

Keiser University Flagship Campus

STUDENT HANDBOOK 2020-2021



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Student Responsibility for All Rules and Regulations

Each student must become familiar with Keiser University academic and other policies, curriculum requirements and associated deadlines as outlined in the course catalog, whether hardcopy or posted to the university website. The academic staff will advise students on matters related to their programs of study and will aid students in the interpretation of policies whenever necessary, however it is ultimately each student's responsibility for meeting all stated degree requirements and complying with all related policies. It is also each student's responsibility to utilize Keiser University email and the university website, as these are often our primary communication resources for and with our students.

Notification of Nondiscrimination

Keiser University admits students of any race, color, national origin, religion, age, disability, gender, marital or veteran status, pregnancy, genetic information (including family medical history) or other legally protected classification to all the rights, privileges, programs and activities generally accorded or made available to students at Keiser. It does not discriminate on the basis of race, color, national origin, religion, age, disability, gender, marital or veteran status, pregnancy, genetic information (including family medical history) or other legally protected classification in administration of its educational policies, admissions policies, scholarships, and loan programs, employment of the faculty, and other administered programs as specified by federal laws and regulations. Any inquiries concerning the application of these federal laws and regulations may be referred to the President's Office of the University.

NOTE: Keiser University may be referred to either as the University or KU throughout this document.

Welcome from Keiser University Chancellor

Dear Students, Parents and Friends,

On behalf of the Keiser family, the Board of Trustees, our faculty, staff and students, welcome to Keiser University!

As a student-centered university, we are grateful that you are entrusting us to guide you as you embark on your educational journey.

As alumni often remind us, it is Keiser University's small class sizes, individualized attention, and wide range of academic programs that help to solidify professional success, so we look forward to providing you with an education that will help to jumpstart both your academic and professional goals.

When our family started our first school in Ft. Lauderdale in 1977 with one student and several classrooms, I could never have imagined at that time that nearly 40 years later we would have campuses throughout the State of Florida, cooperative agreements with the university systems in China and Moldova to serve international students, nearly 3,500 staff, and approximately 20,000 students, with associate, bachelor's, master's, and doctoral degree programs in several in-demand career fields.

And yet, this is precisely what we have accomplished.

This dramatic growth can be traced directly back to our original commitment to our philosophy that *students come first*. Simply stated, they are the reason we exist. Our mission, and our decades-long commitment to it, is to be accountable to our students by offering an innovative, proven educational approach with small class sizes, highly personalized teaching, hands-on practical training, and more. And I am quite proud that this model results in a high rate of graduation and job placement in the field of study of our students.

Sincerely,

Arthur Keiser, Ph.D.
Chancellor

The Keiser Tradition

Mission Statement

Keiser University is a regionally accredited private career university that provides educational programs at the undergraduate and graduate levels for a diverse student body in traditional, nontraditional and online delivery formats. The main campus is located in Fort Lauderdale, with campuses located throughout the State of Florida and internationally. Through quality teaching, learning, and research, the university is committed to provide students with opportunities to develop the knowledge, understanding, and skills necessary for successful employment. Committed to a “students first” philosophy, Keiser University prepares graduates for careers in business, criminal justice, engineering, health care, technology, hospitality, education, and career-focused general studies. Inherent in the Mission is service to the community. This service includes community partnerships, involvement with various constituencies and various continuing education programs.

Goals

The following goals are integral to the mission of the University:

- Promote academic excellence and achievement through quality educational programs.
- Attract and retain quality faculty and staff.
- Develop and maintain high-demand educational programs that are distinctive, accessible, and responsive to community, disciplinary, and student aspirations and needs.
- Support, cultivate, and expand faculty instruction, student learning, and academic program-appropriate research.
- Expand the domestic and international development of Keiser University through the addition of new locations, collaborative agreements, and programmatic and community initiatives.
- Continue the implementation of appropriate fiscal, budgetary, and managerial strategies to provide adequate resources with which to support Keiser University and its future development.
- Develop and implement a multifaceted institutional development/advancement program with which to further enhance the university’s relationships with its alumni, selected supporting global constituencies, service communities, and the professions it serves.

Philosophy

In today’s society, there is a genuine need for a university that offers its students quality academic and career education in an atmosphere of personalized attention. Keiser University offers career educational programs that prepare students to enter their chosen career field upon graduation. Other students utilize Keiser University programs as a stepping-stone to further education. Other students may be community residents or business members who attend contract training or University-sponsored seminars.

At Keiser University, each student is considered an individual, and the University strives to be aware at all times of the needs of each member of its student body. The faculty of Keiser University believes that career education instruction is an art as well as a science. It is a dynamic process that develops both the skill and the intellect of career-minded individuals in its community. Career education is an interactive process upon which the future of society depends. Graduates become technicians, professionals, and clinicians who are critical for future economic growth.

Keiser University’s goal is to train career-minded individuals by offering an education that produces an employable, skilled, responsible, and accountable person. Keiser University students are prepared to provide professional skills necessary to meet the projected needs of society. Inherent in the goals established for Keiser University is the belief that learning takes place in a variety of ways. For this reason, Keiser University curricula are flexible and incorporate previous knowledge and skills.

Keiser University affirms that all members of the academic community share responsibility for establishing, implementing, and evaluating its educational programs. Further, Keiser University believes that members of business and industry must also participate in this process.

It is the philosophy of Keiser University that no person shall be denied admission to any program, be excluded from any training, be denied the benefits of training, or be subjected to discrimination in any hiring practice or activity of the University because of race, creed, color, handicap, national origin, sex, age, political affiliation, sexual orientation, marital status or religious belief.

Campus Location

Keiser University Flagship Campus
2600 N. Military Trail
West Palm Beach, FL 33409-2911

Community Profile

The City of West Palm Beach, with its sunny palm-lined streets, scenic waterfront views, quaint shopping districts, historic neighborhoods, year-round outdoor festivals, elegance and luxurious comfort are the hallmarks of this slice of paradise. Located in the heart of it all is Keiser University, which boasts a lush tropical setting with stunning architecture.

West Palm Beach offers family fun with the Palm Beach Zoo, the South Florida Science Museum, and nearby world-class beaches and fishing. SunFest, Florida's largest waterfront music and art festival, takes place in West Palm Beach each May. For theater and performing arts, the Raymond F. Kravis Center for the Performing Arts is the premier location in West Palm Beach to spend an evening. The Norton Museum of Art houses a world-renowned collection of European, American, Chinese and contemporary art, along with rotating exhibitions.

The Downtown Retail and Entertainment District is a vibrant area lined with trendy nightclubs, elite boutiques, and fine restaurants. When the sun sets, enjoy fine dining by candlelight at one of the many lovely area restaurants or dance the night away at one of the many local hot spots. Fort Lauderdale and Miami are just a short drive from campus; and Orlando, with its world-class attractions, is just three hours away.

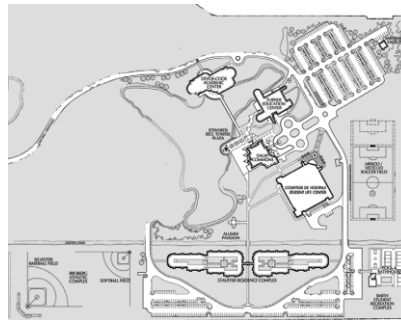
Directions

From I-95:

Exit at Okeechobee Blvd. Proceed west on Okeechobee Blvd. approximately 2.2 miles to Military Trail. Turn north (right) on Military Trail. The campus is located 1/4-mile north on the right.

From the Turnpike:

Exit at the West Palm Beach (Okeechobee Blvd.) exit. Proceed east on Okeechobee approximately 1.5 miles to Military Trail. Turn north (left) on Military Trail. The campus is located 1/4-mile north on the right.



Campus Phone Directory

ACADEMIC ADVISING

Dalby Commons
561-681-7193 or Ext. 347193
561-681-7183 or Ext. 347183
561-681-7921 or Ext. 347921
561-681-7981 or Ext. 347981

ACADEMIC AFFAIRS

DeVos-Cook Academic Center
561-478-5572 or Ext. 345572

ACTIVITIES & STUDENT ORGANIZATIONS

Student Life Center
561-478-5558 or Ext. 345558

ADMISSIONS

Turner Education Center
561-681-7922 or Ext. 347922

ATHLETICS

Student Life Center
561-478-5552 or Ext. 345552

ATHLETIC TRAINER

Student Life Center
561-681-7931 or Ext. 347931

BOOKSTORE

Turner Education Center
561-478-5518 or ext. 345518
561-478-5519 or ext. 345519

BUSINESS OFFICE

Turner Education Center
561-478-5515 or Ext. 345515

CAMPUS PRESIDENT

Turner Education Center
561-478-5570 or Ext. 345570

CAREER SERVICES

Turner Education Center
561-478-5526 or Ext. 345526

DEAN OF STUDENTS

Turner Education Center
561-681-7162 or Ext. 347162

DINING SERVICES

Dalby Commons - Marketplace
561-478-5554 or Ext. 345554

LEARNING COMMONS & LIBRARY

Turner Education Center
561-478-5537 or Ext. 345537

FINANCIAL AID

Turner Education Center
561-478-5590 or Ext. 345590

OFFICE OF STUDENT LIVING (Housing)

Stauffer Residence Complex 1101
561-681-7958 or Ext. 347958

INFORMATION TECHNOLOGY

Turner Education Center
561-681-7915 or Ext. 347915
561-681-7979 or Ext. 347979

REGISTRAR

DeVos-Cook Academic Center
561-478-5521 or Ext. 345521
561-681-7964 or Ext. 347964

SECURITY

Dalby Commons
Cell Phones:
Supervisor: 561-386-3573
Patrol: 561-386-3299
Gatehouse: 561-386-3563

Academic Affairs

Faculty and staff are committed to Keiser University's "students first" philosophy and to creating a positive learning environment. The goal is to help students gain the knowledge, understanding, and skills needed for their next step. Whether a student plans to enter the workforce or continue their education, Keiser University faculty and staff are invested in helping students make that a reality.

Students are expected to familiarize themselves with University policies, important dates, graduation requirements, and major specific expectations. It is essential students read and reference the University catalog which is found electronically at <http://keiseruniversity.edu/catalog/>. The catalog is updated regularly, and notification of those changes is made through an email to all Keiser University faculty, staff, and students.

University-assigned email accounts are provided to all students. Keiser University has established the university-assigned email address as an official means of communication. Students are expected to read all university communications sent to them via their assigned University email account. Only the assigned Keiser University email is used for University business.

Locations:

Dalby Commons

Academic Advising

561-681-7193 or Ext. 347193

561-681-7183 or Ext. 347183

561-681-7921 or Ext. 347921

561-681-7981 or Ext. 347981

DeVos-Cook Academic Center

Dean of Academic Affairs

561-478-5572

Associate Dean

561-683-5116

Registrar

561-478-5521

Assistant Registrar

561-681-7964

Academic Advising

Academic advisors and faculty are available to assist students in reaching their educational and career goals. Both walk-in and scheduled advising sessions are available throughout the year. Advisors guide students through the required academic curriculum, assist in the selection of a major based on individual interests and goals, help students prepare for advanced study, connect students with campus resources and support systems, and provide access to course registration.

Curriculum and Coursework

The Keiser University academic catalog contains specific requirements for each major. The catalog is available electronically: <http://www.keiseruniversity.edu/catalog/>. Academic advisors can provide students with an Educational Plan sheet specific to their chosen major.

Keiser University strives for continuous improvement in all areas including academic programs. It is sometimes necessary to revise academic requirements. When there is a change in a program of study, it is done so in the best interest of students. A case-by-case determination is made as to how to integrate the new requirements into each student's degree plan.

Students who have a break in enrollment will need to reapply for admission and meet the current entrance requirements for their desired major. Students may need to take additional coursework if graduation requirements have changed significantly.

Keiser University's Flagship Campus offers the following:

Undergraduate Degrees

Accounting, BA
Applied Engineering, BS
Automotive Marketing & Management, BBA
Biomedical Sciences, BS
Biomedical Sciences (Concentration in Equine Studies)
Business Administration*, BA
Cinematic Arts, BA
Criminal Justice*, BA
Entrepreneurship, BBA
Exercise Science, BS
Health Services Administration*, BA
Hospitality Management, BBA
Information Technology Management, BS
Integrated Marketing Communications, BS
Interdisciplinary Studies*, BS
Interdisciplinary Studies (Music Concentration)*, BS
Management Information Systems, BS
Nursing, BSN (Traditional)
Political Science*, BA
Political Science (Concentration in International Relations)*, BA
Psychology*, BA
Sport Management*, BS
Sport Management (Leadership)*, BS
Sports Medicine and Fitness Technology, BS

Golf Management, AS
Golf Management, BS

Graduate Degrees

Master of Business Administration, MBA in Accounting*
Master of Business Administration, MBA in Health Services Administration*
Master of Business Administration, MBA in International Business*
Master of Business Administration, MBA in Management*
Master of Business Administration, MBA in Marketing*
Master of Accountancy
Master of Science, Psychology
MBA in Technology Management

*Denotes course offerings may be online, on campus, and/or hybrid.

Degree Requirements

Bachelor of Arts

Students receiving Keiser University's Bachelor of Arts degrees must earn a minimum of 120 semester credit hours. The 120 credit hours include a minimum of 45 credit hours of prescribed general education courses combined with a

minimum of 60 credit hours of prescribed major courses. Remaining credit hours are drawn from either general education or major courses.

Bachelor of Science

Students receiving Keiser University's Bachelor of Science degrees must earn a minimum of 120 semester credit hours. The 120 credit hours include a minimum of 36 credit hours of prescribed general education courses combined with a minimum of 60 credit hours of prescribed major courses. Remaining credit hours are drawn from either general education or major courses.

Additional Requirements for Bachelor of Arts or Science

To be eligible for a Bachelor of Arts or Bachelor of Science degree, students must:

- Complete a designated program of study which includes at least 120 semester credit hours. Both degrees require that all required courses in a program be completed.
- Complete degree requirements with a cumulative grade average of 2.0 or higher.
- Complete the final 25% of a program through Keiser University.
- Complete the Proficiency Profile assessment.
- File an application for degree.
- Resolve all financial obligations to the University.
- Complete all required exit paperwork.

Associate of Science

Students receiving Keiser University's Associate of Science degree must successfully complete at least 60 semester credit hours of study. The 60 credit hours must include a minimum of 24 semester credit hours of prescribed general education courses combined with a minimum of 36 semester credit hours of prescribed major courses.

NOTE: An Associate of Science degree is considered a terminal degree. A course-by-course decision on transferability rests with the receiving institution.

Additional Requirements for Associate of Science

To be eligible for an Associate of Arts or Science degree, students must:

- Complete a designated program of study which includes at least 60 semester hours of credit.
- Complete degree requirements with a cumulative grade average of 2.0 or higher.
- Complete the last 25% of a program at Keiser University.
- File an application for degree.
- Resolve all financial obligations to the University.
- Complete all required exit paperwork.

Academic Policies

Attendance

At Keiser University, satisfactory attendance is considered to be a vital part of each student's performance and essential to academic progression. Absences could result in unsatisfactory academic achievement and poor grades. Excessive absences may also result in the following administrative actions: attendance warning, probation, suspension or dismissal. Students should communicate with their instructor when they are unable to attend class.

In an emergency that causes a student to be absent, it is the student's responsibility to make arrangements with the instructor to complete missed work. The instructor decides, based on University policy, if a student should be permitted to make up missed work. Faculty members may establish more rigorous attendance standards for their individual courses.

Each instructor will notify students of his/her attendance policy. This will be stated in the course syllabus and reinforced in the classroom. There is a direct relationship between attendance and academic performance. Students who do not attend class do not perform as well as those who do.

Cell Phones

Refer to syllabus for policies for particular classes. In every class, cell phones must be turned off during class time.

Grading

Students are awarded letter grades for work undertaken at Keiser University. Academic work is evaluated and grades are assigned at the end of each semester to indicate a student's level of performance. The course syllabus, distributed at the beginning of each course, contains the criteria upon which a student's performance is evaluated. Grades are based on the quality of a student's work as shown by recitation, written tests, laboratory assignments, class projects, and homework/outside assignments.

The meaning of grade notations is shown below and is based on a 4.0 Grade Point Average (GPA) scale.

Letter Grade	Interpretation	Numerical Value	Numeric Grade
A	Excellent	4.0	90.00-100.00%
B	Good	3.0	80.00-89.99%
C	Average	2.0	70.00-79.99%
D*	Poor	1.0	65.00-69.99%
F	Failing	0.0	Up to 64.99%
AU	Audit	Not Computed	
I	Incomplete	Not Computed**	
W	Withdrawal	Not Computed (prior to 50% completion)	
WF	Withdrawn past midpoint of course	0.0	
WM	Withdrawal/Military Duty	Not Computed	
WNA	Withdrawal/No Attendance	Not Computed	
P	Pass	Not Computed	
T	Transfer Credit	Not Computed	

***Graduate courses do not use grade of F**

****Converts to grade of F if work is not completed by set deadline.**

Z – Deferred Grade

This grade is used to reflect an internship that is still in progress. The Z grade will be replaced when a grade is submitted; if no grade is submitted, the Z grade becomes an F.

New Student Orientation

New student orientation takes place prior to the start of the Fall semester or upon student arrival for students enrolled during Spring semester. The goals and objectives of New Student Orientation include:

- Introducing students to services that will support their educational and personal goals (e.g., library, information technology, and academic and student services departments).
- Facilitating initial academic advisement, course selection, and registration.
- Familiarizing students with the campus environment and physical facilities.
- Creating an atmosphere that minimizes anxiety, promotes positive attitudes, and stimulates an excitement for learning.
- Providing a welcoming atmosphere for students and families to meet faculty, staff, and continuing students, as well as other new students.
- Providing the families of new student's comprehensive information about the academic and student services resources and programs.

Academic Honesty Policy

Keiser University expects students to observe all accepted principles of academic honesty. Academic honesty in the advancement of knowledge requires that students respect the integrity of one another's work and recognize the importance of acknowledging and safeguarding the validity of intellectual property. Students are expected to maintain complete honesty and integrity in all academic work attempted while enrolled at the University. Academic dishonesty is a serious violation of the trust upon which an academic community depends. There are different forms of academic dishonesty which are outlined in the University catalog available electronically at <http://www.keiseruniversity.edu/catalog/>.

Academic Honors

The President's List

Full-time students who earn a GPA of 3.75-4.0 and have no grades of Incompletes (I) or Failure (F) or ungraded courses will be placed on the Dean's List.

The Dean's List

Students who earn a GPA of 3.5-3.74 and have no grades of Incompletes (I) or Failure (F) or ungraded courses will be placed on the Honor Roll.

Keiser recognizes students who have maintained high academic achievement throughout their education through the following graduation honors.

Bachelor of Arts or Science Degree Candidate Distinctions

(Based on a 4.0 GPA scale)

- *Summa Cum Laude*: graduates with a cumulative grade point average between 3.90-4.0
- *Magna Cum Laude*: graduates with a cumulative grade point average between 3.70-3.89
- *Cum Laude*: graduates with a cumulative grade point average between 3.50-3.69

Satisfactory Academic Progress

Students at Keiser University are expected to maintain Satisfactory Academic Progress (SAP) and to make ongoing progress toward graduation. There are two standards that must be met: a qualitative standard and a quantitative standard. For the complete SAP policy, refer to the catalog: <http://www.keiseruniversity.edu/catalog/>.

- The qualitative standard requires that a student achieve a minimum Grade Point Average (GPA) of 1.7 after completing his/her first semester at Keiser University and a 2.0 cumulative GPA for each semester thereafter.
- The quantitative standard (Program Completion Pace) requires students to complete their program of study within 150% of the normal timeframe allotted for completion of the program.

In the event a student does not achieve a 1.7 or greater GPA in his/her first semester or a 2.0 CGPA in any semester thereafter, or earn 66.67% of the cumulative credits attempted, the student will be placed on Academic Financial Aid Warning (FAAW).

A student on FAAW who meets the SAP requirements at the end of the semester is removed from FAAW; and a student not meeting the SAP requirements at the end of the semester will be dismissed from Keiser University. Students who believe there are extenuating circumstances which should be considered before determining dismissal, should meet with an advisor to discuss the appeal process.

Academic/Financial Aid Probation Appeal

Students may appeal academic dismissal if there are extenuating circumstances. The appeal must be a signed letter, written by the student, based on an injury, sudden illness, death of a relative, or other special circumstances. The letter must explain the special circumstance and how it had a negative impact on the student's academic performance.

Additionally, the letter should discuss what has changed allowing for improved academic performance if the student is permitted to remain in school.

If the appeal is approved based on the fact that the student should be able to make satisfactory progress in the next semester, the student will be placed on Academic/Financial Aid Probation. Additionally, the student will receive a written response with an approved action plan needed to be completed by the student during that semester. The student will continue eligibility for Title IV funding while meeting the requirements of the action plan for that semester. All students, whether new or continuing, must meet the following criteria for SAP or be subject to academic dismissal. At the end of each academic year, the Academic Dismissal Committee will review the record of each student who has not met the criteria for SAP.

Academic Calendar 2020 - 2021

Fall Semester (Undergraduate)

8/28- 9/7/20	Residence Halls Open for Move-In
TBA	New Student Orientation (online)
08/31/20-12/20/20	Undergraduate Fall Semester (16 Weeks) Week 1 will begin remotely
08/31/20-09/27/20	4 Week Term A Classes Begin
08/31/20-10/25/20	8 Week Term A Classes Begin
09/07/20	Labor Day (no classes)
09/08/20	On ground classes begin
09/28/20-10/25/20	4 Week Term B Classes Begin
10/24/20	New Student Orientation (online)
10/26/20-11/22/20	4 Week Term C Classes Begin
10/26/20-12/20/20	8 Week Term A Classes Begin
11/11/20	Veterans Day (no classes)
11/12/20	Return
11/23/20-12/20/20	4 Week Term D Classes Begin
11/26/20-11/29/20	Thanksgiving Break (no classes)
11/30/20	Return
12/14/20-12/18/20	Final Exams for 16 Week Classes
12/21/20-01/10/21	Holiday (no classes)

Notes: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m. Students are expected to be present for all dates indicated below; travel arrangements to/from campus should be made with these dates in mind. Dates are subject to change at the discretion of the University and classes, events and activities may be rescheduled to online delivery as needed in order to comply with government regulations or health concerns.

The Flagship Residential Campus Calendar differs from the calendars for other KU Campuses. Graduate programs follow the calendar published by the Graduate School.

Spring Semester

1/1/21	New Year's Day
01/8/21	Residence Halls Open
01/9/21	New Student Orientation
01/11/21-05/02/21	Spring/Winter Semester (16 Weeks)
01/11/21-02/09/21	4 Week Term A Classes Begin
01/11/21-03/07/21	8 Week Term A Classes Begin
01/18/21	Martin Luther King Jr. Day (no classes)
01/19/21	Return
02/08/21-03/07/21	4 Week Term B Classes Begin

02/15/21	President's Day (no classes)
02/16/21	Return
03/05/21	New Student Orientation (online)
03/08/21-3/14/21	Undergraduate Spring Break (no classes)
03/08/21-04/04/21	4 Week Term C Classes Begin
03/08/21-05/02/21	8 Week Term C Classes Begin
04/05/21-05/02/21	4 Week Term D Classes Begin
04/02/21-04/05/21	Easter Break (no classes)
04/06/21	Return
4/23/21-4/29/21	Final Exams for 16 Week Classes
04/30/21	Commencement
05/03/21-05/09/21	Spring Break for other KU Campuses

*Summer classes do not have a drop/add period.

Admissions Office

The Admissions Office serves as the liaison between prospective students and the various offices at Keiser University. It is responsible for the marketing of the University's traditional, non-traditional, and graduate programs and working with potential new students prior to enrollment. Many opportunities exist throughout the year to assist in the recruitment process.

Location: Turner Education Center, Second Floor
 Phone: 866-944-3456 or 561-681-7922
 Office Hours: Monday – Thursday 8:00 AM-8:00 PM, Friday 8:00 AM-5:00 PM

Athletics

The Keiser University Athletic Department reports to the Campus President and is managed by the Director of Athletics. The Keiser University Athletic Department provides opportunities for students to compete in varsity and junior varsity intercollegiate athletics. KU Athletics currently sponsors 25 intercollegiate varsity sports and five intercollegiate non-varsity sports.

The 25 intercollegiate varsity sports include football, men's and women's soccer, men's and women's cross country, men's and women's golf, men's and women's basketball, men's and women's tennis, men's and women's lacrosse, men's and women's indoor track, men's and women's outdoor track & field, men's and women's swimming, baseball, softball, wrestling, dance, cheerleading, and volleyball. The University is a member of the National Association of Intercollegiate Athletics (NAIA) and The Sun Conference.

Students interested in participating in varsity or junior varsity intercollegiate sports must see the respective coach in each sport.

Keiser University students competing in intercollegiate competition must meet certain academic and health-related criteria. Athletes must complete a physical examination before participating in their sport(s), and must meet eligibility requirements established by the NAIA and the University. Intercollegiate athletes may be subject to monthly random drug testing throughout the academic year. Athletes must have an American based primary health insurance policy. All Keiser University Athletic Department policies can be found in the Student Athlete Handbook located on the athletic department website. For upcoming athletic events or information, visit the website at www.kuseahawks.com.

Bookstore

The bookstore is managed through Follett Bookstore Management. Located next to the main lobby in the Turner Education center, the bookstore is the major hub on campus for academic related textbooks for class and all KU merchandise. The bookstore carries apparel and accessories, gifts and collectables, and an assortment of other supplies.

Hours of Operation are posted on the main bookstore entrance door. Hours of operation may vary during the semester. For further information, please call 561-478-5518 or visit: <http://www.bkstr.com/keiserstore/home>

Business Office

The Business Office on campus is the department to inquire and resolve any questions pertaining to student financial obligations with the University. It is also where the collection and processing of payments takes place. The Business Office role includes working with undergraduates and graduate students and alumni who have account receivable balances. Students can also receive advising on the items listed below:

Services Provided:

- Car Permit
- Meal Plans
- Health Insurance
- Tuition and Fee Schedules
- Payment Option Advice and Acceptance
- Issue Refunds
- Student ID Cards
- Billing Advice
- Mailroom Service
- Request Student Educational Tax Data

Location: Turner Education Center, First Floor
Phone: 561-478-5515
Email: FlagshipBusinessOffice@keiseruniversity.edu
Office Hours: Monday – Friday, 8:00 AM-5:00 PM

Payment Due Date

Students must validate their schedules by the due date to avoid having their classes dropped. Validation is obtained by submitting payment, setting up a payment plan, and/or submitting all required financial aid paperwork. All forms of payment must cover semester charges. This process is conducted prior to each semester start. Due dates are indicated on the semester invoice or the funding plan students complete with the financial aid department. All check payments received by the Business Office must be in U.S. Currency.

Counseling

The University collaborates with Comprehensive Care Clinic and META Teletherapy to provide mental and emotional therapy services.

Comprehensive Care Clinic is an Outpatient Mental Health Provider. They offer a wide array of services and convenient hours, including:

On Campus Services

- Individual Psychotherapy
- Trauma Focused Therapy
- Cognitive Behavioral Therapy
- Dialectical Behavioral Therapy
- Family Therapy and Education

Off Campus Services

- Psychiatric Assessment and Evaluations
- Medication Management
- Nutritional Assessments
- Psychological Testing
- Medication Assisted Treatment (MAT)
- Neurotherapy
- Case Management Services

*For more information or to schedule an appointment call 561-619-5856.

META Teletherapy is a mental and emotional health platform, sponsored by Keiser University, to help students with stress, anxiety, depression, addiction, relationship problems, personal issues, and any other mental illness.

Whether you are continuing therapy, starting it for the first time, or not interested in counseling at all, META is here to help Keiser University students cope with the stressors of college life and excel to their fullest potential.

Features of the META app include:

- Secure chat, video, and voice sessions with licensed counselors
- Weekly articles and videos specific to student issues
- Filters for counselors by ethnicity, therapy style, faith, gender, and more
- Ability to choose your own mental health provider
- Free consultations

Download the free app today from meta.app/students.

Students can also use the community help-line and a Crisis Hotline 2-1-1 service.

Resource specialists will:

- Listen to you explain your situation
- Assess your problem and needs
- Help you find answers to your questions
- Provide you with options

The 2-1-1 service is free, confidential; and available twenty-four (24) hours a day, seven (7) days a week.

You can chat via text message by texting your zip code to 898211 or simply dial 2-1-1 for help.

Student Assistance Program is available to set up in person or phone consultations 855-384-1800. When calling the service include your first and last name, and that you are a student at Keiser University flagship campus. The program is through Oasis Health Advocate.

Dining Services

Keiser University Dining Services is located in Dalby Commons and provided by Sodexo, an international contract food service provider. Sodexo partners with University Administration and the Student Government Association to provide students with a variety of nutritious menu options, weekly meal specials, and monthly theme meals combined with personal service for a pleasant campus dining experience.

The Marketplace Dining in Dalby Commons

Monday through Friday

Breakfast	7:00 a.m. to 9:30 a.m.
Lunch	11:30 a.m. to 2:00 p.m.
Dinner	5:00 p.m. to 8:00 p.m.

Saturday, Sunday & Holidays

Brunch	11:30 a.m. to 1:30 p.m.
Dinner	5:00 p.m. to 6:30 p.m.

(Blackout holidays include: Memorial Day, Thanksgiving break and Christmas break)

The Marketplace Café Starbucks in the Learning Commons

Monday through Thursday 7:30 a.m. to 10:00 p.m.

Friday	7:30 a.m. to 5:00 p.m.
Saturday	8:30 a.m. to 4:30 p.m.
Sunday	8:30 a.m. to 8:00 p.m.
Holidays	Closed

Visit us online at <http://Keiser-floridadining.com/> to check out the weekly menus.

Note: Hours of operation may change during holidays and special events. Dining Services are subject to change at the discretion of the University, as needed, in order to comply with government regulations or health concerns.

Meal Periods

Meal Periods define the start and end of when meal swipes are allowed.

- 6:30 AM-8:29 AM
- 8:30 AM-10:59 AM
- 11:00 AM-1:59 PM
- 5:00 PM-6:29 PM
- 6:30 PM-7:30 PM
- 7:31 PM-9:30 PM
- 9:31 PM – 11:00 PM

Meal Plans

Resident Students are required to be on a meal plan.

There are two plans to choose from:

- 19 meals per week

Students participating in the 19-meal plan may only swipe once per meal period

- 225 meals per semester

Students participating in the 225-block plan may swipe up to twice per meal period. Traditional

Commuter students may purchase a meal plan as well for their convenience.

There are four to choose from:

- 20 Block Meal Plan
- 50 Block Meal Plan
- 120 Block Meal Plan
- 19 Meal Plan per week

Note: For further meal plan information visit <https://keiseruniversity.sodexomyway.com/index.html>

Marketplace Policies

- The Keiser ID Card must be carried at all times.
- Meals may not be redeemed without a student ID. No exceptions!
- If a student runs out of meals, the student may pay for additional meals with cash or credit card.
- Do not remove plates and glassware from the Marketplace.
- Students may not eat in the dining room *and* take a meal “To Go.”
- Consumption of food in the serving area is not permitted.
- Backpacks and similar bags are not allowed in the serving area.

Meal Plan Policies

- Unused flex dollars expire at the end of the semester and are non-refundable.
- For meal plan changes please see Dining Services. Changes may only be made to the meal plan within two weeks of original selection.
 - Fall Meal Plans begin the Saturday prior to class and end the last day of class
 - Spring Meal Plans begin the first Sunday prior to class and ends the day after Graduation
 - Black-out Dates the Marketplace is closed and meal plans are not available:
Thanksgiving Break, Winter Break, Memorial Day & Independence Day
- Meal plans are non-refundable after purchase, with the following exception:
 - If any student completely withdraws from school, the Keiser University refund policy applies accordingly; less the cost of actual meals & flex dollars used.

Tips to Consider

- Make a plan. Scan the entire food selection before selecting what to eat.
- Do not walk and eat, this may lead to “food amnesia”; memory loss relating to already consumed food.
- Learn how foods are cooked; ask the server. “Fried” food indicates more calories.
- Fill up on salad and fresh vegetables.
- Drink lots of water. Staying hydrated throughout the day will keep you energized.
- Eating is enjoyable and adventurous.
- The Marketplace is a place to eat, meet, and socialize. It is fun!
- Healthy meals are about balance, moderation, and lots of variety.

All-You-Care-to-Eat meals are served seven days a week. There are handcrafted pizzas, the Daily Dish featuring home-style meals, international foods and soup, the deli with custom made sandwiches featuring Boars Head meats, a full salad bar, desserts and beverages; plus, many weekly specials and promotions. The challenge is to navigate through the abundance of food choices and to develop a healthy eating plan.

Students requiring special diets are encouraged to speak with the General Manager and Chef to help accommodate their needs. All students are also encouraged to speak to the General Manager and Chef to assist with navigating the college dining experience. Informational pamphlets are available for assistance with making informed food choices.

The Dining Services staff values student opinions and welcomes all student comments and suggestions. There are a number of ways to communicate with the Dining Services staff: comment cards, speak to or email the General Manager at edgar.cintronrosa@keiseruniversity.edu and/or participate in the Student Culinary Council (SCC). This group helps provide specialized student input to its parent organization, the Student Government Association (SGA). This communication structure is intended to help address the interests and suggestions of the student body. Students interested in serving on the SCC can stop by the office of the Dining Services General Manager in the Dalby Commons building.

Note: *Dining services are subject to change at the discretion of the University, as needed, in order to comply with government regulations or health concerns.*

Disability Services

Keiser University provides reasonable accommodations to students in accordance with the American with Disabilities Act of 1990 and Section 504 of the Disabilities Act of 1973. Requests for accommodation are submitted to the Accommodations Review Committee and must be approved by the committee before implementation. The Request for Accommodations Form is available from the Dean of Students. Students should meet with the Dean to review the process *before* submitting a request. For further information, the Dean of Students can be reached at 561-681-7162. .

The following individuals can be contacted for further information regarding disability service accommodations:

Chris Stabile, Ed.D., BCBA-D
Associate Vice Chancellor of Teaching and Learning/504
Disability Services Coordinator
Office of the Chancellor
1900 W. Commercial Blvd., Suite 180
Fort Lauderdale, FL 33309
(954) 776-4476
cstabile@keiseruniversity.edu

Keiser University Flagship Campus

Dena Warren, M.Ed.
Dean of Students
2600 North Military Trail
West Palm Beach, FL, 33409
(561) 681-7162
dwarren@keiseruniversity.edu

KU Disability Accessibility Guide can be found at <http://www.keiseruniversity.edu/student-services/americans-with-disabilities-act/>

Service Animal Policy¹

Policy Statement: Keiser University adheres to the Americans with Disabilities Act (ADA) in allowing use of service animals for students, staffs, and visitors. It is the policy of Keiser University that service animals assisting individuals with disabilities are generally permitted in all facilities and programs on any Keiser University campus except as described below.

Definition: “Service animal” is defined by the ADA, as amended in 2008 and 2010, as “any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or task performed by a service animal must be directly related to the individual’s disability. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person’s disability. Service animals are limited to dogs or miniature horses. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA¹.

¹ Department of Justice Revised ADA Regulations Implementing Title II and Title III

Where Service Animals are allowed: Under the ADA, State and local governments, businesses, and nonprofit organizations that serve the public generally must allow service animals to accompany people with disabilities in all areas of the facility where the public is normally allowed to go. For example, in a hospital it would be inappropriate to exclude a service animal from areas such as patient rooms, clinics, cafeterias, or examination rooms. However, it may be appropriate to exclude a service animal from operating rooms or burn units where the animal's presence may compromise a sterile environment.

When Service Animals are to be removed: A service animal may be disallowed (asked to leave) from a Keiser University facility or program if the animal's behavior or presence poses a direct threat to the health and safety of others because the animal is not under the control of the owner. Service animals may be also excluded in areas where the presence of a service animal fundamentally alters the nature of a program or activity, or is disruptive. This may include, but is not limited to, research labs, areas requiring protective clothing, and food preparation areas. Other circumstances include, service animals found by the university to be out of control and the animal's handler does not take immediate and effective action to control the service animal; service animals that are physically ill; service animals that are unreasonably dirty; service animals that attempt to enter a place on campus where their presence causes danger to the safety of the handler or other students/members of the campus, or where the service animal's safety is compromised. Furthermore, animals not covered under the ADA service animal definition may not be allowed at a Keiser University facility or program.

Students: The University will only be able to ask two questions when it is not obvious what service an animal provides:

1. Is the animal a service animal required because of a disability?
2. What work or task has the animal been trained to perform?

Administration will not ask for documentation or about the nature of the disability, require medical documentation, require special identification or training documentation for that animal, or ask to witness the animal perform the work or task.

Requirements for the Service Animal:

Licensing: Dogs must wear a license tag in the local town/city of the particular Keiser University campus. The handler is responsible for complying with the local dog control and licensing laws.

Leash: Dogs must be on a harness, leash, or tether at all times, unless impracticable or unfeasible due to the owner/keeper's disability, or unless such a restraint would interfere with the animal's ability to safely and effectively perform its duties.

Under Control: The owner/keeper of a service animal must be in full control of the animal at all times. The care and supervision of a service animal is solely the responsibility of the owner/keeper. The owner/handler may be directed to remove the animal if animal behavior is out of control. The owner/handler may be asked to leave if the animal is not under the control of the owner.

Animal Cleanup: The owner/keeper of a service animal is responsible for independently removing or arranging for the removal of the service animal's waste.

Care: The handler is responsible for the costs of care necessary for a service animal's well-being. The arrangements and responsibilities for the care of the service animal is the sole responsibility of the owner at all times, including regular bathing and grooming, as needed.

Animal Etiquette: To the extent possible, the handler should ensure that the animal does not:

- Sniff people, restaurant tables or the personal belongings of others

- Display any behaviors or noises that are disruptive to others, unless part of the service being provided the handler
- Block an aisle or passageway for fire exits

Waste Cleanup

Cleaning up after the animal is the sole responsibility of the handler. In the event that the handler is not physically able to clean up after the animal, it is then the responsibility of the handler to hire someone capable of cleaning up after the animal. The person cleaning up after the animal should abide by the following guidelines:

Always carry equipment sufficient to clean up the animal's feces whenever the animal is on campus.

Properly dispose of waste and/or litter in appropriate containers.

Contact staff if arrangements are needed to assist with cleanup. Any cost incurred for doing so is the sole responsibility of the handler.²

Removal of Service Animals³

Service Animals may be ordered for removal from campus by a security officer or administrator for the following reasons:

Out of Control Animal: A handler may be directed to remove an animal that is out of control and the handler does not take effective action to control it. If the improper animal behavior happens repeatedly, the handler may be prohibited from bringing the animal into any university facility until the handler can demonstrate that s/he has taken significant steps to mitigate the behavior.

Non-housebroken Animal: A handler may be directed to remove an animal that is not housebroken.

Direct Threat: A handler may be directed to remove an animal that KU determines to be a substantial and direct threat to the health and safety of individuals. This may occur because of a very ill animal, a substantial lack of cleanliness of the animal, or the presence of an animal in a sensitive area like a medical facility, certain laboratories or mechanical or industrial areas.

Where a service animal is properly removed pursuant to this policy, KU will work with the handler to determine reasonable alternative opportunities to participate in the service, program, or activity without having the service animal on the premises.

Conflicting Disabilities

Some people may have allergic reactions to animals that are substantial enough to qualify as disabilities. KU will consider the needs of both persons in meeting its obligations to reasonably accommodate all disabilities and to resolve the problem as efficiently and expeditiously as possible.

Public Etiquette towards Service or Assistance Animals

Asking someone if they need assistance because there seems to be general confusion is acceptable. However, the below items should not be asked by anyone on campus.

- Petting a service animal, as it may distract them from the task at hand

² Excerpt from Service and Assistance Animal Policy of Oregon State University, <http://oregonstate.edu/accessibility/serviceanimalpolicy#animalremoval>

³ Excerpt from Service and Assistance Animal Policy of Oregon State University, <http://oregonstate.edu/accessibility/serviceanimalpolicy#animalremoval>

- Feeding the service animal
- Deliberately startling a service animal
- Separating or attempting to separate a handler from his/her service animal

Emotional Support Animals⁴

Emotional Support Animals (ESA)⁵ or Comfort Animals may be used as part of a medical treatment plan as therapy animals and determination is made on an individual basis. These animals are not considered service animals under the ADA, which makes them ineligible to bring to campus. ESAs only apply to Keiser University's student resident campus (Flagship) because ESAs are covered under the Fair Housing Act (FHA) rather than ADA.

For animals to be designated as Emotional Support Animals or Comfort Animals, resident students are required to demonstrate that their animal is a reasonable accommodation for an emotional or mental health disability. Demonstrating this need requires documentation⁶ from a treating medical or mental health professional certifying that the Emotional Support Animal or Comfort Animal is part of a prescribed treatment plan for the disabling condition and alleviates symptoms or effects of a disability. The documentation must contain the following information, from a qualified provider such as licensed psychiatrist, psychologist, therapist, or mental health professional:

- Diagnosis and treatment history that indicates a continuing therapeutic relationship between the professional and the individual;
- the severity of the condition and its impact on the individual's ability to live in the residence;
- the provider's confirmation that 1) the ESA has been prescribed for treatment purposes, and 2) that there is an recognizable relationship or connection between the disability and the assistance the animal provides to alleviate symptoms associated with the individual's condition.

Residential students must receive approval for their Emotional Support Animal from the Disability Services Office prior to bringing their animal to their residence. With appropriate documentation, ESAs may be permitted to live in the student residence (Flagship campus only) under the Fair Housing Act (FHA) with the owner responsible for the animal's well-being. Moreover, an ESA should demonstrate a good temperament and show predictable behavior; and, be able to live with others in a reasonable way.

Note: Emotional distress resulting from having to give up an animal because of a "no pet" policy does not qualify a person for an accommodation under federal law.

Things to Consider When Contemplating an Emotional Support Animal as an Accommodation in Campus Housing

1. Time obligation related to care of specific species
2. Time away from the animal, student schedule, lifestyle, other responsibilities
3. Financial cost of food, supplies, veterinarian visits
4. Previous ownership of species or anxiety an animal may experience in a new environment
5. Caring for the animal during school breaks
6. Travel
7. Training of animal (housebroken or litter trained)
8. Ideal time to bring it to campus

⁴ [Excerpt from Emotional Support Animals & Service Animals policy of Eckerd College,](#)

⁵ [Excerpt from Emotional Support Animals & Service Animals policy of Eckerd College,](#)

⁶ KU is aware of web-based services that offer to create "ESA letters" for a fee, typically based upon answers to an online survey. Such letters rarely provide sufficient documentation to support a request, and KU generally does not view them as reliable sources of information, please see the criteria for [documentation](#) in this guide. Excerpt from [Emotional Support Animals](#) policy of Bryn Mawr College.

I. Application Process for Requesting an Emotional Support Animal

- a. Request for Housing Accommodation Form: Student must complete the ADA guide to officially request a [housing accommodation](#)
- b. Disability Documentation Form: Before requesting an Emotional Support Animal, the student must obtain proper disability documentation from a licensed mental health provider and complete the ADA guide.
- c. Vaccination Verification: The student must provide documentation from a veterinarian that verifies all current vaccinations and their expiration dates.
- d. Meeting with Director of Student Living and/or Dean of Students: To ensure that all accommodations are met for housing purposes.

II. ESA Health Documentation

- a. Students requesting an ESA in campus housing must provide documentation from a professional veterinarian certifying the ESA is in good health and current on all applicable state and local vaccinations.
- b. The ESA must also have had a general maintenance vaccination series appropriate to the species.
- c. All ESAs must have an annual well care visit with a licensed veterinarian. Applicable animals must wear a current rabies vaccination tag. ESA owners must provide satisfactory documentation of this ongoing compliance for an ESA.⁷
- d. The owner must notify the Dean of Academic Affairs, Dean of Students or the Director of Student Living if the ESA is no longer needed, or is no longer in the residential facilities.
- e. To replace a previously approved ESA, the owner must complete and submit required documentation within the ADA guide.

III. Approval

- a. The Disability Services Coordinator (DSC) will evaluate all documentation and issue a decision regarding the requested ESA. The DSC will notify the student and other appropriate staff members regarding approval status.
- b. The DSC reserves the right to request additional information, request a meeting with the student and/or recommend an alternate accommodation in conjunction with the Interim Dean of Academic Affairs and Dean of Students.

IV. Denials of Requests for Emotional Support Animals

- a. Keiser University is not required to provide accommodations that would pose a direct threat to the health or safety of others. Keiser University may also deny requests that would:
 1. Result in substantial physical damage to the property of others
 2. Pose an undue financial and administrative burden on the University
 3. Fundamentally alter the nature of the campuses residence life operations.
- b. If the ESA proves to be a disruption to the housing community (unsanitary, dangerous, barking, etc.), then Keiser University reserves the right to revoke the accommodation and/or recommend an alternate accommodation determined in conjunction with the DSC, student, Interim Dean of Academic Affairs, Dean of Students and/or Director of Student Living

⁷ [Excerpt from *Emotional Support Animals & Service Animals* policy of Austin College.](#)

V. Student Responsibilities with an ESA

- a. The ESA must accompany the owner if the owner leaves campus for a prolonged period. The ESA may not be left unattended overnight in the residential facilities to be cared for by another student.
- b. The ESA will be required to set up an alternative caretaker for the ESA in the event of an emergency that keeps the owner away from campus for a prolong period of time. The contact information of the alternative caretaker will be filed with campus police.
- c. When ESAs are left unattended in a student's room, they are required to be stored in a crate, carrier, kennel, or other appropriate enclosure. This containment will allow Keiser University personnel to routinely access the residential facilities for maintenance and other routine tasks without posing a risk to the animal or Keiser University staff.
- d. The owner will hold Keiser University blameless in the event the ESA goes missing. Keiser University staff are not responsible for the retrieval of the ESA in the event the animal escapes or becomes lost.⁸
- e. An ESA must be taken out of the building by way of the shortest and most direct path, and must be maintained under standard restraints such as a carrier or collar/harness and leash when outdoors, in public areas, or in transit and must be confined to the residence when not in transit.⁹

VI. Restricted Areas

- a. The ESA will remain in the ESA owner's assigned campus room.
- b. ESAs are not permitted in other students' rooms or the common areas of the residential facilities, or in other areas of Keiser University such as classrooms, academic buildings, administrative buildings, libraries, dining services areas, fitness center, etc.

VII. Removal of Animal

- a. Keiser University may remove or require the removal of the ESA if it poses a threat to the health or safety of others on campus.
- b. Disrupts the educational environment of Keiser University and/or the residential community.
- c. If the owner does not comply with the rules and responsibilities listed in this policy.
- d. It is the responsibility of the ESA owner to ensure the ESA does not interfere with the quality of life of other residents on campus. This includes noise violations (e.g. barking or other disruptive noise).¹⁰

VIII. Animal Supervision and Plan for Designated School Breaks¹¹

- a. The approved student is the sole caretaker of the ESA at all times. It is expected that the ESA will remain with the student over scheduled school breaks, whether the student chooses to leave campus or remain on campus during those time periods.
- b. In the event of an emergency (i.e. an unanticipated life event), the student should identify an alternate caretaker who agrees to care for the ESA during that time period (i.e. situations expected to last 2-3 days).

⁸ [Excerpt from *Emotional Support Animals & Service Animals* policy of Austin College.](#)

⁹ [Excerpt from *Emotional Support Animals & Service Animals* policy of Austin College.](#)

¹⁰ [Excerpt from *Emotional Support Animals & Service Animals* policy of Austin College.](#)

¹¹ [Excerpt from *Emotional Support Animals & Service Animals* policy of Lycoming College.](#)

- c. At any time that alternate care is provided the student must file the caretaker's name and contact information with the office of Residential Life and Housing and Campus Security who will unlock the residence as needed. Failure to arrange an alternate caretaker may result in the University arranging for the animal to be boarded at the owner's expense.

Meal Plans

Reasonable menu accommodations that are medically based with proper documentation will be made if approved through the University's ADA approval process. The Dining Services General Manager and Head Chef work individually with meal plan students that have dietary restrictions at no additional charge. ¹²

Medical Marijuana Policy

Keiser University prohibits the possession and use of marijuana on all of its campuses, including university housing. Marijuana is not permitted on campus because it remains a drug prohibited by Federal law. Federal legislation also prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana on campus.

The university continues to enforce its current policies regarding illegal substances or paraphernalia. Students who violate the university's drug policy prohibiting the use or possession of illegal substances or paraphernalia, including medical marijuana on campus, can be subjected to disciplinary action as expressed in the institutional catalog.

Note: Emotional distress resulting from having to give up an animal because of a "no pets" policy does not qualify a person for an accommodation under federal law. The KU Disability Accessibility Guide can be found at <https://www.keiseruniversity.edu/americans-with-disabilities-act/>

Dress Code

Proper professional dress and appearance create the first impression upon which an employer evaluates a candidate and, therefore, professional dress and/or appropriate appearance are expected at the University. Each student must maintain proper personal appearance and wear approved dress.

The Dress Code is based on the theory that learning to use socially acceptable manners and selecting attire appropriate to specific occasions and activities are critical factors in the total educational process. Understanding and employing these behaviors help to improve the quality of one's life, contribute to optimum morale, and enhance the overall campus image. They also play a major role in instilling a sense of integrity and an appreciation for values and ethics.

The continuous demonstration of appropriate manners and dress ensures that Keiser University students meet the standards of quality achievement in the social, physical, moral and educational aspects of their lives, which are essential areas of development necessary for propelling students toward successful careers.

Students are expected to dress appropriately at all times while on campus. Keiser University reserves the right to enforce the campus dress code on an individual or as needed basis.

Examples of inappropriate dress and/or appearance on campus include but are not limited to:

- Accessories: Do-rags, bandanas, hair wraps, hair rollers
- General: Shorts, shirts, skirts or other clothing revealing private body parts and/or underwear
- Offensive wear: Derogatory, offensive and/or lewd messages in either words or pictures
- Missing Clothing: Not wearing a shirt, shoes or other appropriate clothing

Dress Code: Procedures for Cultural or Religious Head Coverings

¹² Excerpt from *Disability & Housing Services* policy of the University of Tampa, <http://www.ut.edu/disabilities/housing/>

- Students may wear headgear as an expression of religious or cultural dress.

All students are responsible for adhering to behavior applicable to this dress code. Violators of the dress code will be subject to judicial sanctions through the Offices of Student Services for the attention of the Dean of Students.

Financial Aid Office

The Financial Aid Office is here to assist students through the awarding of financial assistance based on demonstrated financial need and educational potential.

Services Provided

- Assistance in applying for Federal, State, and Private Aid
- Federal Work Study Guidance

Location: Turner Education Center
Phone: 561-478-5500
Office Hours: Monday – Thursday, 8:00 AM-8:00 PM and Friday 8:00 AM-5:00 PM

How to Apply for Financial Aid (FA)

The financial aid office has developed the following list to assist students in applying for financial assistance:

1. To be eligible for federal and/or state aid, you must be a US citizen or permanent resident and complete a *Free Application for Federal Student Aid* (FAFSA). You can complete a (FAFSA) online at www.fafsa.ed.gov. In order to electronically sign the (FAFSA), you must have an FSA ID. If you do not have one, you may apply for one at <https://fsaid.ed.gov/>.
2. List Keiser University as the institution or school; school code 015159.
3. Respond to all requests for additional information as soon as possible. *Failure to do so may result in a loss of awards and higher out-of-pocket expenses.*
4. Once the FAFSA is processed, you will receive a Student Aid Report (SAR). If Keiser University's Federal School Code is listed, the Financial Aid Office will receive an Institutional Student Information Record (ISIR). The results of the application, along with any supplemental information requested by the Financial Aid Office, must be received by the Financial Aid Office before any Federal or Keiser aid can be awarded.

Need Determination

The majority of Keiser University need based aid and all Federal and State financial aid is based on demonstrated financial need. The information on the FAFSA will assist the FA Office in determining a student's financial need. The Department of Education believes the primary responsibility for educational funding lies with the student and the student's parent's financial information.

It is important to note that the FAFSA is the only application needed for the State, Federal and Keiser University need based aid. To enable students to receive full consideration for all forms of financial assistance, the FAFSA should be completed as soon as possible.

When completing the FAFSA, the student and parent may have the option to use the IRS Data Retrieval Tool. It can take up to three weeks from the date of electronically filing the IRS Tax Return for the income information to be available for the IRS Data Retrieval Tool and up to approximately eight weeks if the tax return form was mailed to the IRS. Contact the Financial Aid office if more information is needed about when or how to use the IRS Data Retrieval Tool.

The Financial Aid Office will package student's financial aid awards based on the timely submission of the FAFSA to the federal processor, the financial information contained in the student's FAFSA, the student's academic records, the availability of funds, and any other pertinent information available at the time. A financial aid package is a combination of aid sources available, tailored to each student's individual available circumstances.

The financial aid package may include any combination of the following:

Federal Aid

- *Federal Pell Grant
- *Federal Work Study (FWS)
- *Federal Supplemental Educational Opportunity Grant (SEOG)
- *Federal Direct Loans (Subsidized, Unsubsidized, PLUS, and Grad PLUS) *State Aid*
- *Florida Student Assistance Grant
- Florida Resident Access Grant
- Bright Futures Scholarships *Institutional Aid*
- Academic Scholarship
- Athletic Scholarships

* Need based aid is automatically applied for by filing a FAFSA

Grants and scholarships are a form of aid that do not require repayment or work obligation. Federal loans are federally insured and require repayment with interest. Federal Work Study awards allow a student to work part-time to help pay his/her educational expenses.

Other Sources of Financial Assistance

Students should research aid availability from outside sources, such as local civic groups and associations related to their program of study.

Students who may be eligible for Veterans Administration benefits may contact the Financial Aid Office at 561-478-5590 for additional information. Forms can be found at <https://www.ebenefits.va.gov/ebenefits/vonapp>.

Availability of Funds

Many funds are awarded on a need's funds available basis. It is extremely important that students apply early and provide all requested documentation promptly. In order for students to remain eligible for any federal aid (loans and grants), it is imperative to maintain a good grade point average (GPA), which is 2.0 or above. Students have the right to be informed of and to apply for all financial aid programs for which eligibility requirements are met. Keiser University is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, gender, color, religion, creed, national origin or ancestry, age, marital status, disability or veteran status.

The University is also committed to compliance with all applicable laws regarding nondiscrimination.

Grievance Policy & Procedures

A Grievance Committee exists as a mechanism for procedural due process to provide a fair hearing for students who have concerns with decisions made by faculty or administration. The goal of the panel is to ascertain if Keiser University policy has been followed. The committee will hear evidence, ask questions, review the catalog/handbook policies, deliberate, and render an advisory ruling that, upon approval of the Office of the Chancellor, will become binding upon the administration as well as the student who filed the grievance. Further information pertaining to the university grievance policy can be found electronically at www.keiseruniversity.edu/catalog or students can also contact the Dean of Students for additional information.

Health Insurance

Domestic Students

All full-time domestic students enrolled at the Keiser University Flagship Campus will be automatically enrolled in and charged a premium for the Keiser University Student Health Insurance Plan (“SHIP”), unless proof of existing comparable health insurance coverage is provided and the online health insurance verification process is completed by the waiver deadline for the Fall Semester or Spring Semester. A full-time domestic student who does not complete the online health insurance verification process by the waiver deadline will automatically be enrolled in the SHIP and the cost for the coverage will be included on his/her tuition bill.

All full-time domestic students covered under another comparable health insurance policy who wish to waive coverage under the SHIP must complete the online health insurance verification process by the waiver deadline. Students who fail to complete the verification process by the waiver deadline will automatically be enrolled in, and charged a premium for, the SHIP. To complete the waiver/verification process, please visit: www.insuranceforstudents.com/ku and select “Domestic Student Insurance Waiver”. Students will see instructions on how to verify their comparable health insurance coverage and waive coverage under the SHIP. A full-time domestic student who initially waived coverage under the SHIP but subsequently experiences ineligibility under another Creditable Coverage may elect to enroll for coverage under the SHIP within 31 days of the date of ineligibility under another Creditable Coverage.

International Students

All international students enrolled at the Keiser University Flagship Campus are automatically enrolled in and charged a premium for the Keiser University Student Health Insurance Plan (SHIP). International students may not waive coverage under the SHIP. The cost for the coverage will be included on the international student’s tuition bill.

An eligible domestic or international student must actively attend classes at Keiser University for at least the first 30 days of the semester which he/she is enrolled. Except in the case of full withdrawal from school due to sickness or injury, any student withdrawing from school during the first 30 days of the period for which he/she is enrolled will not be covered under the Plan and a full refund of premium will be made less any claims paid. Students who fully withdraw after such 30 days will remain covered under the SHIP and no refund will be made.

Honor and Conduct Code

The Keiser University Code of Conduct policy creates a safe learning environment to ensure academic success. The University Student Code of Conduct can be found electronically at <http://www.keiseruniversity.edu/catalog/>

Disciplinary action may be imposed for violations of the Student Honor Code

- Student Honor or Conduct Code violations occurring at any of the following locations or activities:
 - University campus
 - Activities officially approved by Keiser University or which are sponsored or conducted by University groups and organizations (merely notifying the University community of an activity or opportunity does not make it a University or University group or organization approved, sponsored or conducted activity)
 - Other off-campus conduct
- Keiser University reserves the right to set forth disciplinary action as determined based on any student violation or offense committed on or off campus including but not limited to:
 - Violation of a municipal or county ordinance
 - Violation of a state or federal law
 - Violation of a foreign country’s law
 - Violation or offense committed off the university campus, which is not associated with a University activity or program
 - Violation of any institutional or campus rule or regulation
 - Conduct requiring the University to take action according to the law

- Conduct posing a significant threat to the safety or security of the University community
- Conduct posing a significant threat of undermining the University’s educational process
- Intentional/Willful Disrespect of University Officials
- Neglect to Authority/Failure to Identify Oneself to University Staff
- Unauthorized Building Entrance
- Intentional Disruption to Any Campus Activity or Class

ID Policy

KU-Flagship Campus is designated as a closed campus, meaning only those permitted can access the campus. In an effort to enhance the safety and security of the college community, all students, faculty and staff are required to have their KU ID card on their person when entering the campus. The Photo ID card must be presented when requested. ID cards can be obtained in the Business Office of the Turner Building Monday – Friday between 9am-5pm. If the ID card is lost or is damaged, a new one can be purchased. The replacement fee for a new card is \$25; this fee is billed to the student account. The card ID also serves as a library card. For residential students the ID card is also a room key and meal card.¹³

All other persons requesting access to the campus may be asked to display a valid picture ID card prior to campus access. Examples of a valid photo ID card include (driver's license, non-driver's identification card, passport, military identification card, social services identification card, city and/or state employment identification card; etc...). For safety purposes, ID cards should be in the possession of the card owner at all times. Failure to adhere to the campus ID policy can result in judicial sanctioning.

Information Technology

The Information Technology (IT) department mission is to promote innovation that enhances student learning and development, and university business. This includes providing network support, internet access in resident halls, labs, and classrooms. To generate an IT helpdesk service ticket email, please use: kshelpdesk@keiseruniversity.edu

Location: Turner Education Center, First Floor – Business Office
 Phone: 561-681-7915
 Office Hours: 8:30 AM – 6:00 PM Monday-Friday

Further information regarding IT acceptable use policies, IT security, IT system and networks, IT social media guidelines or any other IT related information, can be found electronically at <http://www.keiseruniversity.edu/catalog/>.

International Student Information

Keiser University is proud of the international character of its student body and welcomes students from other nations. The International Student Advisor is available to assist international students with any INS (immigration) questions or requirements. The advisor is an excellent resource when it comes to questions about credit hours, employment, and travel as well as assisting with cultural differences. As an international student, here are a few examples of times to see an advisor:

- Dropping below full-time
- Changing major or degree level

¹³ Some excerpts from Middlesex Community College student ID policy
<http://mxcc.edu/future-students/student-id-policy/>

- Considering online courses
- Considering transferring
- Interested in working off campus

Location: Academic Office in Dalby Commons
 Phone: 561-478-5538 or 561-681-7951

Student and Exchange Visitor Information System (SEVIS)

SEVIS is a database set up for colleges and universities to share information electronically via a secure website for governmental agencies.

- SEVIS keeps records on non-immigrant students and exchange visitors currently in the United States.
- Keiser University is required by U.S. federal law and regulation to maintain certain records and information on international students.
- The information is shared electronically with the U.S. Department of Homeland Security.

Social Security Number (SSN)

A Social Security Number (SSN) is a nine-digit number issued to individuals to report wages to the U.S. government and to determine eligibility for U.S. federal old age and survivor benefits. It is also used as a taxpayer identification number for employment purposes and tax reporting.

Student Employment and SSN Application

Students with F-1 status are eligible to seek employment on campus and are limited to 20 hours per week while school is in session or 40 hours per week if school is not in session. Only students who can document that they have obtained employment on Keiser University's campus will qualify to apply for a Social Security number.

International students who must participate in curricular practical training as part of their degree program or engage in practical training after graduation will also need to apply for a SSN. They will be eligible to apply when the formal "internship contract" or "job offer" is produced in writing on the employer's official letterhead.

Curricular Practical Training/CPT (internship) and Optional Practical Training (OPT) as well as off-campus employment for economic hardship can be authorized and/or adjudicated only after an international student has fulfilled the "one academic year" full-time enrollment pre-requisite. For more information, please speak to an academic advisor.

State Issued Driver's License

Mandatory identity cards are not U.S. federal requirements; however, a driver's license is the prime identification document in all states. A student must first obtain a state issued driver's license if: planning to own a car or drive someone else's car, purchase car insurance or register a car. To locate a Florida Department of Motor Vehicle Office, visit the following web address: <http://www.dmvflorida.org/drivers-license.shtml>.

Bank Accounts

A bank cannot and will not process an application for a bank account without a specific local address on or off campus. Part of the process is linked to ordering the printing of personal checks which require the address of the account holder.

Helpful Websites and Resources

- The Smart Student Guide to Studying in the U.S.A.: <http://www.edupass.org/>
- Florida Secretary of State: <http://www.floridasecretaryofstate.com/>
- U.S. Social Security Administration: <http://ssa.gov/people/immigrants>
- International Student I.D. Card (for travel, student discount, etc.): 1-800-781-4040
- World Time Server (times around the world): <http://www.worldtimeserver.com>
- Universal Currency Converter: <http://www.xe.com/ucc/>
- List of Embassies/Consulates Worldwide: <http://www.embassyworld.com>

Culture Shock

Although studying in a foreign country sounds glamorous and exciting to those who stay at home, the new life awaiting the international student is full of surprises and challenging realities. Specialists in counseling and intercultural studies recognize that it is not easy to adjust to life in a new culture. Furthermore, when a student must live up to certain academic expectations in a new system, using a second language, stress can easily become part of the equation. A feeling of disorientation can appear, and culture shock can settle in. Additional information and resources are available, contact the academic advisor.

Academic Values in American Universities

Students are expected to contribute to class by participating in class discussion and/or working together with other students on team projects. Some instructors will actually assign part of the course grade based on a student's participation and attendance.

Students are expected to do their own work unless specifically directed to do otherwise by the instructor. Cheating and plagiarism (copying from someone else's work without permission or citation) are grounds for failing a course or expulsion from the University.

Success will require a student to do a considerable amount of work outside the classroom working on projects, reports, papers, and in studying and preparing for class.

Students are expected to develop knowledge and critical thinking skills regarding their field of study, general ideas and knowledge. Exams may cover basic information, but a student may also be asked to demonstrate how to apply knowledge through projects, writing or oral presentations.

Laws concerning Alcohol

- Must be 21 years of age or older to legally purchase, transport, possess, or consume any type of alcohol (even in the privacy of a suite or apartment).
- Cannot transport open containers of alcohol in a car (leave them unopened in the trunk).

Laws concerning Drug Use

- Must be 18 years of age to purchase any kind of tobacco
- The sale and/or possession of drugs such as marijuana, cocaine and/or heroin are illegal and punishable by fines and/or imprisonment.

Laws concerning Relationships

- Having sexual relations with any person under 16 years of age is illegal (statutory rape).
- In the United States, there is the concept of "NO" means "NO." Either person may ask to stop a sexual encounter at any time, then the other person must stop sexual contact.
- If someone forces another person to have sexual relations, it is considered rape and is punishable by imprisonment.

If stopped in a car by a police officer:

- Do not step out of the car unless asked to do so by the police officer.
- Keep hands on the steering wheel while the officer approaches the car. Passengers must also keep their hands in plain view.
- The officer will state the reason for stopping the vehicle.
- The officer will ask the driver for his/her driver's license and car registration and may ask for proof of insurance.

- If speeding, the officer will issue a ticket and explain what must be done afterwards, such as pay a fine or appear in court. The officer may also simply give a verbal warning.
- DO NOT attempt to bribe the officer with money.

Judicial Process

Keiser University, as an educational institution, has set reasonable standards of behavior in an attempt to safeguard the educational process, protect individual and institutional rights and property, and to help ensure the safety, health and well-being of all members of the Keiser University Flagship Campus community. Keiser University may ask students whose behavior is incompatible with the mission and/or principles of the code of conduct or the university to leave the institution.

Students are expected to act responsibly and to avoid conduct detrimental to themselves, their fellow students and the university community, both on-and-off-campus. Students are expected to know and abide by all university rules, regulations, policies and standards, and by local, state and federal laws. Ignorance of university rules and regulations will not be considered as an excuse for violations.

The student judicial process is designed to ensure fair treatment of any person(s) accused of a violation of a rule, regulation or policy of the University through due process and procedure conducted with fairness to all. Due process, as defined within these procedures, assures written notice and a conduct meeting before an objective decision maker(s).

No student will be found in violation of campus rules/regulations without information showing that it is more likely than not that a policy violation occurred. Any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

Note: *Title IX matters will not be adjudicated via the judicial process and will be addressed via the institutional policies and procedures covering Title IX.*

Conduct Authority

The Dean of Students manages the judicial process and is the Chief Judicial Officer (CJO) for the KU-Flagship Campus. The Dean of Students, or his/her designee, oversees processes for the administration of the campus rules and regulations, and procedural policies for Administrative Hearings and Conduct Board hearings. Decisions made by the Campus Conduct Board and/or Student Conduct Administrator should be final, pending the normal appeals process. Once an appeal has been presented, and a decision rendered in said appeal, that decision is final.

Confidentiality

All student judicial matters will be kept private and confidential by the University, when possible. However, matters involving law enforcement, local, state or federal law violations or other serious matters may be disclosed to the appropriate parties.

Allegations, Referrals and Incident Reports

Any member of the campus community unit may register an allegation relating to violation of campus rules and regulations. An allegation may be directed to the Office of the Dean of Students, the Department of Security, the Department of Residential Life and Housing or any Campus Officer. Any allegation should be submitted as soon as possible after the incident occurs.

Persons making such referrals may be required to provide information pertinent to the case, and may be expected to appear at a meeting with the Dean of Students or his/her designee. If required, the person may also be expected to appear at a Campus Conduct Board hearing, as the complainant. The person(s) statement of information can be used in disciplinary proceedings. The Dean of Students and/or his/her designees, should document any charges in an Incident Report, which may be noted in the student's University file.

Judicial Hearings Procedures

The Campus, through the Dean of Students, has the disciplinary authority to protect its educational purpose and objectives through setting standards of conduct. The student judicial process aims to treat reporting parties and responding parties with equal care and dignity and to reach fair and correct results.

The focus of inquiry in disciplinary proceedings should be to determine the responsibility of those accused of violating disciplinary regulations. Formal rules of evidence may not be applicable. Additionally, deviations from proscribed procedures may not necessarily invalidate a decision or proceeding.

Judicial Hearings:

1. A conduct officer will send out a meeting notice to the student(s) involved in the incident reported. A student will then have 48 business hours (not including weekends or holidays) from the initial notification to schedule a meeting.
2. The Conduct Administrator will meet with the student, read the incident report and alleged violation(s), and explain the conduct process. If the Student Conduct Officer determines that no violation has occurred, then the disposition is final and no further meetings will be held.
3. If it is determined that a violation did occur and the Responding Party admits responsibility for engaging in the alleged behaviors or actions, the Student Conduct Administrator can assign sanctions and arbitrate the incident at this meeting. If there is more than one student involved in the same incident, the Student Conduct Administrator will adjudicate the incident after meeting with all the students allegedly involved.
4. If the Responding Party does not admit responsibility for the alleged behavior and/or actions, the Student Conduct Administrator will explain the student will go through a Campus Conduct Board hearing or a hearing with the Dean of Students or his/her designee.
5. All charges presented to the Responding Party should be in writing at least 24 hours before the conduct meeting or conduct board meeting is scheduled.
6. All Student Conduct Meetings will be conducted in private and closed to the public.
7. If a Responding Party does not appear for the conduct meeting and does not (in the opinion of the Student Conduct Administrator or Student Conduct Board), give adequate reasons, the conduct meeting may continue and decisions may be made in the absence of the Responding Party.
8. The Reporting Party and Responding Party are responsible for presenting his or her information. In either Administrative or Campus Conduct Board Meetings involving more than one Responding Party, the Dean of Students (or his/her designee), at his or her discretion, may permit the meetings concerning each student to be conducted either separately or jointly.
9. The Responding Party and Reporting Party may arrange for witnesses to present pertinent information at the conduct meeting. Witnesses must be members of the campus community. Witness must be present to provide information to and answer questions from the Student Conduct Administrator or the Student Conduct Board.
10. The Responding Party should be given an opportunity to speak on his/her behalf. (S)he may have an opportunity to hear and question those who speak against him/her. The Student Conduct Administrator should

not consider statements against the Responding Party unless (s)he has been advised of their content, of the names of those who made them (unless done anonymously), and unless (s)he has been given an opportunity to rebut unfavorable inferences, which might otherwise be drawn.

11. The Campus Conduct Board at the discretion of the Student Conduct Administrator holding the conduct meeting may accept pertinent records, exhibits, and written statements (including Student Impact Statements) as information for consideration.
12. All information or matters upon which the decision is based must be presented at the conduct meeting.
13. The decisions reached by a Conduct Administrator and/or Campus Conduct Board hearing are final, subject only to the student's right of appeal.
14. If an appeal is presented, a decision issued regarding that appeal is final.

Administrative Meeting

1. Student Conduct Administrative Meeting

- a. Administrative meetings will be held by one Conduct Administrator.
- b. Upon the completion of a Student Conduct Administrative process (after meeting with all students involved), results, including all sanctions, will be given to the Responding Party(ies) in writing, through university email within 72 business hours (excluding weekends, holidays, and Campus/University closures) after the meeting.

2. Campus Conduct Board Hearing

- a. The Dean of Students should determine the make-up of any Campus Conduct Board. The Campus Conduct Board will usually consist of three voting members. These members may be students, faculty and/or staff. The Dean of Students or his/her designee will chair the Conduct Board.
- b. Upon the completion of a Campus Board Hearing (after meeting with all students involved), results, including all sanctions, will be given to the Responding Party(ies) in writing, through university email within 72 business hours (excluding weekends, holidays, and Campus/University closures) after the meeting.

Sanctions

1. **Written Warning:** Notice to the student that her/his actions has violated institutional regulations. A letter of warning also indicates that should the individual be referred again for disciplinary action, her/his prior disciplinary history will help determine any future sanctions. Sanctions will generally be cumulative.
2. **Redress:** An apology, either written or oral.
3. **Restitution:** Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
4. **Fine:** Designated monetary fee for policy violation.

5. **Educational Activity or Project:** Designated assignment for completion, which may involve presenting in front of selected audience.
6. **Community service:** Set amount of volunteer hours to be completed on and/or off campus.
7. **Loss of privileges:** Denial of specified privileges for a designated period, including, but not limited to, restrictions from and/or limited access to specified areas of campus and/or university events.
8. **Mandated Counseling Assessment:** The student must speak with or communicate via email, phone or in person with the University Ombudsman or other appropriate delegated party by a date to be specified. Unless otherwise stated by the Conduct Board or the Student Conduct Administrator, the student is required to follow all recommendations made by the Ombudsman or other appropriate delegated party.
9. **Athletics/Sports:** Loss of ability to participate in any intercollegiate sport representing Keiser University. This includes all athletics within the NAIA and any club sports.
10. **Behavioral Agreement:** A set of appropriate actions imposed to provide an educational experience as well as conduct guidelines for an extended period.
11. **Housing Probation:** A written reprimand indicating that the student's behavior has raised serious questions concerning the student's status as a member of the campus residential community. The student will be given a stated period during which his/her conduct will establish whether (s)he is to be returned to good standing by having met definite requirements in behavior or whether (s)he is to be suspended or expelled from the campus and/or university. This sanction includes the probability of more severe sanctions if the student is found to violate any university regulation(s) during the probationary period.
12. **Housing Termination:** This may be for a definite period of time, after which the student is eligible to return or permanent separation from campus housing. Student may be required to vacate housing within an allotted time determined by campus.
13. **Campus Probation:** A written reprimand indicating that the student's behavior has raised serious questions concerning the student's status as a member of the campus community. The student will be given a stated period during which his/her conduct will establish whether (s)he is to be returned to good standing by having met definite requirements in behavior or whether (s)he is to be suspended or expelled from the campus and/or university. This sanction includes the probability of more severe sanctions if the student is found to violate any campus and/or university regulation(s) during the probationary period. Students may not represent the university or hold office in any student organization during the period of probation.
14. **Campus Suspension:** Separation of the student from the campus and/or university for a definite period of time, after which the student is eligible to return. Readmission, however, is not automatic and is at the sole discretion of the campus and/or university. Conditions for readmission must be specified. The student is not allowed to be on campus, any university owned or leased property, or attend any university event, on or off campus while on campus and/or university suspension.
15. **Campus Expulsion:** Permanent separation of the student from the university. The student is not allowed to be on campus, any university owned or leased property, or attend any university event, on or off campus.

16. **Graduate Status:** The campus and/or university may not recognize a student's graduate status until the completion of the judicial process including the completion of all sanctions imposed, if any.

17. More than one of the sanctions listed above may be imposed for any single violation.

Interim Suspension

In certain circumstances, the Dean of Students, or his/her designee, may impose a university suspension prior to any Student Conduct Hearing.

- a. Interim Suspension may be imposed on a student only: 1) to insure the safety and well-being of members of the campus and/or university community or preservation of university property; 2) to ensure the student's own physical or emotional safety and well-being; or, 3) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the campus.
- b. While on Interim Suspension, a student may not be allowed access to the campus, including all university owned or leased properties, including the residence halls and/or all university activities, on or off campus, or privileges as the Dean of Students may determine to be appropriate.
- c. Interim Suspension does not replace the regular Student Conduct process. At the time a student has interim suspension, the individual affected should be informed of a right to a conduct meeting without undue delay. The student may remain dismissed until his/her status is determined in a conduct meeting.

Habitual Offenders

Habitual offenders may be suspended for continued interruption of the campus community. Habitual offenders are those who amass a number of offenses during their university career deemed to be excessive.

Appeals

Appeals should be decided upon findings of facts based on sufficient evidence submitted by parties and witnesses. A decision reached, and/or sanction imposed, by a Student Conduct Administrator or a Campus Conduct Board, may be appealed by the Responding Party, in writing, within 72 business hours (excluding weekends, holidays, and Campus/University closures) of the decision.

The administrators authorized to hear appeals include the Director of Student Living, Dean of Students, Campus Vice President, Campus President and/or a Student Conduct Administrator. The Campus President is the highest level of appeal for the campus.

Appeals, regardless of the type of adjudication, are acceptable based on any of the following:

1. Insufficient evidence to warrant the judicial outcome
2. Substantial violation of hearing procedures
3. Discovery of new evidence which could affect the decision
4. Evidence of prejudicial error
5. Information not available at the time of conduct meeting and/or
6. Appropriateness of sanctions

Note: Student is allotted one appeal per academic school year. Students with multiple infractions are subject to the hearing decision after the first appeal is exhausted.

Appeal Procedure

Any appeal of a decision of the Campus Conduct Board or a Student Conduct Administrator should be written in letter format and sent via email to the Dean of Students within 72 business hours (excluding weekends, holidays, and Campus/University closures) of the initial conduct hearing. The appeal must include “acceptable grounds,” as outlined above and the completed student conduct appeal request form. All information to be considered must be included with the written appeal. Upon receipt of appeal, the Dean of Students should disseminate the appeal to the appropriate Student Conduct Administrator or facilitate the appeal hearing.

If the conduct hearing decision is made when classes for the accused student is not in session, the student has 14 business days (excluding weekends, holidays, and Campus/University closures) of the initial conduct hearing to send an appeal. Failure to request an appeal within the allotted time will render the original decision final.

Decisions of the Campus Conduct Board and/or Student Conduct Administrator remain in effect until such time an appeal is granted. The implementation of sanctions may be deferred pending the outcome of the appeal except when they pose a health and safety threat to members of the Keiser University Flagship Campus community. If the appeal involves multiple students, appropriate provisions will be placed to ensure safety, and well-being of all parties involved until a final decision is rendered.

The Campus President has the judiciary authority to enforce any sanction immediately upon receiving the outcome of the appeal if (s)he believes it to be in the best interest of the campus. All parties involved will be informed of the disposition of appeals. Once an appeal has been heard, the decision issued regarding that appeal is final.

Learning Commons & Dr. and Mrs. Peter C. Cook Library

The mission of the Learning Commons is to enhance the learning environment by supporting instructional services, encouraging lifelong learning, and promoting information literacy and development of writing skills.

The Learning Commons serves as a place where students can study and receive assistance with research and writing. Computer access, a copy machine, scanner, and printers are available. Students are encouraged to visit the Writing Studio for help with improving their writing skills. The Library holds over 5,000 volumes and subscribes to numerous periodicals, including many program-specific publications. Students have access to the thousands of books and millions of online articles available through the Keiser University system through Blackboard or <http://kesu-verso.auto-graphics.com/MVC/> Wireless network access is available on campus.

Location: Turner Education Center, First Floor
Director: Timothy Leonard
Phone: 561-478-5537

Library operation hours are displayed at the entrance of the library

Writing Studio hours are displayed at the entrance of the Writing Studio. The Writing Studio is located inside of the library.

Special hours for exams, school breaks, and holidays will be posted in the Library.

NOTE: The Library may extend hours upon request for small groups. Arrangements for extended hours must be made in advance with the Director or campus administrator.

Borrowing

Books may be borrowed for a two-week period. Reference and Reserved materials are to be used in the Library ONLY. This is to ensure all students have convenient access to these special materials A valid student ID card is required for

borrowing. Students may request materials held by other Keiser campuses through the library portal or by asking the staff.

Medical Marijuana Policy

Keiser University prohibits the possession and use of marijuana on all of its campuses, including university housing. Marijuana is not permitted on campus because it remains a drug prohibited by Federal law. Federal legislation also prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana on campus.

The university continues to enforce its current policies regarding illegal substances or paraphernalia. Students who violate the university's drug policy prohibiting the use or possession of illegal substances or paraphernalia, including medical marijuana on campus, can be subjected to disciplinary action as expressed in the institutional catalog.

Parking

- All vehicles parked on campus must be registered with the University and require a parking permit to be properly displayed at all times. Parking decals should be displayed in the front left side of the vehicle's dashboard.
- Parking permits are obtained through the Security Office.
- All administrators, faculty members, staff members, students, and campus visitors must register vehicles with the Security Office to be driven or parked on campus.
- Students are expected to park in designated areas.
- All administrators, faculty members, staff members, students, and visitors are responsible for any violations of these regulations in which their vehicle is involved.
- At the beginning of each semester, all KU faculty, staff, and students will receive notification about the parking policy. After a designated date, any vehicles found in violation will be ticketed.
- Motorcycles, motor scooters, bicycles and mopeds are subject to the regulations governing motor vehicles.
- The Security Office is authorized to designate any spaces as temporary reserved parking.
- Abandoned vehicles are subject to towing at the owner's expense, unless the owner notifies the Security office in writing at the time the vehicle becomes disabled. The University will attempt to contact the owner of the vehicle and will determine whether a disabled vehicle is allowed to remain on campus.
- Any person that continuously violates parking policy will have his/her right to drive or operate a motor vehicle on campus revoked.
- Only minor vehicle maintenance is permitted on campus; this includes changing of tires, jumping a car or something comparable are permitted on campus. No other types of vehicle repairs or maintenance are permitted on campus. Any property damage caused by vehicle maintenance is the responsibility of the person making such repairs and/or the owner of the vehicle.
- Trailers or mobile campers are allowed to be parked on campus for immediate delivery or other specified purpose for short-term needs only. No overnight parking of trailers is permitted.
- The maximum speed on any KU driveway or roadway is 20 miles per hour.
- All vehicle operators must obey federal, state and local laws, and instructions regarding operating and parking motor vehicles.
- All motor vehicles must be parked in designated parking spots unless directed by Security to do otherwise.
- When a tow truck is contacted to come to the campus to remove a disabled vehicle or vehicle in need of repair, the owner of the vehicle should contact Security and let them know the date, time and location the tow truck is responding too. The owner of the vehicle will also have to be present to validate the authorization of the vehicle being removed from the campus.
- At no point should children or animals be left alone in a parked car.
- Keiser University assumes no liability for damages to any vehicle parked or driven on campus. Students must maintain active car insurance to own or operate a motor vehicle while on campus.
- Persons receiving a violation can appeal within 7 days of violation date. Forms are located in the business office.

Pet Policy

The KU pet policy is that no pets are allowed in the residence halls except for Service or approved Emotional Support Animals. Service and Emotional Support Animals are defined by the Americans with Disabilities Act. Individuals requesting use of a Service or Emotional Support Animal should work with the campus-based contact person for Disability Services.

If KU determines that an animal is to be removed from campus, the pet owner/handler will be notified, and the student has to immediately remove the animal from the residence hall. If the animal is not removed, the student may be susceptible to sanctions through the campus judicial process. Any approved pets must always be on a leash or in a cage.

Registrar

The Registrar's Office ensures the integrity, accuracy, and security of student academic records. Additionally, the registrar facilitates registration, maintains course schedules, certifies degrees, and provides enrollment verification.

Location: DeVos Academic Center, Inside Academic Office Suite
Phone: 561-478-5521 or 561-681-7964
Office Hours: Monday - Friday 8:00 AM-5:00 PM

Registration and Schedule Adjustment

Students register for classes through their academic advisor. It is a good practice to periodically schedule a meeting with an academic advisor to ensure a student is on track to graduate. Students may adjust their schedule by dropping or adding courses during the drop/add period at the beginning of each semester.

Course Load

A full-time student is enrolled with a minimum of 12 credits. Typically, students enroll with 15 credits each semester and a maximum of 18 credits. Students who wish to enroll in more than 18 credits in a semester must receive approval from the Associate Dean of Academic Affairs or the Dean of Academic Affairs. Students who are approved and enroll in an overload will have additional tuition charges.

Course Withdrawal

Students wishing to withdraw from a course or from all courses after the add/drop period should discuss the impact of that decision with their academic advisor and the Financial Aid office prior to making a final decision.

Transcripts

A request for a Keiser University transcript must be in writing, signed by the student and requested a minimum of two (2) weeks before a transcript is required. The full address of the person/place to which the transcript is to be sent must be included. There is no charge for the student's first transcript request. All other transcripts will require a fee of \$5.00 per copy to be submitted with the transcript request.

NOTE: All financial obligations to the University must be paid before transcripts will be released.

Change of Major (Academic Program)

Students interested in changing their major should discuss this decision with the chairs of the department for their present and prospective program. Then the student must meet with an academic advisor to get a complete understanding of the impact of the change on degree completion, key course sequences, and to complete a Change of Major form.

Final Grades

Final course grades are available to students through the student portal:
<https://campusportal.keiseruniversity.edu/secure/student/student.aspx>

Graduation Application

Applications for graduation are due the semester *prior* to the semester in which course work is completed for the degree. Students are strongly encouraged to have a degree audit completed two semesters prior to graduation.

Transferring Credits to Keiser University

In order to transfer in equivalent credits (not grades) from another academic institution, students must earn a grade of “C” or better and the course content must be similar. The Vice President of Academic Affairs makes the final decision on transfer credits. Transfer credits are not applied to degree audits until the official transcript is received.

Family Educational Rights and Privacy Act (FERPA)

In accordance with FERPA, Keiser University has adopted policies and procedures to protect the confidentiality of student educational records. Student non-directory information cannot be released without written approval of the student.

OFFICE OF STUDENT LIVING (On Campus Housing)

Living on campus is a unique opportunity. It is more than a place to eat and sleep. Opportunities exist to expand your personal horizons through involvement in numerous academic, social, educational, leadership, diversity, community and recreational programs. Living in the residence halls adds to the quality of life and to educational success.

Office of Student Living Mission Statement

The Office of Student Living provides a safe and healthy residential community that fosters student engagement and success.

Office of Student Living Vision Statement

Through collaborative relationships and continual improvements, the Office of Student Living will serve as a positive resource for residents to live, learn and grow within the larger Keiser University community.

Keiser University Residence Halls

Stauffer Hall is a two-story residential complex with exterior corridors that houses both first year and upper-class students. Rooms are suite style with the capacity to house between four and eight students in each suite, two to four in each bedroom. Each suite has two bedrooms and one common area living room. The common room is furnished with basic living room furnishings and each bedroom has beds, closet space and dressers provided.

New in 2020, **Lakeside Hall** is a four-story residential complex with interior corridors that houses both first year and upper-class students. Rooms are suite style with the capacity to house between two and four students in each suite, one to two in each bedroom. Each suite has two bedrooms, one bathroom and one common area living room. The common room is furnished with basic living room furnishings and each bedroom has beds, closet space and dressers provided.

Note: *The University reserves the right in its sole discretion to determine the capacity of each suite and bedroom.*

Office of Student Living Staff

Director of Student Living

The Director of Student Living is a full-time professional staff member who oversees the total operations, security, safety and community development of all residential facilities at Keiser University. This person supervises the Student Living Professional Staff and works across campus to ensure that students experience a high quality of life while living on campus.

Office Manager

The Office Manager for Student Living is a full time professional who manages housing assignments, operations and communication processes related to residential students. This staff member oversees the housing contracts process and all housing assignments and room change requests.

Resident Experience Manager

The Resident Experience Manager (REM) is a full time live-in professional staff member who manages all aspects of the operations, community development, programming and staff supervision in their assigned residence hall. This person supervises the Resident Assistants (RA) and works to ensure that their residence hall provides a high quality of life for residents.

Graduate Assistant

The Graduate Assistant (GA) is a part time live-in professional staff member who is currently pursuing their graduate degree. This person works with the Resident Experience Manager to support the Resident Assistants and develop campus programming.

What is a Resident Assistant?

The role of the Resident Assistant (RA) is one of helper and mentor for residential students. They provide community development, programming and assist in enforcing policies within the residence halls. RAs are upper-class students who have proven themselves as leaders in their communities. The RA is the first person a residential student can reach out to for support or to ask questions. RAs are experts on campus policies and great connectors to campus resources. Each resident is assigned a RA based on the room where they live. Residents can feel free to reach out to their RA for support, guidance and any room maintenance issues or roommate conflicts that might emerge.

Office of Student Living Contacts

The Office of Student Living is located in **Stauffer Residence Hall Room 1101**.

The Office of Student Living Office Hours are 8am-6pm and our office phone number is **561-681-7958**. You can call this number during the day (8am-6pm) for assistance with housing issues (i.e. reporting maintenance concerns, questions etc.) You can also email StudentLiving@keiseruniversity.edu for any non-emergency questions. Our professional staff will respond within 24 hours.

There is a Resident Assistant on Duty each night from 6pm-8am the following morning Sunday through Thursday and 24/7 during weekends. The RA on Duty phone number is **561-632-7867**. Please save these numbers in your phone. You can call the RA on Duty number for afterhours support from the RAs.

You can always report maintenance, key or roommate concerns to your Resident Assistant in person on your floor.

Mandatory Student Living Orientation: The Office of Student Living and Keiser University will conduct a mandatory orientation for all new residents during the first week of occupancy. Residents who do not attend this session will have their guest privileges revoked until an orientation session is completed and such

residents are still responsible for compliance with the Rules and Regulations. Mandatory meetings will be announced throughout the year to inform and educate residential students of important issues and concerns. Those meetings will be announced with ample time so students can attend.

Disciplinary action may be imposed for violations of the Student Living Code

- Student Living Code violations apply to any person living or visiting the residential halls.

- Keiser University reserves the right to set forth disciplinary action as determined based on any violation or offense including but not limited to:
 - Violation of a municipal or county ordinance
 - Violation of a state or federal law
 - Violation of a foreign country’s law
 - Violation of any institutional or campus rules or regulation
 - Conduct requiring the University to take action according to the law
 - Conduct posing a significant threat to the safety or security of the University community
 - Conduct posing a significant threat of undermining the University’s educational process
 - Room Lockout
 - Lost/Replace Key or Misuse of Residence Hall Key
 - Health Inspection Violation/Excessive Mess/Leaving Room a Mess
 - Improper Checkout
 - Harboring a Squatter
 - Any Applicable Violation of the Student Honor Code

Do Your Part: COVID-19 Protocol

DOs:

- Keep a 6-foot distance from others
- Cough or sneeze into your elbow
- Wash your hands often with soap and water for at least 20 seconds
- Clean AND disinfect frequently touched surfaces
- Wear personal protective equipment when applicable
- Self-monitor health, seek medical attention if needed
- Follow the guidance and directives from KU, state and local health departments

DON'Ts:

- Hang around large crowds
- Make close physical contact with others outside your household
- Touch your eyes, nose and mouth

General Student Living Policies

- **Alcohol policy:** Alcohol is NOT permitted to be possessed or consumed in suites with residents who are under the age of 21. Only those suites in which every resident is over 21 may alcohol be present. Students found with alcohol in their suites, where all residents are not over 21, will be referred to the Dean of Students Office for Student Conduct Hearings. Students are also not permitted to consume alcohol underage and return to their residence hall intoxicated. Alcohol found in rooms of underage residents will be disposed of and students will be documented and referred to Student Conduct.
- **Drug Policy:** Keiser University has a Zero Tolerance policy for illegal drugs including marijuana. Despite Florida's medical marijuana law, KU complies with federal laws which state that marijuana is an illegal drug. Residents who have a Florida medical marijuana card are not permitted to possess or use marijuana on campus. Students found with drugs in their suites will be referred to the Dean of Students Office for Student Conduct Hearings.
- **Quiet Hours:** Quiet hours begin at 11pm on weekdays Sunday-Thursday and 12 midnight on weekends Friday and Saturday.
- **Smoking:** Smoking inside of residence hall rooms is not permitted. This includes vaping and electronic cigarettes as well. Smoking is not permitted in doorways or walkways within the residence halls. Smoking is ONLY permitted in Designated Areas. Designated areas are clearly marked and strongly enforced in residential areas and throughout campus. The use of smokeless tobacco is prohibited in buildings and facilities.
- **Pet Policy:** Pets and animals alive or dead are not permitted in the residence halls. Students are permitted to have fish kept in a 10 gallon or smaller tank only.
- **No leaving items outside of door frames and in walkways:** Personal items (such as shoes, clothes, rugs, sporting equipment, trash, etc.) are not permitted to be placed outside of your suite common door or in the walkways. Residents will be given a warning notice for their first violation and every violation afterwards will be a \$25 fine.
- **Unauthorized room changes:** Students shall not change rooms on their own. They must complete a Room Change Request Form in the Office of Student Living and wait to hear from the Assignments Manager about the approval of their move. Unauthorized room changes will result in a \$100 fee and the resident moving back to their original space.
- **Lost keys:** Residents who lose their bedroom and/or mailbox keys should report this to the Office of Student Living immediately. The charge for lost keys is \$50.
- **Damages to rooms and move out billing:** Before each student moved into their room, it was inspected by the RA for any damages present. These damages were listed on the Room Condition Form. At the end of the year, at move out, these forms will be filled out again noting any additional damages that residents created in the room. Residents will be billed for additional damage present in the room that was not reflected on the RCF at move in. These damages include: excessively dirty rooms, missing or damaged furniture, holes in walls, etc.
- **Uber Eats/Food delivery:** The designated area for Stauffer Hall is located at the "blue light phone" in the center of the East/West Wings. The designated area for Lakeside Hall is directly in front of the building, in the driver turn around. (areas are marked)
- **Uber/Lyft Pickup or Drop off:** The designated area is in front of the Student Life Center. (area is marked)

Guests and Visitation Hours

In conjunction with COVID-19 precautions, guests and visitor policies have been reviewed and removed for the 2020-2021 Academic Year. Only residential students are permitted in the Campus Housing Areas. Only the occupants of the suite are permitted in the suite. Students who choose to congregate must be in an outside, well ventilated area with observation of limited crowd size, personal protective equipment and social distancing guidelines.

For Your Safety These Items Are Prohibited in Residence Halls at Keiser University

- alcohol (except in spaces where all residents of the suite are 21 or older)
- air conditioners (unless express written approval is granted by Student Living)
- animals/pets (alive or dead) except when approved as service animals by Keiser University's Office of Student Disability Services. Fish are the only animals allowed in residence halls and must be kept in a tank no larger than 10-gallons. Turtles, snakes and reptiles of any kind are also not allowed.
- candles (with or without wicks), candle/wax melt/warmers, and incense
- curtains and draperies (unless with a tag displaying fire-retardant information or treated with fire-retardant spray. The spray container and receipt must be kept on file to provide as proof when needed).
- decorations covering more than 10 percent of any wall
- devices used to promote irresponsible drinking (beer bong, funnels, beer pong tables and similar)
- devices typically used to promote excessive alcohol consumption
- door decorations (fliers, posters, pictures displayed on either side of a door) other than the name tag provided by the Student Living staff
- drugs and/or controlled substances that are illegal, and any drug paraphernalia (including electronic smoking devices used for drug consumption)
- electrical cooking appliances (including toaster ovens, electric skillets, hot plates) in residence hall rooms; all electrical cooking appliances without an automatic shut-off such as coffee/tea pot; any electrical appliance which is not UL-approved; any electrical appliances with an open heating element (including but not limited to potpourri burners, hot plates, crock pots, and indoor grills)
- electrical cords around doorways or under carpets
- electrical items left plugged into bathroom outlets such as curling irons and hairdryers
- explosives, fireworks, pyrotechnic devices, or flame-producing materials
- extension cords (unless multiple outlet-type with built-in fuses and/or surge protector)
- fabric hanging on walls or from ceilings (including tapestries). Combustible items such as flags may be displayed if framed under glass or acrylic/plexiglas. The 10 percent limitation on wall coverings would still apply.
- firearms, projectile firing devices, and other weapons, including but not limited to air rifles, pellet guns, paintball guns or other weapons including realistic facsimiles; ammunition; switchblades; knives with blades over 5 inches; biological or chemical weapons such as mace and tear gas; hazardous materials or chemicals (examples:

gasoline, lighter fluid, or other flammable liquids); or items which may pose a danger to the Keiser community

- halogen lamps, lava lamps, and incandescent bulbs. Permitted lamps are those using low heat emitting light bulbs, compact fluorescent lighting (CFL), or light emitting diode (LED) lighting.
- Hookahs
- Hoverboards
- items obstructing egress/exit paths in rooms or hallways
- items hanging from ceilings, on/from heating system, or sprinkler system piping
- mopeds or other fuel-powered or motorized vehicles.
- Bicycles may be stored in rooms as long as a clear exit emergency path is evident. Bicycles should be stored in bike racks when stored outside.
- outdoor grills near the residence halls or on residence balconies
- outside antenna/satellite dish
- overstuffed or inflatable furniture, waterbeds, and personal lofts
- previously live cut trees, cornstalks, leaves, and hay
- space heaters
- removal of University-issued room furniture or relocation of any University-issued residential furniture
- signs considered to be University, government, or another's property
- wireless internet routers

Firearms, Weapons and Dangerous Chemicals

The possession of firearms and/or weapons, including dangerous chemicals, in on campus housing is prohibited by University policy and the Student Handbook. Weapons used as decoration and storage of weapons are not permitted in the residence halls. No exceptions to this policy are made for participation in special classes (e.g. archery, fencing or ROTC).

The use or possession of toy guns or weapons which resemble real weapons (e.g. air soft, BB, paintball guns) is prohibited. Toy guns clearly marked with bright colors (e.g. nerf-type guns, water guns) are permitted for storage in housing facilities. Toy guns meeting this criterion must be seen out in the open at all times and never used within the residence halls.

Board/Meal Plan

All students living in the Residence Hall will be charged for both room and a meal plan. Since cooking is restricted in the Residence Hall, residents are required to participate in the board plan. There will be no exceptions to the above University policy on food service, except in the case of a medical waiver. A member of the Student Services and Dining Services staff in conjunction with the appropriate medical professional) will determine such waivers.

Common Areas

Students will demonstrate courtesy and respect to fellow students while using common space. Personal possessions may not be stored or left in common areas such as study lounges, stairwells, walkways, and outside public space. Items will be disposed of and the university will not be liable for those items. The public halls and stairways of the student housing buildings

shall not be obstructed or used for any other purpose than ingress to and egress from the Units in the student housing facility, and the fire towers and fire escapes shall not be obstructed in any way. No article shall be placed in the halls or on the staircase landings, or fire escapes, nor shall anything be hung or shaken from the doors. Residents may store bicycles, skateboards and roller blades in their Units. Bicycles may not be locked, chained or fastened in any manner to banisters or guardrails within stairwells.

Common Courtesies

Residents must treat roommates and the resident staff with courtesy and respect. Courtesy hours are 24 hours a day.

Personal Property

Personal property such as clothing, towels, shoes, athletic equipment, and garbage is not allowed to be left or hung on railings and left outside entry ways of residential suites. Items are subject to theft and vandalism and will be disposed of by staff if left in these areas. The University is not liable for those items.

Care of Room Furnishings

Furniture is not to be taken out of the suites for any reason. Chairs, lamps and other suite furnishings cannot be placed outside for use of storage. The students are responsible for school issued furniture in their residential suites and suite occupants will be charged for damages and vandalism to any furniture or property within the residential suite.

Consolidations

The Office of Student Living (OSL) is responsible for maintaining reasonable occupancy in each suite. If there are fewer than four people in a suite, the OSL may either assign a new roommate or reassign residents in the suite to another apartment. When consolidation occurs, the Housing Office will follow these rules:

1. Move the fewest number of students possible. A single student will be moved to a suite with three students instead of moving three students to different locations.
2. Provide advance notice before moving students.

Courtesy and Quiet Hours

Common courtesy hours concerning noise are in effect 24 hours a day. Loud voices, music, and other activities in the residential complex may disturb fellow residents. This regulation recognizes that in any community consisting of so many diverse individuals, basic courtesy is always required for people to be able to pursue their own activities and schedules. If another resident or staff member expresses a concern for noise in your room, then you should do all you can to prevent that noise (i.e. turning down TVs, music, asking guests to leave or speaking softly).

Housing Deposit

A Deposit of \$250.00 is required when submitting your application to live on campus. The Deposit will be refunded when you move out of the Residence Hall provided:

1. Proper notification of intention to move out is given.
2. Proper check-out procedures are followed.

3. There are no damages to the room.
4. The room and mailbox keys are returned. The Deposit cannot be used for any other purpose while it is being held by Keiser University.
5. Keys: Failure to return keys at the end of a resident's stay will result in a \$50.00 charge per key. This will be deducted from the residence hall deposit

Discipline Procedure

All students are to comply with the reasonable requests of any Keiser University official seeking to enforce the Rules and Regulations of the Complex and the Policies and Procedures of Keiser University. At the discretion of the Dean of Students of Keiser University or his/her designee, all students assigned to a Suite may be disciplined, placed on probation or otherwise be held responsible for any violation of the Housing Agreement (including these Rules and Regulations) or for refusing to comply with any reasonable request from an Keiser University official. Disciplinary action may entail any of the sanctions mentioned in the judicial process along with referral for legal action and/or any such other action as Keiser University deems appropriate.

Keiser University officials may, at their sole discretion, elect not to issue a written warning or a probation notice. A student removed from student housing is not allowed back on the premises for any reason. If such student returns for any reason they will be arrested for trespassing and may be subject to expulsion from Keiser University. In addition to the removal from housing, a student will be liable to Keiser University for all costs pertaining to the penalties for breaking this Agreement. A breach of the Rules and Regulations does entitle Keiser University to immediately terminate the Housing Agreement and remove a student from student housing and may lead to expulsion from Keiser University. If in the judgment of any Keiser University official a student is a clear and present danger to himself, others or property he/she will be subject to immediate removal from student housing and may lead to expulsion from Keiser University. Depending on the nature of the infractions, students who violate the Rules and Regulations may be subjected to further disciplinary action from Keiser University. Students have the right to appeal a removal from student housing as per established student conduct guidelines.

Drug Policy (Drugs, Narcotics and Drug Paraphernalia)

Illegal Drugs and Narcotics are strictly prohibited in the Residential Hall. Violation of this policy includes possession of illegal substances, paraphernalia, odors, and visible intoxication. There is a *Zero Tolerance Policy* for violations of this policy and students will be subject to disciplinary action. Use, possessing or being under the influence of marijuana or any narcotic stimulant, or hallucinogenic drug in violation of state and federal law is prohibited in and around all student housing facilities. No exception will be made for the use of medical marijuana, regardless of whether the Resident has a medical marijuana registry card. Knowingly being in the presence of others violating this rule is also prohibited.

Student-Athletes: Student-Athletes may also face disciplinary action from the Athletic Department in addition to sanctions received from the Director of Student Living or other university officials. Suspicion based drug testing may be issued in accordance with policy.

Excessive Noise

Excessive noise is not permitted at any time in or around the residential complex. Excessive noise in the residence hall is considered to be noise that can be heard more than one door (or

residence hall suite) away. Congregating on sidewalks and on balconies creates excessive noise, which should be avoided by moving into rooms, lounges, or suite common areas. Stereos are a frequent source of noise disturbance and high-powered stereos (including low frequency speakers and "sub-woofers") are discouraged.

Speakers should never be placed in or near windows and your door should always be closed when playing your stereo. Vehicles near the residence halls and loud music outside the halls can echo and create disturbances. Most musical instruments can easily create excessive noise; stereos, speakers, musical instruments, and other objects that cause disturbance may be required to be removed from the residence hall as a condition of continued occupancy.

Explosive/Weapons

Weapons are not permitted. Objects with potential to cause bodily harm to residents are not allowed in the units or any student housing facility. Such objects include, but are not limited to: fireworks, explosives, BB/pellet guns, shotguns, stun guns, knives, bows and arrows, water guns, paint ball guns, various martial arts weapons, decorative weapons and objects deemed threatening in nature by the Keiser University staff.

Fire Evacuation

Residents must evacuate the building each time there is a fire alarm. Fire exits and fire routes are clearly marked. Failure to comply with evacuation procedures will result in possible termination of the Housing Agreement and removal from campus housing and/or a fine from the Fire Department under City Ordinance.

Firearms Policy

Certified Florida law enforcement officers and assigned licensed and uniformed security officers are the only people permitted to possess a gun or weapon of any kind on any Keiser University campus. Possession of any kind of weapon on campus is strictly prohibited. Uniformed police officers or security officers are the only authorized personnel to carry weapons on a Keiser University campus.

The above stated policy provides an exception only in the case of Keiser University students who are certified Florida law enforcement officers currently employed by a recognized Florida law enforcement agency. There are no other exceptions to this policy.

Keiser University strictly follows and enforces the relevant Florida Statutes addressing weapons and firearms on school property. For further information, see Florida Statutes 790.115 and subsequent statutes.

Fire Safety Equipment/Security Systems

Residents may not in any way alter or tamper with existing locks, security systems, procedures or fire safety equipment. Smoke alarms and fire extinguishers are provided in each housing facility. Tampering with fire extinguishers and fire alarms is prohibited and will result in an initial fine levied against the Student of \$100.00 and is cause for immediate termination of the Housing Agreement. Disengaging smoke detectors is prohibited.

Garbage

Students are responsible for their room and personal garbage and are instructed to dispose of it in designated receptacles. Students may not leave their garbage outside of their rooms for any period of time. Garbage not disposed of properly will be traced back to the student and fines of

\$25-\$50 per item or bag will be assessed and charged to the responsible student. Students are also prohibited from disposing of room garbage in common area public trash receptacles and laundry rooms. Littering on campus is strictly prohibited; keep the campus clean by using designated receptacles.

NOTE: The preceding list is not all-inclusive; any item that is a threat to public safety may be removed. In addition to confiscation, violators may have to pay a monetary fine and may be subject to disciplinary action.

Lock-Out and Lost Key Procedures

Residents are allotted two complimentary lock-outs per semester. If a Resident becomes locked out of his or her room, the staff will admit them to the room; there will be a charge for this service. After two lockouts, the resident will incur a \$25.00 penalty for each subsequent offense. This penalty will be billed to the student's account.

If a student loses his /her ID card key, they will need to pay a replacement fee of \$25.00. This fee must be paid at the Business Office and a new ID card will be issued. Lost, stolen, or broken ID cards should be reported immediately to the Housing Staff and Business Office.

Lending keys to others, copying keys, and/or possession of keys that are not authorized for your use is strictly prohibited.

Housing Residency Requirement

All Freshmen and Sophomore students are required to live in the Residence Hall until they complete 60 semester credit hours of work, or they meet one of the following criteria which will allow them to live off campus.

- Living at Home- The student will be living at home with a Parent/Legal Guardian within 50 miles of the campus when they apply to the University.
- Age 21 or older- Student reaching age 21 prior to the beginning of the fall semester.
- Married/Single Parent with custody- Student must submit a copy of his/her marriage license/proof of custody.
- Completed 60 Credit Hours- Student with 60 or more semester credit hours. Must be verified by the Registrar's Office.
- Veteran of the United States Military
- Extenuating Circumstances

Exemption Request

Students meeting any of the above criteria must complete a housing waiver form. Forms must be submitted to the Director of Student Living before the first day of classes. Students without this waiver will not be permitted to enroll or attend classes. Requests for off-campus housing permission must be made before the start of any semester. Once a semester begins, room charges are not refundable. Students, who move off campus after classes begin, forfeit the room charge for that semester. Housing contracts are made on a nine (9) month basis. As such, students will have to petition the Dean or his/her designee for permission to be removed from their contract early. If a student desires to be removed

from his/her housing contract, a \$500.00 breakage fee may be assessed to his/her student account. Exemption must be submitted by May 15, 2021.

QUIET HOURS

During designated quiet hours, particular courtesy should be shown to enable others to concentrate on their studies/ activities and get sufficient sleep. Quiet hours are: **11:00 PM to 8:00 AM Monday-Thursday and 12am-8:00am on Fridays and Saturdays.**

If a problem is experienced with noise, first try to speak directly with the responsible individuals if possible. If that course of action is not satisfactory, seek your Student Living staff for assistance.

Mid Term and Final Exam Quiet Hours

During the midterm and final exam period quiet hours are in effect 24 hours a day. It is essential that a person's needs for sleep and study be particularly respected during exam periods.

Pets and Animals

Residents may **NOT** keep pets or animals in his/her individual suite or elsewhere in the Residential Hall at any time, including any animal or pet to visit the Student. The only exception to this rule is for assistance animals accompanying disabled individuals or emotional support animals, provided the University accommodations committee has approved such animal in writing. The Student in violation will be subject to disciplinary action and will be charged the cost for extermination services, cleaning and any other restoration required by Keiser University.

Psychological and Personal Crisis

Students who are incapable of caring for themselves or are a danger to themselves or others may be removed from Keiser University housing at the recommendation of the Director of Student Living or appropriate University official representative.

Room Inspections and Entry

Staff members of the Office of Student Living are authorized to enter residential suites for routine inspections to determine the resident compliance with Keiser University policies and regulations. Regular health and safety inspections will be conducted. During these inspections, staff may check refrigerators and other areas where food is kept. Student Living staff may also enter a suite and room when in their judgment, it is probable that violations of Keiser University policy are occurring (i.e., use of drugs, illegal cooking, loud excessive noise or similar actions) or if a student's personal safety or health is in question. If items such as cooking appliances, drug paraphernalia or stereos are found in violation of policy, they will be confiscated, and appropriate disciplinary action will be taken. In the event items are confiscated which belong to a resident who was not present during the inspection, a note will be left in a conspicuous place advising the student of this fact. Staff members and maintenance personnel may enter a room in order to conduct routine inspections, enforce policy, assist students or conduct repairs.

Safety & Security

The campus takes various precautionary measures to protect the students, staff, faculty and campus visitors. Nevertheless, unavoidable emergencies may occur in extreme situations. The Flagship campus has a Campus Response Team (CRT) that implements and oversees the campus response to a crisis situation. CRT members serve as the Campus Security Authority (CSA) and as the Title IX Responsible Employees and are identified by the Red CRT lanyard and the Handheld radio that they carry. The CRT receives training in dealing with crisis situations and will primarily direct the immediate response to a crisis situation until the arrival of law enforcement and emergency response personnel.

Campus Security is supervised by the Campus Vice President and has the responsibility for securing buildings and grounds, traffic regulation and parking control. The Department maintains close communications with the Residential Life staff in assisting with the supervision of the Student Residence Complex.

Campus Security responds to all emergencies. *To contact Campus Security and for emergencies call (561) 386-3573, 24 hours a day, seven days a week. For additional safety and security information see <https://www.keiseruniversity.edu/safety-and-security/>*

As students living on a college campus in an urban environment, it is important to be security conscious. Following the simple steps outlined below may help prevent burglary, auto theft or vandalism or other crimes.

1. Lock the suite and bedroom door at all times.
2. If suite keys are lost or misplaced, report it immediately to the Director of Student Living, who will have the keys replaced or lock changed.
3. Do not keep large sums of money or valuables in the suite.
4. Keep plane and bus tickets, credit cards, and phone cards in a secure location.
5. Keep track of books and other belongings.
6. Avoid leaving suitcases and boxes unattended.
7. Lock car doors at all times.
8. Secure bicycle with a lock. Bicycles can be kept in the residence suite.
9. It is advisable to have a footlocker with a personal lock in suite, in which to store personal property.
10. Do not let strangers in the suite for any reason.
11. Do not walk alone after dark, even in familiar surroundings.
12. Report all thefts, vandalism and suspicious behavior immediately to the Residential Life staff and to Security. Keiser University is not responsible for the loss or damage to personal property of its students or employees.

Searches

Keiser University reserves the right for its staff or representatives to search any bag or container brought onto sponsored housing property or into facilities on a random or intermittent basis. Any items violating Keiser University's policies may be confiscated and residents will face disciplinary action, which may include, but is not limited to, termination from housing. In addition, incident reports may document all searches. Residence Hall students are liable to room search by authorized law enforcement officials after presentation of a court order or duly ordered Search Warrant to the Dean of Students or another campus official.

Sexual Harassment & Sexual Assault

Sexual harassment (unwelcome sexual comments, actions and attitudes) and sexual assault are not tolerated. For additional Title IX and VAWA information, see <https://www.keiseruniversity.edu/safety-and-security/>

Smoke Free Facilities

All of the buildings located on campus are designated as “smoke free”. This means that smoking or vaping of any kind is prohibited indoors. Smoking is NOT permitted within the Residence Halls; however, smoking is allowed in designated areas and 20 feet away from the residential Hall or any other campus building. Knowingly being in the presence of others violating this rule is also prohibited.

Student Conduct

Verbal abuse, foul language, insults, physical or psychological threats or intimidation to other students or staff will not be tolerated and may lead to termination from Keiser University and/or termination of the Housing Agreement and removal from student housing. Violation of any local ordinances, state or federal statutes or criminal acts may be grounds for immediate termination. Students must comply with all present and future city, county, state and federal laws and regulations, including without limitation, fire and natural disaster evacuation procedures.

Vacation Periods and Student Housing

The Residence Hall and the Dining Hall will be closed during certain break periods. Students are advised to stay connected to all information as it becomes released pertaining to checkout procedures. Students should then make their travel plans accordingly. Students living a considerable distance from campus should plan their vacation departure well in advance.

Summary (Rules & Regulations)

All students are to comply with the reasonable requests of any Keiser University official seeking to enforce the Rules and Regulations of the Residential Hall and the Policies and Procedures of Keiser University Flagship campus. At the discretion of the Dean of Students or his/her designee, all students assigned to a Residential Suite may be disciplined, placed on probation or otherwise be held responsible for any violation of the Housing Agreement (including these Rules and Regulations) or for refusing to comply with any reasonable request from an Keiser University official.

Disciplinary action may entail any campus sanction including and up to termination from Keiser University, referral for legal action and/or any such other action as Keiser University deems appropriate. Keiser University officials may elect not to issue a written warning or a probation notice. A student removed from student housing is not allowed back within the residential hall area for any reason. If such student returns for any reason, they may be arrested for trespassing and may be subject to expulsion from Keiser University. In addition to the removal from housing, a student will be liable to Keiser University for all costs pertaining to the penalties for breaking this Agreement.

A breach of the Rules and Regulations entitles Keiser University to immediately terminate the Housing Agreement and remove a student from student housing and may lead to expulsion from Keiser University. If in the judgment of any Keiser University official a student is a clear

and present danger to himself, others or property he/she will be subject to immediate removal from student housing and may lead to expulsion from Keiser University. Depending on the nature of the infractions, students who violate the Rules and Regulations may be subjected to further disciplinary action from Keiser University. Students have the right to appeal a removal from student housing as per established student conduct guidelines.

CAMPUS ACCESS PROCEDURES & REGULATIONS

For the safety of Gatehouse Security Officers, and those exiting and leaving campus, the following procedures must be followed when approaching the Gatehouse which is operational twenty-four (24) hours a day, seven (7) days a week.

Commuting Students

1. Keiser ID card should be ready to present to the Security Officer when approaching a campus entrance. This helps campus officials keep track of who is on campus during evening hours, and the campus facilities being utilized.
2. If others are in the vehicle, they may be asked to provide their IDs as well. Students in a vehicle together should also have a KU ID ready to present.
3. Please be patient while waiting for other vehicles in front of the line to be logged in.
4. Never bypass a Security Officer at any gate; this is a serious offense and could result in the loss of on-campus entry privileges.
5. Always follow Keiser University visitation policies and exit the campus at the appropriate times.

Residential Students

1. Always have Keiser ID card ready to present to the Security Officer when approaching a campus entrance. This helps keep track of who is on campus during evening hours and the campus facilities being utilized.
2. The Security Officers must make sure that each residential student's name is on the current housing list from the Residential Life Office, and that if a residential student is driving that a current residential decal is on the vehicle. These steps should be taken before permitting the vehicle to enter the campus.
3. Residential students who are hosting a commuter student or non-student guest must register their guest at the office of Residential Life & Housing.

NOTE: Entry/exit to campus is to be via authorized entrances only. Climbing of walls or fences is not permitted. Anyone entering the campus at points other than authorized entrances does so at their own risk and may be subject to disciplinary actions.

Safety & Security

Campus Safety and Security

The Flagship campus takes various precautionary measures to protect the students, staff, faculty and campus visitors. Nevertheless, unavoidable emergencies may occur in extreme situations. The Flagship campus has a Campus Response Team (CRT) that implements and oversees the campus response to a crisis situation. CRT members serve as the Campus Security Authority (CSA) and as the Title IX Responsible Employee and are identified by the Red CRT lanyard and the Handheld radio that they carry. The CRT receives training in dealing with crisis situations and will primarily direct the immediate response to a crisis situation until the arrival of law enforcement and emergency response personnel

For additional safety and security information, see <https://www.keiseruniversity.edu/safety-and-security/>

Security Office

Security officers are on the Flagship Campus 24 hours a day, seven (7) days a week, year-round. The Security Office is open during normal hours of operation and is located in Dalby Commons. Students can contact security to report suspicious behavior, theft, or in the event, someone's safety or security is being jeopardized.

Security Site Supervisor: 561-386-3573
Security Patrol: 561-386-3299
Security Gatehouse: 561-386-3563

Emergency Phones

There are three (3) emergency "Blue" phones located on campus:

- Northeast side of Turner Parking Lot
- Southeast side of Tennis Courts
- Central Entrance Walkway of Residential Halls closest to the street

Campus Emergency phones can be used to contact campus security or directly contact the West Palm Beach Police Department 911 center.

Campus Security is supervised by the Campus Vice President and provides the following services to students, staff, faculty and guests:

- Escorts to and from class and/or campus residence.
- Emergency response
- Traffic control
- Campus Regulation Enforcement
- Portable charger (If car will not start; free of charge)
- Lost and Found
- Issuing Parking Decals
- Recording personal property (serial #'s of computers, IPOD's, MP3's, etc.)

Safety

Student well being

The Flagship campus utilizes the 24/7 services of HealthAdvocate. Students who are struggling with a personal problem, concern or emotional crisis are encouraged to notify a campus official and call HealthAdvocate at (855) 384-1800.

The Student Well-being Brochure located on the Keiser University website provides additional student well-being information including the 211 service and the Ombudsman contact information- see <https://www.keiseruniversity.edu/pdf/Student-Well-Being.pdf>

*****In case of emergency- call 911*****

Crisis Communications

The Flagship campus utilizes the Alertnow Mass notification system that generates voicemail, emails and text messages. In a crisis, messages will also be posted on the school Website and on the hotline- (877-353-4737)

Please keep the Information Hotline number handy. The hotline will advise you of important updates. Make sure your contact information is always up to date for the “Alert Now” system.

In case of extreme weather, should the University have to cancel classes or exterior activities or in emergency situations, Keiser University may utilize some or all of its mass notification capabilities to notify the Flagship Campus community. In addition, members of the Office of the Chancellor (OOC) command center will post relevant updates and advisories on the appropriate school website and on the automated emergency hot line.

The Flagship Campus Response Team (CRT) and Security will simultaneously use the local means at its disposal to notify the campus students, staff, faculty, and visitors of any situation.

Sexual Harassment & Sexual Assault

Sexual harassment (unwelcome sexual comments, actions and attitudes) and sexual assault are not tolerated. For additional Title IX and VAWA information, see <https://www.keiseruniversity.edu/safety-and-security/>

Student Services

The Student Services Office primarily facilitates services provided to students that affect the total educational experience outside the classroom. Often, academics and non-academics overlap, and Student Services is staffed with professionals who care about student concerns related to student activities, campus arts and culture, student organizations, safety and security, health and wellness, and their overall student experience. Student Services professionals are ready to assist students with resolving any conflicts they may affect academic performance, quality of student life, health, safety, and other aspects of the overall student experience. The Student Services office consists of Residential Life and Housing, Career Planning and Community Engagement, Student Activities, and the Dean of Students office. The Student Services office also works closely with Dining Services and Campus Security.

Locations:

Office of Student Living

Stauffer Residential Complex, Suite 1101
Phone: 561-681-7958

Office of Career Planning & Community Engagement

Turner Education Building
Phone: 561-478-5526 or Ext. 345526

Office of Student Activities & Campus Involvement

Countess de Hoernle Student Life Center
Phone: 561-478-5558

Office of the Dean of Students

Turner Education Center, 200g
Phone: 561-681-7162 or Ext. 347162

Student Involvement Programs and Student Organizations

Joining a campus organization is one of the best ways to become involved in the campus community. Students will find that involvement in University student organizations may be different from the

involvement experienced in high school. Joining a student organization at Keiser University is the responsibility and decision of an individual student. Students are encouraged to join or start organizations that reflect his/her interests and passion.

Identifying a group or organization to become involved with is the first step. The Director of Campus Activities and the Dean of Students work closely with many student organizations and can assist students in choosing the best organization for them. Student organizations at Keiser University are eager to recruit new members and develop new ideas.

Starting an organization is fun and easy to do! Some students choose to form their own organization that directly reflects their focus, interests, and goals. For more information about joining or starting an organization, or student programs contact the Director of Campus Activities at 561-478-5558 and/or the Dean of Students at 561-478-5551.

Organizations currently on campus

Accounting Student Association: ASA serves as the main group for all students majoring in accounting. The group regularly hosts networking events within the community along with social events for students.

Delta Mu Delta (DMD): Recognizes academic achievement students majoring in business or similar field. The focus of DMD is to provide opportunities for growth through scholarship, and service.

Entrepreneurship Society: The purpose of the Entrepreneurship Society is to provide learning opportunities to career-oriented students through goal-oriented activities. The focus of these activities is to develop a greater understanding and appreciation of entrepreneurship, management, networking, and community involvement.

International Student organization (ISO): Serves as the voice for all international students. ISO hosts educational workshops, social programs and has development opportunities for all students.

Phi Theta Kappa Honor Society (PTK): Recognizes academic achievement of college students. The focus of PTK is to provide opportunities for growth through leadership, scholarship, social awareness and service.

Student Government Association (SGA): The Keiser Student Government Association serves as the voice of the students and meets with members of the Student Services staff and campus Administration on a monthly basis to discuss students' ideas and thoughts. All Keiser University students are encouraged to share their ideas and express themselves through the SGA. Elected Executive Board positions are determined each Spring semester.

Student Veterans Association (SVA): The SVA serves as an outlet and resource for Student Veterans. Membership in the organization allows student veterans to network with each other and set up networks within the campus community.

Student Programs

Leadership Distinction Program: The purpose of the program is to offer participants opportunities to develop fundamental skill-set necessary for maintaining personal and professional relationships, leading within student organizations and the campus community and preparing students to become influential leaders in their chosen profession after graduation.

Student Ambassador Program: The Student Ambassador Program is a leadership opportunity for students who are dedicated to serving and representing Keiser University Flagship Campus. The program

is designed to support students in their transition to Keiser University and to offer guidance as students begin to define their goals and strive for academic success.

Countess de Hoernle Student Life Center (SLC)

The Student Life Center is a recreational and athletic facility which offers many recreational and leisure opportunities for students, faculty and staff. Some SLC features include a gymnasium, which is home to the Keiser University Men's & Women's Basketball team and the Volleyball Team; a fitness center & weight room, classrooms and offices for Athletics & Student Services are also in the SLC. The fitness center is supervised at all times by a trained staff member and is open for use to all Keiser University students, faculty and staff. Available equipment within the fitness center includes treadmills, elliptical machines, Stairmaster, rower, free weights and numerous multi-purpose and weight machines. A Keiser University ID must be shown in order to utilize the fitness center.

Intramural & Recreational Sports

Intramural & Recreational sports are also an important component of student life at Keiser University. Various intramural competitions and recreational sports are offered throughout the year including flag football, volleyball, basketball, soccer, dodgeball and many more.

Maureen L. and David H. Smith Student Recreation Complex

The Smith Recreation Complex is located at the east end of the Residence Halls and offers a variety of activities to complement an active campus community. Some amenities available include a swimming pool, tennis courts, racquetball courts, and sand volleyball, which are open for use to all Keiser University students, faculty and staff. The pool is open from dawn to dusk, hours may vary contingent on weather and scheduled campus events. A Keiser University ID must be shown to utilize the amenities at the Smith Recreation Complex.

For further information about the Student Life Center, intramurals or recreational sports contact the Director of Campus Activities 561-478-5558.

Dalby Commons

The Academic Advising, Campus Security, Dining Services & Physical Plant offices are located in Dalby Commons. Dalby Commons also has a student lounge & gaming area with pool tables and a ping-pong table. Additionally, the on-campus ATM is located in this area. Dalby Commons is open 24 hours a day, seven days a week.

Career Planning & Community Engagement

The Office of Career Planning and Community Engagement provides career guidance and information concerning job and volunteer opportunities on and off campus to Keiser University traditional students, Graduate School Students, as well as Keiser University alumni.

The Director conducts professional development workshops, schedules recruiting visits and interviews, maintains the College Central Network and hosts career fairs. Individualized career counseling is available including assistance in editing resumes, cover letters, interviewing techniques, career planning assessments and graduate school personal statements.

Career Fairs

Employers throughout the county attend Keiser University Career Fairs to become acquainted with KU undergraduate and graduate students as well as alumni. Students and alumni will have the opportunity

to meet with the broadest possible mix of employers in one setting to discuss internships, part-time and full-time positions.

College Central Network

Keiser University Career Services office is pleased to make available to all Keiser students and alumni the online job database network, College Central Network.

The College Central Network allows registered users to view all job postings, co-op positions, and internships from employers who are seeking Keiser University students and/or graduates. Registered users may also post and publish their resume for employers to view, conduct employer searches and utilize the contacts in the system to network.

As an added feature, the Career Services office posts jobs at designated locations throughout campus, providing an additional resource for students.

Resume and Cover Letter

The Career Services Office offers resume and cover letter critiques to all Keiser University students and alumni. Students needing to start a resume or cover letter from scratch will be provided assistance and the necessary resources to begin the resume writing process. Students already having a resume can participate in review sessions through appointment. Contact the Director of Career Planning and Community Engagement at 561-478-5506 to schedule an appointment.

Additional Resources

The Career Planning office also provides additional career related resources to assist you in your internship and job search. Staff from the Career Planning office or the library can assist students with these additional resources.

Career Development Series

Keiser University believes that a student's education is not limited to the classroom experience. The Career Development series is designed to assist with the students' leadership and professional development along with interpersonal skills, community involvement, and co-curricular development.

Title IX Compliance

Title IX of the Education Amendments of 1972 protects individuals from discrimination based on sexual orientation in education programs or activities which receive Federal financial assistance. Keiser University not only complies with the letter of Title IX's requirements but also endorses the law's intent and spirit. The University is committed to compliance in all areas addressed by Title IX, including access to higher education, career education, math and science, standardized testing, athletics, education for pregnant and parenting students, learning environment, and technology, as well as sexual harassment. All University students are responsible to make certain that sexual discrimination, sexual violence or sexual harassment does not occur. If you feel that you have experienced or witnessed sexual harassment or sexual violence, you should notify either of the Title IX Coordinators designated below. Keiser University forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation, it is also a violation of Federal law.

Additional details on this policy can be found at the following link

<http://www.keiseruniversity.edu/safety-and-security/> under the heading "Title IX Resources". A copy of the primary prevention and awareness program is also available at the above link under the heading "Primary Prevention & Awareness Program".

Title IX Coordinators:

Brandon Biederman, Associate Vice Chancellor of Compliance
1900 W. Commercial Boulevard, Fort Lauderdale, FL 33309, 954-776-4476

Dr. Michelle Morgan, President/Associate Vice Chancellor
6151 Lake Osprey Drive, Sarasota, FL 34240, 941-907-3900

Title IX Responsible Employees:

Campus Response Team (CRT) members are Title IX responsible employees. Their CRT lanyard and the hand-held radio that they carry identify CRT members.

University Policies and Procedures

Keiser University Flagship Campus adheres to all national, state and local laws. In accordance, the Keiser University system has set standards of professionalism and behavior for all students, faculty and staff. The purpose of the University policies is to promote safety & security, professional standards and consistency for all affiliates of Keiser University.

Keiser University System prohibit discrimination and harassment based on race, color, creed, religion, sex, gender, national origin, citizenship, ethnicity, marital status, age, disability, sexual orientation, gender identity and gender expression, genetic information, veteran status, or any other status protected by applicable law to the extent prohibited by law.

Further information on University system policies related to, but not limited to the areas below, can be found electronically at <http://www.keiseruniversity.edu/catalog/>.

- Alcohol & Drug Policy (currently addressed in the 2020-2021 KU Institutional Catalog)
- Disobedience and Disrespect (currently addressed in the 2020-2021 KU Institutional Catalog)
- Disorderly Conduct (currently addressed in the 2020-2021 KU Institutional Catalog)
- Dress Code (currently addressed in the 2020-2021 KU Institutional Catalog – Standards of Appearance)
- Harassment (currently addressed in the 2020-2021 KU Institutional Catalog)
- Hazing (currently addressed in the 2020-2021 KU Institutional Catalog)
- Keiser University’s Statement of Position on Hazing (currently addressed in the 2020-2021 KU Institutional Catalog)
- Non-Academic Records – Release of Information (currently addressed in the 2020-2021 KU Institutional Catalog - FERPA)
- Notification of Non-Discrimination (currently addressed in the 2020-2021 KU Institutional Catalog)
- Basis of Handicap (currently addressed in the 2020-2021 KU Institutional Catalog - ADA)
- Basis of Race, Color Religion, Gender or national Origin (currently addressed in the 2020-2021 KU Institutional Catalog)
- Personal Abuse Policy Statement (currently addressed in the 2020-2021 KU Institutional Catalog)
- Violence to Persons (currently addressed in the 2020-2021 KU Institutional Catalog - Harassment)
- Weapons and Explosives (currently addressed in the 2020-2021 KU Institutional Catalog)
- Student Complaints (currently addressed in the 2020-2021 KU Institutional Catalog)
- Theft (currently addressed in 2020-2021 KU Institutional Catalog)
- Title IX Compliance (currently addressed in 2020-2021 KU Institutional Catalog)

Free Speech and Public Assembly on Campus Grounds

Keiser University supports the rights of student organizations, individual students, faculty, staff, and other members of the community to engage in public speech, assemblies, rallies, marches, events, gatherings, and/or counter protests ("Assemblies") on University property of the manner in which expressive actions may be conducted. Registration is required to notify the University of the plans by groups for such expression and allows for University to maintain a safe and secure educational environment, provide ample space for expressive group actions, and maintain safe traffic flow and safe access to buildings.

Free Speech and Public Assembly plans shall be submitted for approval to the campus president at least two (2) weeks prior to proposed date. These activities may not:

- a. Interfere or disrupt normal campus or academic activities.
- b. Infringe upon the rights of others or interfere with university operations.
- c. Restrict free movement of traffic and others on campus.
- d. Endanger, threaten or harass any member of the campus or community.
- e. Damage, deface or cause loss of property.
- f. Violate the law or university policies.

Each participant in a Free Speech and Public Assembly on Campus Grounds or equivalent activity, whether sponsored or not, shall comply with the law, university policies, the Student Code of Conduct and with the directions of university officials. Violations may be grounds for disciplinary action against individuals and/or the sponsoring or participating student organization and its officers. If non-compliance with this Policy also involves violations of State or Federal law, the university may pursue prosecution of chargeable offenses against violators, and/or recovery of money damages from them for any harm to or loss or destruction of university property resulting from the misconduct.

COVID-19 Precautionary Measures and Expectations

Students are expected to:

- Self-isolate if you are sick or have had exposure to the virus, practice good hand hygiene and "respiratory etiquette," and wear cloth face coverings when applicable. (*Face coverings should be worn as feasible and are most essential in times when physical distancing is difficult.*)
- Maintain a clean-living environment in Residence Halls by regular disinfecting of personal space, common areas and with great attention to personal hygiene.
- Adhere to all University policies including, but not limited to; procedures of seating spacing, social distancing, physical guides and barriers, observe crowd restrictions, in room gathering sizes and nonessential visitor restrictions.

Regarding PPEs:

The Centers for Disease Control (CDC) recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain. As safety in our workplace is our primary concern, all individuals on Keiser University property are required to wear face coverings when they cannot maintain six feet of physical distance in public or work areas.

You may wear a homemade face covering, or you may wear a purchased face covering. According to CDC guidance, an effective face covering will meet the following criteria: fit snugly but comfortably against the side of the face, be secured with ties or ear loops, include multiple layers of fabric, allow for breathing without restriction, and be able to be laundered and machine-dried without damage or change to shape. Please review the World Health Organization (WHO) flyer for the correct way to wear a face covering.

Please note the following exceptions:

1. Students whose health or safety is put at risk by wearing a mask or cloth face-covering are not required to do so. If this applies to you, please contact your Dean of Students.
2. If you cannot wear a mask due to your religion under Title VII, or if you need a reasonable accommodation under the Americans with Disabilities Act (ADA) please let your Dean know.
3. Students who work in an office are permitted to remove their mask if they are seated at least six feet from the doorway. However, they must wear their mask or face covering at all other times.
4. Students who wish to eat or drink may remove their mask to do so, provided they are situated six feet away from others, perform the necessary hand hygiene and replace the mask when they are done.

It is important to note that the use of a face covering does not prevent the wearer from getting sick or eliminate the need to continue the primary mitigation efforts, to stop the spread of COVID-19, but may prevent the spread of the virus from the wearer to others. Individuals should still maintain other suggested health measures including maintaining six feet of physical distance even when wearing a mask, and washing hands with soap and water for at least twenty seconds

**** University policies and procedures are constantly evolving as a result of new information related to COVID-19. It is our goal to provide a safe and healthy environment, but it will require student, staff and faculty collaboration. Please do your part and make healthy wise choices.***

Student Handbook – Evidence of Understanding

Please fill out this page and return to the Dean of Students office

By signing below, I state that I, _____ have read and
(print name)

understand the requirements, rules, regulations and expectations within the student handbook.

Honor Code

I certify that I will abide by all rules, regulations and guidelines of Keiser University Flagship Campus (KUFC). I also certify that I understand failure to adhere to any of the rules could result in disciplinary action including and up to expulsion from KUFC. By signing this form, I acknowledge that I will be an upstanding student on campus and within the local community. _____

Student Signature

Date

Emergency Contact Information

Emergency Contact 1-(Name): _____

Number: _____

Relation: _____