

Keiser University Flagship Campus

STUDENT HANDBOOK
2023-2024



Table of Contents

Contents

Welcome from Keiser University Chancellor	3
The Keiser Tradition.....	4
Campus Location	6
Campus Phone Directory	7
Academic Programs, Policies and Requirements	9
Academic Calendar.....	14
Admissions Office	15
Athletics	16
Bookstore.....	16
Business Office.....	16
Counseling Center	17
Dining Services.....	18
Disability Services	20
Dress Code	21
Financial Aid Office	23
Health Insurance.....	25
Honor and Conduct	25
ID Policy	26
Information Technology	26
International Students.....	27
Drug and Medical Marijuana Policy.....	35
Parking and Traffic	35
Registrar.....	36
Student Living (On-Campus Housing)	37
Safety & Security.....	46
Student Services	50
Title IX Compliance	54
University Policies and Procedures.....	54
Student Handbook – Evidence of Understanding	56

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's email, learning management system and the university's website, as these are often our primary communication resources for and with our students. As a member of our collegiate community, each student must adhere the Honor and Conduct Code as outlined in this guide. Failure to do so could result in disciplinary action up to and including dismissal from the University.

Equal Opportunities Statement

Keiser University's policy of equal opportunity, consistent with Federal policy, is that no person shall, on the grounds of race, creed, color, handicap, national origin, sex, age, political affiliation, sexual orientation, marital status or belief, be excluded from any training, be denied the benefit of training or be subjected to discrimination in any hiring practice or activity of the University. To ensure continued success in achieving equal opportunity and non-discrimination in all of its programs and departments, Keiser University hereby reaffirms that it is the responsibility of all staff, administration and supervisory personnel to work actively to ensure equal opportunities within their respective departments, as well as to demonstrate a personal and professional commitment to equal opportunity for all persons. Management and supervisory personnel have a responsibility to provide leadership and support for equal opportunity programs.

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, and 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 an institutionally 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, 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.

Strategic Direction and Goals

- I. Promote Academic Excellence by Providing Institutional Resources, Assistance, and Oversight
 - To actively be involved with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and such programmatic accreditation agencies as are desired and appropriate.
 - To assess the effectiveness of and consequentially enhance the educational and academic service programs of the university.
 - To provide academic support services designed to enhance student learning and prepare graduates for successful occupational choices.
 - To continue to improve the competencies of students at all levels in both foundational skills and analytical/critical thinking.
- II. Attract and Retain Quality Faculty and Staff
 - To employ and further develop a diverse faculty who embrace the university’s philosophy and are well qualified in their subject matter and teaching methods.
 - To encourage and further develop well-qualified staff personnel to respond to the needs of a broad spectrum of university students in programs at all levels.
- III. Develop and Maintain High-Demand Educational Programs That Are Accessible and Responsive to the Needs of Campus Communities
 - To provide and enhance a variety of educational delivery systems that respond to current and future student, community, and professional occupational needs and expectations.
 - To review all degree programs to ensure currency, relevancy, and cost-effectiveness with respect to content, delivery, and outcomes.
- IV. Develop and Support Initiatives Designed to Enhance Institutional Effectiveness
 - To collect evidence of student learning and programmatic outcomes in the ongoing effort to enhance the quality of the academic program.
 - To maintain and enhance the mechanisms that collect and publish evidence of academic and operational effectiveness for continuous improvement.
 - To develop strategies that support the implementation of program and degree- appropriate academic research.
- V. Expand the International and Domestic Reach of the University’s Programs, Services, and Collaborative Agreements in Support of the University Mission

- To create opportunities to partner with community organizations where mutual benefit can be realized through collaborative agreements and/or articulation agreements.
- To pursue educational initiatives appropriate for a variety of domestic and global locations and cultural settings.
- To expand the physical facilities of the university to more effectively implement the institutional mission and vision.

VI. Continue the Implementation of Appropriate Fiscal, Budgetary, and Managerial Strategies to Provide Adequate Resources with Which to Support Keiser University and Its Future Development

- To ensure that the Board of Trustees continues to provide appropriate oversight of the financial and budgetary operations of the University.
- To analyze the ongoing financial operations of the university to ensure fiscal responsibility.
- To maintain well-qualified administrative officers with the background and experience necessary to oversee the institution.

VII. Enhance the University's Relationships with Its Alumni, Supporting Constituencies, Service Communities, and the Professions It Serves

- To continue to implement Keiser University fundraising programs for institutional support and advancement.
- To cultivate the Keiser University alumni development program.
- To enhance the community outreach initiatives of the various extended Keiser University locations to support their community service, public relations, and institutional advancement campaigns.

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 them 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 on 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.

Finally, 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's Flagship Campus, 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. (Exit #70). 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 Florida Turnpike:

Exit at the West Palm Beach (Okeechobee Blvd. Exit #99) 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

Lakeside Residential Hall
561-478-5000

ACADEMIC AFFAIRS

DeVos-Cook Academic Center
561-681-7192

ACTIVITIES & STUDENT ORGANIZATIONS

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

ADMISSIONS

Turner Education Center
866-944-3456 or 561-681-7922

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

Evan Berry
Turner Education Center
evan.berry@keiseruniversity.edu
561-478-5520 or Ext. 345520

WELLNESS CLINIC

Lakeside
561-478-5524

DINING SERVICES

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

LIBRARY and Center for Academic Support & Achievement (CASA)

Turner Education Center
CASA 561-681-7193 or Ext.347193
Library 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-
681-7173 or Ext. 347173
561-681-7171 or Ext. 347171

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. Students need to 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.

Academic Affairs Contacts

Academic Affairs Leadership	Phone	Email
Dean of Academic Affairs, Jennifer Peluso	561-478-5572	jpeluso@keiseruniversity.edu
Associate Dean, Nick Lisk	561-683-5516	nlisk@keiseruniversity.edu
Associate Dean, Ahmed Omar	561-683-5517	ahmed.omar@keiseruniversity.edu
Associate Dean, Enrique Suarez	561-683-5116	esuarez@keiseruniversity.edu
Executive Director for College of Golf, Eric Wilson	561-681-7983	ewilson@keiseruniversity.edu
Assistant to Dean of Academic Affairs, Bernice Carley	561-681-7192	bcarley@keiseruniversity.edu
Registrar		
Registrar, Amy Layman	561-681-7171	alayman@keiseruniversity.edu
Assistant Registrar, Sarah Harman	561-681-7173	sarah.harman@keiseruniversity.edu
Advising		
Senior Advisor, Hanna Armstrong	561-681-7183	haarmstrong@keiseruniversity.edu
Senior Advisor, Heather Bishara	561-681-7921	hbishara@keiseruniversity.edu
Advisor, Jack Burrows	561-681-7925	jack.burrows@keiseruniversity.edu
Advisor, Rafael Molina	561-681-7917	rafael.molina@keiseruniversity.edu
Advisor, Zack Rahman	561-681-7916	zrahman@keiseruniversity.edu
Advisor, Kimberlee Roselli	561-681-7194	kimberly.roselli@keiseruniversity.edu
Advisor, Sheri Valentine	561-681-7924	shvalentine@keiseruniversity.edu

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. Students who wish to schedule an appointment with their academic advisor can use the QR code below to access the advisor appointment scheduling calendar. Advisors can be reached by their individual email addresses, or via the office email address at flagshipadvising@keiseruniversity.edu.



Registrar

The Campus Registrar maintains the academic record of all students and provides other educational services related to enrollment verification, transcripts, processing status changes, and reporting campus data within guidelines for educational privacy. These services include, but are not limited to:

- Verifying receipt and processing of official transcripts, score reports, and admissions documentation.
- Maintaining accurate electronic student files and official documentation.
- Collecting, recording, maintaining and reporting within FERPA guidelines.
- Working closely with the NAIA Athletics Department regarding student eligibility.
- Processing enrollment verifications for current and former students, as well as alumni.
- Processing unofficial and official transcript requests for current and former students, as well as alumni.
- Auditing student completed curriculum to ensure completion of program for degree conferment per SACS and USDOE regulations.
- Processing grade changes and curating final grade records for all courses.

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 a program audit 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 as a result of industry advancements and emerging research. 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. A reentry fee may apply. Students may need to take additional coursework if graduation requirements have changed significantly.

Academic Programs, Policies and Requirements

Keiser University's Flagship Campus offers a variety of degree programs ranging from Associate and Bachelor's degrees at the undergraduate level to Masters and doctoral degrees through the Graduate School. Please visit the KU catalog web site to review the most up-to-date list of program offerings at <https://www.keiseruniversity.edu/catalog/>. You may also meet with your academic advisor for additional details.

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. The 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. The 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.
- Apply for a degree.
- Resolve all financial obligations to the University.
- Complete all required exit paperwork.

Associate of Arts

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

Associate of Science

Students receiving Keiser University's Associate of Science degree must 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.
- Apply for a degree.
- Resolve all financial obligations to the University.
- Complete all required exit paperwork.

Summer Credit Hours Requirement

All undergraduate students who are admitted to the KU Flagship Residential Campus who have fewer than 60 credit hours at time of admittance, must earn a minimum of 6 credit hours by attending one or more summer terms while attending KU Flagship Campus. *This requirement applies to all students who are admitted for the Fall 2023 semester and thereafter. It does not apply to anyone admitted prior to the Fall 2023 semester.* The Campus President or his/her designee may waive the application of this regulation in cases of unusual hardship to the student. Please see your advisor for details and guidance.

Academic Policies

Attendance

At Keiser University, satisfactory attendance is 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. Students must be in attendance by the third day of classes or their course may be dropped for non-attendance.

In an emergency that causes a student to be absent, it is the student's responsibility to contact the instructor as soon as reasonably possible and request to complete the 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 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 the syllabus for policies for particular classes. In every class, cell phones must be turned off or silenced 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 the course	0.0	
WM	Withdrawal/Military Duty	Not Computed	
WNA	Withdrawal/No Attendance	Not Computed	
P	Pass	Not Computed	
T	Transfer Credit	Not Computed	
WCO	Withdrawal due to Covid-19***	Not Computed for Satisfactory Academic Progress	
WCA	Withdrawal Cancel Add/Drop	Not Computed	
WND	Withdrawal Natural Disaster	Not Computed	
Z	A grade of 'Z' indicates that the student recipient was making acceptable progress in the didactic portion of a course that involved a clinical component; however, for some reason, event, or course interruption beyond the control of Keiser University and involving no fault of the student, the course was not capable of being completed. The 'Z' indicates that the clinical, field placement, or externship was the portion of the course that was not completed; that clinical section will have to be completed before a final letter grade can be issued. This situation is usually associated with additional explanatory information that covers the make-up work or provides further directions to the students concerning course completion.		

*Graduate courses do not use the grade of D

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

***The CARES Act authorizes the flexibility of institutions to exclude unearned credits from the quantitative measure of

Satisfactory Academic Progress without appeal by the student, when withdrawal was COVID-19 related and the student was enrolled on March 13, 2020.

Incomplete Grade Policy

A grade of "I" (Incomplete) indicates that a student has not completed the requirements of a course as set forth by an instructor. One semester from the date the "I" is awarded students are notified that if this timeframe goes beyond the current semester, it may have negative consequences on their financial aid. The best policy is to make up the "Incomplete" grade as soon as possible. Incomplete grades are not used in the computation of a cumulative grade average. Undergraduate students must meet course requirements within the allotted term, and the instructor must submit a grade change to the registrar. If this is not completed within the period, the course grade automatically becomes an "F" grade. Graduate students must meet course requirements within the first four weeks of the subsequent term.

New Student Orientation

New Student Orientation (NSO) is a series of special meetings and events that take place before the start of each Fall semester or upon student arrival for students starting during the Spring semester. All incoming students who are new to Keiser Flagship Campus are required to attend the NSO. Details about this will be sent out to student registered email, however students can contact their admissions counselor or academic advisor for information on NSO. 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 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 students 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. Flagship Campus adheres to the KU policy for process and discipline. 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 President'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 Dean's List.

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. Two standards 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 cumulative Grade Point Average (cGPA). Undergraduates must maintain a cGPA of 1.7 after completing his/her first semester at Keiser University and a 2.0 cumulative GPA for each semester thereafter. Graduate students must maintain a cGPA of 3.0 every semester.
- The quantitative standard (Program Completion Pace) requires students to complete their program of study within 150% of the normal time frame allotted for completion of the program. In order to ensure completion of a program within the maximum timeframe, students must successfully complete 66.67% of the cumulative credits attempted after completing each semester. All attempted credits are factored into the semesterly pace evaluation, including credits for a course from which the student withdrew, and excluding credits for remedial courses.

A student who does not meet either or both the qualitative and quantitative benchmarks at the end of any semester will be placed on Academic Financial Aid Warning (AFAW) for the following semester. A student on AFAW who meets the SAP requirements at the end of the semester is removed from AFAW, 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 that 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 validated 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 negatively impacted their 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 assumption 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 to be eligible 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.

A student on AFAW or AFAP who voluntarily withdraws from the University, or ceases attending will not be eligible for Title IV funding when and if the student applies to re-enter. A student who is readmitted after dismissal for failure to meet the SAP standards is readmitted on Active Financial Aid Suspension (AFAS) and is not eligible for Title IV funds until the student has achieved a 2.0 CGPA and/or the required 66.67% pace at the end of the returning semester.

*** When determining Satisfactory Progress, remedial courses MUST be included when calculating the student's qualitative SAP but NOT for quantitative Pace. Incomplete grades are not factored into the student grade point average, however, any incomplete grade carried at the end of the student's Satisfactory Academic Progress (SAP) evaluation period will be factored as a failing grade when determining the student's academic progress, status and

continued Title IV eligibility.

The Veterans' Administration is notified of unsatisfactory progress of a veteran student who remains on academic financial aid warning or probation beyond two consecutive semesters. At that point, Veterans Benefits can be terminated. A student terminated from Veterans Benefits due to unsatisfactory progress may be recertified for benefits once the following conditions are satisfied:

1. To initiate action by VA to determine whether further payments of VA educational assistance allowance should be authorized, the student must submit a specific request for resumption of VA benefits following an interruption due to unsatisfactory progress or conduct. Requests may be submitted on VA Form 22-1995 or VA Form 22- 5495.
2. Student must submit an Action Plan to achieve academic success to the institution to be filed in their VA file.
3. Student must be mathematically able to meet both the qualitative and quantitative requirements of SAP.

Academic Calendar

Fall Semester 2023

8/22/2023	Freshmen Move-in for Residence Halls
8/23-8/25/23	New Student Orientation (ground)
8/25/2023	New Student Orientation (online)
8/25/2023	Returning Students Move-in for Residence Halls
08/28/23-12/17/23	Fall Semester (16 Weeks)
08/28/23-09/24/23	4 Week Term A Classes Begin
08/28/23-10/22/23	8 Week Term A Classes Begin
9/4/2023	Labor Day (no classes)
9/5/2023	Return
09/25/23-10/22/23	4 Week Term B Classes Begin
10/20/2023	New Student Orientation (online)
10/23/23-11/19/23	4 Week Term C Classes Begin
10/23/23-12/17/23	8 Week Term C Classes Begin
11/11/2023	Veterans Day (observed)
11/13/2023	Return
11/20/23-12/17/23	4 Week D Term Classes Begin
11/20/23-11/27/23	Undergraduate Fall Break*
11/28/2023	Return
12/11/23-12/15/23	Final Exams for 16 Week Classes
12/18/23- 01/07/24	Holiday (no classes)

Spring Semester 2024

1/1/2024	New Year's Day
1/5/2024	Residence Halls Open
1/5/2024	New Student Orientation
01/08/24-04/28/24	Spring/Winter Semester (16 Weeks)
01/08/24-02/04/24	4 Week Term A Classes Begin
01/08/24-03/04/24	8 Week Term A Classes Begin
1/15/2024	Martin Luther King Jr. Day (no classes)

1/16/2024	Return
02/05/24-03/03/24	4 Week Term B Classes Begin
2/19/2024	President's Day (no classes)
2/20/2024	Return
3/1/2024	New Student Orientation (online)
03/04-24-03/10/24	Undergraduate Spring Break*
03/04/24-03/31/24	4 Week Term C Classes Begin
03/04/24-04/28/24	8 Week Term C Classes Begin
3/11/2024	Return from Undergraduate Spring Break
04/01/24-04/28/24	4 Week Term D Classes Begin
03/29/24-04/01/24	Easter Break (no classes)
4/2/2024	Return
4/18/24-4/24/24	Final Exams for 16 Week Classes
4/26/2024	Commencement

Summer Semester 2024

5/3/2024	New Student Orientation
05/06/24-08/25/24	Summer Semester (16 Weeks)
05/06/24-06/02/24	4 Week Term A Classes Begin
05/06/24-06/30/24	8 Week Term A Classes Begin
5/27/2024	Memorial Day (no classes)
5/28/2024	Return
06/03/24-06/30/24	4 Week Term B Classes Begin
6/28/2024	New Student Orientation (online)
7/4/2024	Independence Day (no classes)
7/5/2024	Return
07/01/24-07/28/24	4 Week Term C Classes Begin
07/01/24-08/25/24	8 Week Term C Classes Begin
07/29/24-08/25/24	4 Week Term D Classes Begin
8/26/24-09/02/24	Summer Break

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 above and 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 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.

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 before enrollment. Many opportunities exist throughout the

year to assist in the recruitment process.

Location: Turner Education Center, 2nd 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 27 intercollegiate varsity sports and five intercollegiate non- varsity sports.

The 27 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, flag football, Esports, 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 competitions 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’s 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 collectibles, 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 speak with and resolve any questions about student financial obligations with the University. It is also where the collection and processing of payments take place. The Business Office’s role includes working with undergraduates and graduate students and alumni who have account receivable balances. Students can also receive advice 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, 1st 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 before 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 Center

The University collaborates with Kate Silverman Counseling, LLC and META Teletherapy to provide mental and emotional therapy services. **Kate Silverman LMHC** is an Outpatient Mental Health Provider offering a wide array of services and convenient hours, including:

On-Campus Services

- Individual Psychotherapy (in person and teletherapy available)
- Trauma-Focused Therapy and EMDR
- 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

Location: Lakeside Hall, Room 108
 Phone: 561-478-5524
 Email: wellnesscenter@keiseruniversity.edu
 Office Hours: Monday – Friday, 9:00 AM-5:00 PM

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 mental health provider
- Free consultations

Download the free app today from meta.app/students

Students can also use the community helpline 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.

Dining Services

Keiser University Dining Services is 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 themed 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	10:30 a.m. to 1:30 p.m.
Dinner	5:00 p.m. to 6:30 p.m.

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 6:00 p.m.
Sunday	10:00 a.m. to 7:00 p.m.
Holidays	Closed

Hangry Hawks Food Truck

Monday through Friday	9:30 a.m. to 1:30 p.m. 8:00 p.m. to 10:30 p.m.
------------------------------	---

Saturday & Sunday & Holidays Closed

Visit us online at <https://keiseruniversity.sodexomyway.com/my-meal-plan> 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, 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 a.m. to 8:29 a.m.
- 8:30 a.m. to 10:59 a.m.
- 11:00 a.m. to 1:59 p.m.
- 5:00 p.m. to 6:29 p.m.
- 6:30 p.m. to 7:30 p.m.
- 7:31 p.m. to 9:30 p.m.
- 9:31 p.m. to 11:00 p.m.

Meal Plans

Resident Students are required to be on a meal plan.

- 19 meals per week.
- Students may only swipe once per meal period.
- Commuter students may purchase a meal plan as well for their convenience.

There are four plans 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 always be carried.
- Meals may not be redeemed without a student ID.
- Students may not loan their Keiser ID card to others to purchase meals.
- If a student runs out of meals, the student may pay for additional meals with cash or a 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 the original selection.
- Fall Meal Plans begin the Thursday before class and end the last day of class.
- Spring Meal Plans begin the Friday before class and end the day after graduation.
- 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

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 a full salad bar, desserts, and beverages; plus, many weekly specials and promotions.

Students requiring special diets are encouraged to speak with the General Manager and Chef to help accommodate their needs. The Dining Services staff values student opinions and welcomes all student comments and suggestions. There are several ways to communicate with the dining services staff: comment cards or speak to or email the General Manager. **Note:** *Dining services are subject to change at the discretion of the University, as needed, to comply with government regulations or health concerns.*

Disability Services

Keiser University provides reasonable accommodations to students by the Americans with Disabilities Act of 1990 and Section 504 of the Disabilities Act of 1973. Accommodation requests 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 561-478-5520. KU Disability Accessibility Guide can be found at <http://www.keiseruniversity.edu/student-services/americans-with-disabilities-act/>

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
Evan Berry, Dean of Students
2600 North Military Trail
West Palm Beach, FL, 33409
(561) 478-5520
evan.berry@keiseruniversity.edu

Service Animal Policy

Policy Statement: Keiser University adheres to the [Americans with Disabilities Act \(ADA\)](#) in allowing the use of service animals for students, staff, 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 in our [KU ADA Accessibility Guide](#).

Definition: “Service animal” is defined by the ADA, as amended in 2011 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 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. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

Emotional Support Animals

Emotional Support Animals or ESA's are not listed under the ADA, but are defined by the [US. Department of Housing and Urban Development](#) as an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or that provides emotional support that alleviates one or more identified effects of a person's disability.

Individuals requesting the use of a Service Animal or Emotional Support Animal should work with the campus-based contact person for Disability Services. More information on accessibility guidelines and the request package can be found on the KU website at <https://www.keiseruniversity.edu/americans-with-disabilities-act/>.

Students should first obtain approval before bringing a Service Animal or ESA on campus. If KU determines that an animal is to be removed from campus, the animal owner/handler will be notified, and the student must 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 animal must always be on a leash or in a cage and under the control of the owner.

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

Meal Accommodations

Reasonable menu accommodations that are medically based on 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.

Medical Marijuana Policy

Keiser University prohibits the possession and use of marijuana on all 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.

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 a proper personal appearance and wear an 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 always dress appropriately while on campus. Keiser University reserves the right to enforce the campus dress code on an individual or as-needed basis.

Keiser University Flagship campus is a residential campus and has students, faculty, and staff on grounds 24 hours a day. As such, it is understood that students will wear varied types of clothing depending upon the event or circumstance. Students are expected to use sound judgement with regard to attire. The following guidance will assist in appropriateness of dress based on the area of campus or event.

Classrooms, laboratories, dining facility, library, and other event spaces:

- Students may dress casually and comfortably, however at no time should any private body parts be exposed or see-through clothing be worn.
- Students must have a shirt, pants (or shorts), and shoes on when entering any building on campus.
- Students should not wear derogatory, offensive and/or lewd clothing or jewelry whether it be by words or images.
- Student athletes may attend classes in their uniforms, so long as no private body parts are visible. Athletic equipment, i.e. helmets, cleats, and hats, should be removed before entering the classroom.
- Students faces should be visible during class lectures and sunglasses should be removed.

Outdoors and at sporting events:

- Students may wear weather and event appropriate clothing, however no private body parts may be exposed.
- Students may wear bathing suits for swimming or water events, however these should fully cover all private areas of the body.
- Students should not wear derogatory, offensive and/or lewd clothing or jewelry whether it be by words or images. Tattoos containing derogatory, offensive and/or lewd wording or images should be covered.
- Sunscreen, hats, and sunglasses are encouraged when attending outdoor events that are in direct sunlight.

Residence halls:

- Students may dress casually and comfortably in the residence halls, however no private body parts may be exposed or see through clothing be worn outside of the privacy of their respective dorm room.
- Students may not leave their respective dorms wearing solely undergarments.
- Students should not wear derogatory, offensive and/or lewd clothing or jewelry whether it be by words or images.

Athletics, professional programs and laboratories:

- Students should review their program or course guidelines for additional requirements on how to appropriately dress for these occasions. Please see your respective coach and instructor for more guidance.

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 needs 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.studentaid.gov. To electronically sign the (FAFSA), you must have an FSA ID. If you do not have one, you may apply for one at <https://studentaid.gov/fsa-id/create-account/launch>.
2. List Keiser University as the institution or school. The school code is 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

Most of the Keiser University need-based aid and all Federal and State financial aid are 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 education 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 a 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 does not require repayment or work obligation. Federal loans are federally insured and require repayment with interest. FedWork-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 needs funds available basis. It is extremely important that students apply early and provide all requested documentation promptly. 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's 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. 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 request to waive this coverage by providing proof of an Insurance Plan that meets or exceeds the predetermined coverage of the universities (SHIP).

An eligible domestic or international student must actively attend classes at Keiser University for at least the first 30 days of the semester in 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 30 days will remain covered under the SHIP and no refund will be made. Contact the Business Office to request a waiver.

Honor and Conduct

Keiser University provides Student Conduct Policies to create a safe and respectful environment to promote academic success and enjoyment of campus life. KU conduct policies include a series of requirements under Academic Honesty and Professional Behavior that embody the expectations of a professional, collegiate learning community. Keiser University Flagship students must review, understand, and adhere to all student conduct policies at all times while attending the University. The KU student conduct policies can be found electronically at <http://www.keiseruniversity.edu/catalog/> (pages 95 – 100).

KU Flagship Campus is a residential campus, which requires additional rules of conduct that apply to students attending the Keiser Flagship Campus who reside in our residence halls. These can be found further in this handbook under the Office of Student Living section.

KU Flagship Campus is also the home to many of the athletic programs at Keiser University. Student athletes should familiarize themselves with the Keiser Athletic Student Athlete Handbook as it includes policies, guidelines, and procedures for student athletes. The Student Athlete Handbook can be accessed from the Keiser University Athletics page located here: https://kuseahawks.com/documents/2022/8/10/2022-23_Keiser_Athletic_Student_Athlete_Handbook_08-10-22_.pdf.

Disciplinary action may be imposed for violations of the Student Conduct Policies

- Student conduct 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 activity or opportunity does not make it a university or University group or organization approved, sponsored, or, conducted activity)
 - Other off-campus activities or events
- Keiser University reserves the right to set forth disciplinary action as determined based on any student violation 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. 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 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 identification when borrowing library materials. 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 before being granted access to campus. Examples of a valid photo ID card include (a 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 always be in the possession of the card owner. Failure to adhere to the campus ID policy can result in judicial sanctioning.

Information Technology

The Information Technology (IT) department's mission is to promote innovation that enhances student learning and development, and university business. This includes providing network support and, 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

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

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 Students

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. Please visit our webpage for international students as well download our Keiser Flagship International Student Handbook at <https://residential.keiseruniversity.edu/international-students/>

As an international student, here are a few examples of when you would need to meet with an advisor:

- Dropping below full-time
- Changing major or degree level
- Considering online courses
- Considering transferring
- Interested in working off-campus

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 an 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 with 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 a car insurance policy 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>.

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>

Flagship's Culture of Student Active Learning

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

Students are expected to complete their own work unless specifically directed to do otherwise by the instructor. Doing otherwise is considered a violation of KU's academic integrity policy. Cheating and plagiarism (copying from someone else's work without permission or citation, or reusing your own work across multiple assignments or across classes) are grounds for failing a course or expulsion from the University. Please review the University Catalog for more details about our policies and procedures related to academic honesty.

Laws and Judicial Process

Keiser University, as an educational institution, has set reasonable standards of behavior to safeguard the educational process, protect individual and institutional rights and property, and 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 an excuse for violations. Below are important laws and guidance that all students should be aware of.

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 it 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 your 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 afterward, such as paying a fine or appearing in court. The officer may also simply give a verbal warning.
- DO NOT attempt to bribe the officer to avoid a citation.

Duty to Report

Students must self-report incidents, arrests, or judicial proceedings to the Dean of Students regardless of whether the event occurred on or off-campus, prior to attending or while attending the University. Failure to report could result in disciplinary action up-to and including expulsion from the University.

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 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 Conduct Reviews. Conduct Reviews shall be determined by Administrative Meeting and/or Judicial Hearing. Depending on severity, the Dean of Students will determine if the violation shall be handled by an Administrative Meeting or a Judicial Hearing. Decisions made by the Campus Conduct Board and/or Dean of Student should be final, unless an appeal is submitted and accepted for consideration. Once an appeal has been presented and accepted, it will be reviewed and a decision will be rendered. Decisions on an appeal are final.

Confidentiality

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

Allegations, Referrals, and Incident Reports

Any member of the campus community unit may register an allegation relating to a 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 Official. Any allegation/report should be submitted as soon as possible after the incident occurs.

Persons making an allegation 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. All statements of information collected can be used in investigating the complaint and adjudication at 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.

Administrative Meeting

1. Student Conduct Administrative Meeting
 - a. Administrative meetings will be held by the Dean of Students or his/her designee.
2. 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.
3. 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.

Judicial Hearings Procedures

The campus, through the Dean of Students, has the disciplinary authority to protect its educational purpose and objectives by 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. The Office of the Dean of Students 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 with the Dean of Students or his/her designee.
2. The Dean of Students or his/her designee will meet with the student, read the incident report and alleged violation(s), and explain the conduct process. If the Dean of Students 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 Dean of Students or his/her designee can assign sanctions and arbitrate the incident at this meeting. If there is more than one student involved in the same incident, the Dean of Students or his/her designee 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 Dean of Students or his/her designee will explain the student will go through a Campus Conduct Board hearing or a formal 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 are closed to the public.
7. If a Responding Party does not appear for the conduct meeting and does not (in the opinion of the Dean of Students 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. The witness must be present to provide information to and answer questions from the Dean of Students 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 Dean of Students or his/her designee 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 Dean of Students, 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 the Dean of Students 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.

Sanctions

1. **Written Warning:** A notice to the student that her/his actions have 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 a 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 to 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, after which the student is eligible to return or permanent separation from campus housing. A student may be required to vacate housing within an allotted time determined by the 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, 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, on any university-owned or leased property, or attend any University event, on or off-campus while on campus and/or under university suspension.
15. **Campus Expulsion:** Permanent separation of the student from the university. The student is not allowed to be on campus, on a 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.

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 before any Student Conduct Hearing.

- a. Interim Suspension may be imposed on a student only: 1) to ensure 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 conduct a meeting without undue delay. The student may remain dismissed until his/her status is determined in a conduct review.

Habitual Offenders

Habitual offenders may be suspended for continued interruption of the campus community. Habitual offenders are those who amass multiple 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 the Dean of Students 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: The 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 Dean of Students 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 the appeal, the Dean of Students should disseminate the appeal to the appropriate Student Conduct Administrator to facilitate the appeal hearing.

If the conduct hearing decision is made when classes for the accused student are 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 a time an appeal is adjudicated. 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 the 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.

Library and the Center for Academic Support & Achievement (C.A.S.A.)

The mission of the Library & C.A.S.A. is to enhance the learning environment by supporting instructional services, encouraging lifelong learning, and promoting information literacy and the development of writing skills.

The Library and C.A.S.A. serve as a place where students can study and receive assistance with research and writing. Students have access to free peer tutoring in most subject areas through C.A.S.A. Computer access, a copy machine, scanner, and printers are available. Students are encouraged to visit the Writing Studio within C.A.S.A. for help with improving their writing skills. The online KU Library (www.keiserlibrary.com) provides access to several hundred thousand e-books and makes some 280 databases available to all Keiser students and faculty for research. All the Keiser campus libraries share resources both online and in print via interlibrary loan services. Students have access to thousands of books and millions of online articles in the Keiser University system through Blackboard or <http://www.keiserlibrary.com>

Location:	Turner Education Center, First Floor	
Librarian:	Bonnie Marshak	561-478-5537
Writing Studio Coordinator/C.A.S.A.	Ann Gunther	561-681-7193

**The library is available for student use 7 days a week. Library hours of operation are displayed at the entrance of the library.*

***Writing Studio hours are the same as the library. The Writing Studio is located inside the library in C.A.S.A.*

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

Borrowing

Books may be borrowed for two weeks. Reference and reserved resources 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 via inter-library loan through the library portal or by asking the librarian to do so for them.

Laptops may also be borrowed from the library if needed for a period of 4 weeks at a time. Each student who borrows a laptop is responsible for bringing it to the library to be checked over and re-borrowed every 4 weeks. Any student who has a borrowed laptop that is returned late, damaged, lost or not returned to the library will be charged fees depending on their specific situation by the Business Office as determined by the IT Department.

Drug and Medical Marijuana Policy

Drug Policy

Keiser University is in compliance with Federal government regulations for a Drug Free Workplace for both students and employees. Any student or employee caught in possession, use, or distribution of any illegal substances or paraphernalia may be dismissed and/or referred to an appropriate agency for arrest.

Section 5301 of the Anti-Drug Abuse Act of 1988 states that if a person is convicted of drug distribution or possession, a court may suspend his/her eligibility for Title IV financial aid. If he/she is convicted three or more times for drug distribution, he/she may become permanently ineligible to receive Title IV financial assistance. The institution discloses under CFR 86.100 information related to Keiser University's drug prevention program. The Consumer Information located on Keiser University's website provides a description of this program and a security report.

Medical Marijuana Policy

Keiser University prohibits the possession and use of marijuana on all 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 up to and including expulsion as expressed in the institutional catalog.

Parking and Traffic

Parking Rules

- 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 on the front left side of the vehicle's dashboard and the rear bumper.
- 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 unless directed by Security to do otherwise.
- Students are responsible for any violations of these regulations in which their vehicle is involved.
- At the beginning of each semester, students will receive notification about the parking policy. After a designated leniency date, any vehicles found in violation will be ticketed.
- The Security Office is authorized to designate any spaces as temporary reserved parking.
- At no point should children or animals be left alone in a parked car. 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 tires, jumping a car or, something comparable is 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 purposes for short-term needs only. No overnight parking of trailers is permitted.

Traffic Rules

- The maximum speed on any KU driveway or roadway is 20 miles per hour.

- Vehicle operators may not use excessive acceleration or drive erratically while on campus.
- All vehicular traffic must yield to pedestrian traffic.
- All vehicular traffic must remain on designated roadways or parking areas, unless directed otherwise by Security.
- All vehicle operators must obey federal, state, and local laws and instructions regarding operating and parking motor vehicles.
- Motorcycles, motor scooters, bicycles, and mopeds are subject to the regulations governing motor vehicles.
- 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 to. The owner of the vehicle will also have to be present to validate the authorization of the vehicle being removed from the campus.
- Any person that continuously violates a traffic policy will have his/her right to drive or operate a motor vehicle on campus revoked.

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.

Appeal of Parking or Traffic Citation

Persons receiving a citation can appeal within 3 business days of the violation date. Forms can be obtained in the business office. Submitted appeals to citations will be reviewed by the Dean of Students and a decision to uphold, dismiss, or adjust the fine will be rendered within 5 business days of the Dean receiving the appeal. The decision on an appeal is final.

Pet Policy

The KU pet policy is that no pets are allowed in the residence halls except for Service Animals or approved Emotional Support Animals. See section on

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 17.9 credits. Students who wish to enroll in 18 or more 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 all courses after the add/drop period should discuss the impact of that decision with their academic advisor and the Financial Aid office before 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 are 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 *before* the semester in which course work is completed for the degree. Students are strongly encouraged to have a degree audit completed by their advisor two semesters before graduation.

Transferring Credits to Keiser University

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 Dean 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)

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

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 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 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 students of all years in their studies. Rooms are suite-style with the capacity to house between six and eight students in each suite, three 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.

Lakeside Hall is a four-story residential complex with interior corridors that houses students of all years in their studies. Rooms are suite-style with the capacity to house between four and five students in each suite, two to three 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, and programming and assist in enforcing policies within the residence halls. RAs are second, third, or fourth-year students or graduate 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 ask questions. RAs are experts on campus policies and great connectors to campus resources. Each resident is assigned an 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 8 am - 6 pm and our office phone number is **561-681-7958**. You can call this number during the day (8 am- 6 pm) 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 6 pm to 8 am 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 on your phone. You can call the RA on Duty number for after-hours 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 held throughout the year to inform and educate residential students on important issues and concerns. Those meetings will be announced with ample notice so students can attend.

Disciplinary action and/or sanctions may be imposed for violations of the Student Living Code

Student Living Code violations apply to any person living in or visiting the residential halls. Keiser University reserves the right to set forth disciplinary action and/or sanctions 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 regulations
- 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

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 is in compliance with Federal government regulations for a Drug Free Workplace for both students and employees. Any student or employee caught in possession, use, or distribution of any illegal substances or paraphernalia may be dismissed and/or referred to an appropriate agency for arrest.
- Quiet Hours: Quiet hours begin at midnight Sunday through Thursday and 2:00 a.m. on Friday and Saturday.
- Smoking: Smoking inside 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 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 fresh water, 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 afterward 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 (RCF). At the end of the year, at move out, these forms will be filled out again noting any additional damage 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 turnaround. (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

Guests and Visitors are permitted in the Residence Halls daily from 10:00 am to midnight. No overnight guests are permitted. Be respectful of your suitemates and their comfort with your guests.

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).
- 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, and 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.

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.

Firearms, Weapons, Explosives 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. Objects with the 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, paintball guns, various martial arts weapons, decorative weapons, and objects deemed threatening in nature by the Keiser University staff.

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). Toy guns corked with bright colors (e.g., nerf-type guns, water guns) are permitted for storage in housing facilities. Toy guns meeting this criterion must be visible at all times.

Board/Meal Plan

All students living in the residence halls will be charged for both a room and a meal plan. Since cooking is restricted in the residence halls, residents are required to participate in the board meal plan. There will be no exceptions to the above university policy on foodservice, 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 spaces. 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 up 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, seven days a week.

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 entryways 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 lost or missing 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 storage. The students are responsible for school- issued furniture in their residential suites and suite occupants will be charged for damage and vandalism to any furniture or property within the residential suite. Beds must remain within the rooms they were issued to and cannot be moved into the suite common area or outdoors.

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.
2. A single student will be moved to a suite with three students instead of moving three students to other room locations.
3. Provide advance notice before moving students.

Courtesy and Quiet Hours

Common courtesy hours concerning noise are in effect 24 hours a day. Quiet hours begin at midnight Sunday through Thursday and 2:00 a.m. on Friday and Saturday. 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 activities and schedules. If another resident or staff member expresses concern about noise in your room, then you should do all you can to prevent that noise (i.e., turning down TVs, and music, asking guests to leave, or speaking softly).

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 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.

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 is no damage 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 a Keiser University official. Disciplinary action may entail any of the sanctions mentioned in the judicial process along with a 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 a 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 about 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 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 halls. 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 any cannabis-derived product, 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. See Drug policy in this handbook.

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 by policy.

Fire Evacuation

Residents must evacuate the building each time there is a fire alarm. Fire exits and fire routes are 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. 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 student responsible. Students are also prohibited from disposing of room garbage in common areas public trash receptacles and laundry rooms. Littering on campus is strictly prohibited; keep the campus clean by using designated receptacles.

Lock-Out and Lost Key Procedures

Residents are allotted two complimentary lockouts 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.

Who is Eligible for Student Living

- Any full-time, undergraduate students or part-time graduate students.
- Students under the age of 18 must have parental permission to live on campus.
- All Residential students must agree to and sign a Student Living Contract.
- Residency requirements are applicable for all first and second-year students (see below).
- Any student enrolled in Summer Sessions is eligible to reside on campus.

Students who do not maintain eligibility requirements including full-time undergraduate or part-time graduate enrollment will have their on-campus housing permission revoked, without refund, and will have 24 hours to vacate housing upon receiving notice to vacate by a university official.

Housing Residency Requirement

All Freshman and Sophomore students are required to live in the residence halls 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.

- 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 the of age before the beginning of the fall semester.
- Married/Single Parent with custody- The 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. This 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 who wish to live off-campus must complete a housing waiver form available online at: https://kuseahawks.com/sb_output.aspx?form=26. Requests for off-campus housing permission must be made and granted 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) monthly 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. An exemption request must be submitted a minimum of 30-days before the academic term.

HOUSING APPLICATION HALTS

Gender Inclusive Housing

If a student requests Gender Inclusive Housing, the application process will halt and the student will be directed to the Dean of Students for room placement.

Gender-inclusive housing allows for individuals to live together regardless of biological sex. This policy has been developed to better provide a supportive environment where all residents can feel safe in their housing assignments concerning their gender identity and gender expression.

Judicial Convictions

If a student responds "yes" to the question "Have you been convicted of a crime?" on the Housing Application, the following is applicable.

Keiser University reserves the right to evaluate the individual circumstances of convicted offenders, and in certain cases, refuse acceptance into the Keiser University Flagship campus residential living. If during the admissions process a prospective student responds in the affirmative that they have been convicted of a crime, Keiser University Flagship campus reserves the right to place the housing process on hold, contingent upon the review and approval of the Dean of Students or their designee.

Procedures:

If a prospective student self-reports that they have been convicted of a crime on the Housing selection, the process will be stopped until the following procedures listed below are followed.

A letter explaining the halted status will be sent to the prospective student. The letter will state that due to the prospective student's previous conviction response in the housing selection process the status of the application will be contingent upon the review and approval by the Dean of Students or their designee.

Prospective students with a declared previous conviction may be required to provide any of the following:

- Background check from the relevant state law enforcement entity.
- Court paperwork addressing the offense.
- A letter detailing the incident/s that led to the individual being convicted.
- A reference letter
- Students will be notified in writing of the decision. The goal is to complete this process in two weeks of the applicant completing the procedure above and all required documents are received.

Mid Term and Final Exam Quiet Hours

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

Pets and Animals

Residents may **NOT** keep pets or animals in his/her 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 of 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 an 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 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 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. Keiser University maintains open, well-lit buildings with appropriately well-lit parking areas. Any and all incidents including damage to personal property or suspicious persons should be reported promptly to University administration and/or a uniformed campus security officer.

The Flagship campus has both uniformed security officers as well as a Campus Response Team (CRT). The CRT implements and oversees the campus response to a crisis. 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 until the arrival of law enforcement and emergency response personnel.

Campus Security is supervised by the Campus 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/>*

Nothing herein precludes any student, staff or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger. In cases of emergency, dial 911.

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. Keep the suite and bedroom doors locked 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 the 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 your 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 belonging to 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 the presentation of a court order or duly ordered search warrant to the Dean of Students or another campus official.

Sexual Harassment & Sexual Assault

Keiser University actively supports a policy on sexual harassment which includes a commitment to creating and maintaining a community in which students, faculty, and administrative-academic staff can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Specifically, every member of the University community should be aware that the University is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by University policy. It is the intention of the University to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior which violates this policy.

For additional Title IX and VAWA information, see www.keiseruniversity.edu/safety-and-security/

Smoke-Free Facilities

All 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 halls 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. Students must also adhere to the Keiser University Conduct Policies.

Vacation Periods and Student Housing

The residence halls 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 (Student Living Code and KU Conduct Policies)

All students are to comply with the reasonable requests of any Keiser University official seeking to enforce the Rules and Regulations of the Residential Halls 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 or for refusing to comply with any reasonable request from a 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 residence hall area for any reason. If such a 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 Student Living Code or the Keiser Conduct Policies 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, other people, 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 code and conduct policies may be subjected to further disciplinary action from Keiser University. Students have the right to appeal 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 or avoiding using the gated entrances 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 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 that someone’s safety or security is being jeopardized. We encourage students to report any concerning observation or incident to a security officer and/or a campus official.

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

Emergency Phones

There are three (5) emergency “Blue” phones located on campus:

- Northeast side of Turner Parking Lot
- Northeast side of the tennis courts
- Central Entrance Walkway of Stauffer Residence Hall closest to the street
- Front Walkway Lakeside Residence Hall
- North Parking Lot

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 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 the car will not start, free of charge)
- Lost and Found
- Issuing Parking Decals
- Recording personal property (serial #'s of computers, iPods, MP3s, etc.)

Student Well-Being

The Flagship campus utilizes the 24/7 services of the Health Advocate. Students who are struggling with a personal problem, concern, or emotional crisis are encouraged to notify a campus official and call Health Advocate 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>

Nothing herein precludes any student, staff or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger. In cases of emergency, dial 911.

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

Crisis Communications

The Flagship campus utilizes the Alertnow Mass notification system that generates voicemails, 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 hotline.

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

Keiser University actively supports a policy on sexual harassment which includes a commitment to creating and maintaining a community in which students, faculty, and administrative-academic staff can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Specifically, every member of the University community should be aware that the University is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by University policy. It is the intention of the University to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior which violates this policy.

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/>

Fire Precautions

Students should take particular note of exit signs in each building. They should also familiarize themselves with the appropriate evacuation route posted for each room. In the event of an emergency: Leave the building by the nearest exit in an orderly fashion, following the directions of the fire marshals (where relevant). Do not use elevators. Stand at a safe distance from the building. Do not re-enter the building until directed to do so by University administration.

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 that 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, Wellness Center 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

Office of Student Activities & Campus Involvement

Countess de Hoernle Student Life Center

Phone: 561-478-5558

Wellness Center

Lakeside Hall, Suite 108

Phone: 561-478-5524

Office of the Dean of Students

Turner Education Center, 201g

Phone: 561-478-5520

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 welcome new ideas.

Starting an organization is fun and can bring people together! Some students choose to form an organization that directly reflects their focus, interests, and goals. For more information about joining or starting an organization, or student program contact the Director of Campus Activities at 561-478-5558 and/or the Dean of Students at 561-478-5520.

Organizations 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.

DECA: Prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality, and a variety of management fields such as sports management and entrepreneurship in high schools and colleges around the globe. Each member is assigned responsibilities of leadership in the club and gains experience in managing the club's tasks. Members experience practice with case study analysis in their field of study in a moderate pressure environment and simulation. Members are required to analyze and present cases in short time periods in front of a panel of judges. Members compete with colleagues from other institutions and network with judges who are community business leaders. Taking part in competitive events develops students' academic and career skills within their chosen field of study. Team cohesiveness, institutional pride, and self-confidence are benefits gained from participation in the DECA Keiser Flagship club.

Delta Mu Delta (DMD): Recognizes academic achievement of 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, and 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.

Psychology Club: Typically meet weekly and plan campus events to bring awareness about all things Psychology. They have a pre-graduation award ceremony bi-annually for active members of the club who are graduating. They elect officers (President, Vice-President, Secretary/Treasurer) annually in the Fall who serve for 2 semesters.

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 monthly 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.

Sustainability Club: Developing strategies and raising awareness to reduce environmental impacts on our campus and in our community.

Women's Organization: Raising awareness of women's issues on campus and in the community.

Student Programs

Leadership Distinction Program: The purpose of the program is to offer participants opportunities to develop the 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 that offers many recreational and leisure opportunities for students, faculty members, and staff. Some SLC features include a gymnasium, which is home to the Keiser University Men's and Women's Basketball team and the Volleyball Team; a fitness center and weight room, classrooms, and offices for Athletics and 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, free weights, and numerous multi-purpose and weight machines. A Keiser University ID must be shown 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 at 561-478-5558.

Dalby Commons

The Academic Advising, Campus Security, Dining Services, and Physical Plant offices are located in Dalby Commons. Dalby Commons also has a student lounge and gaming area with 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 the 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 and 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 resumes for employers to view, conduct employer searches and utilize the contacts in the system to the 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 561-478-5526 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 "Training Materials for Title IX" is also available on this page.

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.

Campus Contact

Dean of Students, 561-478-5520, Turner 201g

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 prohibits 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 the 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 2022-2023 KU Institutional Catalog)
- Disobedience and Disrespect (currently addressed in the 2022-2023 KU Institutional Catalog)
- Disorderly Conduct (currently addressed in the 2022-2023 KU Institutional Catalog)
- Dress Code (currently addressed in the 2022-2023 KU Institutional Catalog – Standards of Appearance)

- Harassment (currently addressed in the 2022-2023 KU Institutional Catalog)
- Hazing (currently addressed in the 2022-2023 KU Institutional Catalog)
- Keiser University’s Statement of Position on Hazing (currently addressed in the 2022-2023 KU Institutional Catalog)
- Non-Academic Records – Release of Information (currently addressed in the 2022-2023 KU Institutional Catalog - FERPA)
- Notification of Non-Discrimination (currently addressed in the 2021-2022 KU Institutional Catalog)
- Basis of Handicap (currently addressed in the 2022-2023 KU Institutional Catalog - ADA)
- Basis of Race, Color, Religion, Gender, or National Origin (currently addressed in the 2022-2023 KU Institutional Catalog)
- Personal Abuse Policy Statement (currently addressed in the 2022-2023 KU Institutional Catalog)
- Violence to Persons (currently addressed in the 2022-2023 KU Institutional Catalog - Harassment)
- Weapons and Explosives (currently addressed in the 2022-2023 KU Institutional Catalog)
- Student Complaints (currently addressed in the 2022-2023 KU Institutional Catalog)
- Theft (currently addressed in 2022-2023 KU Institutional Catalog)
- Title IX Compliance (currently addressed in 2022-2023 KU Institutional Catalog)

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 how expressive actions may be conducted. Registration is required to notify the University of the plans by groups for such expression and allows for the 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.

Public Assembly plans shall be submitted for approval to the Campus President at least two (2) weeks before the 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) Damages, defaces, or causes loss of property;
- f) Violate the law or university policies.

Each participant in a Public Assembly on Campus Grounds or equivalent activity, whether sponsored or not, shall comply with the law, university policies, student conduct policies, and 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.

Student Handbook – Evidence of Understanding

Please fill out this page and return it to the Dean of Students' Office

By signing below, I state that I, _____ have read and 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 and Keiser University. I also certify that I understand failure to adhere to any of the rules could result in disciplinary action up to and including expulsion from Keiser University. By signing this form, I acknowledge that I will be an upstanding student on campus and within the community.

Student Signature (Sign Below)

X

Emergency Contact Information

Emergency Contact 1-(Name): _____

Contact Number: _____

Relation: _____