

## Student Code of Conduct

Students are required to adhere to the rules and regulations of the College. Professional behavior, attitude, and courtesy towards instructors, staff, and other students are required and essential. Students are required to maintain a neat, professional appearance.

Office telephones, copiers, computers and printers are for use by staff and faculty only. Incoming calls for students will be accepted on the College phones only in emergencies.

Students may not play games of chance, use offensive language, make unnecessary noise, or engage in unprofessional behavior while at the College. Students must use the College's computers responsibly and refrain from engaging in computer or Internet use that is inappropriate, offensive or includes pornographic material. Students may not install or remove software from the computers in the classrooms unless authorized by an instructor for class work.

Students may not use the College's Internet connection to conduct personal business of any kind or download any software. Students will be responsible for payment of all property destroyed or damaged, with or without intent. Intentional defacing, damaging, or destroying of property by any student may result in immediate expulsion without the opportunity for an appeal.

The regulations of the College have been established to maintain and promote the high standards required by the professional communities we serve, to recognize the individual differences among students, to honor achievements, and to encourage students to work toward their academic and career objectives. Florida Career College complies with the Drug Free Workplace Act of 1988.

Any student found guilty of academic dishonesty will receive an immediate failing grade (F) for that course. Academic dishonesty includes, but is not limited to, cheating, copying, plagiarism, or failure to report the same. A student may also be dismissed from the College for unsatisfactory conduct, unsatisfactory academic progress, or failure to pay tuition charges when due.

Failure to comply with the College's rules and regulations will be considered reason for a student's suspension or expulsion.

### Anti-Hazing Policy

Hazing is any conduct or initiation into any organization that willfully or recklessly endangers the physical or mental health of any person. Imposition or use of hazing in any form of initiation or at any time is strictly prohibited. Violation of this policy will result in disciplinary actions against the violator that may include counseling and possible expulsion from the College.

### Drug Abuse and Awareness Policy

Florida Career College is committed to maintaining an alcohol and drug-free environment for students and employees. Our culture, driven by a commitment to excellence in all areas, has no room for, and is incompatible with, substance abuse in any form. Accordingly, as a matter of policy, our campuses prohibit the following:

- Reporting to campus under the influence of alcohol or illegal drugs or substances, including illegally obtained prescription drugs.
- Reporting to campus under the influence of legal prescription or non-prescription drugs, if doing so could impair judgment or motor functions or place persons or property in jeopardy.

- The illegal use, sale, manufacture, possession, distribution, transfer, purchase, or storage of alcoholic beverages or drugs on campus premises, or in automobiles or any other vehicle parked on campus premises.

Any violation of these policies will result in appropriate disciplinary action up to and including expulsion, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities.

Florida Career College distributes information on Drug and Alcohol Abuse Awareness to all enrolled students and to new students as an available resource. Despite current educational and prevention efforts, some students make high-risk choices around alcohol and other drug use. Florida Career College makes available a referral service for drug abuse rehabilitation programs. Students may refer themselves to the counseling service or may be referred by the school. Faculty and student peers have an obligation to act on concerns regarding alcohol or drug abuse or dependency when encountered in the student. Any student who needs counseling or help with substance or alcohol abuse should consult the Executive Director/Campus President.

### Weapons and Firearms Policy

Florida Career College prohibits all persons who enter school property from carrying weapons of any kind regardless of whether the person is licensed to carry the weapon or not. Failure to abide by this policy will lead to dismissal from Florida Career College.