prior to entering classrooms and/or laboratories to avoid disruption. Should it become necessary for a student to leave his/her "device" on to send or receive an emergency call and/or text message, the student must inform the instructor prior to class. If the student finds it necessary to send and/or receive an emergency call and/or text message during class/lab time, he/she is instructed to take all books and belongings and step outside the classroom to deal with the situation. To minimize classroom disruption and the distraction to classmates, the student will not be permitted to reenter the classroom during that class period. Any time a test is being administered, all such devices must be turned off and put away. If a device is seen or heard during an exam, a score of zero will be given for that exam. Initial and repeated infractions may result in disciplinary action.

Complicity

A student present during the commission of an act by another student which constitutes a violation of college policy may also be charged if his/her subsequent behavior constitutes permission or approval of the violation. Students witnessing any act(s) which constitute(s) violation of college policy are required to report such incidents to the proper authorities. Confidentiality of the identity of students reporting violations will be maintained as it is not the intent of the college to burden innocent witnesses.

Complying with Reasonable Requests

Students are required to comply with reasonable requests or orders by college officials acting in behalf of the college. This includes providing identification when requested and keeping appointments in administrative offices and at disciplinary investigations and hearings.

Contracting or Representing in the Name of the College

Students are prohibited from contracting in the name of the college, may not claim to be official representatives of the college for any commercial purpose, and may not use the College name, logo, etc., without prior authorization from the college President or his designee.

Damage or Destruction of Property

Accidental damage, vandalism, or malicious damage to property belonging to Chipola College or others may require restitution from the person responsible for such damage and/or disciplinary action.

Defamation, Threats, and Extortion

Verbal or written communication which unlawfully exposes any individual or group to hatred, contempt or ridicule, and thereby injures the person, property, or reputation of another, is prohibited.

Verbal or written communication which threatens another with a crime or offense, threatens injury to the person, property, or reputation of another, or maliciously threatens to expose another to disgrace, with the intent to extort money or other advantage whatsoever, is prohibited.

Dishonesty

All forms of dishonesty, including knowingly furnishing false information to the institution, and forgery, alteration, or use of institution documents, or instruments of identification with intent to defraud are prohibited.

Disorderly Conduct

Disorderly conduct or lewd, indecent, or obscene conduct or expression on college owned or college controlled property or at college sponsored or college supervised functions is prohibited.

Disruption

Florida Statute 877.13 provides that disruption of the normal activities of the institution is prohibited. Disruption shall include, but is not limited to, the following:

- 1) Physical violence or abuse of any person or college owned or college controlled property, or at college sponsored or college supervised functions, or conduct which threatens or endangers the health or safety of any person.
- 2) Deliberate interference with academic freedom and freedom of speech, including not only disruption of a class, but also interference with the freedom of any speaker invited by a section of the college community to express his/her views. A faculty member is authorized to have students removed from class if warranted.
- 3) Forcible interference with the freedom of movement of any member or guest of the college.
- 4) Blocking of entrances to buildings, rooms, or sections of buildings, or of hallways, or stairways, in such fashion that people find it difficult or impossible to pass.
- 5) Noisemaking or other physical behavior which is so distracting that it is difficult or impossible to conduct a class, a meeting, or any other authorized event.
- 6) Congregating in such a fashion as to create a situation which could endanger life or property.
- 7) Incitement to any of the above mentioned actions, or to other violations of college policy which could result in such actions, whether orally or through written materials or pictures.

8) Any disruption that interferes with teaching and learning, research, administration, disciplinary proceedings, or other college activities.

A conviction of disruption is a second degree misdemeanor and carries a minimum of six (6) months in jail and a minimum fine of \$500.

Distribution of Literature

Students may post/distribute literature according to CAP 3.4. In the event of congestion or unreasonable interference with the flow of students passing through the area, such activity may be reasonably regulated. Students are expected to use mature judgment and a sense of discretion in the publication, posting and distribution of any materials on campus and to realize that they and their group or organization must accept responsibility for the consequences of their behavior.

Sale of Literature or Goods

Approved student organizations may sell literature or goods on campus within the public areas set aside by the College. Tables and easels may be set in designated areas. In these designated areas, signs may be used in conjunction with the tables; table should be supervised at all times. In the event of congestion or unreasonable interference with the flow of students passing through the area, such activity may be reasonably regulated. Students are expected to use mature judgment and a sense of discretion when selling literature/goods on campus and to realize that they and their group or organization must accept responsibility for the consequences involved with those sales.

Dress Standards

Students must comply with standards of dress established for safety or health reasons in specific classes. Students should be neat and clean in appearance and dress in a manner that does not bring discredit to the institution.

Falsification of Records

Falsification of college records, including, but not limited to admission, registration, student disciplinary and health records, student identification cards, etc. by forgery, or other means of deception, is prohibited.

Gambling

Gambling, to include engaging in or offering games of chance for money or other gain in violation of Florida law, is prohibited on college property, including college vehicles used for transportation.

Harassment

Chipola College is committed to maintaining a supportive educational environment for all members of the college community. **The Board will not tolerate harassment activity by any of its employees, non-employee. volunteers who work subject to control of school authorities, and/or other third parties.** A key component of this commitment is the elimination of disability, racial, and ethnic harassment on campus. Harassment of any nature is prohibited whether it is sexual, racial, related to a disability, or based on national origin. Harassment is a form of discrimination and is conduct unbecoming of a college employee or student. Note: This policy (BOT policy 4.421) also applies to employment applicants and prospective students.

Harassment includes unwelcome conduct and verbal or physical conduct reflecting on an individual's race, disability, ethnic background, or national origin which has the purpose or effect of creating intimidating, hostile, or offensive educational or work environment, has the purpose or effect of unreasonably interfering with the

individual's work or school performance or participation; or otherwise adversely affects an individual's employment or educational opportunities.

The college is equally opposed to bad faith claims of race and national origin harassment which have no rational basis in fact and are deliberately designed to adversely affect the employment or personal relationships of persons against whom the complaint is made.

This document is included in all publications of the College Catalog, Full-time and Part-time Faculty Handbooks, and similar handbooks issued for other employees and provides basic steps of due process available to the complainant.

Disciplinary Action – Any employee or student of this institution who is found to have harassed another employee or student will be subject to disciplinary action up to and including termination, suspension, and/or expulsion; within the provisions of applicable current Board rules.

Steps to Prevent – Intolerance of race and national origin harassment on the part of students or college employees is not acceptable. It is the responsibility of students and employees to report incidents of harassment. Liability for harassment can be avoided when harassing situations are corrected as soon as the college becomes aware of them. Only by reporting incidents is the college alerted to possible harassment. Therefore, it is necessary for anyone with knowledge of harassment to report such activity.

Failure to report harassment may affect the mental or physical well being of the victim. It can prevent the individual from being a fully productive member of the college community.

Steps to prevent disability, race, and national origin harassment include:

1. Learn to recognize actions that constitute harassment.
2. Do not accept harassment as "the way things are" or as a joking matter. Correct the problem.
3. Encourage individuals who have knowledge of harassment, or may or may not be victims, to report such action.
4. Be supportive of individuals who are victims of harassment.

If You Are a Victim

1. Tell the individual, firmly but politely, that you think what he or she is doing is harassment which is against college policy.
2. If the problem continues, report the problem to an advisor, a faculty member, or a college administrator.
3. The advisor, faculty member, or administrator will confer with the claimant and refer the person to the College's Equal Access/Equal Opportunity Officer. If efforts to resolve a complaint informally do not succeed, the aggrieved individual should file a written, formal complaint with the EA/EO officer. The college will not take formal action on an allegation unless the complaint is filed in writing. In the interest of a timely resolution of complaints, a formal complaint must be filed within sixty (60) days of the alleged incident of harassment.
4. The EA/EO officer shall conduct a prompt, thorough and confidential (to the extent feasible) formal investigation of any allegations of harassment.
5. All documents, communications, and records dealing with the investigation shall be kept confidential to the greatest extent possible and shall be filed separately from the personnel files and other college records of all participants. All such files shall be maintained in the office of the EA/EO officer.

6. The EA/EO officer, with advice of counsel, shall file with the president a written report within thirty (30) days after a formal harassment complaint is filed indicating conclusions as to whether or not there is reasonable cause to believe harassment has occurred based on the evidence obtained. The EA/EO officer shall provide a copy of this report and discuss its findings in confidential meetings with the complainant and the accused party.

Filing of a complaint or otherwise reporting harassment will not affect the individual's current employment or enrollment status, future employment or promotion status, work assignments, future enrollment status, or extracurricular activities. Retaliation against any individual for good faith reporting of a claim of harassment or cooperating in an investigation will not be tolerated and will itself be subject to appropriate discipline. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligation, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred. If the harassment issue is sexual in nature, refer to the specific section entitled Sexual Harassment.

Hazing

Chipola College Policy 3.260 Prohibition of Hazing and Florida Statute 1006.63 forbids students from engaging in any kind of hazing action or situation on or off-campus which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, affiliation with or participation in any student organization.

Any Chipola College organization found to engage in any of the above hazing behaviors will be subject to disciplinary action as outlined in the Student Governance, Right & Responsibilities section of the student code of conduct. In addition to the penalties listed, Chipola College "may include the imposition of fines; the withholding of diplomas or transcripts pending compliance with the rules or pending payment fines. In case of an organization ... which authorizes hazing in blatant disregard of such rules, penalties may also include the rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction of the institution. All penalties imposed under the authority of this subsection shall be in addition to any penalty imposed for violation of any of the criminal laws of this state or for violation of any other rule of the institution to which the violator may be subject," including Florida Statute 1006.63. Rules adopted pursuant hereto shall apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing.

Identification of Students

Students are **required** to present identification when requested by authorized college officials. Any misrepresentation, alteration, or misuse of identification is prohibited.

Illegal Drugs and Narcotics

Chipola College has a Drug Free Campus Policy and Program. No student can realize his or her full potential without maintaining optimum mental and physical health. Both mental and physical health are severely impaired by drug and alcohol abuse. The Drug-Free Campus Program of Chipola College is outlined as follows:

Standards of Conduct—Chipola College prohibits the unlawful possession, use or distribution of illicit drugs and possession or use of alcohol by all students and employees on school premises or as part of any of its activities. Compliance with this policy is mandatory for all students of Chipola College.

Health Risks—Alcohol and illicit drugs can have a pronounced detrimental effect on the health and welfare of users and those with whom users come in contact. Most cause psychological and physical dependence. Others affect the central nervous system to such an extent that they cause users to be dangerous to themselves and those around them. Illicit drugs cause obvious social and behavioral problems.

Institutional Penalties—The minimum penalty for illegal possession of illicit drugs shall be probation or suspension, depending upon the substance abused, as identified in Schedules I-V of Chapter 893.02 of the Florida Statutes.

Students and employees are responsible for knowing about and complying with the provisions of Florida law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as “controlled substances” in Chapter 893, Sections .035, .0356 of Florida Statutes. Any violation of this policy may result in discipline up to and including dismissal and referral for prosecution.

Possession, sale, or consumption of alcoholic beverages on campus, or at off-campus college-sponsored activities is prohibited. Students found to be in violation of this college policy (BOT Policies 3.370 and 4.280) will be subject to penalties under the provisions of the Disciplinary Procedures as outlined in the Student Rights & Responsibilities, Code of Conduct.

Legal Sanctions—Students will be subject to all the penalties prescribed by applicable Florida Statutes.

Counseling, Treatment and Rehabilitation Programs—Students who want detailed information about available referral services or assistance should contact Student Services (A-112).

Misuse of Computer and Computer Information Resources

Students will be subject to disciplinary action and all penalties prescribed by Florida law for altering modifying, destroying, disclosing or taking information resource property, (including equipment, supplies, data, programs, software, and supporting documents) as well as modifying equipment or supplies without proper authorization; unauthorized entry into a file, to use, read, or change the contents, or for any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification and/or password; use of any computing facilities, either locally or remotely, to interfere with the work of another student, faculty or staff member of the College, or negatively impact the College network and/or computing system; use of any computing facilities, either locally or remotely, to transmit or display obscene or abusive content/material through the College network and/or computing system; and use of any computing facilities, either locally or remotely, to interfere with the normal operation of the College network and/or computing system. See CAP 1.2, Chipola College Network, Internet, and Lab Use Acceptable Use Procedure, for detailed information concerning responsibilities and penalties.

Misuse of Emergency Equipment

Fire escapes, ground level fire doors, fire hoses, fire extinguishers, AED's, and alarm equipment are to be used only in emergencies. Tampering with, or misuse of, these emergency devices, or blocking of fire exits or other means of impeding traffic, is prohibited.

Parking

See Page 42.

Pets

Trained service animals are permitted on the campus, but no other pets or animals of any kind are permitted on the campus or in Residence Hall apartments. Service animals must be registered with Disability Services prior to entering campus

Possession of Weapons, Firearms, Fireworks, Explosives

Chipola College is committed to maintaining an educational and workplace environment that is free of violence. The College further recognizes the existence of extensive legislative acts and constitutional provisions pertaining to the rights and obligations of those who own or possess firearms, especially those addressing the right to carry, store, and transport firearms on one's person and within motor vehicles.

Public Laws

Any act by a student that occurs on campus and constitutes a charge of violation of a public law may establish cause for legal and/or disciplinary action by the college.

Recognition of Student Groups

Established recognition procedures must be met and approved by the administration of the college in order for any group to be classified as a student organization. See "Procedure for Establishing a New Organization," in the Campus Organization Manual, available from the Student Activities Office.

Residence Hall Regulations

It is expected that students residing in the Residence Hall will cooperate with college officials and with each other in maintaining a routine of living conducive to study and to wholesome college life. All students are reminded that they are also subject to and will be held responsible for all rules and regulations as published in this document and in other college publications, including announcements on bulletin boards.

A copy of the Residence Hall Regulations will be given to each student and must be read and signed by the student (and by the student's parents if the student is under age 18) prior to occupancy of a Residence Hall room. The student's signature signifies that he/she understands and will abide by these regulations.

Sexual Harassment

It is the policy that no member of the college community may sexually harass another. Any employee or student will be subject to the appropriate disciplinary action for violation of this policy (BOT Policy 4.420). Sexual harassment is illegal under both state and federal laws and is a violation of the rules and regulations of the college. Sexual harassment should not be tolerated by any member of the college community, and any action should be reported.

The college is equally opposed to bad faith claims of sexual harassment which have no rational basis in fact and are deliberately designed to adversely affect the employment or personal relationships of persons against whom the complaint is made.

Sexual harassment constitutes a form of misconduct which undermines the integrity of the college. All employees and students must be allowed to work in an environment free from unsolicited, unwelcome sexual overtures. Sexual harassment does not refer to occasional compliments; it refers to repeated behavior which is not welcome, which is personally offensive, and which interferes with the work or educational effectiveness of its victims and their coworkers or fellow students.

Sexual harassment may occur between individuals of the opposite sex; between individuals of the same sex; between a supervisor and an employee; between an employee and a co-worker; between an employee and a student; between an employee

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and an applicant for a position at the college; between an 66 and an applicant for academic admission to the college; against men as well as women.

Tolerance of sexual harassment on the part of students or employees is not acceptable. It is the responsibility of students and employees to report incidents of sexual harassment. Liability for sexual harassment can be avoided when sexually harassing situations are corrected as soon as the College becomes aware of them. Only by reporting incidents is the College alerted to possible harassment. Therefore, it is necessary for anyone with knowledge of sexual harassment to report such activity. Failure to report sexual harassment may affect the mental or physical well being of the victim. It can prevent the individual from being a fully productive member of the college community.

Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed towards employees, students, applicants for employment, and applicants for academic admission, particularly when one or more of the following circumstances are present: Toleration of sexual harassment as a condition of employment, admission, or academic evaluation; submission to or rejection of sexual harassment as a basis for a personnel or academic decision affecting an individual; interference with an individual's work or academic performance; creation of an intimidating, hostile, or offensive working or learning environment.

Actions That May Constitute Sexual Harassment include, but are not limited to:

1. Comments or jokes about individuals of the opposite or same sex; explicit, derogatory sexual remarks.
2. Placement of obscene photographs, cartoons, graphics, or suggestive objects within the workplace or the academic environment.
3. Physical contact such as patting, grabbing, pinching, or constant brushing against another's body.
4. Repeated or unwanted verbal or physical sexual advances which are offensive or objectionable to the recipient or which cause the recipient discomfort or humiliation or which interfere with the recipient's job or academic performance.
5. Threat or insinuation that the lack of sexual submission will adversely affect the victim's employment, wages, advancement, assigned duties, or academic standing.

If You Are a Victim:

1. Tell the individual, firmly but politely, that you think what he or she is doing is sexual harassment which is against College policy.
2. If the problem continues, report the problem to an advisor, a faculty member, or a college administrator.
3. The advisor, faculty member, or administrator will confer with the claimant and refer the person to the College's Equal Access/Equal Opportunity Officer. If efforts to resolve a complaint informally do not succeed, the aggrieved individual should file a written, formal complaint with the EA/EO officer. The college will not take formal action on an allegation unless the complaint is filed in writing. In the interest of a timely resolution of complaints, a formal complaint must be filed within sixty (60) days of the alleged incident of sexual harassment.
4. The EA/EO officer shall conduct a prompt, thorough and confidential (to the extent feasible) formal investigation of any allegations of sexual harassment.
5. All documents, communications, and records dealing with the investigation shall be kept confidential to the greatest extent possible and shall be filed separately

from the personnel files and other college records of all participants. All such files shall be maintained in the office of the EA/EO officer.

6. The EA/EO officer, with advice of counsel, shall file with the president a written report within thirty (30) days after a formal sexual harassment complaint is filed indicating conclusions as to whether or not there is reasonable cause to believe sexual harassment has occurred based on the evidence obtained. The EA/EO officer shall provide a copy of this report and discuss its findings in confidential meetings with the complainant and the accused party.

Filing of a complaint or otherwise reporting sexual harassment will not affect the individual's current employment or enrollment status, future employment or promotion status, work assignments, future enrollment status, or extracurricular activities. Retaliation against any individual for good faith reporting of a claim of sexual harassment or cooperating in an investigation will not be tolerated and will itself be subject to appropriate discipline. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligation, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred. If the harassment issue is not sexual in nature, refer to the specific section entitled Harassment.

Tobacco Use

"Tobacco use" means the personal use of any tobacco product, whether intended to be lighted or not, which shall include smoking ; the use of an electronic cigarette or any other device intended to simulate smoking; and the use of smokeless tobacco, including snuff, chewing tobacco, smokeless pouches, any other form of loose-leaf, smokeless tobacco and the use of unlit cigarettes, cigars, and pipe tobacco. Smoking is prohibited in all buildings on campus by Board of Trustees (BOT) Policy 3.320.

Theft, Unauthorized Possession and/or Sale of Property

Students involved in theft, unauthorized possession, and/or sale of property not belonging to them are subject to college disciplinary action as well as the arrest and prosecution by legal authorities.

Unauthorized Use of Facilities

The unauthorized use of, or entry into, any college facility (i.e. classrooms, athletic fields, residence hall rooms), whether by force or not, is prohibited.

Use of Vehicles

Riding of bicycles and/or mopeds in hallways, in buildings or on sidewalks is prohibited. Motorized vehicles, except wheelchairs or mobility scooters, are prohibited in areas other than designated roadways and parking lots. Roller skating or skateboarding is prohibited on the campus in any location at all times.

Violation of Probation

A student who is alleged to have violated the Code of Conduct while on disciplinary probation may be charged with the separate offense of violating disciplinary probation.

DISCIPLINARY PROCEDURES

Reporting of Violations

Any administrative official, faculty member, or student may file charges through the Associate Vice President of Student Affairs against any student for an alleged violation of the Student Code of Conduct, Rights and Responsibilities.

A student may be suspended prior to a formal disciplinary hearing by the president of the college or designee. This action may be imposed only to ensure the safety and well-being of members of the college community or for the preservation of college property; to ensure the student's own physical or emotional safety and well-being; or if the student poses a definite threat of disruption of or interference with the normal operation of the college. During this time students shall be denied access to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible. Students shall not normally be given any special considerations because of their separation from the college (i.e., make-up tests, refund of fees, etc.); however, any individual suspended under this emergency measure retains his rights of due process.

Administration of Discipline

The administration of discipline will guarantee procedural fairness and due process to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions which may be applied. Each particular case will be judged by its own merits. Procedural due process requires that the student be informed of the nature of the charges, that a fair opportunity to refute them be given, and that there be provisions for appeal of a decision.

In cases involving infractions not likely to result in final disciplinary probation, suspension, or expulsion, the Associate Vice President of Student Affairs has the primary responsibility for the administration of student discipline.

If the Associate Vice President of Student Affairs believes, after review and investigation of the charges, that the charges have merit, the Associate Vice President of Student Affairs will schedule an appointment with the student for an information session. At this session the Associate Vice President of Student Affairs will explain to the student:

1. The disciplinary procedures as printed in the Student Code of Conduct, Rights and Responsibilities, including information relevant to the student's rights, hearing procedures, and sanctions.
2. The charge(s) and the information which the Associate Vice President of Student Affairs has obtained pertinent to the charge(s). The student will have the opportunity to respond to this information.
3. The Associate Vice President of Student Affairs may then state what sanction(s), if any, are appropriate for the violation; a second meeting for this purpose may be scheduled.

The Associate Vice President of Student Affairs will always attempt to resolve cases involving less serious infractions at this level; however, at his/her discretion, the Associate Vice President of Student Affairs may decline to rule on the case and elect to refer the case to the Student Disciplinary Committee or confer with the Behavioral Intervention Task Force at any time for a recommendation. Furthermore, as each disciplinary problem has unique characteristics which are often unforeseeable and thus cannot be adequately planned for, the Associate Vice President of Student Affairs, at his/her discretion and in keeping with the spirit of fairness and due process, may, without prior written notice,

alter any of the policies and procedures contained in the Student Code of Conduct, Rights and Responsibilities, in order to best expedite the handling of any particular case.

Other college personnel may use discretion in performing flexibly within the guidelines stated in the Student Code of Conduct, Rights and Responsibilities. In all cases, deviation from the guidelines stated will be in the interest of fairness and/or the effective handling of a case or cases.

Disciplinary Options

Once the Associate Vice President of Student Affairs has stated the sanction, the student will choose one of the following options:

1. To accept the decision of the Associate Vice President of Student Affairs. In such a case, the student will sign a statement waiving both his/her right to a hearing and right to appeal the decision. Once the statement is signed, the decision is final.
2. To have a formal hearing before the Student Disciplinary Committee.

Student Disciplinary Committee Request

In cases in which the student has chosen option two above, or in cases involving more serious infractions possibly resulting in final disciplinary probation, suspension, or expulsion, the Associate Vice President of Student Affairs will schedule a Student Disciplinary Committee hearing. The time set for the hearing shall not be more than ten school days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Associate Vice President of Student Affairs.

If the student cannot be contacted or fails to attend the information session, the Associate Vice President of Student Affairs may set a time for a hearing on the charge(s) and will attempt to orally communicate the time for the hearing to the student through normal and reasonable communication channels. If the student cannot be reached, the Associate Vice President of Student Affairs will send a certified letter, return receipt requested, to the current address provided by the student.

It is the student's responsibility to attend the hearing of the Student Disciplinary Committee. If the student has been informed and does not attend, the hearing will proceed without the student.

It is the student's responsibility to see that his/her witness or witnesses appear at the hearing. Failure of the student's witness(es) to attend shall not be grounds for a postponement of a hearing.

STUDENT DISCIPLINARY COMMITTEE

This committee consists of faculty and administrative personnel appointed by the Governance Council and approved by the President of the College and student(s) selected by the Student Government Association.

The Student Disciplinary Committee chair will preside over the hearing. The chair is charged with the responsibility for maintaining proper decorum and order, and may exclude any person who, in the chair's opinion, has no legitimate interest in the hearing or whose conduct impedes or threatens to impede a fair and orderly hearing.

Each committee member shall have one vote. No member of the disciplinary committee, who has a personal interest in a particular case other than through his assigned duties, should sit in judgment during the proceedings.

If a student challenges a committee member for cause or if it is felt there may be a conflict of interest, the chair shall have the right to excuse any faculty, administrative, or student member of the committee at any time.

STUDENT DISCIPLINARY COMMITTEE HEARINGS

The recommended procedure for a committee hearing is as follows. The chair may use discretion in ordering hearings:

1. Introduction of participants.
2. Explanation to the charged student(s) as to how the hearing will be conducted and how a decision will be reached, as well as to apprise the student of his/her responsibility to be truthful in his/her testimony and in the presentation of witnesses.
3. Reading of charges.
4. Associate Vice President of Student Affairs summary of findings resulting from his/her investigation.
5. Student's response to charges and findings.
6. Introduction of written evidence and testimony of witnesses with questions from committee and student(s) charged.
7. Questioning of the charged student(s) by the committee.
8. Closing statements.

The following hearing procedures satisfy the requirements of "due process":

1. The accused student has the right to be assisted by an advisor of his/her choice, at his/her own expense. The accused is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or participate directly in any hearing before a judicial body. If an advisor is to be present at the hearing, the student must notify the Associate Vice President of Student Affairs at least three days prior to the hearing.
2. The burden of proof will rest upon the person or persons bringing the charge.
3. The student will be considered innocent until the Student Disciplinary Committee determines otherwise beyond a reasonable doubt.
4. The student will have the right to testify and to present evidence and witnesses. The student will have the right to examine evidence and to hear and question all witnesses during the hearing only.
5. The committee will insure, to the maximum extent possible, that all questions asked and information offered are relevant to the question of guilt or innocence.
6. All matters upon which the decision may be based must be introduced into evidence at the proceedings before the Student Disciplinary Committee. The decision will be based solely upon such matters.

At the conclusion of the fact-finding portion of the hearing, participants will be excused and, in a closed session, the committee's decision will be rendered. If the accused student admits guilt during the fact-finding portion of the hearing, the committee will immediately go into the penalty-recommending portion of the hearing. The decision of the Student Disciplinary Committee is final. The committee chair will communicate the decision, in writing, to the President of the college and to the student.

There shall be a single, verbatim record, such as a tape recording, of all hearings before the Student Disciplinary Committee. The committee's discussion of the

evidence prior to its rendering a decision is not required to be recorded. The record shall be the property of Chipola College. Accidental recording losses due to technical problems shall in no way invalidate the committee's decision.

SANCTIONS (PUNISHMENT)

With the exception of the warning (which, as indicated below, may be imposed without the establishment of student guilt), the following sanctions may be imposed upon students found guilty of a violation of the policies in the Student Code of Conduct, Rights and Responsibilities.

1. Warning—Notice, orally or in writing, warning the student to refrain from violations of the Student Code of Conduct, Rights and Responsibilities. Clear establishment of student guilt or previous violation of the Student Code of Conduct, Rights and Responsibilities is not necessary for a warning to be issued.

2. Censure—A written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanctions in the event of the finding of a violation of any institution regulation within a stated period of time.

3. Restriction or Revocation of Privileges—Temporary or permanent loss of privileges, including, but not limited to, the use of a particular college facility, the use of campus computers, or parking privileges.

4. Restitution—Reimbursement for damage to, or misappropriation of, property of the college, students, staff, or others on campus. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

5. Disciplinary Probation—A disciplinary sanction serving notice to a student that his/her behavior is in serious violation of college standards and that continued enrollment depends upon the maintenance of satisfactory citizenship during the period of probation. A time period is indicated for this probation. Students will be released from the Disciplinary Probation status after the specified time period has elapsed.

6. Final Disciplinary Probation—A disciplinary sanction serving notice to a student that his/her behavior is in flagrant violation of college standards and one of the following conditions exists:

a. The sanction is for the remainder of the student's enrollment at the college.

b. Another conviction of a violation of the Student Code of Conduct, Rights and Responsibilities will result in the imposition of the minimum sanction of suspension.

7. Suspension—Mandatory separation from the college for a period of time as specified in the order of suspension. A student who has been suspended is barred from attending or enrolling in any classes at Chipola College during the suspension. Students may reenroll at the college when the suspension order has elapsed.

8. Expulsion—Mandatory separation from the college with no promise of future readmission. Readmission is subject to the approval of the administration of the college.

STUDENT GRIEVANCE PROCEDURE

This grievance policy was developed in order to protect the rights of Chipola College students. Every effort will be made to resolve grievances through the informal route. If the informal route is not sufficient, then the formal route will be taken. If a student grievance is to be considered a "formal grievance," it must be submitted in writing, signed and dated by the student, and presented to the Associate Vice President

of Student Affairs. If the grievance involves a grade received in a course, the student should follow the Student Grade Grievance Procedure.

1. Informal – It is understood that the informal route outlined below will be without the use of a secretary, minutes or any recording device. In the event that a student or group of students believes there is a basis for a grievance the following should apply:

a. Informally discuss the grievance with respondent concerned within ten (10) working days.

b. If the grievance is unresolved, within ten (10) working days the student should informally discuss the grievance with the College administrator who directly supervises the respondent.

c. If the grievance is still unresolved, within ten (10) working days, the student should carry the matter, still on an informal basis, to the Associate Vice President of Student Affairs. If the grievance involves a possible equity issue, the matter will be referred to the EA/EO Officer.

2. Formal – If, as a result of informal discussion, the grievance is still unresolved, the student or group of students may invoke a formal grievance procedure by outlining the grievance in writing as prescribed above. Two copies of the grievance, signed and dated by the student, shall be filed with the Associate Vice President of Student Affairs within ten (10) working days of “Step 1C” outlined in the Informal Grievance Process.

The respondent will be given a copy of the grievance and may respond in writing or by personally appearing at the hearing. If the grievance involves an equity issue, the written documents must be filed with the EA/EO officer.

Within ten (10) working days of the receipt of the formal grievance not involving an equity issue, the Associate Vice President of Student Affairs shall transmit the grievance to the Student Appeals/Grievance Committee; formal grievances involving equity issues will follow the time lines established by the EA/EO Officer. The Student Appeals/Grievance Committee shall, within ten (10) working days of receipt of the grievance, hold a hearing on the grievance. The student will receive notification as to time, date, place, and manner at least five (5) days in advance of the grievance hearing, and should appear at the hearing to present information. The student has the right to be assisted by an advisor of his/her choice, at his/her own expense. The student is responsible for presenting his/her own case, and therefore, advisors are not permitted to speak or participate directly in the grievance hearing.

Within ten (10) working days of the end of the formal hearing, the Student Appeals/Grievance Committee shall indicate its decision with regard to the disposition of the grievance. The decision of the Student Appeals/Grievance Committee is final.

There shall be a single, verbatim record, such as a tape recording, of all hearings before the Student Appeals/Grievance Committee. The committee’s discussion of the evidence prior to its rendering a decision is not required to be recorded. The record shall be the property of Chipola College. Accidental recording losses due to technical problems shall in no way invalidate the committee’s decision.

The Associate Vice President of Student Affairs shall administer the decision of the Committee, including communication of the decision to the college President, the aggrieved and the respondent.

Furthermore, as each student appeal/grievance has unique characteristics which are often unforeseeable and thus cannot be adequately planned for, the Associate Vice President of Student Affairs, at his/her discretion and in keeping with the spirit of

fairness and due process, may, without prior written notice, alter any of the policies and procedures contained in the Student Code of Conduct, Rights and Responsibilities, in order to best expedite the handling of any particular case.

No reprisals of any kind shall be taken against any student for participating in any grievance. Any student under expulsion or suspension who files a grievance related to the expulsion or suspension and whose grievance is resolved in favor of the student shall be restored to the former student status. A grievance may be withdrawn at any level by the student filing the grievance. All documents, forms, communications, and records dealing with a grievance shall be filed separately from the permanent record files of the participants. A copy of the formal grievance and its final disposition will be filed in the office of the Associate Vice President of Student Affairs.

STUDENT GRADE GRIEVANCE PROCEDURE

Only a student may request a review of his/her grade. A student has ten (10) working days from the time an assigned grade is posted on Canvas to appeal. After the ten day period has passed, no other administrative remedy or option is available.

To appeal a grade, a student should initially pursue the following Informal **Student Grievance Process**:

1. Within ten (10) working days of when the student's grade is posted on CANVAS, the student shall meet with the faculty member and present written data to support his/her assertion. In the event that the faculty member is temporarily away from campus for longer than ten (10) working days, the student should contact the department head. Within ten (10) working days the department head will contact the faculty member and arrange for a meeting.

2. Within ten (10) working days, the faculty member must give fair hearing to the student's claim and consider the data in an attempt to resolve the issue. In the event that the resolution is not satisfactory to the student, the student may proceed to Step 3.

3. The student shall meet with the department head and present written data to support his/her assertion in the dispute. The department head must then meet and discuss the dispute with the faculty member. The department head must then attempt to resolve the dispute within ten (10) working days. In the event that this resolution is not satisfactory to the student, the student may proceed to Step 4.

4. The student may meet with the Vice President of Instructional Affairs to present written data to support his/her assertion in the dispute. The Vice President of Instructional Affairs must then meet and discuss the dispute with the faculty member. The Vice President of Instructional Affairs must attempt to resolve the dispute within ten (10) working days.

In the event that a resolution cannot be reached via the Informal Student Grievance Process, the student may proceed to the following Formal Student Grievance Process:

1. Within ten (10) working days the Vice President of Instructional Affairs will appoint a one-time Student Grade Grievance Panel to include a chairperson, three student members, and three faculty members, none of whom shall have any direct connection with the parties involved. At least one of the student members and at least one of the faculty members must be from a related discipline in which the grade is being disputed. In the event that there is not a related discipline, at least one student member and one faculty member shall possess demonstrated knowledge or experience with the discipline area involved in the grade dispute.

2. The chairperson will schedule a formal meeting within ten (10) working days after the panel is appointed. The student will receive notification at least five (5) days

in advance of the hearing date outlining the date, time, place, and manner of the hearing. The student should appear to present information to the panel. The student has the right to be assisted by an advisor of his/her choice, at his/her own expense. The student is responsible for presenting his/her own case, and therefore, advisors are not permitted to speak or participate directly in the hearing. The panel will hear from all parties; information and testimony in the hearing are limited to the scope of the petition presented to the Vice President of Instructional Affairs. After reviewing all information and hearing all testimony, the panel will then meet in a closed session; a decision will be reached via secret ballot.

3. The panel chairperson will communicate the panel's decision, in writing, to the Vice President of Instructional Affairs within ten (10) working days.

4. The Vice President of Instructional Affairs will review the process followed and the recommendation(s) made. Within ten (10) working days of receipt of the panel's recommendation(s), the Vice President of Instructional Affairs will notify the student and the faculty member, in writing, of the panel's decision; copies will also be forwarded to the department chairperson.

5. If the committee finds that no violation has occurred, or that a violation has occurred but recommends that no redress is warranted, these findings will be reported to the Registrar to become a part of the student's permanent record file.

6. If the committee finds that a violation has occurred and recommends any form of redress for the student, the faculty member will be expected to inform the panel chairperson of his/her compliance or non-compliance with the decision within ten (10) working days after written notification has been sent to the faculty member. Failure to respond within ten (10) working days will indicate non-compliance.

a. If the faculty member complies with the panel's recommendation(s), the student will be informed, in writing, by the panel chairperson, with copies to the department chair, the Vice President of Instructional Affairs.

b. If the faculty member indicates non-compliance with the panel's recommendation(s), copies of the recommendation(s) and of the faculty member's reply will be sent to the student, the department chair, and the Vice President of Instructional Affairs. Additionally, the Registrar will receive a copy to place in the student's permanent record file; Human Resources will receive a copy to place in the faculty member's personnel file.

STUDENT ACTIVITIES POLICIES

Student activities provide an opportunity for students to learn responsible citizenship and to complement the academic programs of the college. A variety of organizations are operated under the jurisdiction of the Student Government Association and supervised by the Student Activities Coordinator. Specific activities sponsored by organizations may be limited to Chipola students and their invited guest(s).

Student ID Cards

When students register for the first time at Chipola, a photo ID card will be issued after tuition has been paid. The Business Office will validate the card during each succeeding registration period by placing a special sticker on the back of the card. This card must be carried at all times for identification and will be the only means to gain free admission to many college-sponsored activities, to check books out of the library, to use the Information Technology Center, for admission to some final exams, and to

receive payroll and/or financial aid checks. New cards are required for all continuing students fall semester of each academic year.

Activity Approval

Organizations that hold a meeting or sponsor an activity on the campus must clear a time and place on the College Calendar and secure approval forms from the Student Activities Office. Activity approval forms must be completed and submitted to the Student Activities Office not less than two weeks in advance of the date the function is to be held.

Grade Requirement

See the Campus Organization Manual and the SGA Constitution & By-Laws for specific GPA requirements for SGA officers. Individual organizations outline requirements for officers and for membership in their individual constitution and by-laws.

STUDENT ORGANIZATIONS

Student Government Association Regulations

All organizations are operated under the jurisdiction of the SGA. All students enrolled at Chipola are members of the SGA and may, through their chosen representatives, have a voice in the curricular and extracurricular programs of the college. The Student Government Association encourages responsible participation and leadership in the college community; additionally, SGA facilitates good relationships and understanding between the student body and the faculty and administration of Chipola College. Elections are held twice a year to select student body leaders, once in the fall and once in the spring.

The role of the Student Government Association shall be to provide students with the means to regulate student-sponsored activities, organizations and other matters properly subject to their jurisdiction.

Designation of certain SGA delegates, officers, committees, and boards shall be by student government vote only; others shall be appointed by the SGA President. All are subject to administrative approval. The college administration may establish a uniform and reasonable system of scholastic eligibility requirements for major student offices.

On questions of educational and institutional policy, students are entitled to participatory function in the form of a voting member on specific committees. Students shall be nominated by the president of the SGA, recommended by the Student Activities Coordinator, and approved by the President of the College as voting members of the Governance Council, as well as standing and special committees concerned with institutional policy affecting academic and student affairs.

Standing Committees with student members:

Alumni/Homecoming	Student Disciplinary
Facilities & Grounds Enhancement	Student Residence Hall
Intercollegiate Athletics	Theatre
Student Appeals/Grievance	Website Advisory

Honors Organizations

Brain Bowl Team	Honors Program
Mu Alpha Theta	Phi Theta Kappa

Interest Groups and Co-Curricular Organizations

Baptist Collegiate Ministries	Phi Beta Lambda
Black Student Union	Pre-Med Society
Brain Bowl	Puertas Abiertas (Spanish Assoc)
Cheerleaders	Show Choir
Chipola Players	Skills USA
Fellowship of Christian Athletes	Student Ambassadors
Future Educators	Student Government Association
Honors Program	Student Nurses Assoc - Freshman
International Student Association	Student Nurses Assoc - Sophomore
Mu Alpha Theta	Student Scientists Association
Phi Theta Kappa	TRiO Society

Musical Groups

Campus musical groups include Rock & Jazz Ensemble, Wind Ensemble, College Chorus, President's Ensemble, and Show Choir. Past choral and/or band experience is highly desirable. Auditions are required for membership in the Chipola Show Choir and the President's Ensemble.

Religious Organizations

Baptist Collegiate Ministries	Fellowship of Christian Athletes
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Intramurals

The College provides a variety of opportunities for students to participate in individual and team sports through its intramural programs. These programs enrich the total educational experience by helping to build friendships and by providing valuable social skills. Watch for announcements throughout the year concerning various tournaments and competitions.

Organized Athletics

The organized athletic program is composed of basketball and baseball for men and softball, basketball, and track for women. The athletic teams compete as members of the Florida College System Activities Association (FCSAA) and the National Junior College Athletic Association (NJCAA). Guidelines for all organized athletics at Chipola College are located in the Office of the President.

CONDUCT AT OFF-CAMPUS ACTIVITIES

Students representing Chipola College at off-campus activities such as sporting events, contests, conferences, internships, class observations, etc., shall conduct themselves in such a manner so as not to bring discredit to the college. Reports of unacceptable conduct at such affairs shall be investigated and may result in disciplinary action. All rules and regulations outlined in the Student Rights and Responsibilities must be followed in addition to these established guidelines:

1. Obey advisor(s) at all times.
2. Do not leave the hotel and/or conference site without advisor's permission.
3. Attend all required meetings unless the advisor allows otherwise.
4. Remember that possession, sale, or consumption of alcoholic beverages on campus, or at off-campus college-sponsored activities is prohibited. Students found to be in violation of this college policy (BOT Policies 3.370 and 4.280) will be subject to penalties under the provisions of the Disciplinary Procedures as outlined in the Student Rights & Responsibilities, Code of Conduct.

5. Follow all house rules of the hotel and/or conference site.
6. Represent him/herself and Chipola in a favorable manner.

USE OF POSTERS, LEAFLETS AND BULLETIN BOARDS

Bulletin boards may be provided for the use of student organizations. School-wide circulation of all notices and leaflets, which meet uniform and nondiscriminatory standards, shall be permitted with the approval of the Student Activities Office. A weekly bulletin, *Chipola This Week*, is issued by the Office of Publications and Public Relations. Academic and activity information may be submitted for publication in the bulletin with appropriate staff approval.

ESTABLISHING A NEW ORGANIZATION

Student activities are regarded as part of the total educational program at the College in that they contribute to the academic, recreational, and cultural climate of the institution. For this reason the college reserves the right to charter all organizations and requires that they function in accordance with a constitution developed for the organization.

A group of students shall become an organization when formally recognized by the college. In order to be recognized, a group must meet the following requirements:

1. Obtain an advisor who is a full-time Chipola employee and be approved by the president of the college.

2. Submit to the Student Activities Office a request form for establishing a new organization describing how the organization will support the mission of the College.

3. Submit a written formal constitution to the Student Activities Office, which in turn will be submitted to the Student Government Association. The constitution must consist of the following:

- a. Organization name
- b. Organization purpose
- c. Means of determining membership
- d. Method by which the organization will be governed (officers, elections, terms of office, etc.)
- e. Organization meeting times
- f. Anti-hazing statement
- g. Organization code of conduct
- h. Source of revenue

4. After the constitution has been submitted to the Student Government Association and approved, it is subject to review by the Executive Council of the College.

5. The decision of the Executive Council shall in turn be presented to the president of the college. (If at any point the request is denied, the constitution may be revised and the process repeated.)

6. Recognition of an organization by Chipola College infers neither approval nor disapproval of the aims, objectives, and policies of the organization.

7. Any organization which engages in illegal activities, on or off campus, may have sanctions imposed against it, including withdrawal of institutional recognition. This organization may reapply for a charter after a period of one year.

USE OF COLLEGE FACILITIES

College facilities shall be assigned to organizations and groups within the college community for regular business meetings, for social programs and for programs open to the public, according to the following guidelines.

1. Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the space assigned, to regulate time and use, and to insure proper maintenance.
2. Preference may be given to programs designed for audiences consisting primarily of members of the college community.
3. Allocation of space may be based on priority of requests and the demonstrated needs of the organization or group.
4. The president has delegated the facility assignment to Physical Plant personnel.
5. Charges may be imposed for use of facilities.
6. Physical abuse of assigned facilities shall result in reasonable limitations on future allocation of space to offending parties and restitution for damage.
7. The group or organization requesting space must inform the college of the general purpose of any meeting open to persons other than members and the names of outside speakers.

2020-2021 College Calendar

August

- 17 Return to 5 Day Work Week / Faculty Returns
- 19-21 Fall A & B: Registration, 8AM – 4PM
- 20 Deadline to Apply for Spring 2021 ADN Program
- 24 Fall A & B: CLASSES BEGIN
- 24 Fall A & B: Late Registration, Drop/Add & Employee Fee Waiver Registration, 8AM – 6PM
- 25 Fall A & B: Late Registration, Drop/Add & Employee Fee Waiver Registration, 8AM – 4PM
- 26-27 Fall A & B: Drop/Add & Employee Fee Waiver Registration, 8AM – 4PM
- 28 Fall A & B: Drop/Add & Employee Fee Waiver Registration, 8AM – 12 Noon

September

- 03 Fall B: Last Day for Vertical Transfer
- 07 Labor Day Holiday – COLLEGE CLOSED
- 17 Fall A: Last day for Vertical Transfer
- 30 Fall B: Last Day to Withdraw from a Class

October

- 01 Deadline for Schedule Changes for Spring
- 01 Deadline to Designate Honor Classes for Spring
- 07 Fall B: Last Day to Resign from All Classes
- 12-16 Fall C: Registration, 8AM – 4PM
- 15 Fall B: Last Academic Class Day
- 15 Deadline to Apply for McLendon Educational Trust Scholarship for Spring 2021

- 16 Fall B: Grades Due 10AM
- 16 Fall C: Payment Deadline
- 19 Fall C: Classes Begin
- 19-20 Fall C: Late Registration, Drop/Add & Employee Fee Waiver Registration, 8AM – 4PM
- 22 Deadline to Apply for Fall Graduation
- 22 Deadline to take Graduate Exit Exam for Fall
- 24 ACT Exam
- 26 Fall C: Last Day for Vertical Transfer

November

- 05 Fall A: Last Day to Withdraw from a Class
- 09 Spring A & B: Early Registration for all Currently Enrolled Students with 30+ Hrs, 8AM – 6PM
- 10 Spring A & B: Early Registration for all Currently Enrolled Students, 8AM – 4PM
- 11 Veterans Day Holiday – COLLEGE CLOSED
- 12-13 Spring A & B: Early Registration for all Currently Enrolled Students, 8AM – 4PM
- 13 Fall A: Last Day to Resign from All Classes
- 16 Spring A & B: Early Registration, 8AM – 6PM
- 17-20 Spring A & B: Early Registration, 8AM – 4PM
- 19 Deadline to have Financial Aid Files Complete for Spring 2021
- 23-24 FALL BREAK – COLLEGE CLOSED-Online Registration Open
- 25-27 THANKSGIVING HOLIDAYS – COLLEGE CLOSED- Online Registration Open

College Holidays

Labor Day Holiday Sept. 7, 2020
Veteran's Day Holiday.....Nov. 11, 2020
Fall Break..... Nov. 23-24, 2020
Thanksgiving Holidays..... Nov. 25-27, 2020
Christmas Holidays Dec. 21-31, 2020

2020-2021 *College Calendar*

30 All Fall Semester Courses Go Virtual through December 15

30 Spring A & B: Early Registration for New & Currently Enrolled Students, 8AM – 6PM

December

01 Fall C: Last Day to Withdraw from a Class
01-04 Spring A & B: Early Registration, 8AM – 4PM
04 College Application Deadline for Spring 2021
07-10 Spring A & B: Early Registration, 8AM – 4PM
08 Fall A: Last Academic Class Day
08 Fall C: Deadline to Resign from All Classes
9-10 Fall A: Final Exams
11 Spring A & B: Payment Deadline for Early Registration
11 Early Spring Registration Closes at 2PM
14-15 Fall A: Finals Exams
14-17 Spring A & B: Early Registration, 8AM – 4PM
15 Last Workforce Class Day
15 Fall C: Last Academic Class Day
16 Fall A & C: Grades Due 12 Noon
18 Last Faculty Work Day – Fall Term
21-31 CHRISTMAS HOLIDAYS – COLLEGE CLOSED / Online Registration Open

January

01 NEW YEAR'S DAY – COLLEGE CLOSED / Online Registration Open

04 Faculty Returns – Spring Term
04 Spring A & B: Registration, 8AM – 4PM
05 Spring A & B: Registration, 8AM – 6PM
06-08 Spring A & B: Late Registration, Drop/Add & Employee Fee Waiver Registration, 8AM – 4PM
07 Spring A & B: CLASSES BEGIN
11 Spring A & B: Late Registration, Drop/Add & Employee Fee Waiver Registration, 8AM – 6PM
12 Spring A & B: Late Registration, Drop/Add & Employee Fee Waiver Registration, 8AM – 4PM
13-14 Spring A & B: Drop/Add & Employee Fee Waiver Registration, 8AM – 4PM
18 ML King Holiday – COLLEGE CLOSED
20 Term B: Last Day for Vertical Transfer

February

06 ACT Exam
09 Spring A: Last Day for Vertical Transfer
17 Spring B: Last Day to Withdraw from a Class
24 Spring B: Last Day to Resign from All Classes

March

01-05 Spring C: Registration 8AM – 4PM
02 Deadline to Apply for Spring Graduation – All Degrees
02 Deadline to take Graduate Exit Exam for Spring Graduation
04 Spring B: Last Academic Class Day

College Holidays

New Year's Holiday Jan. 1, 2021
Martin Luther King Jr. Holiday Jan. 18, 2021
Spring Break..... Mar. 22-26, 2021
Memorial Day Holiday..... May 31, 2021
Independence Day Holiday July 5, 2021

2019-2020

College Calendar

- | | | | |
|-------|--|-------|---|
| 04 | Deadline for Schedule Changes for Summer | 30 | Summer I A & B: Payment Deadline for Early Registration |
| 05 | Spring B: Grades Due 10AM | | |
| 05 | Spring C: Payment Deadline | | |
| 08 | Spring C: Classes Begin, Late Registration, Drop/Add & Employee Fee Waiver 8AM – 4PM | 03 | Spring A: Final Exams |
| 09 | Spring C: Late Registration, Drop/Add & Employee Fee Waiver 8AM-4PM | 03 | Spring C: Last Academic Class Day |
| 11 | Deadline to apply for McLendon Educational Trust Scholarship for Summer 2021 | 03-05 | Early Summer I A & B Early Registration, 8AM - 4PM |
| 17 | Spring C: Last Day for Vertical Transfer | 04 | Spring A & C: Grades Due 12 Noon |
| 22-26 | SPRING BREAK HOLIDAYS – COLLEGE CLOSED | 06 | Last Faculty Work Day – Spring Term |

May

- | | | | |
|-------|--|-------|---|
| | | 10 | Commencement, 7PM |
| | | 10 | College Begins 4 Day Work Week |
| | | 10 | Faculty Returns – Summer I |
| | | 10 | Early Summer I A & B Early Registration, 8AM - 6PM |
| 01 | Spring A: Last Day to Withdraw | 11 | Summer I A & B: CLASSES BEGIN |
| 05 | Summer I & II: Early Registration for all Currently Enrolled Students 30+ Hours, 8AM – 6PM | 11-12 | Summer I A & B: Late Registration, Drop/Add & Employee Fee Waiver, 8AM – 5PM |
| 06-09 | Summer I & II: Early Reg for all Currently Enrolled Students, 8AM – 4PM | 13 | Summer I A & B: Late Registration Drop/Add & Employee Fee Waiver, 8AM – 12 Noon |
| 08 | Spring A: Last Day to Resign from all Classes | 13 | ADN Application Deadline for Fall Term 2021 |
| 12 | Summer I & II: Early Registration, 8AM – 6PM | 17 | Summer I B: Last Day for Vertical Transfer |
| 13-16 | Summer I & II: Early Registration, 8AM – 4PM | 17 | 2021-2022 Schedule of Classes Due |
| 15 | Deadline to have Financial Aid Files Complete for Summer I & II 2021 | 24-26 | Summer II C: Early Registration, 8AM – 5PM |
| 16 | Spring C: Last Day to Withdraw from a Class | 27 | Summer II C: Early Registration, 8AM – 4PM |
| 19 | Summer I & II: Early Registration, 8AM – 6PM | 27 | Deadline to Apply for Summer I Graduation |
| 20-23 | Summer I & II: Early Registration, 8AM – 4PM | 27 | Graduation Exit Exam Registration Deadline for AA Summer Graduates |
| 21 | Spring C: Deadline to Resign from All Classes | 31 | Memorial Day Holiday – COLLEGE CLOSED |
| 23 | College Application Deadline for Summer I | | |
| 26 | Spring A: Last Academic Class Day | | |
| 26 | Summer I & II: Early Registration, 8AM – 6PM | | |
| 27-29 | Spring A: Final Exams | 01 | Summer I A: Last Day for Vertical Transfer |
| 27-29 | Summer I & II: Early Registration, 8AM – 4PM | 01-02 | Summer II C: Early Registration, 8AM – 5PM |
| 29 | Last Class Day for Workforce | | |

June

2019-2020 *College Calendar*

03	Summer II C: Early Registration, 8AM – 4PM	Enrolled Students, 8AM – 4PM
07	Summer I B: Last Day to Withdraw from a Class	12 Summer II C: Last Day for Vertical Transfer
07-09	Summer II C: Early Registration, 8AM – 5PM	12-14 Fall A & B: Early Registration, 8AM – 5PM
10	Summer II C: Early Registration, 8AM – 4PM	15 Fall A & B: Early Registration, 8AM – 4PM
10	College Application Deadline for Summer II	15 Summer I A: Last Day to Withdraw from a Class
10	Deadline to apply for most Chipola Foundation scholarships and the McLendon Educational Trust Scholarship for the Fall 2021	19 Deadline to Apply for Summer II C Graduation
12	ACT Exam	19 Deadline to take Graduate Exit Exam Summer II C
14	Summer I B: Last Day to Resign from All Classes	19 Fall A & B: Early Registration, 8AM – 5PM
14-16	Summer II C: Early Registration, 8AM – 5PM	20 Fall A & B: Early Registration, 8AM – 6PM
17	Summer II C: Early Registration, 8AM – 4PM	21 Fall A & B: Early Registration, 8AM – 5PM
21-23	Summer II C: Early Registration, 8AM – 5PM	22 Fall A & B: Early Registration, 8AM – 4PM
22	Summer I B: Last Academic Class Day	22 Summer I A: Last Day to Resign from All Classes
22	Last Workforce Class Day	22 Deadline to have Financial Aid Files Complete for Fall 2021
23	Last Faculty Day for Summer I Ends at 2PM	26 Fall A & B: Early Registration, 8AM – 5PM
23	Summer I B: Grades Due 12 Noon	27 Summer II C: Last Day to Withdraw from a Class
24	Faculty Returns - Summer II C	27 Fall A & B: Early Registration, 8AM – 6PM
24	Summer II C: Payment Deadline for Early Registration	28 Fall A & B: Early Registration, 8AM – 5PM
24	Summer II C: Registration, 8AM – 12 Noon	29 Fall A & B: Early Registration, 8AM – 4PM
28	Summer II C: CLASSES BEGIN	
28	Summer II C: Late Registration, Drop/Add & Employee Fee Waiver, 8AM – 5PM	
29	Summer II C: Late Registration, Drop/Add & Employee Fee Waiver, 8AM – Noon	
July		
05	Independence Day Holiday – COLLEGE CLOSED	
06	Fall A & B: Early Registration for all Currently Enrolled Students 30+ Hours, 8AM – 5PM	
07	Fall A & B: Early Registration for all Currently Enrolled Students, 8AM – 5PM	
08	Fall A & B: Early Registration for all Currently	
		August
		02-04 Fall A & B: Early Registration, 8AM – 5PM
		03 Summer II C: Last Day to Resign from All Classes
		05 College Application Deadline for Fall 2021
		05 Fall A & B: Early Registration, 8AM – 4PM
		09 Summer I A & Summer II C: Last Academic Class Day
		09 Fall A & B: Payment Deadline for Early Fall 2021 Registration
		10 Last Faculty Work Day for Summer II Ends at 2PM
		10 Summer II C: Grades Due by 10AM

2020

August

17 MONDAY

230

- Return to 5 Day Work Week
- Faculty Returns -Fall Term

18 TUESDAY

231

19 WEDNESDAY

232

- Fall A & B: New & Returning Student Registration, 8 AM – 4 PM

20 THURSDAY

233

- Fall A & B: New & Returning Student Registration, 8 AM – 4 PM
- Deadline to Apply for ADN Program for Spring 2021

21 FRIDAY

234

- Fall A & B: New & Returning Student Registration, 8 AM – 4 PM

22 SATURDAY

235

23 SUNDAY

236

2020 August

24 MONDAY

237

- Fall A & B: Classes Begin
- Fall A & B: Late Registration, Drop/Add & Employee Fee Waiver, 8 AM- 6 PM

25 TUESDAY

238

- Fall A & B: Late Registration, Drop/Add & Employee Fee Waiver, 8 AM- 4 PM

26 WEDNESDAY

239

- Fall A & B: Drop/Add & Employee Fee Waiver, 8 AM- 4 PM

27 THURSDAY

240

- Fall A & B: Drop/Add & Employee Fee Waiver, 8 AM- 4 PM

28 FRIDAY

241

- Fall A & B: Drop/Add & Employee Fee Waiver, 8 AM- Noon

29 SATURDAY

242

30 SUNDAY

243

2020

September

31 MONDAY

244

1 TUESDAY

245

2 WEDNESDAY

246

3 THURSDAY

- Fall B: Last Day for Vertical Transfer

247

4 FRIDAY

248

5 SATURDAY

249

6 SUNDAY

250

2020 September

7 MONDAY

251

• Labor Day Holiday - COLLEGE CLOSED

8 TUESDAY

252

9 WEDNESDAY

253

10 THURSDAY

254

11 FRIDAY

255

12 SATURDAY

256

13 SUNDAY

257

2020

September

14 MONDAY

258

15 TUESDAY

259

16 WEDNESDAY

260

17 THURSDAY

- Fall A: Last Day for Vertical Transfer

261

18 FRIDAY

262

19 SATURDAY

263

20 SUNDAY

264

2020 September

21 MONDAY

265

22 TUESDAY

266

23 WEDNESDAY

267

24 THURSDAY

268

25 FRIDAY

269

26 SATURDAY

270

27 SUNDAY

271

2020

September

28 MONDAY

272

29 TUESDAY

273

30 WEDNESDAY

274

- Fall B: Last Day to Withdraw from a Class

1 THURSDAY

275

- Deadline for All Schedule Changes for Spring 2021
- Deadline to Designate Honor Classes for Spring 2021

2 FRIDAY

276

3 SATURDAY

277

4 SUNDAY

278

2020

October

5 MONDAY

279

6 TUESDAY

280

7 WEDNESDAY

- Fall B: Last Day to Resign from All Classes

281

8 THURSDAY

282

9 FRIDAY

283

10 SATURDAY

284

11 SUNDAY

285

2020

October

12 MONDAY

286

- Fall C: New & Returning Student Registration, 8AM – 4PM

13 TUESDAY

287

- Fall C: New & Returning Student Registration, 8AM – 4PM

14 WEDNESDAY

288

- Fall C: New & Returning Student Registration, 8AM – 4PM

15 THURSDAY

289

- Fall C: New & Returning Student Registration, 8AM – 4PM
- Fall B: Last Academic Day
- Deadline to apply for McLendon Educational Trust Scholarship for Spring 2021

16 FRIDAY

290

- Fall C: New & Returning Student Registration, 8AM – 4PM
- Fall B: Grades Due 10AM
- Fall C: Payment Deadline

17 SATURDAY

291

18 SUNDAY

292

19 MONDAY

293

- Fall C: Classes Begin
- Fall C: Late Registration, Drop/Add & Employee Fee Waiver, 8AM – 4PM

20 TUESDAY

294

- Fall C: Late Registration, Drop/Add & Employee Fee Waiver, 8AM – 4PM

21 WEDNESDAY

295

22 THURSDAY

296

- Deadline to Apply for Fall Graduation - All Degrees
- Deadline to take Graduate Exit Exam for Fall Graduation

23 FRIDAY

297

24 SATURDAY

- ACT Exam

298

25 SUNDAY

299

2020

October/November

26 MONDAY

300

- Fall C: Last Day for Vertical Transfer

27 TUESDAY

301

28 WEDNESDAY

302

29 THURSDAY

303

30 FRIDAY

304

31 SATURDAY

305

1 SUNDAY

306

2020 November

2 MONDAY

307

3 TUESDAY

308

4 WEDNESDAY

309

5 THURSDAY

- Fall A: Last Day to Withdraw from a Class

310

6 FRIDAY

311

7 SATURDAY

312

8 SUNDAY

313

2020 November

9 MONDAY

314

- Spring A & B: Early Registration for all Currently Enrolled Students with 30+Hrs, 8AM - 6PM

10 TUESDAY

315

- Spring A & B: Early Registration for all Currently Enrolled Students, 8AM - 4PM

11 WEDNESDAY

316

- Veterans Day Holiday - COLLEGE CLOSED

12 THURSDAY

317

- Spring A & B: Early Registration for all Currently Enrolled Students, 8AM - 4PM

13 FRIDAY

318

- Spring A & B: Early Registration for all Currently Enrolled Students, 8AM - 4PM
- Fall A: Last Day to Resign from All Classes

14 SATURDAY

319

15 SUNDAY

320

16 MONDAY

321

- Spring A & B: Early Registration for all New & Currently Enrolled Students, 8AM – 6PM

17 TUESDAY

322

- Spring A & B: Early Registration for all New & Currently Enrolled Students, 8AM – 4PM

18 WEDNESDAY

323

- Spring A & B: Early Registration for all New & Currently Enrolled Students, 8AM – 4PM

19 THURSDAY

324

- Spring A & B: Early Registration for all New & Currently Enrolled Students, 8AM – 4PM
- Deadline to have Financial Aid Files Complete for Spring 2021

20 FRIDAY

325

- Spring A & B: Early Registration for all New & Currently Enrolled Students, 8AM – 4PM

21 SATURDAY

326

22 SUNDAY

327

2020

November

23 MONDAY

328

- FALL BREAK - COLLEGE CLOSED
- Online Registration Open

24 TUESDAY

329

- FALL BREAK - COLLEGE CLOSED
- Online Registration Open

25 WEDNESDAY

330

- THANKSGIVING HOLIDAYS-
COLLEGE CLOSED
- Online Registration Open

26 THURSDAY

331

- THANKSGIVING HOLIDAYS-
COLLEGE CLOSED
- Online Registration Open

27 FRIDAY

332

- THANKSGIVING HOLIDAYS-
COLLEGE CLOSED
- Online Registration Open

28 SATURDAY

333

29 SUNDAY

334

2020 November/December

30 MONDAY

335

- All Fall Semester Courses Go Virtual through December 15
- Spring A & B: Early Registration for New & Currently Enrolled Students, 8AM - 6PM

1 TUESDAY

336

- Fall C: Last Day to Withdraw from a Class
- Spring A & B: Early Registration for New & Currently Enrolled Students, 8AM - 4PM

2 WEDNESDAY

337

- Spring A & B: Early Registration for New & Currently Enrolled Students, 8AM - 4PM

3 THURSDAY

338

- Spring A & B: Early Registration for New & Currently Enrolled Students, 8AM - 4PM

4 FRIDAY

339

- Spring A & B: Early Registration for New & Currently Enrolled Students, 8AM - 4PM
- College Application Deadline for Spring 2021

5 SATURDAY

340

6 SUNDAY

341

2020 December

7 MONDAY

342

- Spring A & B: Early Registration for New & Currently Enrolled Students, 8AM - 4PM

8 TUESDAY

343

- Spring A & B: Early Registration for New & Currently Enrolled Students, 8AM - 4PM
- Fall A: Last Academic Class Day
- Fall C: Deadline to Resign from All Classes

9 WEDNESDAY

344

- Final Exams
- Spring A & B: Early Registration for New & Currently Enrolled Students, 8AM - 4PM

10 THURSDAY

345

- Final Exams
- Spring A & B: Early Registration for New & Currently Enrolled Students, 8AM - 4PM

11 FRIDAY

346

- Early Spring Registration Closes at 2PM
- Spring A & B: Payment Deadline for Early Registration

12 SATURDAY

347

13 SUNDAY

348

14 MONDAY

349

- Final Exams
- Spring A & B: Early Registration for New & Currently Enrolled Students, 8AM - 4PM

15 TUESDAY

350

- Final Exams
- Spring A & B: Early Registration for New & Currently Enrolled Students, 8AM - 4PM
- Last Workforce Class Day
- Fall C: Last Academic Class Day

16 WEDNESDAY

351

- Spring A & B: Early Registration for New & Currently Enrolled Students, 8AM - 4PM
- Fall A & C: Grades Due 12 Noon (including "I" from SS I and II)

17 THURSDAY

352

- Spring A & B: Early Registration for New & Currently Enrolled Students, 8AM - 4PM

18 FRIDAY

353

- Last Faculty Work Day - Fall Term

19 SATURDAY

354

20 SUNDAY

355

2020

December

21 MONDAY

356

- CHRISTMAS HOLIDAYS - COLLEGE CLOSED
- Online Registration Open

22 TUESDAY

357

- CHRISTMAS HOLIDAYS - COLLEGE CLOSED
- Online Registration Open

23 WEDNESDAY

358

- CHRISTMAS HOLIDAYS - COLLEGE CLOSED
- Online Registration Open

24 THURSDAY

359

- CHRISTMAS HOLIDAYS - COLLEGE CLOSED
- Online Registration Open

25 FRIDAY

360

- CHRISTMAS HOLIDAYS - COLLEGE CLOSED
- Online Registration Open

26 SATURDAY

- Christmas Holidays - College Closed
- Online Registration Open

361

27 SUNDAY

- Christmas Holidays - College Closed
- Online Registration Open

362

2020 December/January

28 MONDAY

363

- CHRISTMAS HOLIDAYS - COLLEGE CLOSED
- Online Registration Open

29 TUESDAY

364

- CHRISTMAS HOLIDAYS - COLLEGE CLOSED
- Online Registration Open

30 WEDNESDAY

365

- CHRISTMAS HOLIDAYS - COLLEGE CLOSED
- Online Registration Open

31 THURSDAY

366

- CHRISTMAS HOLIDAYS - COLLEGE CLOSED
- Online Registration Open

1 FRIDAY

001

- NEW YEAR'S DAY - COLLEGE CLOSED
- Online Registration Open

2 SATURDAY

002

3 SUNDAY

003

2021

January

4 MONDAY

004

- Faculty Returns - Spring Term
- Spring A & B: New & Returning Student Registration, 8AM - 4PM

5 TUESDAY

005

- Spring A & B: New & Returning Student Registration, 8AM - 6PM

6 WEDNESDAY

006

- Spring A & B: Late Registration, Drop/Add Employee Fee Waiver, 8AM - 4PM

7 THURSDAY

007

- Spring A & B: CLASSES BEGIN
- Spring A & B: Late Registration, Drop/Add Employee Fee Waiver, 8AM - 4PM

8 FRIDAY

008

- Spring A & B: Late Registration, Drop/Add Employee Fee Waiver, 8AM - 4PM

9 SATURDAY

009

10 SUNDAY

010

2021

January

11 MONDAY

- Spring A & B: Late Registration, Drop/Add Employee Fee Waiver, 8AM - 6PM

011

12 TUESDAY

- Spring A & B: Late Registration, Drop/Add & Employee Fee Waiver, 8AM - 4PM

012

13 WEDNESDAY

- Spring A & B: Drop/Add & Employee Fee Waiver Registration, 8AM - 4PM

013

14 THURSDAY

- Spring A & B: Drop/Add & Employee Fee Waiver Registration, 8AM - 4PM

014

15 FRIDAY

015

16 SATURDAY

016

17 SUNDAY

017

2021

January

18 MONDAY

- Martin Luther King Holiday - COLLEGE CLOSED

018

19 TUESDAY

019

20 WEDNESDAY

- Term B: Last Day for Vertical Transfer

020

21 THURSDAY

021

22 FRIDAY

022

23 SATURDAY

023

24 SUNDAY

024

2021

January

25 MONDAY

025

26 TUESDAY

026

27 WEDNESDAY

027

28 THURSDAY

028

29 FRIDAY

029

30 SATURDAY

030

31 SUNDAY

031

2021

February

1 MONDAY

032

2 TUESDAY

033

3 WEDNESDAY

034

4 THURSDAY

035

5 FRIDAY

036

6 SATURDAY

- ACT Exam

037

7 SUNDAY

038

2021

February

8 MONDAY

039

9 TUESDAY

040

- Spring A: Last Day for Vertical Transfer

10 WEDNESDAY

041

11 THURSDAY

042

12 FRIDAY

043

13 SATURDAY

044

14 SUNDAY

045

2021

February

15 MONDAY

046

16 TUESDAY

047

17 WEDNESDAY

- Spring B: Last Day to Withdraw from a Class

048

18 THURSDAY

049

19 FRIDAY

050

20 SATURDAY

051

21 SUNDAY

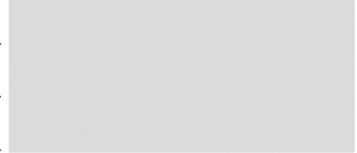
052

2021

February

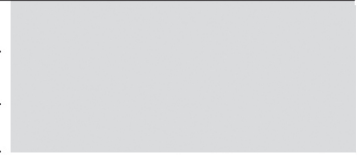
22 MONDAY

 053



23 TUESDAY

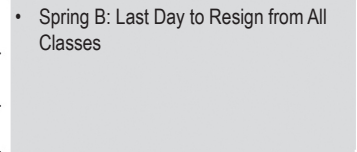
 054



24 WEDNESDAY

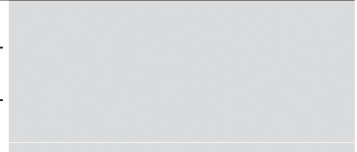
 055

- Spring B: Last Day to Resign from All Classes



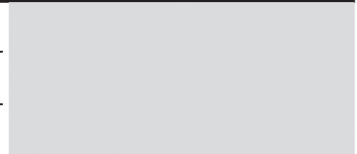
25 THURSDAY

 056



26 FRIDAY

 057



27 SATURDAY

 058

28 SUNDAY

 059

2021

March

1 MONDAY

060

- Spring C: Registration, 8AM – 4PM

2 TUESDAY

061

- Spring C: Registration, 8AM – 4PM
- Deadline to Apply for Spring Graduation - All Degrees
- Deadline to take Graduate Exit Exam for Spring Graduation

3 WEDNESDAY

062

- Spring C: Registration, 8AM – 4PM

4 THURSDAY

063

- Spring C: Registration, 8AM – 4PM
- Spring B: Last Academic Class Day
- Deadline for All Class Schedule Changes for Summer Term

5 FRIDAY

064

- Spring C: Registration, 8AM – 4PM
- Spring B: Grades Due 10AM
- Spring C: Payment Deadline

6 SATURDAY

065

7 SUNDAY

066

8 MONDAY

067

- Spring C: Classes Begin, Late Registration, Drop/Add & Employee Fee Waiver, 8AM - 4PM

9 TUESDAY

068

- Spring C: Late Registration, Drop/Add & Employee Fee Waiver, 8AM – 4PM

10 WEDNESDAY

069

11 THURSDAY

070

- Deadline to Apply for McLendon Educational Trust Scholarship for Summer 2021

12 FRIDAY

071

13 SATURDAY

072

14 SUNDAY

073

2021

March

15 MONDAY

074

16 TUESDAY

075

17 WEDNESDAY

- Spring C: Last Day for Vertical Transfer

076

18 THURSDAY

077

19 FRIDAY

078

20 SATURDAY

079

21 SUNDAY

080

22 MONDAY

081

- SPRING BREAK HOLIDAYS - COLLEGE CLOSED

23 TUESDAY

082

- SPRING BREAK HOLIDAYS - COLLEGE CLOSED

24 WEDNESDAY

083

- SPRING BREAK HOLIDAYS - COLLEGE CLOSED

25 THURSDAY

084

- SPRING BREAK HOLIDAYS - COLLEGE CLOSED

26 FRIDAY

085

- SPRING BREAK HOLIDAYS - COLLEGE CLOSED

27 SATURDAY

086

28 SUNDAY

087

2021

March / April

29 MONDAY

088

30 TUESDAY

089

31 WEDNESDAY

090

1 THURSDAY

- Spring A: Last Day to Withdraw

091

2 FRIDAY

092

3 SATURDAY

093

4 SUNDAY

094

5 MONDAY

095

- Summer I & II: Early Registration for all Currently Enrolled Students 30+ Hours, 8AM - 6PM

6 TUESDAY

096

- Summer I & II: Early Registration for all Currently Enrolled Students, 8AM - 4PM

7 WEDNESDAY

097

- Summer I & II: Early Registration for all Currently Enrolled Students, 8AM - 4PM

8 THURSDAY

098

- Summer I & II: Early Registration for all Currently Enrolled Students, 8AM - 4PM
- Spring A: Last Day to Resign from all Classes

9 FRIDAY

099

- Summer I & II: Early Registration for all Currently Enrolled Students, 8AM - 4PM

10 SATURDAY

100

11 SUNDAY

101

2021

April

12 MONDAY

102

- Summer I & II: Early Registration for New & Currently Enrolled Students, 8AM – 6PM

13 TUESDAY

103

- Summer I & II: Early Registration for New & Currently Enrolled Students, 8 M – 4PM

14 WEDNESDAY

104

- Summer I & II: Early Registration for New & Currently Enrolled Students, 8 M – 4PM

15 THURSDAY

105

- Summer I & II: Early Registration for New & Currently Enrolled Students, 8 M – 4PM
- Deadline to have Financial Aid Files Complete for Summer I & II 2021

16 FRIDAY

106

- Summer I & II: Early Registration for New & Currently Enrolled Students, 8 M – 4PM
- Spring C: Last Day to Withdraw from a Class

17 SATURDAY

107

18 SUNDAY

108

19 MONDAY

- Summer I & II: Early Registration, New & Currently Enrolled Students, 8AM – 6PM

109

20 TUESDAY

- Summer I & II: Early Registration, New & Currently Enrolled Students, 8AM – 4PM

110

21 WEDNESDAY

- Summer I & II: Early Registration, New & Currently Enrolled Students, 8AM – 4PM
- Spring C: Deadline to Resign from all Classes

111

22 THURSDAY

- Summer I & II: Early Registration, New & Currently Enrolled Students, 8AM – 4PM

112

23 FRIDAY

- Summer I & II: Early Registration, New & Currently Enrolled Students, 8AM – 4PM
- College Application Deadline for Summer I

113

24 SATURDAY

114

25 SUNDAY

115

2021

April/May

26 MONDAY

116

- Spring A: Last Academic Class Day
- Summer I & II: Early Registration, New & Currently Enrolled Students, 8AM – 6PM

27 TUESDAY

117

- Spring A: Final Exams
- Summer I & II: Early Registration, New & Currently Enrolled Students, 8AM – 4PM

28 WEDNESDAY

118

- Spring A: Final Exams
- Summer I & II: Early Registration, New & Currently Enrolled Students, 8AM – 4PM

29 THURSDAY

119

- Spring A: Final Exams
- Summer I & II: Early Registration, New & Currently Enrolled Students, 8AM – 4PM
- Last Class Day for Workforce

30 FRIDAY

120

- Summer I A & B: Payment Deadline for Early Registration

1 SATURDAY

121

2 SUNDAY

122

3 MONDAY

123

- Spring A: Final Exams
- Spring C: Last Academic Class Day
- Summer I A & B: Early Registration, New & Currently Enrolled Students, 8AM – 4PM

4 TUESDAY

124

- Summer I A & B: Early Registration, New & Currently Enrolled Students, 8AM – 4PM
- Spring A & C: Grades Due 12 Noon (Including "I" Grades from Fall 2020)

5 WEDNESDAY

125

- Summer I A & B: Early Registration, New & Currently Enrolled Students, 8AM – 4PM

6 THURSDAY

126

- Last Faculty Work Day - Spring Term
- Commencement, 7PM

7 FRIDAY

127

8 SATURDAY

128

9 SUNDAY

129

2021

May

10 MONDAY

130

- College Begins 4 Day Work Week
- Faculty Returns Summer I
- Early Summer I A & B Early Registration for New & Currently Enrolled Students, 8AM - 6PM

11 TUESDAY

131

- Summer I A & B: CLASSES BEGIN
- Summer I A & B: Late Registration, Drop/Add & Employee Fee Waiver, 8AM - 5PM

12 WEDNESDAY

132

- Summer I A & B: Late Registration, Drop/Add & Employee Fee Waiver, 8AM - 5PM

13 THURSDAY

133

- Summer I A & B: Late Registration, Drop/Add & Employee Fee Waiver, 8AM - 12 Noon
- ADN Application Deadline for Fall Term 2021

14 FRIDAY

134

- COLLEGE CLOSED

15 SATURDAY

135

16 SUNDAY

136

17 MONDAY

- Summer I B: Last Day for Vertical Transfer
- 2021-2022 Schedule of Classes Due

137

18 TUESDAY

138

19 WEDNESDAY

139

20 THURSDAY

140

21 FRIDAY

- COLLEGE CLOSED

141

22 SATURDAY

142

23 SUNDAY

143

2021

May

24 MONDAY

144

- Summer II C: Early Registration for New & Currently Enrolled Students, 8AM - 5PM

25 TUESDAY

145

- Summer II C: Early Registration for New & Currently Enrolled Students, 8AM - 5PM

26 WEDNESDAY

146

- Summer II C: Early Registration for New & Currently Enrolled Students, 8AM - 5PM

27 THURSDAY

147

- Summer II C: Early Registration, 8AM - 4PM
- Deadline to Apply for Summer I Graduation - All Degrees
- Graduation Exit Exam Registration Deadline for AA Summer Graduates

28 FRIDAY

148

- COLLEGE CLOSED

29 SATURDAY

149

30 SUNDAY

150

31 MONDAY

- Memorial Day Holiday- COLLEGE CLOSED

151

1 TUESDAY

- Summer II C: Early Registration for New & Currently Enrolled Students, 8AM - 5PM
- Summer I: Last Day for Vertical Transfer

152

2 WEDNESDAY

- Summer II C: Early Registration for New & Currently Enrolled Students, 8AM - 5PM

153

3 THURSDAY

- Summer II C: Early Registration for New & Currently Enrolled Students, 8AM - 4PM

154

4 FRIDAY

- COLLEGE CLOSED

155

5 SATURDAY

156

6 SUNDAY

157

2021

June

7 MONDAY

158

- Summer II C: Early Registration for New & Currently Enrolled Students, 8AM - 5PM
- Summer I B: Last Day to Withdraw from a Class

8 TUESDAY

159

- Summer II C: Early Registration for New & Currently Enrolled Students, 8AM - 5PM

9 WEDNESDAY

160

- Summer II C: Early Registration for New & Currently Enrolled Students, 8AM - 5PM

10 THURSDAY

161

- Summer II C: Early Registration, 8AM - 4PM
- Summer II: College Application Deadline
- Deadline to apply for most Chipola Foundation scholarships and the McLendon Ed Trust Scholarship for Fall 2021

11 FRIDAY

162

- COLLEGE CLOSED

12 SATURDAY

- ACT Exam

163

13 SUNDAY

164

14 MONDAY

- Summer I B: Last Day to Resign from All Classes
- Summer II C: Early Registration for New & Currently Enrolled Students, 8AM - 5PM

165

15 TUESDAY

- Summer II C: Early Registration for New & Currently Enrolled Students, 8AM - 5PM

166

16 WEDNESDAY

- Summer II C: Early Registration for New & Currently Enrolled Students, 8AM - 5PM

167

17 THURSDAY

- Summer II C: Early Registration for New & Currently Enrolled Students, 8AM - 4PM

168

18 FRIDAY

- COLLEGE CLOSED

169

19 SATURDAY

170

20 SUNDAY

171

2021

June

21 MONDAY

172

- Summer II C: Early Registration for New & Currently Enrolled Students, 8AM - 5PM

22 TUESDAY

173

- Summer II C: Early Registration for New & Currently Enrolled Students, 8AM - 5PM
- Summer I B: Last Academic Class Day
- Last Workforce Class Day

23 WEDNESDAY

174

- Summer II C: Early Registration, 8AM - 5PM
- Last Faculty Day for Summer I Ends at 2PM
- Summer I B: Grades Due 12 Noon

24 THURSDAY

175

- Faculty Returns Summer II C
- Summer II C: Payment Deadline for Early Registration
- Summer II C: Registration, 8AM - Noon

25 FRIDAY

176

- COLLEGE CLOSED

26 SATURDAY

177

27 SUNDAY

178

2021

June / July

28 MONDAY

- Summer II C: CLASSES BEGIN
- Summer II C: Late Registration, Drop/ Add & Employee Fee Waiver, 8AM - 5PM

179

29 TUESDAY

- Summer II C: Late Registration, Drop/ Add & Employee Fee Waiver, 8AM - Noon

180

30 WEDNESDAY

181

1 THURSDAY

182

2 FRIDAY

183

- COLLEGE CLOSED

3 SATURDAY

184

4 SUNDAY

185

2021

July

5 MONDAY

186

- Independence Holiday - COLLEGE CLOSED

6 TUESDAY

187

- Fall A & B: Early Registration for all Currently Enrollment Students 30+ Hours, 8AM - 5PM

7 WEDNESDAY

188

- Fall A & B: Early Registration for all Currently Enrollment Students, 8AM - 5PM

8 THURSDAY

189

- Fall A & B: Early Registration for all Currently Enrollment Students, 8AM - 4PM

9 FRIDAY

190

- COLLEGE CLOSED

10 SATURDAY

191

11 SUNDAY

192

12 MONDAY

- Fall A & B: Early Registration for New & Currently Enrollment Students, 8AM - 5PM
- Summer II C: Last Day for Vertical Transfer

193

13 TUESDAY

- Fall A & B: Early Registration for New & Currently Enrollment Students, 8AM - 5PM

194

14 WEDNESDAY

- Fall A & B: Early Registration for New & Currently Enrollment Students, 8AM - 5PM

195

15 THURSDAY

- Fall A & B: Early Registration for New & Currently Enrollment Students, 8AM - 4PM
- Summer I A: Last Day to Withdraw from a Class

196

16 FRIDAY

- COLLEGE CLOSED

197

17 SATURDAY

198

18 SUNDAY

199

2021

July

19 MONDAY

200

- Fall A & B: Early Registration, 8AM - 5PM
- Deadline to Apply for Summer II C Graduation
- Deadline to take Graduate Exit Exam Summer II C

20 TUESDAY

201

- Fall A & B: Early Registration for New & Currently Enrollment Students, 8AM - 6PM

21 WEDNESDAY

202

- Fall A & B: Early Registration for New & Currently Enrollment Students, 8AM - 5PM

22 THURSDAY

203

- Fall A & B: Early Registration, 8AM - 4PM
- Summer I A: Last Day to Resign from All Classes
- Deadline to have Financial Aid Files Complete for Fall 2021

23 FRIDAY

204

- COLLEGE CLOSED

24 SATURDAY

205

25 SUNDAY

206

2021

July/August

26 MONDAY

207

- Fall A & B: Early Registration for New & Currently Enrollment Students, 8AM - 5PM

27 TUESDAY

208

- Fall A & B: Early Registration for New & Currently Enrollment Students, 8AM - 6PM
- Summer II C: Last Day to Withdraw from a Class

28 WEDNESDAY

209

- Fall A & B: Early Registration for New & Currently Enrollment Students, 8AM - 5PM

29 THURSDAY

210

- Fall A & B: Early Registration for New & Currently Enrollment Students, 8AM - 4PM

30 FRIDAY

211

- COLLEGE CLOSED

31 SATURDAY

212

1 SUNDAY

213

2021

August

2 MONDAY

214

- Fall A & B: Early Registration for New & Currently Enrollment Students, 8AM - 5PM

3 TUESDAY

215

- Fall A & B: Early Registration for New & Currently Enrollment Students, 8AM - 5PM
- Summer II C: Last Day to Resign from All Classes

4 WEDNESDAY

216

- Fall A & B: Early Registration for New & Currently Enrollment Students, 8AM - 5PM

5 THURSDAY

217

- Fall A & B: Early Registration for New & Currently Enrollment Students, 8AM - 4PM
- College Application Deadline for Fall 2021

6 FRIDAY

218

- COLLEGE CLOSED

7 SATURDAY

219

8 SUNDAY

220

2021 August

9 MONDAY

- Summer I A & Summer II C: Last Academic Class Day
- Fall A & B: Payment Deadline for Early Fall 2021 Registration

221

10 TUESDAY

- Last Faculty Work Day for Summer II Ends at 2PM
- Summer II C: Grades Due by 10AM (Including "I" Grades from Spring Term)

222

11 WEDNESDAY

223

12 THURSDAY

224

13 FRIDAY

- COLLEGE CLOSED

225

14 SATURDAY

226

15 SUNDAY

227

2020-2021 Academic Calendar

	FALL A	FALL B	FALL C	SPRING A	SPRING B	SPRING C	SUMMER A	SUMMER I B	SUMMER I C	FALL A 2020	FALL B 2020
Application Deadline				Dec 4	Dec 4		April 23	April 30	June 10	Aug 5	Aug 5
Early Registration				Nov 9-13	Nov 9-13		April 5-9	April 5-9	May 24-27	July 6-8	July 6-8
				Nov 16-20	Nov 16-20		April 12-16	April 12-16	June 1-3	July 12-15	July 12-15
				Nov 30	Nov 30		April 19-23	April 19-23	June 7-10	July 19-22	July 19-22
				Dec 1-4	Dec 1-4		April 26-29	April 26-29	June 14-17	July 26-29	July 26-29
				Dec 7-11	Dec 7-11		May 3-5	May 3-5	June 21-23	Aug 2-5	Aug 2-5
				Dec 14-17	Dec 14-17		May 10	May 10			
Payment Deadline for Early Reg			Oct 16	Dec 11	Dec 11	Mar 5	April 30	April 30	June 24	Aug 9	Aug 9
Registration	Aug 19-21	Aug 19-21	Oct 12-16	Jan 4-5	Jan 4-5	Mar 1-5			June 24		
Classes Begin	Aug 24	Aug 24	Oct 19	Jan 7	Jan 7	Mar 8	May 11	May 11	June 28		
Late Registration	Aug 24-25	Aug 24-25	Oct 19-20	Jan 6-8	Jan 6-8	Mar 8-9	May 11-13	May 11-13	June 28-29		
				Jan 11-12	Jan 11-12						
Drop/Add	Aug 26-28	Aug 24-28	Oct 19-20	Jan 6-8	Jan 6-8	Mar 8-9	May 11-13	May 11-13	June 28-29		
				Jan 11-14	Jan 11-14						
Last Day for Vertical Transfer	Sept 17	Sept 3	Oct 26	Feb 9	Jan 20	Mar 17	June 1	May 17	July 12		
Last Day to Withdraw from a Class	Nov 5	Sept 30	Dec 1	Apr 1	Feb 17	Apr 16	July 15	June 7	July 27		
Last Day to Resign from All Classes	Nov 13	Oct 7	Dec 8	Apr 8	Feb 24	Apr 21	July 22	June 14	Aug 3		
Deadline to Apply for Graduation	Oct 22	Oct 22	Oct 22	Mar 2	Mar 2	Mar 2	May 27	May 27	July 19		
GEE Exam Deadline	Oct 22	Oct 22	Oct 22	Mar 2	Mar 2	Mar 2	May 27	May 27	July 19		
Last Academic Class Day	Dec 8	Oct 15	Dec 15	Apr 26	Mar 4	May 3	Aug 9	June 22	Aug 9		
Last Workforce Class Day	Dec 15			Apr 29			June 22				
Final Exams	Dec 9-10 & Dec 14-15			Apr 27-29 & May 3							
Grades Due	Dec 16	Oct 16	Dec 16	May 4	May 5	May 4	June 23		Aug 10		
Graduation				May 6	May 6	May 6					

Personal Directory

Name/Address**Phone/Email**[illegible]

