

# University of Fort Lauderdale



## Student Handbook

**Updated and Approved May 2025**

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## **Message from Chancellor**

It has been a pleasure serving University of Fort Lauderdale, a prestigious and unprecedented institute of higher learning, since 1995. The mission of this university will always be centered on preparing and training people by enhancing their inner ability and making them into great leaders for this century. As we prepare to make them great leaders, the students will endeavor to become world-changers by utilizing their academic, moral, social and economic values acquired through this institution.

Under the caring, competent and diligent leadership of qualified and committed board of directors and faculty, the University is continually growing and successfully striving to fulfill its vision. In II Timothy 2:15, Paul admonishes us to "...study to show thyself approved unto God, a workman that needeth not be ashamed, rightly dividing the word of truth." I want to encourage you to take advantage of the opportunity to prepare yourself to become 21st century leaders who will take this generation into a new era of using advanced educational technology.

I encourage you to use your time as a student to acquire knowledge for your personal and professional growth and to become active in the University community. Through your education, we can strive to make a difference in the present educational system by "Reaching the World for Jesus." This can be accomplished by being qualified academically, morally and spiritually.

I congratulate you for becoming a part of this moment in history and being a part of the faculty who are teaching the next generation of leaders.

God bless you!

**Dr. Henry B. Fernandez**  
**Chancellor/CEO**

## **Message from President**

### **Welcome to the University of Fort Lauderdale**

Welcome to the University of Fort Lauderdale, an institution where purpose, faith, and academic excellence are interrelated. It is my honor and privilege to welcome you to our vibrant learning community.

At the University of Fort Lauderdale, we believe education is more than just the pursuit of knowledge and the earning of a degree. It goes way beyond that. Nelson Mandela stated, “education is the most powerful weapon which you can use to change the world.” We are committed to empowering students through high-quality education, innovative programs, and a supportive environment that values integrity, leadership, and service. Our mission is to prepare students not only for professional success, but also for personal growth with meaningful lives which will impact their communities and beyond.

Our diverse student body, dedicated faculty, and staff along with forward-thinking curriculum reflect our belief that education should be accessible, relevant, and transformative. Whether you are beginning your academic journey, advancing your career, or pursuing lifelong learning, you will find that the University of Fort Lauderdale is deeply committed to your growth and success. I encourage you to explore our programs, engage with our community, and take full advantage of the opportunities available at the University of Fort Lauderdale. We are excited and honored that you have selected to pursue your educational journey with us and look forward to supporting you in every step of the way.

Welcome to the University of Fort Lauderdale — the place where change happens.

Dr. Deborah A Hector  
President/CEO

## **Introduction**

### **History**

Drs. Henry and Carol Fernandez, senior pastors of The Faith Center, an internationally renowned ministry, founded University of Fort Lauderdale in 1995 as a non-denominational Christian institution. The commitment was to establish an institution of higher education in South Florida to access the world, advance Christian education and promote leadership in both secular and non-secular areas. Education was identified as the catalyst to prepare individuals to be responsive and effective to the call of God.

### **Vision Statement**

“Where there is no vision, the people perish” (Proverbs 29:18).

Our vision is to have a Christian environment, dedicated to higher learning, that will be a motivating climate for individual and diverse students to learn, explore, and develop for the call to fulfill the Great Commission. Graduates will influence the greater world community for the cause of world peace and a better life for God’s people. Our students will be tomorrow’s visionary and trendsetting individuals who will lead others, addressing challenges yet to be defined. Whether students are called to religious or non-religious vocations, the vision requires a common link: purpose, character, integrity, and credibility knowledge and skills. Therefore, the faculty and staff are attentive to advance the University’s vision through an innovative Christian learning environment.

### **Mission Statement**

The mission of the University of Fort Lauderdale is to be a premier Christian institution of higher learning empowering future leaders through higher educational degrees rooted in Biblical principles and academic excellence, to influence the world intellectually, technologically, and through research.

### **Philosophy**

The philosophy of University of Fort Lauderdale is that higher education is the catalyst to fully equip leaders to achieve the mission set forth. The belief is that excellence in education will bring about superior leaders and these achievers are essential to reach and restore the world for Christ.

The University defines higher education as the advancement of scholastic study, research, and professionalism that extends beyond secondary education. Academic goals at associate’s, baccalaureate, masters or doctoral levels are designed to advance knowledge in general, specialized, and creative areas of study. It is the distinction, integration, and competence in these areas that distinguish the University.

## **Objectives**

The philosophy provides a fundamental basis to:

- Foster and direct quality towards excellence in ministry, leadership, business, and academia.
- Actualize academic goals for religious and non-religious courses without any compromise to the quality of content.
- Develop individuals to be responsive and effective to the call of God whether or not their professional discipline is concentrated in religious or non-religious areas.
- Rightly position individuals to make exceptional contributions to the profession of their choice.
- Provide essential knowledge and leadership that is highly valued and respected across language, race, gender, economic, religious, and geographic barriers.
- Serve as a vehicle to direct academic goals, whether in religious or non-religious courses, that will develop critical thinkers, exemplify leaders, and create competent professionals.
- Assure mastery in specific areas of knowledge that are in both religious and non-religious courses.
- Fulfill the responsibility to develop individuals in both religious and non-religious studies to assure that the gospel will go forth with integrity, power, and excellence.

## **Academic Purpose Statement**

The academic purpose of the University of Fort Lauderdale is to provide through appropriately credentialed faculty members relevant courses and programs for motivated individuals. Faculty members will use academic study, research and missions to accomplish the academic purpose. The rationale of the University of Fort Lauderdale is to provide quality education for an ethnically and culturally diverse student population by equipping them with the capability to become productive citizens, who continuously contribute to a global and rapidly changing society. Through academic excellence, the university shall continue to maintain an innovative Christian learning environment, which encourages and prepares its graduates to assume leadership roles in the community, the state, the nation and the world.

## **Statement of Faith**

The affirmation is that Scripture from the Old and New Testaments are the inspired, infallible and revealed Word of God. There is belief in the sinless life of our Lord and Savior Jesus Christ; His miracles; His vicarious and atoning death; His bodily resurrection; His bodily ascension into heaven; and His imminent return. Jesus is Lord over all things, and He is presently seated at the

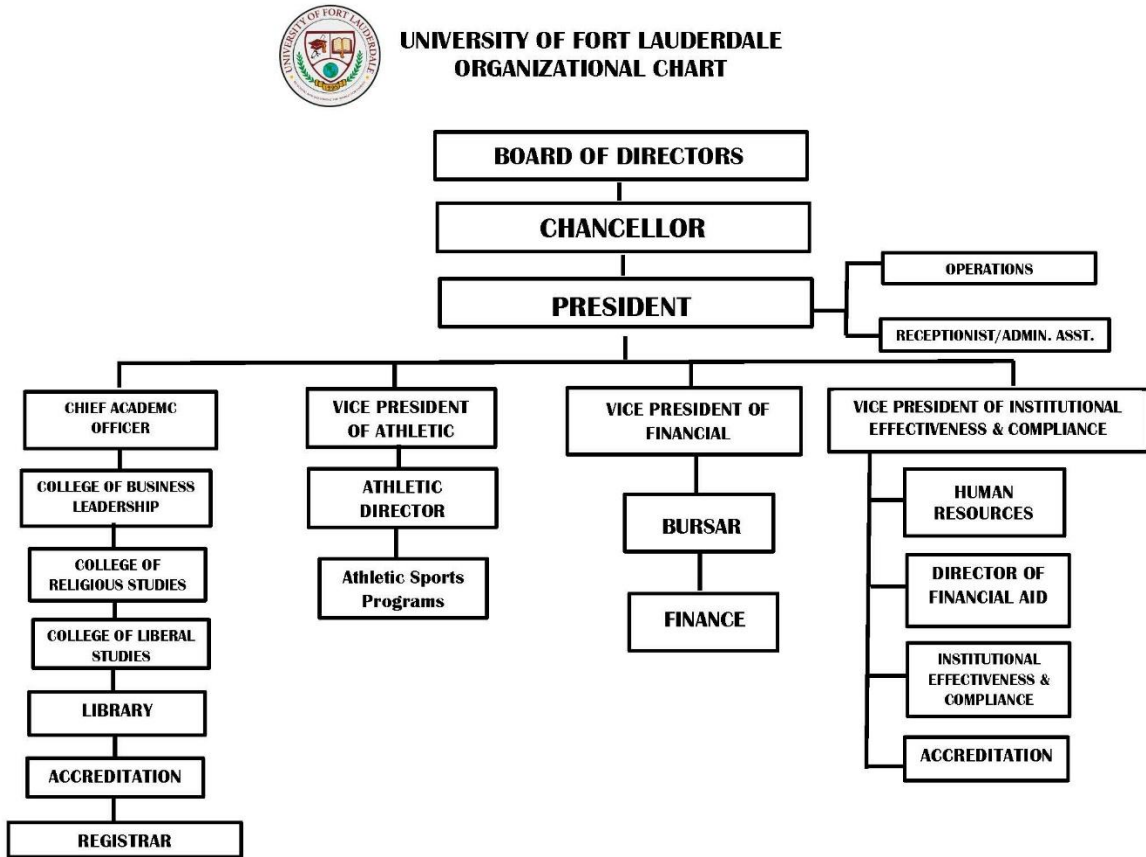
right hand of God the Father interceding for His redeemed. The Holy Spirit reveals the truth of God's Word and endues men and women with power to minister. University of Fort Lauderdale was founded and functions under these biblical truths:

- The Bible is the unique, invaluable, authoritative foundation, divinely inspired and written within all canonical books of the Old Testament and New Testament.
- The full historicity and perspicuity of the biblical record of primeval history, including the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse of the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel.
- The Trinity is the triune Godhead—one eternal, transcendent, omnipotent, personal God existing in three persons: Father, Son, and Holy Spirit.
- The Father is God, the first person of the Divine Trinity, is the infinite Spirit - sovereign, eternal, unchangeable in all His attributes. He is worthy of honor, adoration, and obedience.
- The Son is the Perfect, sinless humanity and the absolute, full deity of the Lord Jesus Christ, indissolubly united in one divine-human person since His unique incarnation by miraculous conception and virgin birth.
- Redemption is the substitutionary and redemptive sacrifice of Jesus Christ for the sin of the world, through His literal physical death, burial, and resurrection, followed by His bodily ascension into heaven.
- Salvation is personal, from the eternal penalty of sin provided solely by the grace of God on the basis of the atoning death and resurrection of Christ, to be received only through personal faith in His person and work.
- The Holy Spirit is the third person of the Godhead who convicts, guides, teaches, indwells, seals all believers in Christ, and fills those who yield to Him. The Holy Spirit gives spiritual gifts to all believers; however, the manifestation of any particular gift is not required as evidence of salvation.
- Creation is the existing space-time universe and all its basic systems and kinds of organisms in the six literal days of the creation week.
- Satan is the existence of a personal, malignant being who acts as tempter and accuser, for whom the place of eternal punishment was prepared, where all who die outside of Christ shall be confined in conscious torment for eternity.
- The Second Coming is the future, personal, bodily return of Jesus Christ to the earth to judge and purge sin, to establish His eternal Kingdom, and to consummate and fulfill His purposes in the works of creation and redemption with eternal rewards and punishments.

University of Fort Lauderdale was founded on these religious principles and serves as an educational vehicle to promote and advance Christian and secular education and learning.

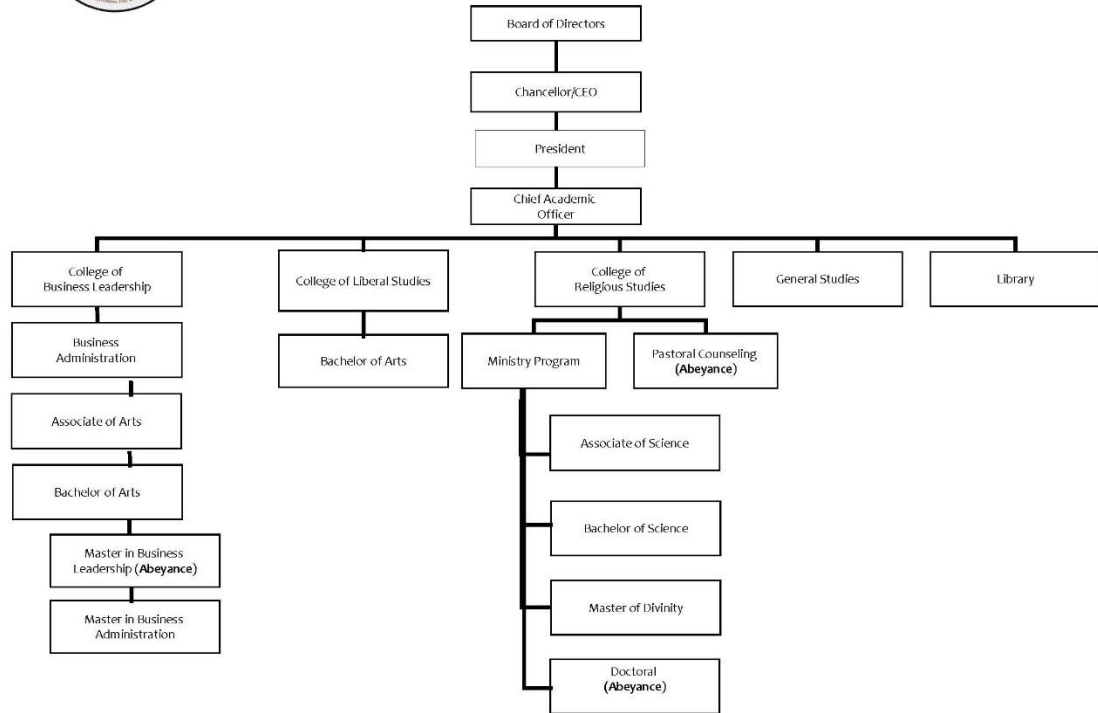
### Organization of the University

UFTL is organized as follows:





University of Fort Lauderdale  
 Organization Chart  
 Academic Affairs



Students of University of Fort Lauderdale may choose academic advancement from two colleges: the College of Business Leadership and the College of Religious Studies.

**College of Business Leadership**

Excellence in leadership cannot be genetically inherited. It must be nurtured through study, preparation, practice and participation. The College of Business Leadership exists to do just that: advance the education and building of leaders in the national and international marketplace.

The University’s business professors bring the combination of education, real-life experience, and application of best business practices into the classroom. Students learn and apply real-world market concepts to help ensure their success in the 21st century marketplace.

The College of Business Leadership offers undergraduate majors in Business Administration and Accounting and a graduate degree in Business Administration.

**College of Religious Studies**

The College of Religious Studies exists to educate men and women to be ministers and pastors and to equip them for excellence in service to Christ in the strategic fields of Christian ministry. This is accomplished through an educational program and an environment of spiritual fellowship and relationship that emphasize unreserved commitment to the worship of God; submission to

the authority of the Scriptures; a life of personal holiness; the mission of the local church; and the mission of penetrating the world with truth.

The College of Religious Studies offers undergraduate majors in Christian Counseling, Ministry and Theology. The College also offers a Master of Divinity.

Statement of Control

### **College of Liberal Studies**

The College of Liberal Studies at the University of Fort Lauderdale is the framework for our undergraduate education. It provides for the development of broad knowledge and abilities to prepare students to recognize and appreciate the wholeness of life. Students will develop skills important to the responsibilities of a well-educated person. The Bachelor of Arts in Liberal Studies provides students a foundation for life-long learning, responsible leadership in their communities, and meaningful service in the world.

University of Fort Lauderdale is a privately held corporation incorporated in the State of Florida. University of Fort Lauderdale is managed and controlled by University of Fort Lauderdale's Board of Directors.

### **Board of Directors**

Dr. Henry Fernandez, Chancellor/CEO  
Senior Pastor, The Faith Center  
Sunrise, Florida

Mr. Corcoran Burton, Vice Chairperson  
Sunrise, Florida 33351

Mr. Colin McDonald  
Fort Lauderdale, Florida

Dr. Florance Blankson,  
Fort Lauderdale, Florida

Senator Christopher Smith, Esq.  
Fort Lauderdale, Florida

### **State Licenses**

The University of Fort Lauderdale is licensed by the Commission for Independent Education, Florida Department of Education to confer Associate of Arts and Science, Bachelor of Arts and Science, Master of Arts and Science and Doctoral degrees. Additional information regarding the institution may be obtained by contacting the Commission at 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399, toll-free telephone number (888) 224-6684.

### **Accreditation**

The University of Fort Lauderdale is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org], having been awarded Reaffirmation I of its Accredited Status as a Category III institution by the TRACS Accreditation Commission on November 1, 2016. This status is effective for a period of ten years. TRACS is recognized by the United States Department

of Education (USDOE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

## **Facilities**

University of Fort Lauderdale is located in the City of Lauderhill and comprises 11,856 sq. ft. consisting of administrative offices, classrooms, chapel/lecture hall, and library. The campus is conveniently located near to several shopping malls and recreational areas. The University is in walking distances from a bus depot and city owned facilities such as community centers, swimming pools, parks, and golf and tennis courts.

## **Equal Opportunity Statement**

University of Fort Lauderdale is an equal access and equal opportunity institution and therefore, admits students of any race, religion, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students.

The University does not practice nor support discrimination against individuals regarding race, religion, color, national, and ethnic origin, or sex in administration of its educational policies, admission policies, employment policies, scholarship and loan programs. Moreover, University of Fort Lauderdale does not discriminate in admissions or access to or employment of persons with impaired vision, hearing, or physical mobility. University of Fort Lauderdale is an equal access and opportunity institution of higher education. The University does not permit any activities that may encourage or condone hazing, harassment, or discrimination.

## **General Information**

The handbook provides important information on the policies and procedures of the University. Students should use this book as a reference in order to maintain good standing in the University. Student life is an essential component of the academic experience and this book was designed to maximize student experiences and foster the integrity of this University. The faculty and staff are committed to the success of all students; however, this support is compromised when students fail to conduct their studies and other activities in a responsible and professional manner. The enclosed policies and procedures were designed to direct student's performance in a manner that reflects the institutions purpose as an "innovative Christian learning environment".

## **Business Office**

The business office for the University is located at 4131 NW 16<sup>th</sup> Street, Lauderhill, FL 33313. Staff and faculty offices are presently located at this site. Students should direct all inquiries and concerns to the appropriate person at this location. The business hours are Monday to Friday, 9:00am – 5:00pm. Students are responsible for notifying the business office of any change in name, address, and other relevant information. Students are encouraged to call (954) 486-7728, fax (954) 486-7667 or email [admissions@ufl.edu](mailto:admissions@ufl.edu) at any time for information.

## **Administrative Staff**

Dr. Henry Fernandez, Chancellor/CEO

Dr. Deborah Hectort, President

Dr. Claudine Carew, Chief Academic Officer/CAO

Dr. Brian Hankerson, Vice President of Finance and Athletics

Dr. Ranny Lewis, Dean of the College of Religious Studies

Chloris Underwood, Vice President of Institutional Effectiveness and Compliance

Dr. Prudence Lewis-Bhola - Registrar

Ignacio Cotto, Director of Financial Aid

Stekevia Rice-Francois – Financial Aid Office Assistant

Alice Robinson, Librarian

Lisa Jaiprashad, Comptroller/ Senior Woman Administrator/Head

Eric Curiel, Bursar

Carnell Learmond, Senior Admissions Counselor/Evaluator

Maurice Vaughen, Admissions Counselor/Evaluator

Janet Golding, Administrative Assistant/Receptionist

Damon Cogdell, Athletic Director/Head Football Coach

Billy Glessner, Assistant Athletic Director of Compliance/Head Baseball and Softball Coach

Anthony Anderson, Assistant Athletic Director of Facilities/Head Men's Basketball Coach

Refer to the University catalog for information on the degree programs and faculty. Academic calendars are available in the reception area.



# UNIVERSITY OF FORT LAUDERDALE

OFFICE OF ADMISSIONS  
4131 NW 16<sup>TH</sup> STREET, LAUDERHILL, FL 33313  
PHONE (954) 486-7728 FAX: (954) 486-7667

## ENROLLMENT AGREEMENT

This enrollment agreement, in conjunction with University of Fort Lauderdale's catalog, constitutes the entire agreement between University of Fort Lauderdale and the student. The entire agreement covers the student's enrollment period until commencement or until the student withdraws/is withdrawn from the University.

### Textbook Costs

*The cost of textbooks is not included in the quoted tuition.* Upon successful submission of the enrollment form, you may purchase textbooks from University of Fort Lauderdale's Library. If indicated by a professor, you may also purchase textbooks from an outside vendor.

### PERSONAL INFORMATION (Please type or print.)

Mr. Ms. Mrs. Female Sex Male

Name Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Former Name: \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Place of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Native Language: \_\_\_\_\_

Permanent Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Current Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Telephone ( ) \_\_\_\_\_ Work Number ( ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Are you a UFTL employee? Yes No Are you a dependent of a UFTL employee?  
Yes No

### PROGRAM INFORMATION

Program of Study \_\_\_\_\_  
Expected Start Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Expected Commencement Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year Month Day Year

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PAYMENT INFORMATION

- I will pay all applicable fees and tuition for each semester by the first day of each semester.
- I will pay any applicable application and/or registration fees for each semester, plus 50% of my student activity fee, library fee and tuition by the first day of each semester. I will then make arrangements with the Bursar's Office to pay the remainder of my fees and tuition before the end of each semester.
- I am applying for financial aid. If for any reason financial aid is not approved for this semester, I agree to be responsible for 100% of my tuition and student fees.

A degree will not be granted until the tuition plan is paid in full. You may accelerate payments if you intend to graduate prior to completion of the payment schedule.

UNIVERSITY OF FORT LAUDERDALE - ENROLLMENT AGREEMENT

Undergraduate Program

Application Fee	\$35 (one-time)
Registration Fee	\$25 (due each semester)
Library Fee	\$45 (due each semester)
Student Activity Fee	\$35 (due each semester)
Athletic Participation Fee	\$400 (due annually- fall semester enrollment) \$200 (applicable to spring enrollment only)
Cost Per Credit	\$400
Late Registration Fee:	\$100

Graduate Program

Application Fee	\$40 (one-time)
Registration Fee	\$25 (due each semester)
Library Fee	\$75 (due each semester)
Student Activity Fee	\$35 (due each semester)
Athletic Participation Fee	\$400 (due annually- fall semester enrollment) \$200 (applicable to spring enrollment only)
Cost Per Credit	\$450
Late Registration Fee:	\$100

Doctoral Program

Application Fee	\$50 (due upon completing application)
Registration Fee	\$25 (due each semester)
Library Fee	\$75 (due each semester)
Student Activity Fee	\$35 (due each semester)
Athletic Participation Fee	\$400 (due annually- fall semester enrollment) \$200 (applicable to spring enrollment only)
Cost Per Credit	\$500
Late Registration Fee:	\$100

**ADDITIONAL FEES**

Graduation (all levels)	\$100.00
Transcript (Official):	\$15.00 and \$20.00 to expedite the request will cost.
Transcript (Unofficial):	\$5.00 and \$10.00 to expedite the request will cost.
Cap & Gown Fee	(to be determined per Commencement)

**Note:** Fees are subject to change without notice.

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**Late Registration Fee**

If you register after the first day of a semester, you will be charged a \$100.00 registration fee, due upon registering for classes.

**Past Due Tuition Fee**

If, after establishing a payment plan with the Bursar's Office, you are 45 days past due on a payment, your account will be charged a \$25 late fee. This fee will be charged for each payment that is 45 days past due. All accumulated past due fees must be paid before the end of the semester in which they are accumulated.

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**METHOD OF PAYMENT**

If you have made a payment, please enter amount paid and check method of payment.

**Amount Paid:** \_\_\_\_\_

**Method of Payment:**  Check     Cash     Debit/Credit Card (Card No. \_\_\_\_\_  
Exp. \_\_\_\_\_ )

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**REFUND POLICY**

Students who wish to voluntarily withdraw from classes must officially notify the University in writing. The official withdrawal date will be set as the last day the student attended class. Refunds and final grades are determined based on the last date the student attended class.

The University's refund policy is as follows:

1. All tuition and fees (with the exception of application fee) will be fully refunded if a student's application is not accepted or if the student cancels within three business days of signing the enrollment agreement and making an initial payment.
2. After classes begin each semester, the refund schedule will be as follows:

**UNIVERSITY OF FORT LAUDERDALE - ENROLLMENT AGREEMENT**

**Amount of Refund:**

**16 WEEK CLASSES**

1st week of classes	100%
2nd week of classes	80%
3rd week of classes	60%
4th week of classes	40%
5th week of classes	20%
6th week of classes	0%

**12 WEEK CLASSES**

1st week of classes	100%
2nd week of classes	75%
3rd week of classes	50%
4th week of classes	25%

**8 WEEK CLASSES**

1st week of classes	100%
2nd week of classes	50%
3rd week of classes	25%

3. This refund schedule is applicable for any student who registers as a full-time student and is later permitted to drop courses to place him or her in the classification of a part-time student.
4. Refunds of tuition and fees will be made by check payable to the student (except when payment was made by credit card; the refund will be a credit to the credit card) within 30 days of the date the University determines the student has withdrawn.
5. Refunds of tuition and fees from financial aid will be returned to the appropriate financial aid account in accordance with the guidelines or regulations

**Circumstances Under Which Full Refunds Are Given**

Tuition and fees will be refunded in full for the current enrollment period under the following circumstances:

- Courses cancelled by the University
- Involuntary call to active military duty
- Documented death of the student
- Exceptional circumstances, with the approval of the President or designee of the University

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**JOB PLACEMENT DISCLAIMER**

University of Fort Lauderdale does not guarantee job placement to graduates upon program/course completion or upon graduation.

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**ACCEPTANCE AND SIGNATURE**

By my signature, I agree to the conditions of this agreement. I also verify that I have read and received a copy of the agreement and the school catalog.

**Electronic Signature Agreement**

Entering your name below signifies your agreement to sign this document electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Admissions Signature

\_\_\_\_\_  
Date

## Student Rights

University of Fort Lauderdale is an academic community in which all within this populace have a shared responsibility for the continuous growth and well-being of the students, faculty, staff, and institution.

Students are imperative role in this community and can reasonably expect the following:

- In all instances of general discipline, the student has the right to due process. Due process, as applied to student-university relationships and the disciplinary process, is equated with fundamental and procedural fairness.
- Students have the right to freedom from discrimination on the basis of race, sex, age, religion, creed, national origin, disability, or sexual orientation.
- University of Fort Lauderdale considers freedom of inquiry and discussion essential to a student's intellectual development. Thus, the University recognizes the right of all students to engage in discussion, to exchange thought and opinion, and to speak, write, or print freely on any subject in accordance with the guarantees of federal and state laws.
- The University affirms the right of students as citizens to exercise their freedoms without fear of university interference for such activity.
- Students have the opportunity to participate in the formulation of policy directly affecting them through membership on appropriate committees as determined by the President of the University, the student government, and other recognized groups within the University.
- Students shall have ready access to established University policies and procedures.
- Students, as members of the University community, have the responsibility to participate in any of the disciplinary proceedings and to testify as witnesses when reasonably notified. Self-incrimination is not intended or construed.
- Students are free to engage in peaceful and orderly protest, demonstration, and picketing at times and in areas designated by the University, which do not disrupt functions of the University.
- Students are protected from unreasonable searches and seizures.

### **Filing a Complaint against University of Fort Lauderdale (UFTL)**

- An individual may make an inquiry to Transnational Association of Christian Colleges and Schools (TRACS) regarding complaint procedures or about issues and concerns that could be considered complaints at which time TRACS will direct the individual to the TRACS website at [www.tracs.com](http://www.tracs.com) with instructions on downloading the packet containing the *Policies and Procedures for Complaints Against Member Institutions*, the *TRACS Complaint Information Sheet*, and the *TRACS Complaint Processing Form*. However, TRACS response and its obligations to meet the specific timetables outlined in these procedures will begin only after the complainant submits all documents required in the *TRACS Complaint Information Sheet*.
- FL-SARA is responsible for conducting investigation and resolution of Complaints that are not resolved at the institutional level. Complaints against an Institution operating

under SARA policies go first through the Institutions own procedures for resolution of grievances.

Provisions of the SARA Manual, including those for consumer protection and the resolution of Complaints, apply to interstate Distance Education offered by participating SARA Institutions to students in other SARA States. Only those Complaints resulting from Distance Education courses, activities and operations provided by SARA-participating Institutions to students in other SARA States come under the coverage of SARA

The student must first file and complete the institution's complaint process. If the student is not satisfied with the institutional outcome, then the student can file the complaint with the following:

Florida Commission for Independent Education 325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400 Email: [cieinfo@fldoe.org](mailto:cieinfo@fldoe.org)  
Fax: 850-245-3238  
<http://www.fldoe.org/policy/cie/file-a-complaint.stml>

Students who have completed the **internal institutional grievance process and the applicable state grievance process**, may appeal non-instructional complaints to the FL-SARA PRDEC Council. For additional information on the complaint process, please visit the FL-SARA Complaint process page at <http://www.fldoe.org/sara/complaint-process.stml>

### Student Confidentiality

Family Education Rights And Privacy Act Of 1974

**In compliance with Public Law 93-380 Education Amendments of 1974, the following information is provided concerning student records maintained by University of Fort Lauderdale.**

Areas in which student records are maintained:

- A. Admissions/Academic Records  
Office of the Registrar and Admissions Department
- B. Financial Records  
Business Office
- C. Financial Aid Records  
Financial Aid Office
- D. Progress Records, Disciplinary Records  
Office of the Registrar, Admissions and Academics
- E. Placement Records  
Office of the Registrar and Academics

Any student who desires to review his or her record may do so upon written request of the appropriate record custodian. The Review Request Form must identify as precisely as possible the records to be reviewed. Students have a right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that authorizes disclosure without consent.

The following exceptions permit disclosure without consent:

- Disclosure without consent is permitted to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The Higher Education Amendments of 1998 allow disclosure of the “final results” of student disciplinary proceedings involving students found to have committed a disciplinary offense that would constitute a "crime of violence" (or a non-forcible sex offense) under federal law, specifically the name of the student found to have committed the offense, the violation committed, and any sanction imposed.
- The 1998 FERPA amendments also allow institutions of higher education to disclose to a parent or legal guardian of a student under the age of 21 years information regarding the student’s violation of any federal, state, or local law, or any institutional rule or policy, related to the use or possession of alcohol or a controlled substance. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by University of Fort Lauderdale to comply with the requirements of FERPA.

Official student records are maintained in the offices of the Registrar and Admissions. All student files are considered confidential by law under the Family Educational Rights and Privacy Act of 1974. Students have the right to review, inspect, and challenge the accuracy of all information. Information in student records will not be released without the written consent of the student unless the record is subpoenaed by a court of law.

The student has the responsibility to inform the Registrar of any changes of name, address, or classification. The University directory is published to provide information on the following:

- Name, address, telephone number, dates of attendance, and classification
- Institutions attended, major field of study, awards, honors, and degrees conferred including dates
- Past and present activities academic and sport activities

Educational institutions are permitted to disclose academic and financial information to the parents of financially dependent children.

Currently enrolled students may withhold or disclose any of the above information by written notification given to the Office of the Registrar during registration.

## Code of Conduct

The Code of Conduct provides the general framework of guidelines for every member of the University. It cannot dictate the manner in which particular situations are handled by responsible authorities. The code enables faculty, staff and students to establish an environment for intellectual stimuli and collegial endeavors. The Code of Conduct was adopted for all participants while engaged in University of Fort Lauderdale activities to:

1. Give pre-eminence to the Almighty God, His Christ, and the Holy Spirit.
2. Strive to live daily according to the Christian values and biblical standards of living.
3. Grant all persons equal opportunity to find love and refuge in Christ.
4. Make every reasonable effort to love our neighbors as ourselves.
5. Observe the laws of the Nation and State.
6. Foster concepts and practices of academic freedom, which is essential to the proper conduct of teaching, research, scholarship, and the pursuit of biblical truths.
7. Uphold a responsibility of fairness in supervising other staff Faculty and students.
8. Avoid unfair discrimination, for example, on grounds such as gender, race, and religion.
9. Rationally debate and express alternative points of view, and policies and procedures.
10. Promote scholarly learning and teaching,
11. Uphold professional integrity, honesty in carrying out duties, respect, and avoidance of conflict.
12. Uphold confidentiality and human dignity in relationships between faculty-faculty, staff-staff, faculty-student, student-student, and supervisor-worker.
13. Uphold professional integrity in financial relationships, receipt of gifts, use of privileged information, and access to University resources, external activities and public comment.

### **Code of Conduct**

- Respect for Christian values and standards of living as stated in the Bible
- Respect for the law and the Bible
- Respect for persons
- Integrity
- Diligence

- Efficiency

## **Standards of Conduct**

Enrollment at University of Fort Lauderdale is considered by the University as implicit declaration of acceptance on the part of the student of university regulations. Violation of these regulations will subject the violator to disciplinary action.

When students are away from University of Fort Lauderdale's campus, they are expected to conduct themselves as mature individuals. Irresponsible actions that are reported to university officials or which become public knowledge may be cause for disciplinary action.

It is stressed that the University supports all local, state, and federal laws, and violators of these could be disciplined by civil authorities and/or university officials. Being a student does not exempt a person from being a law-abiding citizen or from conducting himself or herself as a responsible individual. Specific examples of misconduct for which students may be subject to disciplinary action include, but are not limited to the following:

### **Firearms, Fireworks, and Explosives**

Possession of firearms, fireworks, or explosives of any description, including handguns with a permit on university grounds.

It is a violation of university policy to bring firearms or other prohibited weapons\* onto University of Fort Lauderdale's campus. Any student who possesses a firearm or prohibited weapon on the University's campus will be immediately suspended from the University and dismissal proceedings will be instituted. Additionally, any student violating this code will be subject to criminal prosecution under Florida State Law.

\*Prohibited weapons as defined in the Florida State Penal Code include an explosive weapon; a machine gun; a short-barrel firearm; a firearm silencer; a switchblade knife; knuckles; armor-piercing ammunition; a chemical dispensing device (other than a small chemical dispenser sold commercially for personal protection); a zip gun; a knife with a blade over five and one-half inches; a hand instrument designed to cut or stab another by being thrown, a dagger, including but not limited to a dirk, stiletto, and poniard; a Bowie knife, a sword, a machete; and a spear (a knife means any bladed instrument that is capable of inflicting serious bodily injury or death by cutting or stabbing a person with the instrument).

### **Gambling**

Gambling in any form (defined by state law) is prohibited on university premises.

### **Alcoholic Beverages**

Use, possession, or distribution of alcoholic beverages or public intoxication is prohibited on the university campus.

### **Unlawful Demonstration and Assembly**

Participation in a campus demonstration that obstructs any teaching, research, administrative, disciplinary, public service, or other activity authorized to be held or conducted by University of Fort Lauderdale. Action may be taken by university officials (faculty or staff) as necessary to remove such disruptive individuals, pending disciplinary hearing.

### **Parades and Processions**

Participation in a procession or parade on university grounds or property without a permit from the Administrative Office is prohibited. All such requests for permits shall state the time, place of formation,

proposed line of march, destination, and such other regulations as University of Fort Lauderdale administration sets forth therein.

#### **Obstructing Streets, Sidewalks, and Building Entrances**

Standing, remaining, or congregating by any group or assemblage of persons upon any street, sidewalk, or building entrance on University of Fort Lauderdale properties which obstructs, prevents, or interferes with the free or unobstructed use of said street, sidewalk, or building entrance by other persons; failing or refusing to move on or to disperse upon being ordered to do so by any peace officer of University of Fort Lauderdale, other peace officer of the State of Florida, City of Fort Lauderdale, or a duly authorized university official.

#### **Trespassing**

Trespassing upon the grounds or using the facilities of University of Fort Lauderdale without the express consent and permission of the University. It shall further be a violation for any person or persons having legitimate access to the buildings and facilities to enter into or use such buildings and facilities during prohibited hours as promulgated and amended from time to time by university administration.

#### **Solicitation**

Soliciting or selling to individual students at any time on the property, campus, or grounds of University of Fort Lauderdale is prohibited except by specific authorization of the Board of Directors of the University.

#### **Drugs**

Use, possession, or distribution of illegal drugs including all controlled substances and other substances that are the object of an offense under the Florida Controlled Substances Act is prohibited.

### **Academic Dishonesty**

Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of the Dean of Academic Affairs.

The term "cheating" includes, but is not limited to:

1. Use of any unauthorized assistance in taking quizzes, tests, or examinations
2. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
3. The acquisition, without permission, of test or other academic materials belonging to a member of the University faculty or staff.

The term "collusion" means the collaboration with another person in preparing work offered for credit if the faculty member in charge does not authorize collaboration.

The term "plagiarism" includes, but is not limited to the use, by paraphrase or direct quotation, of the published work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

### Falsification of Records

Knowingly falsifying, or being a party to the falsifying, of any official university record (including such records as Application for Admission, Deferred Payment Plan Form, Transcript Request Form, etc.).

### Financial Responsibility

Failure to meet financial responsibilities; writing checks on accounts with insufficient funds; and failure to cooperate with creditors and those with whom business is transacted.

### Response to Official Notice

Failure to heed an official request or summons to an administrative office can be cause for academic discipline.

### Traffic and Vehicle Regulations

Repeated or flagrant violations of university traffic and parking regulations can be cause for academic discipline.

### Hazing

Any action or support of action that can be deemed hazing. "Hazing" means any intentional, knowing, or reckless act directed against a student, occurring on or off campus by one person alone or acting with others that endangers the mental or physical health or safety of a student for the purpose of or resulting from pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization, recognized or not recognized, whose members are or include students. The willingness of an individual to participate in such activity shall not be a consideration mitigating disciplinary action.

### Reckless Conduct

Engaging in reckless conduct defined as any intentional conduct that places another person or persons at risk.

### Theft

Actual or attempted theft of property of the University, of other university students, of members of the university community, or of campus visitors. Possession of property, knowing it to be stolen. Unauthorized removal of material from the library.

### Damage

Damage to property of the University, of other university students, of members of the university community, or of campus visitors. Defacing material belonging to the library.

### Misuse or Abuse of Computer Equipment, Programs, or Data

1. Unauthorized use of computing resources or use of computing resources for unauthorized purposes.
2. Accessing or copying of programs, records, or data belonging to the University or another user without permission from the University or the user.
3. Attempting to breach the security of another user's account or deprive another user of access to the University's computing resources.
4. Using the University's computing resources for personal or financial gain.

5. The unauthorized transporting of copies of university programs, records, or data to another person or computer site.
6. Attempting to destroy or modify programs, records, or data belonging to the University or another user.
7. Abuse or violation of the University's network dial-up access guidelines.

#### Violation of State, Federal, or Local Laws

Any act that violates federal, state, or local laws or regulations and which is not otherwise covered in this code.

#### Actions Against Persons or Groups

1. Physical abuse, verbal abuse, or threat of abuse to any person.
2. Disorderly, indecent, or obscene conduct or expression.
3. Excessive pressure, intimidation, harassment, threats, or coercion, which threatens or endangers the health or safety of any person.

#### Sexual Assault

1. Forcing or attempting to force another person to participate in sexual activities against his or her will.
2. Forcing or attempting to force another person to participate in sexual intercourse against his or her will.
3. Engaging in unlawful sexual relations or perversions, or in lewd, indecent, or obscene conduct on University of Fort Lauderdale's campus.

#### Sexual Harassment

Sexual harassment includes but is not limited to unsolicited, deliberate, or repeated sexual flirtations, advances or propositions, display of sexually suggestive pictures or objects, and/or offensive or abusive physical contact of a sexual nature. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature shall be a violation of university policy and shall constitute sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or education.
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual.

3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment, educational, or living environment.

### **Alcohol/Smoking Policy**

Alcoholic beverages are not allowed on campus or at social functions.

University of Fort Lauderdale is a smoke-free environment, which seeks to provide a safe, healthy, and pleasant environment for its students, faculty, staff, and guests. Toward this objective, the use of all tobacco products will be prohibited in all indoor facilities on University of Fort Lauderdale's campus and will also be prohibited in all university-owned vehicles.

### **Academic Policies and Procedures**

#### **Degree Requirements for a Bachelor's Degree**

Students, who have officially matriculated into a College within the University, may graduate and qualify to receive a degree upon meeting the listed requirements:

- 1) Maintain a cumulative GPA of 2.0. Graduate students must maintain a GPA of 3.0.
- 2) Complete the required courses mandated by the designated degree program and earn the total credits as stated by the College.
- 3) Earn at least 30 semester upper-division credits in residence at UFTL.
- 4) Complete all general education and major requirements for the degree.
- 5) Remove all incomplete grades by the published deadlines.
- 6) Complete all directed study, research, or independent study credits by the published deadlines in the course syllabus.
- 7) Meet all financial obligations.
- 8) File an Application for Graduation by the published deadline.

#### **Academic Advisors**

Academic advisors help the student set academic goals, develop a course schedule, and adjust to university life. Any questions concerning a program of study should be directed to the advisor in the department.

## **Classification of Students**

Academic standing is computed by dividing the total number of quality points by the total hours attempted by a student. Continuance and promotion from one academic classification to another are based on completion of the following number of credit hours:

Freshmen	0 - 30
Sophomore	31 - 60
Junior	61 - 90
Senior	90 – 120

## **Full-term Status**

Students may apply for full-time, part-time or per diem study. The minimum academic load for a full-time student is 12 semester credit hours or at least 96 hours of remedial study in a semester. The maximum load is 18 hours; additional courses beyond 16 hours require the approval of the dean. The approval shall be dependent upon the superior academic achievement of the student. Other than by special permission, first-year students are limited to 16 credit hours.

The course load for a student on academic probation is 12 credit hours. Part-time study allows a student to take up to 9 credits or 48 hours of remedial study in a semester. Per diem study is available for students who are auditing classes, non-degree seeking, and/or taking 6 credits or less within an academic year.

## **Academic Records**

Official student records are maintained in the offices of the Registrar and Admissions. All student files are considered confidential by law under the Family Educational Rights and Privacy Act of 1974. Students have the right to review, inspect and challenge the accuracy of all information. Information in student records will not be released without the written consent of the student unless the record is subpoenaed by a court of law.

The student has the responsibility to inform the registrar of any changes of name, address or classification. The University's directory is published to provide information on the following:

- Name, address, telephone number, dates of attendance, and classification
- Institutions attended, major field of study, awards, honors and degrees conferred including dates
- Past and present activities, academic and sport activities

Educational institutions are permitted to disclose academic and financial information to the parents of financially dependent children. Currently enrolled students may withhold or disclose any of the above information by written notification given to the Office of the Registrar during registration.

Students receive grade reports at the end of each semester. The student has the responsibility to review his or her grades. If the student fails to seek correction within one year after the semester in which the course was taken, the records will be deemed accurate as stated.

## **Class Attendance**

Regular attendance is essential to realize the purpose and objectives of the student's academic program. Each student is responsible for class attendance and participation. By attending class, students agree to abide by that attendance policy. Instructors will determine and announce specific requirements for each course during the class.

Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of non-attendance.

Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations or participation in university-approved activities. It is the student's responsibility to give the instructor notice prior to any anticipated absence.

### **8-week class**

Any student having more than one class session absence will be reported to the Dean of the college and the Registrar. A consultation with the instructor and the student is to determine whether the student should be retained in the course. The Dean will review students who have one class absence. Students who are absent for two weeks will be administratively dropped from the class with a failing grade. An instructor may establish his or her attendance policy to include a reduction in the course grade for poor class attendance.

### **12-week class**

Any student having more than two class sessions' absences will be reported to the Dean of the college and the Registrar. A consultation with the instructor and the student is to determine whether the student should be retained in the course. The Dean will review students who have cumulative absences of two class sessions. Students who are absent for three weeks will be administratively dropped from the class with a failing grade. An instructor may establish his or her attendance policy to include a reduction in the course grade for poor class attendance.

### **16-week class**

Any student having more than two class sessions' absences will be reported to the Dean of the college and the Registrar. A consultation with the instructor and the student is to determine whether the student should be retained in the course. The Dean will review students who have cumulative absences of three class sessions. Students who are absent for four weeks will be administratively dropped from the class with a failing grade. An instructor may establish his or her attendance policy to include a reduction in the course grade for poor class attendance.

## **Add/Drop Period**

The University's add/drop period encompasses the first 10% of the semester. Adding or dropping courses may be accomplished only between registration and the final add drop dates listed on the calendar, A Schedule Change form must be completed by the student and the faculty in order for students to add or drop courses. The tuition refund policy for dropping courses after classes have begun is explained in the Financial Information section.

## **Course Completion**

University of Fort Lauderdale reserves the right to drop a student from class for lack of attendance. Courses are considered completed by the requirement set forth in the course syllabi issued by the designated faculty.

Students officially dropped from a course may retake the course. Students may also withdraw from a course without penalty if there are extenuating circumstances. No refunds shall be given for a course dropped after the published refund dates.

### **Course Numbering System**

University of Fort Lauderdale course numbers consist of a three-letter alpha prefix followed by a three-digit course number. The three-letter alpha prefix identifies the academic discipline. The level is specified by the first digit, as follows: 1, freshman; 2, sophomore; 3, junior; 4, senior; 5-6, graduate; 7-8, doctoral candidate. The last two digits are reserved for departmental use in indicating sequence of courses.

### **Course Prefix**

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of the course determines the assigned prefix to identify the course.

### **Subject Course Abbreviations**

Courses are identified with letters that represent the subject area for each program offered.

<b>ART</b>	Art
<b>BUS</b>	Business
<b>COM</b>	Communication
<b>COU</b>	Counseling
<b>EDU</b>	Education
<b>ENG</b>	English
<b>HIS</b>	History
<b>HUM</b>	Humanities
<b>LDR</b>	Leadership
<b>MAT</b>	Mathematics
<b>MIN</b>	Ministry
<b>POS</b>	Political Science
<b>PSY</b>	Psychology
<b>REL</b>	Religion
<b>SCI</b>	Sciences
<b>SOC</b>	Social Sciences
<b>STA</b>	Statistics
<b>THE</b>	Theology

## Course Repetition

A student is permitted to repeat a course for which he or she has received a grade of “F.” Both the “F” and the subsequent grade will stand in the student's permanent record and be included in calculating the grade point average. University of Fort Lauderdale does not permit a student to repeat a course for credit in which he or she has received a passing grade. A student must receive a “C” or better in all major concentrate courses.

## Credit Hours

A 50-minute period of instruction is equivalent to 1 contact hour. The total number of contact hours completed per week makes up the total number of credits per semester.

<u>Contact Hour(s)</u>	<u>Credit(s)</u>
1	1
2	2
3	3
4	4
5	5
6	6

## Grading System

University of Fort Lauderdale’s grades are recorded as follows for both undergraduate and graduate programs:

University of Fort Lauderdale’s grades are recorded as follows:

A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
F	0.00
W (Withdraw)	none
WF (withdraw while failing)	
I (Incomplete)	none
IP (Progressive course Work)	
AU (Audit)	none
P pass (Noncredit)	
R (Repeat)	
EA (Excessive Absences – fail)	

## **Final Examinations**

A schedule for final semester examination dates is published with the schedule of classes each semester. Students and instructors must follow the published schedule.

## **Incomplete Grades**

Students are expected to complete all course work as specified by the instructor by the end of the term. If a grade of incomplete (I) is issued, course work must be completed by the midterm of the following semester, unless the department grants special consideration. An automatic grade of failure (F) is issued if the incomplete grade is not removed by the published date.

## **Degree Major**

Students must declare a major prior to completing 45 college credits at UFTL. Students must declare a status as an undecided or decided major prior to earning college credits.

## **Degree Changes**

Any student needing to change his or her degree program should discuss this need with an advisor. A change of degree form should then be completed, the required signatures secured, and the form returned to the Office of Admissions or the Office of the Registrar.

## **Probation**

A student must have a minimum cumulative grade point average of 2.0 overall, and a 2.0, or higher if specified, in the major. Graduate students must maintain a grade point average of 3.0.

Any student who does not maintain the necessary average will be placed on academic probation. This probation status may be removed during the next semester by bringing the grade point average up to the required standard.

Students who achieve the required cumulative grade point average for the hours attempted are considered in good standing. Those who fail to achieve the required average will be subject to the following action:

1. An undergraduate student on academic probation is limited to 12 credit hours each semester. A graduate or doctoral student is limited to 9.
2. The Director of Admissions/Student Services reviews all students on academic probation in consultation with the dean.
3. Students will be given the opportunity to remove the probation status and continue to make progress toward graduation within the two consecutive semesters after academic probation has been determined.
4. A student that has been placed on academic probation will be required to take a specified class schedule and work with an advisor to monitor the academic progress.

## **Registration Guidelines**

It is important that students register during the stated registration periods. Students who register during the late registration period will be charged a late registration fee. Registration is not complete until the student has made payment arrangements with the Bursar's Office. Students who have an outstanding balance will not be able to register for another semester.

## **Schedule Changes**

Adding or dropping of courses may be accomplished only between registration and the final add/drop dates listed on the calendar. In order to add or drop courses, students must complete a *Schedule Change* form. The tuition refund policy for dropping courses after classes have begun is explained in the *Financial Information* section.

## **Prolonged Absences**

The Office of the Dean will provide assistance with notification of professors with regard to absences. For personal emergencies or an illness, which requires hospitalization or a prolonged absence, a student should notify the Dean of Students.

## **Religious Holy Days**

State law requires that an institution of higher education shall allow a student, who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. However, not later than the 15th day after the first day of the semester, the student must notify the instructor of each class to be missed for a religious holy day. Examinations and in-class assignments must be completed within a reasonable time after the date of observance. It is the responsibility of the student to make up the work on or before the date arranged with the instructor, but not later than the day of the final examination for that class.

## **Faculty Dropping Students from Class**

At University of Fort Lauderdale, the faculty member is expected to exercise appropriate academic freedom in the selection of topics, texts, and teaching methodology. In order to maximize the opportunity for all students to participate and learn, the faculty member has the freedom to establish a code of student behavior and control the classroom consistent with the UFTL Code of Conduct. The faculty member is expected to make the basic tenets of this code known to the student.

Consistent with this freedom and responsibility to create a quality-learning environment for all students, the faculty member may dismiss a student from class for either disruptive conduct or excessive tardiness and excessive absences. A student dismissed for such reasons will be given a course grade of "F" or "WF".

A student dropped from a class by a faculty member for disruptive behavior has the right of appeal through the Office of the Dean. Although the student must be retained on the class roll, class attendance will be the decision of the instructor.

## **Course Cancellation Policy**

University of Fort Lauderdale maintains the right to cancel or reschedule a course due to necessity or circumstances. It is the responsibility of the student to remain aware of any changes in the course schedule that may occur due to course cancellation or rescheduling. Accurate information regarding the location or time of all courses can be obtained by contacting the administrative office during regular business hours.

## **Academic Standards**

It is desirable that students maintain at least the minimum cumulative grade point average specified for each degree (associate's, bachelor's, master's, doctoral) since that standard is required for graduation.

The following minimum academic standards have been established to assure that students make reasonable satisfactory progress, which will result in eligibility for graduation.

The total hours attempted for the purpose of determining the required minimum grade point average is the sum of University of Fort Lauderdale's hours attempted and hours attempted at all other institutions attended.

The cumulative grade point average is determined by dividing the total grade points earned at University of Fort Lauderdale by the total hours attempted at University of Fort Lauderdale. Grade point averages will be computed at the end of each semester and summer session. The academic standing is printed at the bottom of the grade report.

## **Scholastic Probation**

Scholastic probation is a warning that a student's level of performance must improve if he or she expects to continue in the University.

A student whose cumulative grade point average falls below the standards stated for each degree (associate's, bachelor's, master's, doctoral) will be placed on scholastic probation.

## **Continued Scholastic Probation**

A student on scholastic probation who fails to raise his or her cumulative grade point average to the level minimum outlined for each degree, but who earns a semester average of the minimum or above will be on continued scholastic probation.

A part-time student whose average is below the stated requirements will be on continued scholastic probation until he or she has attempted the full load of semester hours pertaining to the degree he or she is pursuing at University of Fort Lauderdale. After a student has the full load of semester hours at the University, the regular suspension regulations will apply.

## **Academic Suspension and Dismissal**

A student on scholastic probation who fails to raise his or her cumulative grade point average to the required level and who fails to earn the minimum semester average will not be in good standing and will be placed on academic suspension. Suspension or dismissal will be posted to the academic record and will remain as a permanent entry.

Should the student be admitted to another institution while on suspension and then seek readmission to University of Fort Lauderdale, the transferred work must meet the University's academic requirements, or the student will be subject to further academic penalty at the time of readmission.

Work completed in another institution while the student is on suspension from the University will not decrease the suspension period nor remove the student from scholastic probation at University of Fort Lauderdale.

## Limits on Readmission

### **First Suspension**

1. A student suspended at the close of the fall semester is eligible for readmission to the following summer session.
2. A student suspended at the close of the spring semester is eligible for readmission to the following spring semester.

A student on first suspension is permitted to attend the following summer session at University of Fort Lauderdale and may be reinstated for the fall semester if he or she has earned the minimum grade point average for the degree he or she is pursuing, and a minimum of six semester hours during the summer sessions. A maximum course load of six semester hours per summer session is permitted.

3. A student suspended at the close of the fall trimester is eligible for readmission to the following spring trimester.
4. A student suspended at the close of the winter trimester is eligible for readmission to the following summer session, fall semester, or fall trimester.
5. Students who choose to enroll in the summer sessions must meet the standards required in #2 above to continue in the fall semester.
6. At the close of each summer session, only an academic deficiency of probation will be assessed.

### **Second Suspension**

Second suspension covers a period of one calendar year.

### **Third Suspension**

Third suspension results in academic dismissal, which is for a period of two calendar years. Students on third suspension must wait until their suspension period has lapsed. No early reinstatement will be considered.

**Note:** It is strongly recommended that a student re-enrolling after a period of academic suspension take only repeats of courses in which grades of D or F were previously awarded.

### **Readmission After Academic Suspension**

A student whose suspension period has passed and who meets all requirements for readmission may re-enroll on scholastic probation. If, at the end of the semester following readmission, the student's academic performance does not meet the minimum academic standards or he or she does not have a current semester average of at least the minimum for the degree he or she is pursuing, the student will again be suspended.

## Withdrawals

Any student who does not intend to continue at University of Fort Lauderdale should officially withdraw rather than stop attending since this latter action results in unnecessary failing grades.

**Voluntary Withdrawal from the University.** A student who desires to withdraw from the University will report to the Dean of Academic Affairs' Office. Following an exit interview, the student will be issued a copy of the withdrawal form and the Dean of Academic Affairs' Office will process the paperwork in conjunction with the necessary university offices.

**Enforced Withdrawal from the University.** A student who fails to comply with the stated regulations may be required to withdraw after university review. This action may be posted to the permanent record.

## Student Academic Grievance Policy

### Scope and Purpose

1. This policy addresses academic grievances only. Academic grievances are complaints brought by students regarding the University's provision of education and academic services affecting their role as students. Academic grievances must be based on a university rule, policy, or established practice. This policy does not limit the University's right to change rules, policies, or practices.
2. This policy does not apply to conflicts connected with student employment or taken under the Student Conduct Code. Also, complaints alleging violation of the University's policies of sexual harassment and academic misconduct are not grievances under this policy. Such claims will be referred to the appropriate office for investigation and review.
3. Students enrolled at University of Fort Lauderdale may file academic grievances under this policy.
4. It is the goal of this policy to provide a simple and expeditious process, allowing for both informal and formal resolutions of the conflicts. Resolutions may include student reinstatement or other corrective action for the benefit of the student, but may not award monetary compensation or take disciplinary action against any employee of the University.

### Informal Resolution

1. The first step of any resolution should be at the lowest unit level, between the parties involved or the parties and an appropriate administrator.

Students may wish to consult a student support center or similar support services for advice and possible mediation. If no informal resolution can be found at the lowest unit level, informal resolution may be sought at the University level with the parties and higher-level administrators. If the issue cannot be resolved informally, the complainant may move the case to the FORMAL level.

2. Grievances involving the instructor's judgment in assigning a grade based on academic performance may be resolved only through the INFORMAL RESOLUTION procedures.

### Formal Resolution

1. Each university unit will have access to an Academic Grievance Officer and an Academic Grievance Committee. Members will be drawn from faculty, students, and academic staff, as provided by the committee structure of that unit.
2. There will also be a University Academic Grievance Committee for grievances arising from the action of college deans and the Office of Student Affairs. The University Academic Grievance Officer and the University Academic Grievance Committee will be appointed by the president in conjunction with the appropriate appointing agencies and will be drawn from faculty, students, and academic staff.
3. A complaint must be submitted in writing to the appropriate grievance officer, identifying the student grievance, the respondent individual(s) involved, the incident, the rule/policy/establish practice claimed to be violated, and a brief statement of the redress sought.
4. The grievance should be filed with the University in which the incident is alleged to have occurred, which may not necessarily be the student's own university.
5. The University Academic Grievance Officer will meet with the student and individual(s) involved to determine whether a satisfactory resolution can be reached. If this cannot be achieved, the Grievance Officer shall obtain a written answer from the respondent(s) and refer the matter to a hearing panel of the Academic Grievance Committee.
6. Hearing panels will be chaired by a faculty member and will have a minimum of three, and if determined necessary by the University Grievance Committee, a maximum of five members. On a panel of three, one will be a student. If the membership exceeds three, it may include more than one student. In the case of a graduate/doctoral school complaint, the student member(s) will be (a) graduate/doctoral school student(s). In the case of an undergraduate complaint, the student member(s) will be undergraduate(s).
7. Hearing panels will review the evidence and hold hearings as necessary. The panel will not substitute its judgment for that of those most closely acquainted with the field, but will base its recommendations on whether a rule, policy, or established practice was violated. The panel will prepare a written report recommending a resolution of the matter and will send the report to the parties and to the dean for review and action. If the dean does not accept the recommendation, the Dean will provide a written explanation of the non-concurrence.
8. If any of the parties is not satisfied with the Dean's resolution of the grievance, they may appeal to the University Academic Grievance Committee. Based on the written appeal and response, this Committee will determine whether there are sufficient grounds to hold an appeal hearing. The University Academic Grievance Committee will not hear a case de novo, but rather determine whether the parties have been afforded due process. The University Academic Grievance Committee will report its recommendation to the designated University official for review and action. If the recommendation is not accepted, the President or designated official will provide a written explanation of any non-concurrence.

9. The decision of the president or designated university official is final and cannot be appealed.

### Timeliness

1. All complaints must be filed within 30 calendar days after the conclusion of the semester during which the incident being grieved occurred. A response to the complaint must be filed within 30 calendar days.
2. Deans must act upon the recommendations of the committees within 30 calendar days. Appeals must be filed within 15 working days.
3. Timeliness may be adjusted if there are compelling reasons offered by any of the parties.

### Intellectual Property

The University of Fort Lauderdale encourages faculty to contribute to the mission of the University through professional development to provide educational opportunity for students.

### Definitions

Intellectual property is defined as patentable materials, copyrighted materials, trademarks, software, and trade secrets, whether or not formal protection is sought.

Patentable materials are items other than software which reasonably may qualify for protection under the patent laws of the United States, or of other countries or protective statutes.

Copyrighted materials are (1) books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests and proposals; (2) lectures, musical or dramatic compositions, unpublished scripts; (3) films, filmstrips, charts, transparencies, and other visual aids; (4) video and audio tapes or cassettes; (5) live video and audio broadcasts; (6) programmed instructional materials; (7) mask works; and (8) other materials or works other than software which qualify for protection under the copyright laws of the United States (reference 17 U.S.C. 102 et seq.).

Software is one or more computer programs existing in any form, or any associated operational procedures, manuals or other documentation, whether or not protectable or protected by patent or copyright. The term "computer program" shall mean a set of instructions, statements or related data that, in actual or modified form, is capable of causing a computer or computer system to perform specified functions.

Trade Secrets is information including, but not limited to, technical or non-technical data, a formula, a pattern, a compilation, a program, a device, a method, a technique, a drawing, a process, financial data, financial plans, product plans, or a list of actual or potential customers or suppliers which: (i) derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value

from its disclosure or use; and (ii) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.

Trademarks include all trademarks, service marks, trade names, seals, symbols, designs, slogans, or logotypes developed by or associated with the University or its Sponsor (See 15 U.S.C. 1127.)

#### Ownership of Intellectual Properties

Traditional academic copyrightable works created using University resources usually and customarily provided are owned by the creators. The University shall retain a non-exclusive, royalty-free license to use these works.

Traditional academic copyrightable works created with the use of University resources over and above those usually and customarily provided shall be owned by the creators but licensed to the University. The minimum terms of such license shall grant the University the right to use the original work in its internally administered programs of teaching, research, outreach, and public service on a perpetual, royalty-free, non-exclusive basis. The University may retain more than the minimum license rights when justified by the circumstances of development.

Intellectual properties created by students as part of the requirements for the University degree program belong to the student unless:

- 1) The original records (including software of an investigation for a graduate thesis or dissertation are the property of the University but may be retained by the student at the discretion of the student's academic department;
- 2) The University shall have, as a condition of the degree award, the royalty-free right to retain, use and distribute a limited number of copies of the thesis, together with the right to require its publication for archival use.

Any other intellectual property not mentioned above, that is the result of academic work, or produced in service/support areas shall be governed shall be the property of the University unless a written agreement between the University and the creator is executed prior to the production of the final product.

#### Revenue from Intellectual Property

The University of Fort Lauderdale may pursue the generation of revenue from University owned intellectual property as defined in this policy. Revenue sharing and distribution shall be governed by contract arrangements. The originator(s) of University-owned copyright is obligated to produce all information and submittals necessary for registrations and the defense of the copyright, and all examples of the work.

The Chancellor is the final authority on the disposition of copyrights and revenue sharing from intellectual property.

## Copyright Policy

It is the policy of the University of Fort Lauderdale that all faculty, staff, students, and other members of the University community adhere to all copyright laws concerning the reproduction of materials and will be responsible for any infringement(s).

Copyright is defined by the United States Copyright Office as:

*a form of protection provided by the laws of the United States (title 17, U.S. Code) to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive right to do and to authorize others to do the following:*

- **To reproduce the work in copies or phono records;**
- **To prepare derivative works based upon the work;**
- **To distribute copies or phono records of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending;**
- **To perform the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works;**
- **To display the copyrighted work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work; and**
- **In the case of sound recordings, to perform the work publicly by means of a digital audio transmission.<sup>1</sup>**

Applicable sections of the U.S. Copyright Law of the United States of America and Related Laws Contained in Title 17 of the United States Code are provided with this policy. Further Information about copyright laws is available in the Mary S. Thelen Library or from the United States Copyright Office, [www.copyright.gov](http://www.copyright.gov).

Source: Circular 92 Copyright Law of the Copyright of the United States of America and Related Laws Contained in Title 17 of the United States Code June 2003, Available Online: <http://www.copyright.gov/title17/circ92.pdf>.

Limitations on exclusive rights: Fair use<sup>38</sup>

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phone records or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include —

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<sup>1</sup> United States Copyright Office. (2004). Circular 1 Copyright Basics. Washington, D.C. [Available online: <http://www.copyright.gov/circs/circ1.html>, p 1.

- (1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- (2) the nature of the copyrighted work;
- (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- (4) the effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

Limitations on exclusive rights: Reproduction by libraries and archives<sup>39</sup>

(a) Except as otherwise provided in this title and notwithstanding the provisions of section 106, it is not an infringement of copyright for a library or archives, or any of its employees acting within the scope of their employment, to reproduce no more than one copy or phone record of a work, except as provided in subsections (b) and (c), or to distribute such copy or phone record, under the conditions specified by this section, if —

- (1) the reproduction or distribution is made without any purpose of direct or indirect commercial advantage;
- (2) the collections of the library or archives are (i) open to the public, or (ii) available not only to researchers affiliated with the library or archives or with the institution of which it is a part, but also to other persons doing research in a specialized field; and
- (3) the reproduction or distribution of the work includes a notice of copyright that appears on the copy or phone record that is reproduced under the provisions of this section, or includes a legend stating that the work may be protected by copyright if no such notice can be found on the copy or phone record that is reproduced under the provisions of this section.

(b) The rights of reproduction and distribution under this section apply to three copies or phone records of an unpublished work duplicated solely for purposes of preservation and security or for deposit for research use in another library or archives of the type described by clause (2) of subsection (a), if —

- (1) the copy or phone record reproduced is currently in the collections of the library or archives; and
- (2) any such copy or phone record that is reproduced in digital format is not otherwise distributed in that format and is not made available to the public in that format outside the premises of the library or archives.

(c) The right of reproduction under this section applies to three copies or phone records of a published work duplicated solely for the purpose of replacement of a copy or phone record that is

damaged, deteriorating, lost, or stolen, or if the existing format in which the work is stored has become obsolete, if —

(1) the library or archives has, after a reasonable effort, determined that an unused replacement cannot be obtained at a fair price; and

(2) any such copy or phone record that is reproduced in digital format is not made available to the public in that format outside the premises of the library or archives in lawful possession of such copy.

For purposes of this subsection, a format shall be considered obsolete if the machine or device necessary to render perceptible a work stored in that format is no longer manufactured or is no longer reasonably available in the commercial marketplace.

(d) The rights of reproduction and distribution under this section apply to a copy, made from the collection of a library or archives where the user makes his or her request or from that of another library or archives, of no more than one article or other contribution to a copyrighted collection or periodical issue, or to a copy or phone record of a small part of any other copyrighted work, if —

(1) the copy or phone record becomes the property of the user, and the library or archives has had no notice that the copy or phone record would be used for any purpose other than private study, scholarship, or research; and

(2) the library or archives displays prominently, at the place where orders are accepted, and includes on its order form, a warning of copyright in accordance with requirements that the Register of Copyrights shall prescribe by regulation.

(e) The rights of reproduction and distribution under this section apply to the entire work, or to a substantial part of it, made from the collection of a library or archives where the user makes his or her request or from that of another library or archives, if the library or archives has first determined, on the basis of a reasonable investigation, that a copy or phone record of the copyrighted work cannot be obtained at a fair price, if —

(1) the copy or phone record becomes the property of the user, and the library or archives has had no notice that the copy or phone record would be used for any purpose other than private study, scholarship, or research; and

(2) the library or archives displays prominently, at the place where orders are accepted, and includes on its order form, a warning of copyright in accordance with requirements that the Register of Copyrights shall prescribe by regulation.

(f) Nothing in this section —

(1) shall be construed to impose liability for copyright infringement upon a library or archives or its employees for the unsupervised use of reproducing equipment located on its

premises: Provided, That such equipment displays a notice that the making of a copy may be subject to the copyright law;

(2) excuses a person who uses such reproducing equipment or who requests a copy or phone record under subsection (d) from liability for copyright infringement for any such act, or for any later use of such copy or phone record, if it exceeds fair use as provided by section 107;

(3) shall be construed to limit the reproduction and distribution by lending of a limited number of copies and excerpts by a library or archives of an audiovisual news program, subject to clauses (1), (2), and (3) of subsection (a); or

(4) in any way affects the right of fair use as provided by section 107, or any contractual obligations assumed at any time by the library or archives when it obtained a copy or phone record of a work in its collections.

(g) The rights of reproduction and distribution under this section extend to the isolated and unrelated reproduction or distribution of a single copy or phone record of the same material on separate occasions, but do not extend to cases where the library or archives, or its employee —

(1) is aware or has substantial reason to believe that it is engaging in the related or concerted reproduction or distribution of multiple copies or phone records of the same material, whether made on one occasion or over a period of time, and whether intended for aggregate use by one or more individuals or for separate use by the individual members of a group; or

(2) engages in the systematic reproduction or distribution of single or multiple copies or phone records of material described in subsection (d): Provided, That nothing in this clause prevents a library or archives from participating in interlibrary arrangements that do not have, as their purpose or effect, that the library or archives receiving such copies or phone records for distribution does so in such aggregate quantities as to substitute for a subscription to or purchase of such work.

(h)

(1) For purposes of this section, during the last 20 years of any term of copyright of a published work, a library or archives, including a nonprofit educational institution that functions as such, may reproduce, distribute, display, or perform in facsimile or digital form a copy or phone record of such work, or portions thereof, for purposes of preservation, scholarship, or research, if such library or archives has first determined, on the basis of a reasonable investigation, that none of the conditions set forth in subparagraphs (A), (B), and (C) of paragraph (2) apply.

(2) No reproduction, distribution, display, or performance is authorized under this subsection if —

(A) the work is subject to normal commercial exploitation;

(B) a copy or phone record of the work can be obtained at a reasonable price; or

(C) the copyright owner or its agent provides notice pursuant to regulations promulgated by the Register of Copyrights that either of the conditions set forth in subparagraphs (A) and (B) applies.

(3) The exemption provided in this subsection does not apply to any subsequent uses by users other than such library or archives.

(i) The rights of reproduction and distribution under this section do not apply to a musical work, a pictorial, graphic or sculptural work, or a motion picture or other audiovisual work other than an audiovisual work dealing with news, except that no such limitation shall apply with respect to rights granted by subsections (b) and (c), or with respect to pictorial or graphic works published as illustrations, diagrams, or similar adjuncts to works of which copies are reproduced or distributed in accordance with subsections (d) and (e).

## **Transcripts**

Official transcripts are issued at a charge of \$5.00 per copy. The Office of the Registrar will issue a transcript upon written request from the student. Transcripts will not be issued for a student who has failed to meet all of his or her financial obligations.

## **Transferability of Courses**

Transferability of credits earned at this institution and transferred to another institution is at the discretion of the receiving institution. No more than 75% of the total credits are transferable.

Although UFTL does accept transfer credits, additional requirements must be completed at the University in order to obtain a degree. An undergraduate transfer student must successfully obtain a minimum of 40 credits or 30% of courses to obtain a degree from UFTL. The admission committee determines transferability into UFTL. Transfer credits are not accepted into the doctoral program.

## **ID Cards**

University of Fort Lauderdale provides ID cards to all students enrolled in its programs. All enrolled students are required to carry their ID cards in order to gain access to the library and other University services such as campus events and bookstore discounts. ID cards are issued within the first four weeks of the semester.

## **Undergraduate Admissions Policies**

The University of Fort Lauderdale is committed to an admissions process that considers the whole person, to include the student's former education, community service, leadership experiences, references, personal interests and goals. The University is an equal access and opportunity institution of higher education and adheres to a non-discriminatory policy.

Students interested in attending the University should contact the Admissions Department for an application.

Students are encouraged to set appointments with the Admissions Office, where a representative will assist them in completing the necessary paperwork.

#### Admissions Requirements

- Official transcripts from all high schools and colleges attended.
- High school diploma or GED.
- 2.0 GPA
- One reference. (*Required for Ministry Degree Tracks only*)
- SAT/ACT scores or successful completion of the University of Fort Lauderdale entrance examination.
- Non-refundable \$35 application fee.

#### Undergraduate Entrance Examination

Reading, writing, and mathematics are essential skills to earn a grade and demonstrate acquired knowledge. To assure competency in these areas, the University's undergraduate entrance examination is issued to those students who do not submit SAT or ACT scores upon registration.

The examination is issued by the Academic Review Committee and is required prior to completing the registration process. Any student who does not meet the reading, writing, and mathematics standards will be required to complete related courses through either the University's remedial or HEOAP program.

#### Special Admission

Under certain circumstances, a student may be conditionally admitted who does not qualify for regular admission; this student will be admitted as a non-matriculated student. All students admitted as a special or a non-matriculated student must maintain a minimum grade point average (GPA) of 2.0 while enrolled in the University or the Institutes.

#### General Assembly

General Assembly offers students the experience of worship, fellowship, and networking. This gathering is important for students and embraces the embodiment of spirituality, prosperity and wellness. These attributes reflect the University's purpose and values; therefore, Assembly is mandatory for students.

## **Chapel**

The University is firmly committed to corporate worship and views chapel as an integral and indispensable part of the learning experience. Chapel services are held at least once every semester. Chapel is required. For penalties, please refer to the student and faculty handbook. In addition, students are encouraged to attend church services and programs. Students are expected to attend the annual International Believer's Conference sponsored by The Faith Center Ministries.

## **Attendance at Lectures**

Once you are enrolled at the University of Fort Lauderdale, you are expected to attend all classes (lectures, tutorials, practical work etc.), and submit all set assignments. If you do not meet these conditions, you may be excluded from examinations in the subject concerned.

It is important therefore, to keep informed of the requirements of each subject you undertake. Make sure that you obtain all programs, instructions and guidelines issued by staff.

## **Spiritual Life, Chapel and Convocations**

Chapel services are considered a vital part of the University experience at the University of Fort Lauderdale. All students are expected to be in attendance. UFTL seeks to create and nurture a distinctive community based on Christian ideals. The University's purpose is to aid in development of every aspect of Christian personhood, spirit, mind and body. Chapel is an indispensable means of addressing each participant evoking commitment in spirit, and motivating individuals to service.

The basic purpose for which the University of Fort Lauderdale has been established includes the benefits of chapel and therefore, those who freely choose to benefit from attendance at UFTL should willingly attend chapel services. The chapel hour can be a source of unity and strength in that it is the only time when the majority of the campus community is together. The chapel program is not a substitute for church programming or attendance. Therefore, it is recommended that each student choose a church home early in the year and attend regularly the services of his/her choice.

The University of Fort Lauderdale is committed to being both a community of learning and a community of faith and chapel services is designed to provide an opportunity to contribute to the integration of faith, learning, and living.

### **A. Chapel Times and Attendance**

Chapels are normally held once a month at 6:45 p.m. in the Henry B. Fernandez Convention Center. During special times of the year, required Chapel may extend to other days when advanced notice is given, and as posted in University buildings.

Chapel attendance is taken before Chapel through the use of a sign in-sheet. In order to accommodate students who must be unavoidably late the sign-in sheet is made available after chapel service has started and at the conclusion of the chapel service.

### **B. Attendance Policy**

All students enrolled in credit or non-credit coursework are required to attend chapel: Students are allowed one (1) absences per semester for sickness, medical or dental appointments, personal business, or emergencies. Problems inevitably surface when students choose to interpret the allowable absences as personal privileges with the expectation then that emergencies, field trips and sickness should be granted beyond the allowed absences. Such management of allowed absences is not compatible with the Attendance Policy.

### C. Tracking Attendance

Students are responsible for keeping track of their attendance record. An attendance list will be available in the register's office within seven (7) days after a chapel service. Attendance discrepancies must be submitted to the attention of the Dean for Students before the last day of finals of that semester.

Documentation of absences related to medical or funeral matters must be presented to the Registrar's Office ***NO LATER THAN 5*** working days following the absence.

Notices are sent to students following their 2nd absence. Some possible consequences are:

Suspension from curricular/co-curricular activities.

Several hours of Community Service.

Removal from any student organization offices held.

Academic or disciplinary probation.

### **Payment of Fees**

Tuition may be paid either at the time of registration or through one of the University's payment plans. The installment plan provides, for three payments. The first payment is due at registration and is one-half of the total tuition, plus student fees; the second payment is due prior to the sixth week of class; and the final payment is due prior to the eleventh week of class. A late fee is charged on all payments received 45 days after the due date.

Any student who has an unpaid balance is not eligible to register or receive grades or transcripts until the full balance has been paid. If a student has an unpaid balance at the end of the semester, and if the balance is not paid by a specified date, his or her name will be turned over to the Credit Bureau for an unpaid debt. Also, the account will be turned over to a collection agency if all attempts to collect the debt by the University fail. The collection agency fee will be added to the amount owed. If a student is having financial difficulties, he or she needs to contact the Business Office.

All charges are subject to change following audit, and adjustments will be made accordingly. University Fort Lauderdale reserves the right to change or add fees in keeping with actions of the University's Board of Directors.

## Financial Aid

The University of Fort Lauderdale participates in the U.S. Department of Education's Title IV federal financial aid programs. UFTL students are eligible for grants, federally subsidized loans, educational loans, and the federal work study program.

The University does provide internal scholarships for those who qualify. Students interested in obtaining scholarships must apply at the time of registration.

## Cost of Attendance

The cost to attend the University of Fort Lauderdale includes the direct costs of tuition, fees, books and supplies, room and board, transportation costs, and personal expenses. The cost differs by program and for the student who lives with his or her parents and for the student who lives independently.

<b>Student Living with Parents</b>	<b>Undergraduate</b>	<b>Masters</b>	<b>Doctoral</b>
Tuition and Fees	\$9,810	\$8,370	\$9,270
Room & Board	4,081	4,081	4,081
Books and Supplies	1,500	1,500	1,500
Transportation	3,700	3,700	3,700
Personal/Miscellaneous	3,200	3,200	3,200
Total Cost of Attendance	<u>\$22,291</u>	<u>\$20,851</u>	<u>\$21,751</u>

<b>Student Living Independently</b>	<b>Undergraduate</b>	<b>Masters</b>	<b>Doctoral</b>
Tuition and Fees	\$9,810	\$8,370	\$9,270
Room & Board	12,400	12,400	12,400
Books and Supplies	1,500	1,500	1,500
Transportation	3,700	3,700	3,700
Personal/Miscellaneous	3,200	3,200	3,200
Total Cost of Attendance	<u>\$30,610</u>	<u>\$29,170</u>	<u>\$30,070</u>

## Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) is a requirement for any student receiving financial aid at the University of Fort Lauderdale. The purpose of the SAP policy is to assist each financial aid recipient in meeting academic goals by evaluating progress towards the academic degree. It is one of the requirements for determining a student's eligibility for financial aid. Each student receiving financial aid at the University must maintain SAP to continue his or her financial aid eligibility.

The SAP policy of the University of Fort Lauderdale is distinct and separate from the academic progress policies. It has a qualitative and a quantitative component and is reviewed each academic year once spring semester grades have been posted. Students who fall below the SAP standards become ineligible for financial aid.

### Qualitative Requirements

To meet the qualitative requirements of SAP, a student must maintain the academic standing necessary to continue enrollment at the University. The qualitative requirement for SAP is the same as the academic standing policies of the University. A student must maintain a minimum 2.0 cumulative grade point average (GPA) at all times while enrolled at the University to meet the qualitative requirements for SAP.

If a student fails to meet the qualitative requirements for SAP, then he or she will be placed on financial aid probation for one year. This requirement is evaluated for each student receiving financial aid once a year at the end of each spring semester.

### Quantitative Requirements

Each student is eligible for financial aid when pursuing a degree program and attempting credit hours up to 150% of the credit hours required for that degree program. To meet the quantitative requirements of SAP, a student must complete and pass 67% of the credit hours attempted each academic year. Once a student has completed 150% of the number of credit hours required for his or her degree program, he or she will be ineligible to receive any additional financial aid. All attempted credit hours will be included in this calculation, including repeated course work and semesters for which the student did not receive any financial aid.

If a student fails to meet the quantitative requirements for SAP, then he or she will be placed on financial aid probation for one year. This requirement is evaluated for each student receiving financial aid once a year at the end of each spring semester.

### Audit Courses - SAP

Students are not eligible to receive financial aid for audited courses. Audited courses are not included in the number of hours attempted or earned for SAP consideration.

### Repeat Courses - SAP

A student is permitted to repeat a course for which he or she has received a grade of "F." Both the "F" and the subsequent grade will stand in the student's permanent record and be included in calculating the cumulative GPA. The University of Fort Lauderdale does not permit a student to repeat a course for credit in which he or she received a passing grade. However, the repeated course will be counted as an attempt towards the maximum timeframe requirement of 150% credit hours for the degree program for financial aid eligibility.

### Probationary Periods - SAP

Any student who fails to meet the quantitative and/or qualitative requirements for satisfactory academic progress will be placed on financial aid probation for one year. If the student fails to meet the requirements for satisfactory academic progress at the end of the probationary period, the student will lose eligibility for financial aid for a period not less than one semester. To become eligible for financial aid after becoming ineligible for financial aid, the student must

demonstrate compliance with all requirements of satisfactory academic progress to regain eligibility for financial aid.

A student who is placed on financial aid probation must meet both the qualitative and quantitative requirements satisfactory academic progress at the end of the one year probationary period. If the student fails to meet the requirements at the end of the probationary period, the student will be ineligible to receive financial aid until he or she meets both the qualitative and quantitative satisfactory academic progress requirements for financial aid.

### Appeals - SAP

A student who fails to maintain satisfactory academic progress may appeal his or her status based on extenuating circumstances. Examples of extenuating circumstances may include and are limited to health reasons, family reasons, or personal reasons. The appeal must be submitted to the Financial Aid Office in writing prior to the beginning of the semester in which financial aid is denied. The appeal should include the student's description of the extenuating circumstances and any documentation supporting the student's appeal. It is also recommended that letters of support from a faculty member, relative, member of the clergy, supervisor, or other individual be submitted. The decision of the Financial Aid Office is final and may not be appealed.

### **Financial Aid Refunds**

Refunds of financial aid are process in accordance with the University's refund policy (see below).

### **Withdrawal Policies for Financial Aid Recipients**

A student who is receiving financial aid and considering withdrawing from a course or the University should contact the Financial Aid Office to discuss the financial aid implications of withdrawing.

### Student Never Attends Class

If the student receives financial aid, but fails to attend the class, the Financial Aid Office must return all disbursed financial funds to the respective financial aid programs.

### Student Fails to Earn a Passing Grade in any Class

If the student does not withdraw from the University and fails to earn a passing grade in at least one class during the semester, the University will establish financial aid eligibility by determining if the student attended at least one class during the semester. If the University or student is unable to document that the student was eligible for the financial aid, all disbursed financial aid must be returned to the respective financial aid

## Types of Withdrawals

For financial aid purposes there are two types of withdrawals: Official and unofficial.

- Official: The University's policy for a voluntary withdrawing from the University is provided in the Catalog.
- Unofficial: Financial aid policies consider a student to be an unofficial withdrawal if the student receives a combination of all fail (F) and withdraw (W) grades for the semester.

## Withdrawing Prior to Completing 60% of Term

If a student completes 60% of a semester he or she has earned 100% of the financial aid disbursed. If a student fails to complete 60% of the semester and financial aid has been disbursed, the student will be required to repay all or part of the financial aid disbursed in the semester. This applies to each student regardless of the type of withdraw process (official, including medical, or unofficial).

## **Student Responsibilities – Financial Aid**

The University relies on each student to be active participants in the financial aid process. It is therefore each student's responsibility to:

- Provide a valid high school diploma or GED.
- Request official transcripts from each high school and post-secondary schools attended for the University of Fort Lauderdale for evaluation. All coursework must be evaluated before the University awards financial aid.
- Enroll in an academic degree program of study.
- Apply for financial aid each year. Financial Aid applications are available beginning in January for the upcoming academic year which begins in August.
- Complete required forms and submit any missing information to the Financial Aid Office.
- Verify your financial aid status with the Financial Aid Office and respond promptly to requests for additional information.
- Check emails regularly. All financial aid correspondence is sent to each student's e-mail.
- Maintain active enrollment and notify the Financial Aid Office of your current enrollment or academic status. Enrollment affects your financial aid and you may be billed for any changes you make to your status.
- Keep your contact information up-to-date. Visit the Registrar's office to make any necessary changes.

## **Methods of Payment**

Fees may be paid either at the time of registration or through the University's deferred payment plan.

Any student who has an unpaid balance is not eligible to register or receive grades or transcripts until the full balance has been paid. If a student has an unpaid balance at the end of the semester, he or she will be notified that if the balance is not paid by a specified date, his or her name will be turned over to the Credit Bureau for an unpaid debt. Also, the account will be turned over to a collection agency if all attempts to

collect the debt by the University fail. The collection agency fee will be added to the amount owed. If a student is having financial difficulties, he or she needs to contact the Business Office.

All charges are subject to change following audit, and adjustments will be made accordingly. University of Fort Lauderdale reserves the right to change or add fees in keeping with actions of the University's Board of Directors.

## Deferred Payment Plan

Any full-time student wanting to participate in the deferred payment plan is required to pay a minimum of 50% down at registration, in addition to the registration and/ or application fees, and the balance of the semester charges by the installment date. In all cases, when the student does not have the down payment, a commitment letter is required from those underwriting the student's account.

The deferred payment plan provides for flexible payments. The first payment is due at registration and is 100% of the total fees and 50% of the tuition, and the final payment is due prior to the eleventh week of class. A late fee is charged on all payments received 45 days after the due date.

## Refund Policy

Students who wish to voluntarily withdraw from classes must officially notify the University in writing. The official withdrawal date will be set as the last day the student attended class. Refunds and final grades are determined based on the last date the student attended class.

The University's refund policy is as follows:

1. All tuition and fees will be fully refunded if a student's application is not accepted or if the student cancels within three business days of signing the enrollment agreement and making an initial payment.
2. After classes begin each semester, the refund schedule will be as follows:

*For students enrolled in 16-week courses:*

	Amount of Refund
1 <sup>st</sup> week of classes	100%
2 <sup>nd</sup> week of classes	80%
3 <sup>rd</sup> week of classes	60%
4 <sup>th</sup> week of classes	40%
5 <sup>th</sup> week of classes	20%
6 <sup>th</sup> week of classes	0%

*For students enrolled in 12-week courses:*

	Amount of Refund
1 <sup>st</sup> week of classes	100%
2 <sup>nd</sup> week of classes	75%
3 <sup>rd</sup> week of classes	50%
4 <sup>th</sup> week of classes	25%
5 <sup>th</sup> week of classes	0%

*For students enrolled in 8-week courses:*

	Amount of Refund
1 <sup>st</sup> week of classes	100%
2 <sup>nd</sup> week of classes	50%
3 <sup>rd</sup> week of classes	25%
4 <sup>th</sup> week of classes	0%

3. This refund schedule is applicable for any student who registers as a full-time student and is later permitted to drop courses to place him or her in the classification of a part-time student.
4. Refunds of tuition and fees paid by the student will be made by check payable to the student (except when payment was made by credit card; the refund will be a credit to the credit card) within 30 days of the date the University determines the student has withdrawn.
5. Refunds of tuition and fees from financial aid will be returned to the appropriate financial aid account in accordance with the guidelines or regulations.

### **Circumstances Under Which Full Refunds Are Given**

Tuition and fees will be refunded in full for the current enrollment period under the following circumstances:

- Courses cancelled by the University
- Involuntary call to active military duty
- Documented death of the student
- Exceptional circumstances, with the approval of the President or designee of the University

### **Late Payments**

University of Fort Lauderdale recognizes the absolute necessity for prompt payment of all fees, not only as a good biblical principle, but to honor the obligation set forth. A \$25.00 late fee will be assessed to accounts over 45 days.

### **Returned Check Policy**

If a student has a check returned by his or her bank for insufficient funds or account closed, a letter will be mailed to the student giving the student ten days to pay the check and charge due. If the check is not paid within ten days, the check will be turned over to the District Attorney's office for collection. Also, a hold will be placed on all of the student's grades and records. If the check was given in payment of tuition and fees and/or installment payment, the student will be withdrawn from the University for non-payment.

All returned checks must be paid by cash, cashier's check, or money order. There is a \$25.00 return check fee assessed for each returned check. If a student has two or more returned checks in a year, the University will not accept another check from the student for a period of one year.

## Sanctions

### Disciplinary Sanctions

The President, Dean or his or her designee upon individuals, groups, or organizations may impose one or more of the following disciplinary sanctions. Sanctions for violation of institutional policies or rules and regulations may be imposed regardless of whether actions of the student are also civil or criminal violations. Whenever disciplinary action leads to the student leaving the University, grades will be assigned in accordance with the University grade policy and the academic calendar.

- 1) **Reprimand:** A reprimand is an oral or written notice to the student that the conduct in question violates University regulations. A reprimand becomes part of a student's or organizations record in the Dean of Students' Office. For organizations, a reprimand may include notification to the organization's president or advisor, and to the organization's headquarters.
- 2) **Loss of Privileges:** Under some circumstances of misconduct, the University may deem it appropriate to take away certain privileges. Sanctions such as prohibiting membership or holding leadership roles; prohibiting participation in events on the social calendar; denial of participation in any official athletic or non-athletic extracurricular activity, including practices; withholding of official transcripts; blocking from enrollment for a specified period of time.
- 3) **Imposition of Certain Tasks:** The student or organization may be required to perform certain tasks such as making restitution, whether monetary or by specific duties; performing Community service hours; attending counseling sessions; performing additional academic work not required of other students in a specific course in consultation with the appropriate faculty member, or complying in a specific course in consultation with the appropriate faculty member; or complying with a behavioral contract. Educational requirements may include, but are not limited to, completion of life enhancement education seminars, diversity awareness seminars, essays, or reports.
- 4) **Probation:** Probation is levied for a specified time, the duration of which will be determined by the seriousness of the circumstance of the case. Probation carries with it a warning that any further violation of University regulations may result in more serious consequences, including suspension or expulsion. The two types of probation are:
  - a) **Conduct Probation** - a sanction, which will be removed from the student's confidential record in the Dean of Students' Office at the end of the period of probation.
  - b) **Disciplinary Probation** - a sanction, which remains as a permanent part of the student's confidential record.

- 5) Suspension: Suspension is the separation of the student from the University for a definite period of time or until specified written conditions are met. The student is not guaranteed readmission at the end of such period of time, but is guaranteed a review of the case and a decision regarding eligibility for readmission.

When a student or organization is suspended, the suspension shall be for a stated period or until specified conditions are met. In no case shall suspension be for less than the remainder of the semester in which the offense is committed.

A student that has had a registration hold placed on readmission must request readmission clearance from the Dean of Students' Office at least three weeks prior to the first day of classes of the semester or summer session in which the student wishes to re-register. The student may be required to submit evidence supporting their ability to function properly in a University environment.

If approval is granted by the Dean of Students for the removal of the registration hold, the student must complete the regular readmission procedures through the appropriate office: The Dean of Students or his or her designee may deny a student's request for readmission if, in his or her judgment, there is sufficient evidence to indicate that the student's conduct during suspension would have warranted disciplinary actions, or if the student has failed to satisfy any special conditions that may have been imposed prior to readmission. Upon denial of a student's application for readmission, the Dean of Students or his or her designee shall set a new date at which another application for readmission may be made.

- 6) Expulsion: Expulsion is the separation of the student from the University whereby the student is not eligible for readmission to this University.

### **Recording of Sanctions**

The sanctions provided above may be noted on the student's academic record, including the transcript. In the case of disciplinary suspension, notification may be shown during the period of suspension. Upon the satisfactory completion of the suspension period, and at the request of the student, the notation of suspension shall be removed from the transcript. Notification of the student's suspension shall indicate date on which the suspension begins and the earliest date at which application may be made for readmission or re-registration. Any record of sanctions not noted on the transcript shall be expunged no later than five years after the sanction is assessed.

### **Student Organization Policies**

While all University recognized organizations have faculty advisement, general coordination and supervision the University of Fort Lauderdale's student organizations are handled through the Administrative Office. Information regarding the present status of all groups, their current officers and membership requirements may be obtained in that office.

#### **A. General Policies**

In order to be in good standing with the University, student organizations must fulfill the requirements listed as follows through the Administrative Office.

1. All student organization members must be enrolled students at UFTL during the semester(s) in which they plan to participate in their respective organization(s).
2. Each student organization must have a campus-related, adviser from the faculty or staff unless otherwise approved. In general, selection of the adviser will be made by the organization in accordance with the national and/or local constitution and in consultation with the director. Advisers are to counsel the officers and members of the organization with regard to the purposes and activities of the organization. The advisers shall oversee and be responsible for its financial planning and transaction and shall confirm the eligibility of membership and of members to hold office. Advisers should attend as many meetings as possible.
3. All activities, whether held on or off campus, must be registered on the master calendar in the Administrative Office. All activities must conform to University social regulations. The failure of an organization to conform to University policies will result in disciplinary action and could result in suspension.
4. Each student organization must have either a constitution or a statement of purpose on file in the Office of Administration.
5. The statement of purpose must outline membership selection procedures.
6. No student organization shall initiate efforts to raise funds from private donors or organizations without prior University approval. Requests for approval should be initiated in writing through the Office Administration and should include the following information:
  - A. Name of organization or business to be contacted
  - B. Name of the donor to be contacted
  - C. Description and quantity of the item(s) requested.
  - D. Intended method of distribution of products.

Upon receipt of the request, the Office of Administration will secure approval from the necessary areas of Services to avoid conflicts with potential donors. This provision will ensure that fund-raising efforts are centrally planned and coordinated. Notification of approval or denial will be given to each organization from the Administration Office. Fund raising is restricted to activities for the sole purpose of covering the cost of student events and/or to make a contribution to the University general and/or scholarship funds. Profit generating ventures are prohibited.

- 7) University of Fort Lauderdale assumes no fiscal responsibility or liability for any student organization including sport organizations.
- 8) Student organizational meetings will be conducted at the beginning of the fall semester. For the convenience of the organization's representative, a series of meetings will be scheduled and each organization is required to send a representative to one of the meetings.
- 9) Specific regulations pertaining to student organizations may be obtained in the student activities office.

**B. Procedure for Establishing a New Organization**

- 1) Students interested in forming a new organization must meet with the Director of Student Activities. Student organizations may be officially recognized when formed for purposes that are consistent with the philosophy, and goals of University of Fort Lauderdale. The purposes, goals and activities of one organization should not duplicate those of another.
- 2) The following forms must be submitted to the director to begin the approval process: the student organization roster (a list of proposed members, officers and adviser) with a minimum of eight (8) currently enrolled UFTL students, an Activity Reservations/Guidelines Agreement, and a constitution or statement of purpose which must include:
  - A. The exact title of the organization.
  - B. The purpose of the organization. Is it fostering a broad educational goal? Does it have a social, cultural, or political aim? Why was the group founded? Be precise enough so that a non-member would understand the group's purpose. Religious organizations must indicate their religious affiliation.
  - C. A statement of the group's willingness to abide by all University policies.
  - D. Details on how to become a member. How are voting members identified? What is the date by which one must join to still be able to vote? Who keeps the official membership list?
  - E. Details on how a member may remain in the organization if she/he fails to pay dues.
  - F. A statement that membership must be open to all University of Fort Lauderdale students.
  - G. A statement on the number of officers. What are their titles and duties? Will the officers constitute an executive committee? Officers must be full-time undergraduate students.

- H. Details on how officers are elected. What constitutes a quorum? What type of ballot? Who may vote? When are they elected and for what period? Who is eligible for office. When do officers assume office? How may officers be removed? How will mid-year vacancies be filled? You may wish to clarify the role of your advisor.
  - I. Membership dues, if applicable.
- 3) If the organization has national affiliation, the organization must also include from its national office the constitution, by laws, financial support, and type of supervisory role held with local chapters.
- A. The organization must acknowledge, by signature, UFTL's Statement of Faith.
  - B. When the preliminary information listed above is obtained, the university's Presidents Council must make final approval of the national organization.
  - C. A committee comprised of the Administrative Services, Dean of Students, and the Director of Student Activities will make final approval for local organizations.
  - D. Prospective UFIL student organizations may have a maximum of three (3) organizational meetings prior to final approval: All student organizational meetings must comply with all UFTL Agreement's.
- C. Eligibility to hold Office in a Student Organization
- 1. Officers of each organization must have a 2.0 cumulative grade point average preceding election office and must maintain this average while in office.
  - 2. An officer must not be on academic or disciplinary probation.

### **Posters, Handbills, and Other Printed Materials**

- A. All material posted by student organizations must be approved and stamped by the Administrative Office, where compliance with size restrictions sponsorship and master calendar is verified. All material posted must carry the name of the sponsor an academic program or a registered campus organization.
- B. General University bulletin boards are available for posting. Use of departmental or special area boards is permitted only with the permission of the related office.
- C. Posters for campus bulletin boards must not exceed 14 inches by 22 inches (one-half of a standard poster sheet). Posting on glass, painted surfaces, trees, buildings, or any other unauthorized place is not permitted. Information pertaining to authorized posting areas and

posting regulations is available in the Administrative Office. Exceptions to stated policies must have prior approval of the Administrative Office.

- D. Authorized personnel may approve publicity materials two weeks prior to the event. Personnel will remove them immediately after the event.
- E. The distribution of handbills, heralds, or similar printed information is limited to official University departments and registered student organizations. All materials must carry the name of the sponsor an academic program or registered campus organization.

### **Family Education on Rights and Privacy act of 1974**

In compliance with Public Law 93-380 Education Amendments of 1974, the following information is provided concerning student records maintained by University of Fort Lauderdale:

Areas in which student records are maintained:

- |   |   |
|---|---|
| A. Admissions/Academic Records<br>Career and Testing Services<br>Office of the Registrar and Admissions                                 | D. Progress Records<br>Disciplinary Records<br>Placement Records<br>Office of the Registrar,<br>Admission and Academics |
| B. Financial Records<br>Business Office   |   |
| C. Occasional Records<br>University staff person who maintains<br>minutes of faculty or committee<br>meetings or copy of correspondence | E. Financial Aid Records<br>Financial Aid Office  |

### **Review of Record**

Any student, who desires to review his or her record, may do so upon written request of the appropriate record custodian. The Review Request Form must identify as precisely as possible the records to be reviewed. Students have a right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that authorizes disclosure without consent. The follow exceptions permit disclosure without consent:

Disclosure without consent is permitted to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff): a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent): a person serving on the Board of Directors; or a student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The Higher Education Amendments of 1998 allow disclosure of the “final results” of student disciplinary proceedings involving students found to have committed a disciplinary offense that would constitute a “crime of violence” (or a non-forcible sex offense) under federal law, specifically the name of the student found to have committed the offense, the violation committed, and any sanction imposed.

The 1998 FERPA amendments also allow institutions of higher education to disclose to a parent or legal guardian of a student under the age of 21 years information regarding the student’s violation of any federal, state, or local law or any institutional rule or policy, related to the use of possession of alcohol or a controlled substance.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by University of Fort Lauderdale to comply with the requirements of *FERPA*.

### **Services for Students with Disabilities**

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, University of Fort Lauderdale endeavors to make reasonable adjustments in its policies, practices, services, and facilities to ensure equal opportunity for qualified persons with disabilities to participate in all educational programs and activities.

The Administrative Office provides information and assistance, arranges accommodations, and serves as a liaison for students, instructors, and staff.

Individuals with grievances related to discrimination or lack of accommodation on the basis of a disability are encouraged to resolve the problem directly with the area involved. If the matter remains unresolved, the Administrative Office will provide advice and/or assistance.

### **Student Activities**

#### **A. Registration**

1. All activities of recognized student organizations must be registered and approved in University of Fort Lauderdale Administrative Office. This registration applies to functions held off campus as well as on campus.
2. University Calendar Application/Reservation Forms are available in the Administrative Office and must be completed before an event is registered officially.
3. For the convenience of the organization completion of the University Calendar Application/Reservation Form accomplishes the following: official registration of facilities and inclusion on the master calendar
4. The deadline for registering a social event is seven days prior to the event.

5. For student organization meetings, all reservations are limited to scheduling one month at a time, one month in advance.
6. Cancellation of functions and facilities is equally important and should always be made through the Administrative Office.
7. The University Administration reserves the right to change room assignments or setups to accommodate the greatest number of customers.
8. The University Administrative Office will provide information to student organizations as to duties and responsibilities of advisers.

**B. Dress and Conduct**

1. Those attending student activities are requested to use good judgment about their dress, exercising good taste at all times.
2. Conduct at student activities shall be the responsibility of the sponsoring group. If property damage should occur during the activity, the person or persons responsible for the damage will be assessed for the repair or replacement of the damaged item. When the person or persons responsible for the damage cannot be identified, the sponsoring group will be assessed for the damages.

**C. Corporate or Business Co-Sponsorship of Activities**

All corporate or business co-sponsors of a University or student organization event must enter into a contract with the University, the terms of which must be set by and/or approved by the University Administrative Council. This policy applies to sponsorship or co-sponsorship only and shall not be interpreted to include paid advertising.

**D. Faculty Advisors and Campus Police**

1. Faculty advisers are required at UFTL student functions.
2. Faculty advisers must be listed on the student organization roster that is on file in the University Administrative Office. At functions where faculty advisers are necessary, it is important that the adviser be present at all times during the social event. Normally the faculty adviser is a faculty member, an administrator; or a full-time staff person at the University; however, in special circumstances, a graduate assistant at the University can be approved by the Dean of Students Office to serve in this capacity.
3. Faculty advisers are special guests of the organization. Extending an invitation to advisers well in advance of the function is a mark of thoughtfulness and courtesy.

**E. General**

- Sponsoring organizations are invited to discuss plans for student activities with the staff in the UFTL Administrative Office.

- Attendance at events sponsored by University of Fort Lauderdale students is restricted to UFTL students, faculty, staff, and guests of the sponsoring organization unless the Administrative Office approves other groups.

**F. Alcohol/Smoking Policy**

- Alcoholic beverages are not allowed on campus or at social functions.
- UFTL is a smoke free environment, which seeks to, provide a safe, healthy, and pleasant environment for its students, faculty, staff, and guests. Toward this objective, the use of all tobacco products will be prohibited in all indoor facilities on the University of Fort Lauderdale campus and will also be prohibited in all University owned vehicles.

**Commencement Decorum/Attire**

Commencement is a solemn occasion marking a special time in a student’s career. Those students who wish to present themselves for graduation at commencement will be expected to behave in a manner befitting the occasion. Guests will also be expected to maintain decorum commensurate with this type of event.

In light of the formality of commencement, all graduates should be prepared to cooperate with the University’s policy on appropriate attire. Specific attire for graduates is described as follows:

All graduates will be expected to wear a black academic gown and a mortar board (without personal accessories or messages).

<b>MEN</b>	<b>WOMEN</b>
Dress shirt (tie optional)	Dress, skirt or dark slacks and blouse
Dark trousers	Dress shoes
Dress shoes and socks	

Casual wear (i.e., blue jeans, Hawaiian print shirts, fluorescent colors, etc.) is not appropriate attire for this occasion.

**Student Services**

**Orientation Program**

The student orientation program is held prior to the beginning of every semester and is designed to acquaint new students with university life. New students are encouraged to attend the orientation session.

**Learning Resource Center**

The Learning Resource Center (LRC) is writing lab and tutoring that provides several resources for improving students’ academic skills. The center provides a section on APA and Turabian formatting requirements, sample papers, grammar guides, and punctuation rule handouts for

printing and quick reference, plagiarism guidelines, and research writing.

### **ID Cards**

University of Fort Lauderdale provides ID cards to all students enrolled in its programs. All enrolled students are required to carry their ID cards in order to gain access to the library and other University services such as campus events and bookstore discounts. ID cards are issued within the first four weeks of the semester.

Failing to carry a student ID card, lending the card to anyone, or failure to present it when requested by a university official can be cause for academic discipline.

### **Placement**

University of Fort Lauderdale has a Placement Office that assists students with job placement through job postings and referrals to local businesses and ministries at no additional charge to students. University of Fort Lauderdale does not guarantee students placement upon graduation.

### **Student Senate**

The purpose of the Student Senate is to:

- Articulate student opinions and interests both in the governance of the University and to the community at large.
- Encourage the greatest level of cooperation and communication between students and student organizations.
- Assure that students have full access to quality higher education at University of Fort Lauderdale.
- Provide for programs and services of benefit to students.
- Encourage the highest level of excellence in education at University of Fort Lauderdale.

### **Health Service and Safety**

The University is concerned for each student's welfare and has developed procedures for the UFTL community to use to respond to medical or health situations:

<b>Medical Condition</b>	<b>Procedure</b>
Immediate Threat to Life or Limb, including psychiatric	Dial 911 Call emergency contact person
Injury, non-life or limb threatening	Provide list of medical providers and facilities Offer to call for an ambulance Offer to call emergency contact person

Illness	Provide list of medical providers and facilities Offer to call for an ambulance Offer to call emergency contact person
Minor cut or injury	Allow use of first aid box Provide list of medical providers and facilities Offer to call emergency contact person
Psychiatric, non-life threatening	Provide list of psychiatric medical providers and facilities
This procedure applies to UFTL faculty, staff, students, and visitors.	

**Social Activities**

University of Fort Lauderdale encourages our students to socialize outside of the classroom. In addition, we encourage students to participate in community activities as a part of their service to Christ and the local community. The Student Senate is responsible for organizing all social activities and community service events.

**Housing**

University of Fort Lauderdale does not currently provide housing, but can refer students to accommodations near the campus. Rental rates vary according to the accommodations desired.

**Transportation**

University of Fort Lauderdale is easily accessible by public transportation.

**Student and Visitor Parking**

The operation and parking of a motor vehicle on University of Fort Lauderdale’s Campus is a privilege granted by the University. University of Fort Lauderdale provides open parking facilities for staff, students and visitors. No parking decal required.

**Disaster Policy**

The purpose of these regulations is to acquaint all employees and students with the University’s policies associated with disasters and related traumatic events.

**A. Tornado General Information:**

The Tornado is a violent local storm with whirling winds of tremendous speed. It appears as a rotating funnel-shaped cloud, which extend toward the ground from the base of a thundercloud the peak time for Tornadoes is from March through November, but they can occur any time of the year.

- 1) Tornado Watch: Means that weather conditions are favorable for Tornados to develop. Go about normal daily activities, but be alert to the weather

- 2) Tornado Warning: Means a Tornado has actually been sighted or indicated on radar. Take refuge in a place of safety immediately, The National Weather Service issues weather warnings to the public over radio and television stations. Procedures to be followed at University of Fort Lauderdale if a Tornado warning is sounded are as follows:
  - a) Under no circumstances should students, faculty or staff attempt to leave campus while the warning is in effect.
  - b) Faculty should not dismiss classes. Students should be directed to an interior hallway of the building. Persons should lie on the floor as close to the wall as possible. All free-span rooms should be avoided.
  - c) If the building in which you are located is not steel-framed or reinforced concrete construction, and time permits, you should move as quickly as possible to the nearest reinforced structure. Otherwise, move to a small room in the interior part of the building and, if possible, seek shelter under heavy furniture, Stay away from windows.
  - d) Because of the possibility of a power failure, elevators should not be used.

**B. Fire:**

In case of fire, notify the fire department first, and then sound alarm for the building to begin Evacuation. Procedures to be followed at University of Fort Lauderdale in case of fire are as follows:

- 1) The person discovering the fire will notify the Lauderhill Fire Department (phone number 911).
- 2) The person discovering a fire will immediately give a vocal alarm in the building and make an attempt to extinguish the fire before it spreads.
- 3) The building in which the fire is located will be evacuated under the supervision of the first faculty or staff member on the scene, and personnel will be moved a minimum of 300 feet from the location of the fire.

## **Hurricane Guidelines (What To Do)**

### **Tropical Storm Warning**

These guidelines are applicable to all campuses, sites and locations throughout the State of Florida. In all cases, the directives of local emergency management agencies, or decisions by host schools/agencies may cause earlier closings.

### **Hurricane Category I & II**

#### **When a Hurricane Watch is Issued:**

- Campus placed on alert

#### **When a Hurricane Warning is Issued:**

- Offices closed
- Classes cancelled
- Secure building
- Students notified to check for updates on the UFTL website and voicemail

### **Hurricane Category III - V**

#### **When a Hurricane Watch is Issued:**

- Offices closed
- Classes cancelled
- Secure building
- Students notified to check for updates on the UFTL website and voicemail

#### **When a Hurricane Warning is Issued:**

In the event a storm by-passes the Broward County area, the main campus will resume normal operation upon the lifting of all watches and warnings. The above procedures are based upon the advisories issued by the National Weather Service. Closures could occur earlier if deemed necessary due to the intensity and/or proximity of a storm.