REGISTERED STUDENT ORGANIZATION MANUAL

The Office of Student Involvement
Cohen Center Rm 258

Office Hours:
8am - 6pm, Monday- Thursday
8am-5pm, Friday

Office Number:
239-590-1739

Fax Number:
239-590-1762
WELCOME STUDENT LEADERS!

Congratulations on making one of the best decisions of your collegiate experience and participating in a Registered Student Organization (RSO)! Your experience in college is not just about what happens in the classroom, it’s also about what you do with your time outside of the classroom. You will discover very quickly over your four years how valuable it is for you to be involved. Research on the benefits of student organization membership suggests that involved students tend to perform better academically and are more likely to graduate than their non-involved peers. Students involved in organizations composed of peers learn leadership and interpersonal skills, as well as life skills such as planning, time management, and budgeting. Involved students develop a more robust, supportive network of friends and colleagues that often lasts beyond their college years. Florida Gulf Coast University strongly supports a diverse student organization community that contributes to the mission of the University.

The Office of Student Involvement (OSI) is a resource for student organizations to use in order to have the most fulfilling co-curricular experience at Florida Gulf Coast University. As Coordinator of Student Organization Development, I am dedicated solely to assisting students and their Student Organizations. My office is located in the Cohen Center, Room 258A. Please feel free to come by to ask questions, engage in discussions about how to improve your organization or anything else! In addition to providing resources such as this manual, we offer numerous opportunities to develop your leadership skills to make YOUR Organization the best it can be!

The Office of Student Involvement assists over 200 Registered Student Organizations. I look forward to working with you. Stop by, say hi & make this experience yours!

Sendi

Sendi Colquitt
Coordinator for Student Organization Development
Office of Student Involvement
Florida Gulf Coast University
Cohen Center 258A
239-590-7729
My email: scolquitt@fgcu.edu
OSI website: http://studentservices.fgcu.edu/StudentInvolvement/rso.html.
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OFFICE OF STUDENT INVOLVEMENT CONTACT INFORMATION

Located on the Second Floor of the Harvey and Janet Cohen Center 258A
Open Monday-Thursday: 8am-6pm; Friday: 8am-5pm

Main Office
Cohen Center Room 258A
Phone: 239-590-7739

Julie Gleason—Director of Student Involvement
Office: Cohen Center 258
Phone: 239-590-7722
Email: jgleason@fgcu.edu

Sendi Colquitt – Coordinator for Student Organization Development
Office: Cohen Center Room 260
Phone: 239-590-7729
Email: scolquitt@fgcu.edu

Joseph McGibboney—Coordinator for the Programming Board
Office: Cohen Center Room 253
Phone: 239-590-7727
Email: jmcbibboney@fgcu.edu

Brent Grunig—Assistant Director for Fraternity & Sorority Life
Office: Cohen Center Room 252
Phone: 239-590-1299
Email: TBA

Sue Hertle—Executive Secretary
Office: Cohen Center Room 258A
Phone: 239-590-7740
Email: shertle@fgcu.edu
IMPORTANT CONTACT INFORMATION

Dean of Students’ Office
Front Desk - 239-590-7900
Judicial Affairs and Community Standards - 239-590-7904
Multicultural Student Development - 239-590-7990
Leadership Development - 239-590-7728
Student Government 239-590-7834
Eagle News - 239-590-7945

Campus Reservations
Conference rooms, Classrooms, Cohen Center - 239-590-1090
Alico Arena, Tennis courts, Basketball Courts, Softball & Baseball Fields - 239-590-7013

Campus Recreation
Aquatics Center - 239-590-7700
Fitness Center - 239-590-7935
Facilities - 239-590-7702
Intramurals - 239-590-7938
Outdoors/Waterfront - 239-590-3963
Sports Clubs - 239-590-7332
Waterfront - 239-590-3964

Other Important Numbers
Adaptive Services 239-590-7956
Career Development Services 239-590-7946
Housing & Residence Life 239-590-1700
Outreach Programs 239-590-7834
Prevention & Wellness 239-590-7685
Wellness Center 239-590-7733
OFFICE OF STUDENT INVOLVEMENT
ORGANIZATIONAL CHART

Division of Student Affairs
Vice President of Student Affairs: Dr. Michael Rollo
Responsibilities include the following areas:
Academic Support, Campus Recreation, Career Services, Counseling,
Health Services, Housing, & Student Involvement

Dean of Students’ Office
Dean of Students: Dr. Michelle Yovanovich
Responsibilities include the following program areas:
Office of Student Involvement, Multicultural and Leadership
Development, Student Conduct, & Student Support Services

Office of Student Involvement
Director of Student Involvement: Julie Gleason
Responsibilities include the following program areas: Fraternity and
Sorority Life, Programming Board, & Registered
Student Organizations

Fraternity and Sorority Life
Assistant Director: Brent Grunig
Office: CC 252
Phone: 239-590-1299
Email: bgrunig@fgcu.edu

Programming Board
Coordinator: Joseph McGibboney
Office: CC 253
Phone: 239-590-7727
Email: jmcgibboney@fgcu.edu

Registered Student Organizations
Coordinator: Sendi Colquitt
Office: CC 260
Phone: 239-590-7729
Email: scolquitt@fgcu.edu
INTRODUCTION TO REGISTERED STUDENT ORGANIZATIONS (RSOs)

This manual has been designed to serve as a resource guide for officers, members and advisors of Registered Student Organizations at Florida Gulf Coast University. Registered Student Organizations are part of the Office of Student Involvement and Division of Student Affairs. All students are encouraged to make their time at Florida Gulf Coast University a unique and enriching experience. Student Organizations contribute to an effective learning environment by preparing students to live in an ever growing, multi-cultural society and global community. Student Organizations serve as a medium supporting academic discourse, personal growth, leadership development, intercultural understanding, community service, and lasting friendships.

What is a Registered Student Organization?
A Registered Student Organization is defined as a minimum of four members (typically consisting of a President, Vice-President, Treasurer, and Secretary) uniting to promote a common interest. RSOs are managed, run, and organized by students and are required to:

- Register every semester through EagleLink at fgcu.collegiatelink.net
- Have a President, Treasurer and Advisor (additional officer positions are at the discretion of the RSO)
- Provide a draft of a constitution not more than one year old that must be uploaded through EagleLink http://studentservices.fgcu.edu/StudentInvolvement/files/Registered_Student_Organization__Sample_Constitution_Form.pdf

A Registered Student Organization’s Relationship to the University
Registration of Student Organizations by the University shall not imply support for any student organization’s purpose, philosophy or activities. With the exception of Student Government, student organizations and clubs are entities independent of the University, and the University assumes no legal liability for any student organization’s activities.

Benefits of a Registered Student Organization
Registered Student Organizations (RSOs) are granted privileges including:

- Ability to request funds from Student Government
- Use of university facilities for meetings/functions
- Permission to recruit on campus
- Use of the University’s name as part of the organization’s name
- Ability to invite guest speakers and performers to campus
- Use of the University’s address for business purposes
- On campus bank account
- Ability to establish dues and sponsor fundraising projects
- Permission to grant awards and honors to organization members
- These privileges may change due to policy changes within the University
Categories of Registered Student Organizations

- **Cultural** - focused on providing support and fostering community within various cultures, races, religions and orientations represented among the student body
- **Social Fraternity** - a social, fraternal organization composed of all males with membership in the FGCU Interfraternity Council, the Multicultural Greek Council, or the National Pan-Hellenic Council
- **Honor Societies** - local and national honor societies that provide service and/or leadership opportunities and recognition for students with academic honors
- **Special Interest** - an organization whose purpose is to provide an opportunity for individuals to discuss and share information regarding a specific, non-academic related topic of interest
- **Media** - an organization whose primary function is to communicate via the media
- **Political/Governance** - Student groups that encourage expression, debate, and support of political issues, views, and/or candidates
- **Academic/Professional** - an organization representing a specific profession or career path
- **Religious/Spiritual** - an organization that provides spiritual and/or religious development for students
- **Service/Social Justice** - an organization whose chief function is to serve the campus and/or community
- **Sport Club** - an organization whose purpose is to encourage participation and engage its members in competitive, extramural sports. Although Sports Clubs are a Registered Student Organization, they are housed under the Campus Recreation Department and are also subject to policies and procedures of that department. For further Sport Club guidelines please consult the Team Manual at [http://www.fgcu.edu/CampusRec/SportClubs/resources.html](http://www.fgcu.edu/CampusRec/SportClubs/resources.html)
- **Social Sorority** - a social, fraternal organization composed of all females with membership in the FGCU Pan-Hellenic Council, Multicultural Greek Council, or the National Pan-Hellenic Council

*As defined by the University regulation: FGCU-PR 4.009*

Eligibility for Membership

- Membership in any RSO requires enrollment in a degree-seeking program as an undergraduate, graduate, or postgraduate student

Eligibility of RSO Leadership Positions/Officer Qualifications

- Must be currently enrolled in a degree-seeking program and pay an Activity and Service Fee (A&S) during the term declaring enrollment status in an undergraduate, graduate or post graduate program at FGCU.
- Undergraduate students must be registered for nine (9) credits each semester (including enrollment in a credit-bearing course in Summer Session A, B, or C), and maintain a minimum 2.5 cumulative G.P.A.
- Graduate and professional students must be registered for six (6) credits in each semester, and maintain a minimum 3.0 cumulative G.P.A.
- Students in the last semester before graduation are eligible for holding leadership positions if they are enrolled in the required number of credits needed for graduation in that term and maintain the required G.P.A.
- Students who are currently in a leadership position of a student organization must meet these minimum requirements to continue holding a leadership positions. Students not meeting the eligibility requirements as outlined in this policy will be required to relinquish their position. A student may submit a written appeal to a committee appointed by the Vice President for Student Affairs for review and determination if they may remain in their position for the remainder of the semester.

*For the entire Student Activities Eligibility Regulations please see Appendix I or [http://www.fgcu.edu/generalcounsel/files/regulations/4_005_Student_Activities_Eligibility_011712.pdf](http://www.fgcu.edu/generalcounsel/files/regulations/4_005_Student_Activities_Eligibility_011712.pdf)
Officer Descriptions
All Registered Student Organizations are required to have four Executive Officers. A President and Treasurer must be two of the required four officers. Vice President and Secretary are the other most common positions. However, optional officer roles may include Public Relations, Fundraising Chair, etc.

President - Serves as the leader of the RSO; responsibilities may include organization of meetings, events and conferences or travel. The President will serve as the RSO’s main contact unless otherwise noted. The main contact must be one of the officers required to attend the RSO Orientation Training.

Vice President - Serves as an assistant to the President; makes decisions in cases of the President’s absence. Certain Vice Presidents may have specific roles within the RSO (e.g. organizing travel plans, reservations, advertising, etc.).

Treasurer - Controls the budgetary component of the RSO; all records of purchases, payments and/or deposits should go through the treasurer. The Treasurer must attend the required Treasurer’s Training.

Secretary - Maintains minutes for meetings which serves as the official record of the RSO’s activities. May keep attendance records and generally prepares the organization’s correspondences.

Establishing a New Registered Student Organization
Creating a new student organization can be an exciting and challenging experience! The Office of Student Involvement is here to help guide you through the steps of creating and establishing your new Registered Student Organization:
1. Develop an idea for a student organization that does not currently exist at FGCU
2. Create a mission/purpose for the organization (How will the RSO contribute to the FGCU Community)?
3. Develop a name for the organization
4. Find an Advisor who is a full-time FGCU faculty or staff member (see the Advisor section for more details)
5. Meet with the Office of Student Involvement in Cohen Center 258 to discuss the new student organization idea and gather information for start-up including the RSO Policies and Procedures, Orientation and budget
6. Develop a Constitution – sample template provided at
   http://studentservices.fgcu.edu/StudentInvolvement/files/Registered_Student_Organization_-_Sample_Constitution_Form.pdf
7. The deadline for RSO registration (via EagleLink) for 2013-2014 is Friday Sept 13th at 12:00pm.

*Social Fraternities and Sororities must comply with the University Regulation: FGCU-PR4.009. Please see the Greek Life Manual to start or join a Social Fraternity or Sorority or visit: http://studentservices.fgcu.edu/GreekLife/index.html

Registration Eligibility
Eligible organizations are permitted to register and maintain registration during the academic year unless the university finds that the organization:

• Seeks to accomplish its objectives, goals, purposes, or activities through the use of violence
• Engages in activities that materially or substantially interfere with the discipline and normal activities of the university or with the rights of others
• Seeks personal gain
• Engages in activities that present a danger to property, personnel, and/or orderly function of the university
• Refuses to comply with federal or state laws, including the Americans with Disabilities Act of 1990, Board of Regents’ policy, or university rules and regulations.
In denying or revoking registration, Florida Gulf Coast University considers among other factors:
- Individual members’ past conduct
- Organization’s past conduct
- Organization’s stated objective
- Failure to meet financial obligations to the university
  *If registration is denied or revoked by the Office of Student Involvement, the organization may appeal the decision unless the denial or revocation was initiated under the Student Code of Conduct. For more information visit [http://studentservices.fgcu.edu/StudentConduct/](http://studentservices.fgcu.edu/StudentConduct/)

**Registration Process**
- New organizations must register by the third Friday at 5pm of both fall and spring semesters via EagleLink, [fgcu.collegiatelink.net](http://fgcu.collegiatelink.net).
- Any organization planning to be active in the summer months (hold regular meetings and/or events) must register for the summer semester during the last three weeks of the spring semester.
- Officers must be eligible to hold their positions in accordance with the Student Activities Eligibility Regulations, located in Appendix I or online at [http://www.fgcu.edu/generalcounsel/files/regulations/4_005_Student_Activities_Eligibility_011712.pdf](http://www.fgcu.edu/generalcounsel/files/regulations/4_005_Student_Activities_Eligibility_011712.pdf)
- Registration instructions can be found on the OSI website.

**Responsibility/ Requirements**
Registered Student Organizations may be granted certain privileges by the Office of Student Involvement. To maintain RSO privileges, organizations must:
- Complete the registration process through EagleLink each semester
- RSO Presidents and one additional officer must attend mandatory RSO Orientations each year
- RSO Treasurers must attend Treasurer training once a year
- Accept responsibility for sponsoring and supervising programs
- Assure that University facilities are used only for the purposes for which they were scheduled by the organization
  *Student Organizations that violate any law, University regulation or policy, or Student Government policy will be subject to disciplinary action pursuant to the Student Code of Conduct and may become Inactive. The Student Code of Conduct can be reviewed in Appendix II or [http://www.fgcu.edu/generalcounsel/files/regulations/FGCU_PR4_002_Student_Code_061912.pdf](http://www.fgcu.edu/generalcounsel/files/regulations/FGCU_PR4_002_Student_Code_061912.pdf)

**Inactive Status**
Student Organizations that violate any law, University regulation or policy, or Student Government policy will be subject to disciplinary action pursuant to the Student Code of Conduct. An RSO may be classified inactive at any time. If an RSO is declared inactive, the RSO will lose all University privileges until reactivation is completed. The following are examples of why an RSO may be declared inactive:
- Violation of any local, state or federal laws
- Violation of University or Office of Student Involvement policies or procedures
- Failure to register by the Office of Student Involvement’s deadline on EagleLink
- Failure to adhere to the Organization’s constitution and/or Bylaws
- Traveling without proper authorization
  *Inactive RSOs do not have access to on campus funds nor receive any of the privileges given to RSOs noted in the section titled “Benefits” under “Introduction to Registered Student Organizations”
**Insurance**
Florida Gulf Coast University does not provide insurance for student organizations. RSOs are responsible and liable for the actions and behaviors of their members and officers. Any damages to persons or property need to be covered by the personal insurance of the participants. In addition, if the organization contracts to receive services from a third party, the organization should confirm that the third party has sufficient insurance. A copy of the vendor’s insurance policy should be included with the Event Registration Forms.

**Affiliating with a Parent Organization**
Registered Student Organizations may choose to be affiliated with a local/state/national organization, such as a charity, faith community, political party or fraternity/sorority. The student organization must state the name and nature of the affiliation (often the parent organization has a sample constitution for college student organizations to model). The campus organization must obtain in writing a statement from the parent organization that the Florida Gulf Coast University chapter has permission to use the name and represent the organization. Control of the student organization must reside with the students, with all the operating decisions made by the students.
*Social Fraternities and Sororities must comply with the University Regulation: FGCU-PR4.009.*

**Hazing**
Acts as defined in Section 1006.63, Florida Statutes, as well as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with, or as a condition of continued membership in, a University registered group or organization. Express or implied consent of the Impacted Student will not be considered as a defense. All provisions of Section 1006.63, Florida Statutes, are applicable to an allegation of hazing.

**Gambling and Fundraising**
Gambling is not allowed on campus and is defined as: an unlawful game of chance for money or for anything of value on University premises or at any affair sponsored by a student organization. To sell, barter, or dispose of a ticket, order, or any interest in a scheme of chance by whatever name on University premises or at any affair sponsored by a student organization. To wager on a University team or organization in a competition with a direct interest in the success of the competition. Fund-raising projects must be conducted in a lawful manner and in compliance with University regulations. State law prohibits raffles and lotteries except within very specific perimeters involving sales promotion activities which are strictly regulated. Organizations may operate "drawings by chance". The law requires specific disclosures and procedures, 849.0935, FS. Permission for student organizations to organize "drawings by chance" on University premises or at any sponsored affair must be secured from the Dean of Student Services prior to an announcement of the event.

**Non Discrimination**
In order to comply with the University’s commitment to non-discrimination, no discrimination shall be made on the basis of gender, race, color, creed, age, religion, disability, national origin, marital status, sexual orientation, parental status or veteran status.

**Concerns**
Below are steps to follow if any member of an RSO has a concern regarding their student organization:
1. The concerned party should notify the Office of Student Involvement and document the situation
2. A staff member from the Office of Student Involvement will meet with the student and the Student Organization to attempt to remedy the situation
3. If the concern constitutes a violation of the Student Code of Conduct, the issue will be forwarded to the Office of Student Conduct and/or Dean of Students Office for review and further action, if necessary.
GENERAL OPERATIONS

Officer Elections
Student organizations should hold annual officer elections. Organizations are encouraged to hold their elections every spring semester prior to the re-registration deadline, but should also follow the election procedures within their individual constitution. Timing the officer elections towards the end of spring semester allows for sufficient time to properly transition and train the incoming student leaders by the outgoing leaders. For the entire Student Activities Eligibility Regulations please see Appendix I or http://www.fgcu.edu/generalcounsel/files/regulations/4_005_Student_Activities_Eligibility_011712.pdf

Advisor
Every Registered Student Organization is required to have an advisor who is a full-time faculty or staff member of Florida Gulf Coast University. The Student Organization must select its own advisor unless otherwise stated in the organization’s constitution. Advisors do not have voting rights within the organization. Generally, an advisor will serve as a resource for the organization by counseling, advising, asking questions and challenging the organization. In addition, an advisor’s role is to provide continuity for a student organization as they can be an important resource regarding the history of the organization. The following should be seriously considered by prospective advisors and students before extending and/or accepting an invitation to become an official advisor.

The advisor should:
- Be able to devote a reasonable amount of time to the Registered Student Organization’s activities and should attend a majority of the scheduled meetings and programs
- Possess the ability to relate well with college-age individuals and should thoroughly enjoy such association.
- Possess a working knowledge of the organization’s operations
- Have a strong commitment to the development of the students
- Serve as a role model for the organization
- Serve as a sounding board for new ideas
- Support the RSO and its members
- Encourage a diverse approach to leadership, membership and programming
- Connect the organization with various campus resources
- Encourage effective communication and interpersonal relationship skills
- Mediate group and individual conflicts when necessary
- Receive mail not collected by RSO leaders

*It is the Registered Student Organization’s responsibility to notify the Office of Student Involvement if/when their Advisor resigns. If a student organization advisor resigns, the RSO must find a new advisor. Organizations will have 30 days after a resignation to find a new advisor. If it is unable to designate an advisor after 30 days the organization will become inactive. The Office of Student Involvement can provide information and/or suggestions to find a new advisor.
**Mail**
Student Organizations wishing to have mail delivered to Florida Gulf Coast University may do so by following the mailing address below. The Office of Student Involvement will collect the mail and notify the President of the RSO that they have mail in the Office of Student Involvement. The RSO has 48 hours to collect the mail; otherwise it will be sent by interoffice mail to the RSO’s Advisor. Any mail returned from the advisor will be disposed of.

**Mailing Address:**
(Organization’s Name)
C/O Office of Student Involvement
CC 258a
10501 FGCU Blvd South
Fort Myers, FL 33965-6565

**Emails**
To have an email created or a password reset, submit a request to scolquitt@fgcu.edu and include the following information:
1. Name of the Club/Organization (e.g. Debate Team)
2. Desired email address name (e.g. debate@eagle.fgcu.edu)
3. Email address and name of individual who should receive the account information

**Resources**

*Computer Stations*
The Office of Student Involvement is located on the second floor of the Cohen Center. Thirteen computer stations are available for student organization use.

*Printing and Copying*
All printing must be done in the Office of Student Involvement, Room 258A. Please bring your documents on a flash drive. Your request must be made in person. For printing requiring more than one copy, a copy card will be issued. Color copies are prohibited. There is a maximum of 50 copies per day per RSO.

*Paper and Paint Supplies*
The Office of Student Involvement has various butcher block paper, paints and brushes available to RSOs. Supplies can be checked out at the front desk of the Office of Student Involvement during normal business hours. Supplies can be checked out for a 24-hour period.

*Poster Machine*
The Poster machine located in the Office of Student Involvement CC 258A, prints a 24”x 40” posters. An RSO may print a maximum per event (the Office of Student Involvement reserves the right to deny printing of posters at their discretion).
Posters must be submitted on a flash drive in person.

**Banner Space**
Organizations should submit banners to the Office of Student Involvement for approval at least one week prior to being hung. Banners are hung on a first-come first-serve basis pending approval. Approved banners will be hung for two weeks and must be removed no later than 48 hours following the conclusion of the advertised event. Banners that advertise perpetual meetings or are general advertisement banners may be hung during the semester, but will be removed after two weeks if space is needed for additional banners. Banners are hung with adhesive tape from the second-floor balcony of the Cohen Center. Banner construction and hanging materials are located in the Office of Student Involvement and must be hung with blue painters tape.
Facilities Reservations and Regulations

Campus Reservations
The Campus Reservations Office schedules and assists individuals and organizations in event planning to ensure that each campus event successfully projects the University’s commitment to excellence. Campus Reservations serves as an information source to the University by maintaining a campus wide calendar, booking event and space reservations, and by assisting in the coordination of other event related services such as audio-visual needs, equipment rental, parking and room set-ups. Reservations must be made a minimum of two weeks prior to the planned meeting or event.

When making a reservation, you will need to know the following details:
- Date of event (it is helpful to have back-up dates in case your first choice is not available)
- Type of reservation (i.e. Organization meeting, Table, Table with Fundraising, Organization Event)
- Number of persons expected to attend
- Set-up and audio/visual needs (any room set-up designs must be made by Campus Reservations Staff)
- Time of event – ending and beginning, including set-up and break down needs
- Food/beverage needs

Types of Reservation Spaces
There are several types of spaces available for Student Organizations to request, including multi-purpose space, conference rooms, classrooms, large and small meeting rooms, tables, and outdoor spaces. Campus Reservations will only take event requests via e-mail. The information needed for a reservation request as well as how to look up if a space is available is listed on the form below. All requests for space and resources should be sent to the Room Scheduler at rmsched@fgcu.edu.

Cohen Center Event Rooms (CC 213, CC 214, CC 247 and CC Ballroom)
Standard Equipment:
- I.T. podium
- Desktop Computer
- Document Camera
- DVD & VCR
- Projector
- A/V screen
- Wireless handheld microphone/ wireless lavaliere

Cohen Center Conference Rooms (CC 245, CC 246, CC 249, can accommodate 6-14 people)
Standard Equipment:
- A/V Screen
Classrooms can only be reserved for the current semester and only after they have been released to Campus Reservations by the Office of the Registrar, after the add/drop period is complete. Academic classes have first priority and the Office of the Registrar has a hold on all classrooms until class schedules have been finalized.

While classroom space may not be able to be confirmed, the requests can still be directed to the Room Scheduler. These requests are placed into drafts by the Room Scheduler. While a “draft” includes all of the information needed for a reservation, the space will not be assigned. Once the Academic schedule has been finalized, the Office of the Registrar will release classrooms to Campus Reservations for the current semester. The Campus Reservations staff will go through the drafts and assign space in the order the requests were received. Classrooms are typically released to Campus Reservations 3 weeks after the semester begins. Please do not advertise your event while it is in a draft form as there is no guarantee that your space request will be accommodated.

Classrooms cannot be reserved during finals week for the fall and spring semesters per the request of the Office of the Registrar.

Classrooms at FGCU accommodate 20 to 180 people.

Standard Equipment:
- I.T. podium
- Desktop Computer
- Document Camera
- DVD & VCR
- Projector
- A/V screen

Conference Rooms (Outside of the Cohen Center) - Conference rooms can accommodate 10-15 people

Standard Equipment:
- None

Information Tables
Information table reservations can be made for the Cohen Center Atrium as well as a number of other indoor and outdoor locations throughout the campus. These can be reserved through Campus Reservations by sending an e-mail to the Room Scheduler (rmsched@fgcu.edu). Please note that Campus Reservations cannot accommodate same day requests for table reservations.

Information Tables can be utilized for the following:
- Advertisement of Scheduled Events
- Organization Fundraising (Event Registration Form required)
- Organization promotion and recruitment

*Campus Reservations will reserve time for set-up and breakdown to all reservations to allow for proper set-up and breakdown of all events.
**Housing and Campus Recreation Spaces**
Most of the reservable space on campus can be reserved through Campus Reservations with the exception of space in a Residential Facility and/or Campus Recreation space.

**Housing and Residence Life**
To make a reservation for any reservable space in West Lake, North Lake, or South Village, please contact Housing and Residence Life (239-590-1700)

**Campus Recreation**
To make space reservations for the Recreation Fields and the Recreation Outdoor Complex, please contact Campus Recreation (239-590-7702)

**Alico Arena and Athletic Space**
To make space reservations for the Alico Arena Hospitality Suite, Lobby, or Parking lot, or to reserve any athletic space, please contact Alico Arena (239-590-7013)

* For more information on how to reserve a space on campus please visit  
  [http://www.fgcu.edu/CampusReservation/Files/How_to_Request_Lookup_Space](http://www.fgcu.edu/CampusReservation/Files/How_to_Request_Lookup_Space)

**Reservation Regulations**

**Food Sales**
Any selling of food as a Student Organization fundraiser is prohibited (i.e. bake sales). However food can be provided to participants of an event, even if there is a charge to enter the event.

**Merchandise Sales**
Certain items may be prohibited from sale or distribution based on University contracts and/or policies. Questions and inquiries regarding the sale of merchandise at reservation spaces and tabling locations can be sent to Campus Reservations at rmsched@fgcu.edu.

**Candles, Open-Flames, and Incense**
The use of candles, open-flames, incense and any other incendiary devices is strictly prohibited in all university facilities, including the Cohen Center. The Bonfire pit located at the Chiki Hut in North Lake Village may be reserved through the Office of Housing and Residential Life and is subject to current fire restrictions. Violation of this policy will result in a fine and/or loss of facility reservation privileges.

**Music and Sound**
Amplified music such as a live band or DJ is allowed in meeting rooms, with prior approval by OSI. Limited amplification is allowed in outdoor areas (Plaza, Library Lawn, Lutgert Plaza, etc.) with prior approval and will be monitored by OSI staff. The volume must not be at a level greater than is necessary to reach the audience in the immediate area; it must not be of such a volume as to reasonable interfere with those who are pursuing academic, professional, personal or other recreational activities. Non-amplified music such as piano or a cappella singing in meetings rooms should be kept to a low volume so as not to disturb meetings in adjacent rooms. If OSI receives noise complaints, the RSO may be asked to stop the music at that time. For the complete University Regulation concerning Use of University Facilities including the Sound Amplification Policy see Appendix III or [http://www.fgcu.edu/generalcounsel/files/regulations/FGCU-PR9_001_Use_Of_University_Facilities_61912.pdf](http://www.fgcu.edu/generalcounsel/files/regulations/FGCU-PR9_001_Use_Of_University_Facilities_61912.pdf)
Catering
Aramark is the in-house Food Service Company at Florida Gulf Coast University. Aramark provides a full menu of food and beverage services for any type of party, banquet, or meeting and is well-equipped to provide catering at competitive all-inclusive prices which include: a delicious menu of food, delivery of food to the event, and breakdown/ cleanup of catering materials following the event. Aramark will match or beat an outside vendor’s price quotes if an original vendor quote is submitted. Catering requests must be made through the Office of Student Involvement Executive Secretary, Sue Hertle in Cohen Center 258A at least one week prior to the scheduled event. To order catering through Aramark, please follow the procedures stated for the Process of Purchasing with Purchase Order.

*Aramark is licensed by the Florida Liquor Control Board and must provide and serve all alcoholic beverage within the facility.*
Types of Events

**Table Reservation** – a table reservation is a daily or multi-day reservation for an RSO to secure a table generally used for recruiting new members and advertising/promoting events or programs sponsored by the RSO. Event Planning Forms are not needed for this type of event.

**Meeting** – a regular meeting held to complete the business of the organization in which there is generally no set-up requirements or outside speakers. Event Planning Forms are not needed for this type of event.

**Table Reservation with Fundraising** – a table reservation with fundraising is a daily or multi-day reservation for an RSO for the purpose of raising money, either for the organization or for a charitable organization. Food cannot be sold as part of an RSO fundraiser. An Event Planning form is required for all Table Reservations with Fundraising.

**Event** – an Event is a reservation for a program, workshop, training session, fundraisers, speakers, and lectures etc., which generally require a room set-up and may include catering. An Event Planning form is required for all Events. If an outside caterer is used, a contract must be submitted with the Event Registration Form.

**Event with Outside Vendor** - an Event with Outside Vendor reservation is for an event where an outside vendor will be used, including inflatables, mechanical activities, dunk tanks, catering, etc. These reservations generally require a room set-up, and include an outside vendor or caterer. An Event Planning form is required for all Events with an Outside Vendor. A copy of the contract and proof of insurance must be submitted with the Event Planning Form. Participants must sign a liability waiver before participating in any mechanical or inflatable activity. These waivers can be obtained in the Office of Student Involvement.

**Event with Alcohol** – an Event with Alcohol is an event held either on or off campus where alcohol will be served. RSOs must comply with the University Alcohol Policy and Office of Student Involvement Policies and Procedures when hosting an Event with Alcohol. Events with alcohol require an Event Planning Form and an Event with Alcohol Request Form. If the event will take place off-campus, a copy of a signed contract with the vendor, including proof of license to dispense alcohol, must be submitted with the Event Planning Form.

Event Planning Form

Follow the steps below to complete the Event Planning Form:

1. Reserve your space with Campus Reservations or your off-campus location
2. Receive a confirmation email from Campus Reservations or contract from your off-campus location
3. Legibly complete the Event Planning Form with correct information
4. Provide a brief yet accurate description of the event
5. If any outside vendors are being utilized for the organization event, please notify both the Office of Student Involvement and Campus Reservations
6. Have your on-campus Advisor complete the Advisor Use Only section
7. Submit the completed Event Planning Form with Advisor’s signature and a printed copy of your reservation confirmation to the Office of Student Involvement

*All Event Planning Forms for both on-campus and off-campus events must be submitted a minimum of two weeks in advance. No meetings or events will be allowed to be hosted on or off campus during finals week.*
How to Plan a Successful Event

**Brainstorm:** Brainstorm a list of programs that your organization would like to provide for the campus community. Ask other students outside of your organization what they would like to see or experience.

**Choose an Idea:** Make sure you have consensus and a broad range of members are committed to the idea.

**Develop Program Goals:** Who is your target audience? What are your organization’s goals? What are your objectives? Etc.

**Delegate Responsibilities:** Involve the members of the organization in the various tasks needed to ensure the program is successful. Depending upon the size of the event, you may need committees or just committed individuals. Make sure new volunteers understand what their responsibilities are, and use people’s talents and interests to your organization’s benefit.

**Establish a Budget:** Determining your budget will help you decide if you need to seek additional funding, or if your organization can cover the expenses.

**Reserve Program Location:** Meet with the staff of Campus Reservations to tentatively reserve a location for your event.

**Contact Performers:** If you have an outside performer: speaker, comedian, band, DJ, or other entertainment that your organization will be paying, it is necessary to have a signed contract. The Office of Student Involvement can help you with information and support for this process.

**Consider Waivers, Releases, and/or Permits:** When sponsoring off-campus activities or events involving physical activities a waiver is required to help reduce liability to your organization. Contact the Office for Student Involvement for more information and assistance. Requests for on-campus outdoor events with amplified sound should be forwarded to the Campus Reservations.

**Plan your Marketing Strategy:** Be creative and plan your publicity to attract the audience you outlined in your program goals.

**Order Catering and Confirm Arrangements:** Visit Event and Meeting Services to confirm your catering, room set-up, A/V requirements, and performer arrangements.

**Purchase Decorations and Supplies:** Make your event special by adding the extra touches. Make sure you consult with the SG Administrative Services BEFORE you make any purchases from A&S fees.

**Have a Great Event:** After the work you’ve put in, enjoy the program.
**Pay the Bills:** If you received co-sponsorship from other organizations, provide them with the information on actual costs.

**Thank the People Who Helped:** Whether they are members of your organization, people on campus, or outside organizations or departments who provided assistance, make sure that they are ready to help you out the next time. Thank people personally and/or in writing.

**Evaluate the Program:** Ask participants what they thought of the event. Find out from your planning group what went well and what could have gone better.

**Leave a Record for Next Time:** Save information in a program planner or binder to pass on to the next generation of your organization. Program planning is made easier when you can build on the success of those who came before you.

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**Brainstorm & Choose an Idea**

**Develop Program Goals**

**Delegate Responsibilities**

**Establish a Budget**

**Reserve Program Location**

**Contact Performers**

**Consider Waivers, Releases, and/or Permits**

**Plan your Marketing Strategy**

**Order Catering and Confirm Arrangements**

**Purchase Decorations and Supplies**

**Pay the Bills**

**Have a Great Event**

**Thank the People Who Helped**

**Evaluate the Program & Leave a Record for Next Time!**

*Guidelines for Showing a Movie on Campus*

*What the Law Says*
The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase of a videocassette or DVD carries with it the rights to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition. This legal copyright compliance requirement applies to colleges, universities, public schools, public libraries, daycare facilities, parks, recreation departments, summer camps, churches, private clubs, prisons, lodges, businesses, etc. regardless of whether admission is charged, whether the institution is commercial or non-profit or whether a federal, state or local agency is involved. The movie studios, who own copyrights, and their agents, are the only parties who are authorized to license sites such as colleges and universities. No other group or person has the right to exhibit or license exhibitions of copyrighted movies. Furthermore, copyrighted movies borrowed from other sources such as public libraries, colleges, personal collections, etc. cannot be used legally for showings in colleges or universities or in any other site which is not properly licensed.

Royalties
Royalties are the shares paid to authors, computer programmers, playwrights, musicians, inventors, movie producers, etc. out of the proceeds from the sale, performance or use of their work. Most people participating in a movie production depend upon these royalties as payment for work performed. If these men and women lose ownership of their work and do not receive revenue, much of which is collected through licensing fees, there would be little incentive for them to continue to invest their time, research and development costs to create future endeavors. Consequently, there is increased attention by the copyright owners to unauthorized legal use of the copyright creations. The fee for your performance includes royalties to the people who worked on the movie.

What is considered a Public Performance?
The concept of “public performance” is central to copyright. The circumstances that constitute public performance are clearly defined in the law: “A place open to the public or any place where a substantial number of persons outside of a normal circle of a family or its social acquaintances are gathered.”

Obtaining a Public Performance License
The Motion Picture Association of America (MPAA) and its member companies are dedicated to stopping film and video piracy in all its forms, including unauthorized public performances, illegal downloading, etc. If your RSO would like to obtain the licensing rights for a public performance please contact The Office of Student Involvement at 239-590-7729. A staff member will assist you with the process of purchasing rights for your movie.

The major firms that handle these licenses include:
1. Swank Motion Pictures, Inc. – 1-800-876-557
2. Motion Picture Licensing Corp. – (MPLC) 1-800-338-3870

The “Education Exemption”
Under the “Education Exemption,” copyrighted movies may be exhibited in a college without a license if the movie exhibition is:
1. An “integral part of a class session” and is of “material assistance to the teaching content.”
2. Supervised by a teacher in a classroom
3. Attended only by students in a registered class of an accredited nonprofit educational institution.
4. Lawfully made using a movie that has been legally produced and obtained through rental or purchase.
**Events with Alcohol**

All Student Organization social events where alcohol is present, both on and off campus, must be registered with the Office of Student Involvement. Any Student Organization wishing to host an event where alcohol will be sold or served must follow the University Alcohol Policy, Office of Student Involvement Policies and Procedures, and any Policies and Procedures of the local or National Organization (if applicable). If at any time there are conflicting policies or procedures, the stricter policy or procedure will prevail. For the entire FGCU alcohol policy please see Appendix V or 
http://www.fgcu.edu/generalcounsel/files/policies/4_002_Alcohol_Policy_06_20_08.pdf

Any Student Organization planning to host an Event with Alcohol must complete a Responsible Host Workshop each calendar year. These workshops are offered at the beginning of the fall and spring semester and are facilitated by the Office of Student Involvement and Prevention and Wellness. In addition, a completed Event Registration Form must be submitted through EagleLink at least 2 weeks prior to social functions.

*Additional procedures for Social Fraternities and Sororities (per FIPG guidelines) can be found at http://studentservices.fgcu.edu/GreekLife/index.html*

Alcohol Events can be held at the following locations:
- On-Campus in a reserved and approved location
- Off-Campus at a licensed third-party vendor location

*All open-house parties are banned, including parties held in the private residence of a member that may be viewed as an organization-sponsored event*

**On-Campus Events with Alcohol**

In order to serve alcohol on the Florida Gulf Coast University campus, a Facilities Use/Application for Serving Alcohol form must be completed in its entirety, in addition to the Event Planning Form, indicating that alcohol will be served at the event. This form may be obtained by visiting the Campus Reservations office in the Cohen Center Suite 145. Student Organizations are responsible for completing the top portion of the form prior to turning it in to their Event Planner in the Campus Reservations Office. Please allow ample time before your scheduled event to complete this process.

Aramark is the licensed caterer for alcohol at Florida Gulf Coast University and requests can be made, once the Facilities Use/Application for Serving Alcohol form is completed and approved by the A&S Accountant. Outside caterers and bartenders are permitted to serve alcohol on the FGCU campus, as long as the Director of Business Operations (or designee) receives copies of the following:
- Business License (State of Florida)
- County Occupational License
- Certificate of Insurance
On-Campus Events with Alcohol using an Outside Bartender

When using an outside bartender a Catering License from the Department of Business and Professional Regulation’s Division of Hotels and Restaurants as well as the Division of Alcohol Beverages and Tobacco is required. This form can be found at http://www.fgcu.edu/CampusReservation/Files/Alcohol_Application_and_Regulation.pdf. Complete and return the form to Campus Reservations in CC 145. A Campus Reservations supervisor will provide the applicant with a copy of Rule FGCU-PR9.002 (Use of Alcohol Beverages on University Premises) as well as ensure that a room reservation has been made.

After the Campus Reservations supervisor has signed off on this section, Campus Reservations will interoffice mail the form to the appropriate designee for signature. For Student Organizations, approval is required from the Dean of Students or designee as well as the Director of Business Operations or designee.

Once the appropriate administrative approval has been obtained, the signed form will be sent to the Florida Gulf Coast University Policy and Safety Department. If approved, the University Police will send the form back to the Campus Reservations Office. Once the form is completed with all necessary signatures, Campus Reservations will contact the applicant to let them know the event has been approved. *The event is not considered approved until the Campus Reservations Office contacts the applicant.*

Off-Campus Events with Alcohol

The following Event Registration Forms must be completed in their entirety and submitted to the Office of Student Involvement CC 258A.

- Completed Event with Alcohol Request Form - Alcoholic Beverage Request Form
- Written confirmation from the host venue of permission to hold the event as well as proof they are licensed to sell alcohol
- Completion of the Responsible Host Workshop during current academic year

Professional Transportation for Off-Campus Events with Alcohol

If an organization chooses to use professional transportation, a copy of the contract must be submitted with the event paperwork. This contract must indicate that no consumption of alcohol will be permitted on the bus/trolley, regardless of age. Sober Monitors should be included on the bus/trolley to ensure that no alcohol is being consumed.

Wristbands or Two-Stamp ID System

Wristbands or a two-stamp identification system must be used to identify both persons of legal drinking age and those underage. NOTE: Exceptions to the wristband or two-stamp identification system must be approved in advance by the Assistant Dean of the Office of Student Involvement.

Sober Monitors

RSOs hosting social events must include a list of Sober Monitors to monitor the event. There should be a minimum of 1 Sober Monitor per 25 guests/participants. Sober Monitors must be active members of the organization. These individuals may not consume alcoholic beverages at the event.
Certified Social Hosts
All RSOs hosting an on-campus or off-campus event with alcohol are required to attend a Responsible Hosting Workshop. These workshops are offered at the beginning of the fall and spring semester and are facilitated by the Office of Student Involvement and Prevention and Wellness. The RSO President and one additional officer must be the members attending the workshop. The Certified Social Hosts should be Social Monitors and may not consume alcoholic beverages before, during, or after the event. Responsibilities of the Student Organization Certified Social Hosts will be:

- Ensure all appropriate laws, policies, and procedures are properly observed
- Maintain ongoing contact with the security detail assigned to the event throughout the activity. NOTE: The officer in charge of the security detail will verify the presence of these students before the event is authorized to proceed.
- Monitor the behavior of persons who attend the event and intervene in situations that are not in accordance with appropriate laws, policies, and procedures
- Assist security in escorting individuals who may become too intoxicated or disorderly from the event.
**Logo Usage**
Having a logo is a great way to develop brand management for your organization. If used properly it can help your student organization develop a recognizable image that members of the FGCU community will be able to identify your organization with. Official Visual Identity Guidelines of FGCU can be found in Appendix VI or http://www.fgcu.edu/CRM/Files/Visual_Identity_Guidelines_05-09.pdf. The integrity of all FGCU images will be of greatest importance and maintained at all times. They are never altered or modified in anyway incongruent with the guidelines. Please be mindful that neither the university seal nor the athletic logo should be used by RSOs at any time.

**EagleLink**
EagleLink offers a fast and easy method of creating and updating a web space for your Registered Student Organization. Through EagleLink, you can easily advertise upcoming events and organization meetings, communicate with organization members, browse events happening on campus and much more! Beginning in fall 2012, all Registered Student Organizations will be required to register as a new organization on EagleLink (see registration information on pg. 11). The RSO’s EagleLink primary contact is determined by each RSO (typically the President) and is the individual who initially registers the RSO for the current term. This individual will be responsible for starting and maintaining the organization’s EagleLink web space. The EagleLink manual can be located at on the OSI website and will assist RSOs in developing and maintaining their site. If you have any additional questions about EagleLink, please contact the Office of Student Involvement in Cohen Center Suite 258A, call (239) 590-7739 or (239) 590-1858 or email scolquitt@fgcu.edu.

**Campus Posting Policy**
There are certain areas on campus which are acceptable places to advertise your RSO or an event. Bulletin boards located around campus, inside the Cohen Center, Rec Center, and Library are all clearly marked for your use. RSOs must follow University Policy 4.007 when posting any type of material on campus, which outlines the following restrictions:

- No materials may be fastened to or hung from shrubbery or trees, nor drawn, painted or otherwise displayed on sidewalks, walls, windows or building exteriors, except for banners and signage hung in authorized areas
- Chalking the sidewalks on campus is NOT permitted
- No depictions of alcohol or excessive consumption of alcohol may be used
- The entire posting policy can be found in Appendix VII or http://www.fgcu.edu/generalcounsel/files/policies/Policy_4_007_Postings_Solicitation_Campus_070912.pdf
**Tips for Posting**
- Provide the time, date, and location of the event
- Include the name(s) of the RSO sponsoring the event
- Provide contact information
- Include price and process for obtaining admission tickets if applicable

**Advertising on Campus**

*Information Tables*
Campus Reservations is responsible for setting up information tables inside the Cohen Center, as well as signing out tables and chairs for reservations outside the building. To make a table reservation, please email your request to rmsched@fgcu.edu. More information regarding rules and regulations will be provided at that time. View the Table Zoning Map at [http://www.fgcu.edu/CampusReservation/Images/Zone_and_Courtyard_Map-Satellite_View.pdf](http://www.fgcu.edu/CampusReservation/Images/Zone_and_Courtyard_Map-Satellite_View.pdf)

*Eagle News*
The FGCU student newspaper sells ad space in each issue they release. Ad sizes and prices vary, visit www.eaglenews.org and click on the advertising header for print dates, pricing and guidelines.

*Banner Hanging in the Cohen Center*
- Take your banner to the Office of Student Involvement to be reviewed before hanging
- Banner will be hung for two weeks and taken down by OSI staff the day after your event, or at the end of your two week period
- Submitting a banner is based on a first come first served basis
- If you want your banner hung in a particular area, you will need to bring it to the Office of Student Involvement as soon as possible
- Banners always need to be hung with blue painters tape

*Axis TVs*
The closed circuit televisions located in the Cohen Center and Howard Hall are available to advertise campus events. To get your RSO’s event listed send an email with Axis TV written in the subject line to adeangelis@fgcu.edu with any pictures sent in .jpg format and a maximum two to three sentence description in the body of the email.

*Announcement Page*
This page is located on the FGCU student email login page [http://eagle.fgcu.edu/](http://eagle.fgcu.edu/). Scroll down to the bottom of the page and complete form.

*Class Announcements*
Let students know by making an announcement in class.

*Housing*
Drop off flyers in the Commons at North Lake Village and in South Lake Village to get approved and distributed.

*Facebook*
Create an event or a group to invite participants.

*Networking*
Word of mouth is always the best advertisement!
Activities and Service (A&S) Account
Activities and Service Fee Funding is the money all RSOs may apply for their primary budget each fiscal year or additional money through a Senate Bill that the Student Government allocates from student fee money. The Student Government fiscal year runs from July 1st to June 30th and money awarded each fiscal year does not roll over from year to year. RSOs must be registered and in good standing before mid-fall semester to submit funding requests. RSOs are not required to have an A&S account. The general budget process is as follows:
1. Budget packets will become available during the fall semester
2. RSO Presidents and/or Officers (on file with the Office of Student Involvement) will be notified by email when packets are available and notified of all submission deadlines
3. Packets should be completed as thoroughly and as accurately as possible and submitted to the Student Government Executive Secretary by the assigned deadline
4. The SG Appropriations Committee submits a bill to SG Senate with total budget for all Registered Student Organizations and Departments
5. Once the bill is approved by Senate, Eagle News publishes the funding received by every RSO.

* If a representative from the student organization fails to attend their scheduled meeting; the student organization will automatically be disqualified from receiving funding during the Annual Budget Application process for that fiscal year.

Purchasing
Purchase Orders
Purchase orders should be used when requesting to spend funds from on campus bank accounts. There are two methods to remit payment to a vendor:
• Check request for a Vendor
• University Purchase Card

*Please refer to the Treasurer Manual for further information

Reimbursement
The Payee Invoice should be used when goods or services have been purchased by the student on behalf of the RSO out of pocket. Recently we’ve encountered both officers and advisors who have attempted to utilize the payee invoice only to discover that they cannot be reimbursed for several different reasons including:

• The RSO does not have any money in their account;

Or

• The purchase violates the Student Government Finance Code.
As a result the Office of Student Involvement has created a Pre-Authorization Reimbursement Form to be submitted in addition to the Payee Invoice. This will authorize the reimbursement of your purchase. The pre-authorization must be filled out for separate purchases totaling in excess of $100 per event.

Here’s how the approval process for this form will work:

- The A&S Budget Assistant will ensure that the student or advisor has the available funds in their account.
- The Student Government Treasurer will ensure that the purchase does not violate the finance code.
- The Coordinator for Student Organization Development ensures that the organization is a Registered Student Organization under the Office of Student Involvement; and that the necessary paperwork has been completed.

Below is a summary of this policy:

- Pre-Authorization form is required for purchases of $100 or more and suggested for purchases of less than $100;
- Pre-Authorization form is required for any purchases related to student organization travel, regardless of the amount. The only travel expenses that are reimbursable are gas, mileage, and food. Any other travel-related expenses (hotel, airfare, conference registration, car rental, etc.) must be made by purchase order;
- Reimbursements requested without the Pre-Authorization form are NOT guaranteed. If you would like for your reimbursement to be guaranteed prior to purchase, we suggest that you complete a pre-authorization form regardless of the amount;
- Pre-Authorization forms must be turned into the Office of Student Involvement at least 10 days prior to purchase.

If you have any questions about reimbursable expenses, please contact the Office of Student Involvement or Student Government

Submit this form along with a Payee Invoice and all original receipts or invoices to the Office of Student Involvement, Cohen Center Room 258.

**TIP: Overestimate the reimbursement cost, that way it can be verified that the funds are available and the purchase is an allowable expense. The pre-approval and reimbursements do not need to be exact matches in price.**

**Off Campus Fundraising Accounts**

As of March 2014, the University has discontinued on campus cash accounts and began a transition to off campus fundraising accounts. The purpose of this process was to provide student leaders an opportunity to practice fiscally responsible habits to support the programmatic efforts of their organization (i.e. balancing a checkbook, establishing open and honest communication about financial transactions) & further emphasize the independent relationship that RSOs have to FGCU.

Student Organizations were given the option to retrieve all remaining funds from their current cash account to deposit into an off campus bank account of their choosing. Below are some Frequently Asked Questions regarding the transition and information for student organizations and advisors on how to establish financial controls:
• **What paperwork do I need to complete in order to make a purchase from my off campus account?**
  The Office of Student Involvement does not require you to complete or submit any paperwork. You can make a purchase using a debit card, ATM card or checks assigned to your bank account.

• **Can an RSO have both an A&S account and an off campus fundraising account?** Yes. However you can no longer make a purchase using funds from both accounts.

• **What liability do advisors have in this process?** That is up to the individual organization. Some organizations have the advisor sign off on all purchases, some do not. This should be clearly stated in the organizations bylaws.

• **What limitations can you apply to RSO bank accounts?** This will vary for each specific organization. It is suggested that:
  - Only order debit cards for authorized purchasers. This can include but is not limited to the advisor, the treasurer, and/or the president of each organization.
  - Limit Debit Cards to debit/deposit only, not giving the ability to withdraw money from an ATM.
  - Each organization can create internal paperwork for any purchasing if interested, to establish a signature process and assist with record keeping. The Office of Student Involvement has created a sample purchase order for you to consider implementing into your off campus purchasing procedures.
  - Require double endorsement of expenses (**2 signatures per check**)
  - Establish separate financial duties (**i.e. which officers have purchasing power and which do not**)
  - Keep records public to prevent purposeful mismanagement of funds. Each RSO can upload their annual and semester budgets and/or account information on their Eagle Link page under “Documents”. Students can also choose which officers/members have access to these documents as well as what kind of access (limited, all access, no access).
  - Define consequences for Mismanagement of Funds (**Definitions, methods for policing, consequences for breaking the rules**).
    - Sample language:
      - “All funds collected, raised and deposited into the off campus bank account must be spent in accordance with the organization’s procedures, mission and vision.
      - Prohibited transactions include but are not limited to: firearms, explosives, weapons, illicit substances or items.
      - If the Treasurer or other member of the RSO believes that a request for payment, requisition for purchase, or any other spending form represents an inappropriate use of funds they may stop that form from being processed.
      - In any questionable cases, the decision of the Treasurer is final. If the Treasurer determines that an officer has misused funds, the Treasurer reserves the right to determine if that officer can remain in their position or relinquish their position. **OR**
        - If an officer is found responsible for participating in prohibited transactions the remaining officers will vote to determine if that officer can remain in their position or relinquish their position. “
  - Remove your information from accounts when you leave the organization.

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**SG Senate Bill Process**

**Senate Bill for Funding**
During the academic year RSOs can request funding through a Student Government bill. The process for the funding is as follows:

- Complete the online Senate Bill Request Form. Attach summary of request (REQUIRED!).
- Document is forwarded to the Senate President to assign a sponsor.
- The sponsor will contact the requestor and write a bill. Quotes may be required at this time.
- Sponsor is to complete the online Bill Submission Form.
- Legislation is forwarded to Senate Executive for review.
- Legislation is forwarded to Senate Committees.
- Legislation is assigned a bill number and placed on the agenda for first reading.
- Legislation is placed under second reading and voted on by Senate during the second Senate meeting.
- If passed, the bill will routed for the necessary signatures and processed.
- If applicable, funds will be deposited into the account within 7-10 business days.

**SUMMARY:**

- Senate Executive review the bill – one (1) week
- Senate Committees review the bill – one (1) week
- Senate Floor: First reading – one (1) week
- Senate Floor: Second reading – one (1) week
- Obtaining necessary signatures - one (1) week
- Processing – one (1) week

**NOTE:** Total process may take up to six (6) after the legislation is filed

**TIP:** New organizations who may start off with zero funds can submit one senate bill for the entire academic year such as their budget.
TRAVEL

Travel Approval
Whether for retreats, mission trips, conferences, performances, competitions, or just plain fun, many of our students travel as part of student organization activities. When a student travels with or on behalf of a student organization, students must complete a Domestic Travel Planning Form when they are traveling outside of Fort Myers. This form is available on EagleLink.

Please note The Office of Student Involvement does not coordinate Student Organization travel. All coordination of travel is the responsibility of the Student Organization members.

Types of Travel
- In-State Travel
- Domestic Travel (outside of Florida but within the United States)
- University-Sponsored Travel
- International Travel

In-State or Domestic Travel
Student organizations should consider and collect information concerning the following topics prior to booking in-state or domestic travel:
1) Why is your organization traveling?
2) Where is your organization traveling?
3) How is your organization determining who is traveling?
4) What mode of transportation will your organization be using?
   a. Car
      • Personal vehicle
      • Rental vehicle
      • Van
   b. Plane
   c. Bus
   d. Other
5) Is your organization staying overnight? If so, where will you stay?
   a. Hotel
   b. Camp ground
   c. Other

**Financing Travel**

- How much will the trip cost?
- Are reserve funds available and accessible in the event that there is an emergency or other circumstance in which they are needed during travel?
- Are there fees for the conference/exhibit/etc.?
- Who will pay those fees?
- How much money does your organization have in your travel account?
- How much money will each group member be expected to pay out of pocket for travel?

**Timeline for Planning Travel**

- **8 Weeks Prior to Departure Date**
  - Pre-trip planning meeting
    - Decide upon a destination
    - Decide who will be going and complete Travel Planning Form and Travel Waivers.
  - Submit Travel Form and Waivers to the Office of Student Involvement (no purchases of travel can be made without the Travel Planning Form and Travel waivers submitted)
  - Pay applicable conferences fees
  - Book and reserve chosen methods of transportation for travel including airfare, car rental, etc.
  - Book Hotel or arrange other accommodations for members who will be staying overnight

- **1-2 Weeks Prior to Departure Date**
  - Pre-trip meeting
    - Review itinerary and call participants or other organization members to remind them of any further details of the trip and answer questions.
    - Confirm transportation and accommodation reservations with airline, car rental, hotel, campground or other accommodations

- **Day of Travel**
  - Do a traveler roll call accounting for all members. Make sure you have everyone’s contact number and you have a copy of their travel waivers which has their emergency contact information.
  - Travel safe! See recommendations for safe traveling below.

- **Recommendations for Safe Traveling**
  - Begin the trip well rested.
  - Notify a designated contact person upon departure and arrival.
  - Avoid driving when conditions are hazardous (this includes but is not limited to fog, heavy rain, snow or ice conditions). Be prepared to stop the trip and check into a motel when fatigue or travel conditions warrant.
  - Plan routes in advance, carpooling and caravanning when possible.
  - Divide the trip into segments, stopping for rest as necessary.
  - Carry at least one cellular telephone or other two-way communication device in each vehicle for emergency purposes.
  - Establish a reasonable departure and arrival time to and from the activity or event.
• Avoid driving between midnight and 6 a.m.
• When possible, on extended trips using University vehicles, have at least one other approved University driver in the vehicle. It is recommended that drivers rotate every two hours. A passenger or second driver should ride in the front passenger seat and remain awake at all times to help the driver maintain alertness.
• Carry a flashlight and approved fire extinguisher.
• Avoid taking medication prior to driving, especially if the label warns against operating a vehicle while taking the medication.

**University-Sponsored Travel**

University-Sponsored Travel occurs when an organization such as Student Government or the Programming Board sponsors a trip (i.e. taking a bus to a basketball game in Miami, a day trip to Disney World, Rally in Tally, Alternative Break) that is open for all students to attend. The sponsoring organization must submit the Notification of Travel paperwork in advance of travel and collect travel waivers and Expectations of Conduct forms from each participant. Certain trips may require additional paperwork from participants. Such large-scale trips require a minimum of two staff members per bus.

**International Travel**

Any Student Organization that is interested in traveling internationally must complete the Intent to Travel Internationally form and meet with an Office of Student Involvement staff member at least 6 months prior to the intended travel dates. Organization Leadership as well as the Trip Leaders should attend this meeting. International travel requires two Trip Leaders for the experience. Trip leaders can consist of FGCU staff, faculty, or students. At least one Trip Leader should have international travel experience and be fluent in the native language of the destination, if applicable. This initial meeting will allow the Student Organization to review the RSO International Travel Application packet and to set up a timeline for proper preparation for the trip.

*Important note for Faculty/Staff Trip Leaders and/or Advisors - Traveling with a Student Organization is not considered an official University duty. Please gain permission from your current supervisor before agreeing to accompany a group on an International Travel Experience.*

If interested in traveling internationally, please contact the Coordinator of Student Organization Development to arrange a meeting to go over the requirements for International Travel at scolquitt@fgcu.edu.

If paperwork is not submitted in time the Organization will not be permitted to travel. All late fees and cancelation fees will be the responsibility of the organization.

Traveling without submitting the proper paperwork will result in the organization being declared inactive with the Student Organization losing all Registered Student Organization privileges.

**Insurance**

Florida Gulf Coast University does not provide insurance for student organizations. Registered student organizations are responsible and liable for the actions and behaviors of their members and officers. Any damages to persons or property will be covered by the personal insurance of the participants.

Students participating in events or travel are encouraged to maintain their own adequate levels of health/medical insurance. Students should be asked to sign the Release, Indemnity, and Assumption of risk and Consent to Medical Treatment Form containing emergency information, notification, in addition to showing proof of adequate medical insurance coverage before attending a group activity. This form is available on the General Counsel’s website.
In addition, if the organization contracts to receive services from a third party, the organization should confirm that the third party has sufficient insurance. A copy of the vendor’s insurance policy should be included with the event registration paperwork.

APPENDICES OF UNIVERSITY POLICIES
*In order of appearance in the manual

I. Student Activities Eligibility regulations........................................................................................................................................36-38

II. Student Code of Conduct..........................................................................................................................................................39-65

III. Use of University Facilities..........................................................................................................................................................66-68

IV. Guidelines for Showing a Movie on Campus..............................................................................................................................69-74

V. FGCU Alcohol Policy..............................................................................................................................................................75-88

VI. Visual Identity Guidelines.........................................................................................................................................................89-104

VII. Campus Posting Policy.........................................................................................................................................................105-109
A. GENERAL

Florida Gulf Coast University ("FGCU" or the "University") encourages student involvement on campus through activities and organizations. Research reports that co-curricular engagement has a positive impact on the general education of students and their retention at the University. Opportunities for involvement and leadership in student organizations include, but are not limited to, Student Government, media groups, academic, pre-professional, honorary, religious, club sports, recreational, social, special interests, cultural, service and fraternity/sorority groups. Student organizations and student leaders play an important role in the total university life and must, therefore, exercise judgment and responsibility in the planning and implementation of activities. This judgment and responsibility extends to individual members as well as officers of organizations. Organizations and individuals are also subject to the rules set forth by their national affiliations as well as the University's regulations and policies including, but not limited to, the Student Code of Conduct.

B. REGISTRATION OF STUDENT ORGANIZATIONS

Student organizations that wish to be recognized by the University must follow appropriate procedures established by the Division of Student Affairs. Registration approval must be granted by the Vice President for Student Affairs (or designee). Registered Student Organizations may be granted certain privileges by the Office of Student Involvement. Those privileges are outlined in its Student Organization Handbook. Organizational membership requirements must also be satisfied. In order to comply with the University's commitment to non-discrimination, no discrimination shall be made on the basis of gender, race, color, creed, age, religion, disability, national origin, marital status, sexual orientation, parental status or veteran status.

C. MEMBERSHIP

Membership in any student organization is limited to any student enrolled in a degree-seeking program as an undergraduate, graduate, or postgraduate student.
D. ELIGIBILITY FOR LEADERSHIP POSITIONS/OFFICER QUALIFICATIONS

The minimum requirements for a student holding elected or appointed positions in a student organization are follows.

1. (a) A student must be currently enrolled in a degree-seeking program and pay Activity and Service (“A&S”) fee during the term(s) of the position; or (b) participating in an academic program of the University that may apply to a degree; and

2. A student must meet requirements for course registration and academic standing:
   a) effective Fall 2010, undergraduate students must be registered for at least nine (9) credits each regular semester, and enrolled in a credit bearing course in either summer term A, B or C, and maintain a minimum 2.25 cumulative FGCU GPA. Graduate and professional students must be registered for six (6) credits per semester, and maintain a minimum 3.0 cumulative FGCU GPA; and
   b) effective Fall 2011, undergraduate students must be registered for at least nine (9) credits in each semester, and enrolled in a credit bearing course in either summer term A, B or C and maintain a minimum 2.5 cumulative FGCU GPA. Graduate and professional students must be registered for at least six (6) credits in each semester, and maintain a minimum 3.0 cumulative FGCU GPA.

3. A student must be in good academic standing, free of conduct probation and be free of delinquent obligations for tuition and fees. Notwithstanding, students who otherwise meet the requirements of this subsection, but have received approval to have a reduced course load due to a registered disability, are eligible to hold leadership positions in student organizations as described herein.

4. A student in the last semester before graduation is eligible to hold a leadership positions if the student is enrolled for the required number of credits needed for graduation that term and maintains the required GPA.

5. A student who is currently in a leadership position of a student organization must meet these minimum requirements to continue holding a leadership position. A student not meeting the eligibility requirements as outlined in this regulation will be required to relinquish the office. A student may submit a written appeal to a committee appointed by the Vice President for Student Affairs for review and determination if the student may remain in that position for the remainder of the semester.

6. Elected or appointed student leadership positions to which this regulation applies are student leadership positions in Registered Student Organizations, Student Government and its branches, Greek letter organizations and Sport Clubs.
7. Organizations and their officers that are active in the summer semester are subject to this requirement. An organization subject to this regulation is considered active during the summer semester if it holds regularly scheduled meetings and requests, expends or utilizes A&S funds between the first day of classes of Summer A and the last day of classes of Summer C.

E. FACULTY/STAFF ADVISOR

All registered student organizations shall have at least one full-time FGCU faculty or staff advisor in order to be registered and to be eligible to receive A&S funding.

F. FUNDS AND EXPENDITURES

Registered Student Organizations may receive disbursements for operating and programming from A&S funds through the process established under the Student Government Finance Code.

G. VIOLATIONS

Organizations that violate any law, University regulation or policy, or Student Government policy will be subject to disciplinary action pursuant to the Student Code of Conduct.

H. STUDENT ORGANIZATIONS AS INDEPENDENT ENTITIES

Registration of student organizations by the University shall not imply support for any student organization's purpose, philosophy or activities. With the exception of Student Government, student organizations and clubs are entities independent of the University. The University assumes no legal liability for any student organization's activities.

I. NO CONTRACTUAL AUTHORITY

Students or student organizations shall not enter into contracts or agreements which purport to bind the University for any purpose.

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Action by Florida Gulf Coast University Board of
Trustees: Approved 1/17/2012
Specific Authority:
BOG Regulation
1.001(4) Law Implemented:
Sections 1004.26 and 1009.24, Florida Statutes
History of Regulation:
New 01/15/08; Amended 04/20/10; 04/19/11, 1/17/12
Effective Date of Regulation:
1/17/12
A. INTRODUCTION

The Student Code of Conduct exists: (1) to define the behavioral rights and responsibilities of Florida Gulf Coast University students and registered student organizations (2) to foster and enhance the academic mission of the University, (3) to protect the rights of all university students, faculty, and staff, (4) to protect University property, (5) to protect the University community from disruption and harm, and (6) to encourage appropriate standards of individual and group behavior.

B. SCOPE

The right of all students to seek knowledge, form opinions, and freely express their ideas is fully recognized by the University. The Student Code of Conduct applies to student conduct and will not be used to discipline the lawful expression of ideas.

These regulations shall apply to all students and registered student organizations as defined in this policy of the University and shall be deemed a part of the terms and conditions of admission and enrollment of all students.

The University's jurisdiction regarding discipline is generally limited to the conduct of any student or registered student organization that occurs on University premises or while participating in University programs, including University Housing and study abroad or exchange programs. However, the University reserves the right to impose discipline based on any student conduct, regardless of location, that may adversely affect the University community.

University disciplinary proceedings may be instituted based upon a student’s alleged conduct that, if committed, would violate criminal law or this Student Code of Conduct without regard to the pendency of civil or criminal litigation. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the President or designee.

C. AUTHORITY

1. The University Board of Trustees has given the University President the final responsibility and authority for the discipline of University students. The
President has delegated this authority to the Vice President for Student Affairs to enforce University regulations, policies, and state and federal law, related to the conduct of students.

2. Registered student organizations are also regulated under this authority.

3. The following procedures are designed to promote fairness, and will be adhered to as faithfully as possible. If exceptional circumstances dictate variation from these procedures, the variation will not invalidate a decision unless the variance prevents a fair hearing or abrogates the rights of a student.

4. Failure of a Student or Registered Student Organization to comply with federal or state laws or University regulations and policies may subject violator(s) to appropriate action by University authorities and/or appropriate civil and criminal authorities. A determination of a serious violation of established laws or University regulations may be recorded in the individual(s) and/or organization(s) disciplinary record in the Dean of Students Office and the Office of the Registrar if the student is suspended or expelled.

D. DEFINITIONS

1. *Academic Integrity Committee (AIC)* – A hearing body comprised of students and faculty, trained to review alleged violation(s) of academic dishonesty and make a recommendation to the Dean of Students.

2. *Administrative Hearing* – A proceeding conducted before a hearing officer, at which time the hearing officer reviews the information presented and makes a finding of “responsible” or “not responsible.”

3. *Advisor* – Any one person (unrelated to the case at issue), including an attorney, chosen by the Charged Student or Organization or impacted student to assist him or her throughout the disciplinary process.

4. *Charge* – Communication in writing which advises the student or Registered Student Organization of allegations of violation(s) of the Student Code of Conduct.

5. *Charged Organization* – Any Registered Student Organization which has been charged with an alleged violation of the Student Code of Conduct.

6. *Charged Student* – Any student who has been charged with an alleged violation of the Student Code of Conduct.

7. *Class day*– Any day that either classes or final exams are scheduled. Saturday class days will not be counted in establishing time periods under the Code.
8. **Complainant** – Any person who makes a complaint or reports a violation of the Student Code of Conduct or other University regulations and policies.

9. **Consent** - Consent in an agreement or approval, freely and actively given in mutually understandable actions or words.

10. **Conduct Review Conference** – A proceeding at which the Charged Student has the right to review all of the information currently available that resulted in the alleged violations indicated in the Charge Letter and the options available to resolve the case.

11. **Disciplinary Probation**- A sanction during which the student is not in good standing and may have restrictions placed upon the student’s participation in University activities.

12. **Facilitator** – An individual who acts as the Chair of a hearing body and ensures that procedures are complied with by the hearing body.

13. **Formal Hearing** – A proceeding before a hearing officer or hearing body.

14. **Good Standing**- A student who is free of academic or disciplinary probation.

15. **Guest(s)** – Any individual (student or non-student) that is not assigned to live in the particular room/apartment where there is an alleged violation.

16. **Hearing Body**- A committee established to resolve allegations of violations of the Student Code of Conduct and, if so determined, to recommend sanctions. The Student Conduct Committee, the Academic Integrity Committee, or the Residential Conduct Council are hearing bodies.

17. **Hearing Officer** – An individual designated to resolve allegations of violations of the Student Code of Conduct.

18. **Housing** – A residence in a University operated facility.

19. **Impacted Person** – The person who is the victim of the alleged violation of the Student Code of Conduct.

20. **Impacted Student** – The student who is the victim of the alleged violation of the Student Code of Conduct.

21. **Premises** – All land, buildings, facilities, and other properties in the possession of or owned, used, leased, or operated by the University or one of its direct support organizations.

22. **Preponderance of Information** – Information, considered as a whole, that indicates the facts sought to be proved are more likely than not.
23. **Registered Student Organization (RSO)** - A group of students who have complied with the requirements for registration as a group by the University.

24. **Release of Education Records to a Third Party** – A form that a student may sign to give permission to the Dean of Students or designee to discuss or release the student’s behavioral, student conduct or judicial process records to persons indicated on the form.

25. **Residential Conduct Council (RCC)** – A hearing body comprised of only residential students established to review charges of student conduct violations. No faculty or staff are included in the Residential Conduct Council.

26. **Student** – All persons admitted to the University or taking courses at or through FGCU, full-time or part-time, degree-seeking or non-degree-seeking, on campus, through distance learning or as part of an international program.

27. **Student Conduct Committee (SCC)** – A hearing body comprised of students, faculty and staff established to review charges of student conduct violations.

28. **Student Conduct Committee Hearing** – A proceeding of a hearing body comprised of faculty, staff, and students to review alleged violation(s) of the Student Code of Conduct and make a recommendation to the Dean of Students.

29. **Summary Resolution** – An informal process at which the student who chooses to accept responsibility for at least one of the charge(s) as presented and at which sanctions are imposed.

30. **Transcript Overlay** – A notation on a student’s university transcript that states the student is not in good disciplinary standing.

31. **University** – Florida Gulf Coast University, including all of its campuses, centers and off-site locations.

32. **University Community** – The student, faculty and staff of the University.

33. **University Official** – Any person employed by the University to perform assigned teaching, research, administrative, professional or other responsibilities.

34. **Witness(es)** – Include but are not limited to any persons who can provide a firsthand account of details of the incident.

**E. PROHIBITED CONDUCT**

The following actions, including complicity to commit these actions, constitute conduct for which a student, a group of students, or a registered student
organization may be subject to disciplinary action, whether such actions are engaged in, on or off University premises:

1. Academic Dishonesty
   a) Cheating, includes, but is not limited to:
      1) intentionally using or attempting to use any unauthorized assistance (including, but not limited to materials, communication of information during an academic exercise, notes, study aids or devices) in an academic exercise, including, but not limited to, quizzes, tests, or examinations;
      2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
      3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff;
      4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion;
      5) submitting work that has been purchased or borrows generously from work submitted in a previous or concurrent class, except where expressly permitted by the instructor; or
      6) communication to another through written, visual, electronic, or oral means.
   b) Selling notes, handouts, or other materials without authorization or using them for any commercial purpose without the express written permission of the University and the instructor.
   c) Falsifying or misrepresenting your academic work.
   d) Plagiarism: using work appropriated without any indication of the source.
   e) Knowingly helping another student violate academic behavior standards.

2. Arson

   Intentionally or recklessly causing a fire that may result in damage to the Premises.

3. Falsification/Fraud/False Testimony
   a) Withholding related information, or furnishing false or misleading information (oral or written) to University officials, university and non-university law enforcement officers, faculty or staff.
   b) Possession, use or attempted use of any form of fraudulent identification.
   c) Forgery, alteration or misuse of any University document, material, file, record or instrument of identification, including the University’s name or logos.
   d) Deliberately and purposefully providing false or misleading verbal or written information about another person.
   e) Falsifying, distorting, or misrepresenting information during proceedings under this Code, including knowingly initiating a false complaint.
4. Disruptive Conduct

a) An act that impairs, interferes with, or obstructs the University or any part thereof or the rights of other members of the University community, including but not limited to obstructing or disrupting teaching, research, administrative or public service functions.

b) Any act which deliberately impedes or interferes with the normal flow of pedestrian and vehicular traffic.

c) Misuse of any University safety equipment, firefighting equipment, or fire alarms.

d) A false report of an explosive or incendiary device, which constitutes a threat or bomb scare.

e) An act, which aids, abets, or procures another person to obstruct or disrupt the teaching, research, administrative and/or public functions.

f) Behavior that disrupts the study, sleep, privacy, or safety, of University community members.

5. Personal Abuse

a) Physical harm or threat of physical harm against others or through direct verbal or written abuse, threats, intimidation, coercion or other conduct that endangers the health, safety, or wellbeing of others.

b) Harassment, defined as conduct, including electronic or written communication, which is so severe or sufficiently persistent or pervasive that it undermines the roles of faculty and staff or so detracts from the impacted student's educational experience that a reasonable person with the same characteristics of the victim of the harassing conduct would be adversely affected to a degree that interferes with his or her ability to participate in, or realize the intended benefits of, employment, a University activity or resource.

c) Retaliation against complainant(s) or other person(s) alleging misconduct.

6. Sexual Misconduct or Abuse

a) Engaging in nonconsensual sexual conduct which occurs on or off the Premises.

b) Taking sexual advantage of a person who is unable to provide consent.

c) An attempted act of sexual misconduct.

d) Unwelcome sexual advances, requests for sexual favors, or conduct of a sexual nature which would be considered harassment as defined in Section 5. b.

e) Exposure of one's body in such a manner that another person reasonably could be offended or to display sexual behavior which another person reasonably finds offensive.

f) Trespassing, spying, or eavesdropping activities of a sexual nature.

g) Attempting to commit, by solicitation, sexual acts with a minor by verbal, written, or electronic means.
7. Theft or Property Damage

a) Unauthorized use, possession, or services of personal or public property.
b) Damage or defacing of University property or Premises or the property of another person whether or not it is on University premises.
c) Attempting to repair damages to Premises without prior authorization from University officials.
d) Misuse of identification card issued to a student through alteration, forgery, duplication or use of an identification card that has not been issued to the user.

8. Hazing

Acts as defined in Section 1006.63, Florida Statutes, as well as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with, or as a condition of continued membership in, a University registered group or organization. Express or implied consent of the Impacted Student will not be considered as a defense. All provisions of Section 1006.63, Florida Statutes, are applicable to an allegation of hazing.

9. Unauthorized Use of Keys or Entry/Exit

a) Unauthorized or attempted entry or exit or continued presence on the Premises, in any University room, building, facility, motor vehicle, trailer or machinery without proper authorization or access.
b) Duplication or improper use of keys to any University Premises.
c) Assisting with the unauthorized entry or exit of others into any University premises.

10. Controlled Substances, Drug Paraphernalia and other Substances

a) The possession, use, consumption, cultivation, manufacture, sale, or distribution of any drug or drug paraphernalia, or prescription drug not prescribed to the student.
b) The delivery or attempt to deliver or obtain any drug or drug paraphernalia.
c) A violation of any applicable local, state, or federal law relating to drugs or drug paraphernalia, as defined in Chapter 893, Florida Statutes.
d) The misuse of a prescription drug.
e) The non-prescribed use, inhalation or ingestion of a substance that will alter a student's mental state.

11. Alcohol

a) Citation for public intoxication
b) The use, possession, sale or distribution of alcoholic beverages other than as expressly permitted by law, University regulations (such as PR9.002) and the University Alcohol Policy 4.002.

c) Citation for operation of a motor vehicle while impaired or with a blood alcohol test result above the applicable legal limit.

12. Weapons, Firearms or Dangerous Materials

a) Possession, storage or use of firearms, explosives, ammunition, weapons or other dangerous articles or substances including but not limited to tasers, switchblade knives, and non-lethal weapons, such as air soft guns, or dangerous chemical, corrosive or biological chemicals or agents on University owned or affiliated property or at University sponsored/related activities.
b) Possession or use of fireworks of any description, explosives, or chemicals which are disruptive, explosive, or corrosive on University premises or at University sponsored or related activities.

13. Campus Disturbances and Demonstrations, Parades, or Picketing

Unlawful interference with academic freedom and freedom of speech of any member of the University community, as well as, intentional interference with the educational function of the University.

14. Computer Misuse and Telecommunications Resources

Violations of this provision include, but are not limited to:

a) Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
b) Unauthorized transfer of a file.
c) Use of another individual's identification or password.
d) Use of computing facilities and resources to interfere with the work of another student, faculty member or University Official.
e) Use of computing facilities and resources which would be considered harassment as defined in Section 5.b.
f) Use of computing facilities and resources to interfere with normal operation of the University computing system.
g) Use of computing facilities and resources in violation of copyright laws.

15. University Designated Student Residence Violations

Violations of any policy or regulation governing University student residences, as well as, the Housing rental agreement. A complete list can be found in the Housing and Residence Life Community Guidebook available online at:

http://www.fgcu.edu/Housing/current/standards-policies.html
16. Noncompliance with an Official Request

Failure to comply with University regulations, policies and/or lawful directives of University officials or law enforcement officers acting in the performance of their duties.

17. Disregard for the Student Code of Conduct Process

Action which interferes with or obstructs the Student Code of Conduct Process or acts which constitute violation of sanction(s), failure to complete sanction(s) or violation of disciplinary probation.

18. Public Law

Violation of any federal, state, or local law, rule, regulation or ordinance.

19. Complicity in Violating the Student Code of Conduct

To be associated with or to be present during the commission of any act by another that constitutes a violation of University policy or if the behavior is considered to constitute permission, to contribute to, or to condone a violation of a University regulation or policy.

20. Responsibility for Guest(s) of Student

Any Student will be held accountable for any damage or violation of University regulations and policies by the Student's guest(s).

F. INTERIM SUSPENSION

1. Authority of University

The Dean of Students or designee is authorized to determine if an alleged violation by a student or a registered student organization warrants an interim suspension or removal from the University or from Housing at any time prior to the conclusion of the University's disciplinary process, including the appeal process. The criteria used in making this determination are:

   a) Whether the student or registered student organization poses an ongoing threat of harm, disruption of, or interference with, the normal operations of the University; and
   b) Whether interim suspension is necessary to protect the health (physical and mental), safety or general welfare of the University community or to preserve University property.
2. Student Interim Suspension

a) An interim suspension means a student cannot be on University property, cannot attend classes (including online classes), and cannot use University facilities. An interim suspension may also include removal from Housing. An interim suspension requires the student be notified in writing as soon as practical upon the determination that an interim suspension is warranted. The notice shall state the basis for the interim suspension and that the student will have the opportunity to inspect all information that initiated the interim suspension. The written notice will be sent to the student’s electronic University email account and to the last physical address provided by the student to the Registrar’s Office. The University may also communicate the determination verbally to the student but must concurrently deliver the written notice as described above. The Student has three (3) class days from the date of the notice to make a written request to appeal the interim suspension. The appeal of the interim suspension will be heard by the Vice President for Student Affairs or designee within three (3) class days of receipt of the appeal. The hearing may be delayed due to a semester break or closing of the University. The student’s appeal of the interim suspension must be based on one of the following:

1) an egregious error pertaining to the student’s involvement; or
2) a contention that the violation, even if proven, does not pose a threat to the health, safety or general welfare of the University community and thus does not warrant an interim suspension.

b) If it is determined by the Vice President for Student Affairs or designee that an interim suspension is not appropriate, the student’s status will be reinstated and the conduct process will commence in accordance with the Student Code of Conduct. The University Housing status and other activities may be affected pending the outcome of the formal hearing.

1) If the interim suspension lasts for more than ten (10) class days but the Student is subsequently found “not responsible” for the violation, the Student shall be refunded a pro-rata portion of any charges for tuition and out-of-state fees, as appropriate.

c) The hearing to address the underlying charge for the interim suspension will be addressed in accordance with the Student Code of Conduct.

3. Registered Student Organization(s) Interim Suspension

a) The Dean of Students or designee may impose an interim suspension on a registered student organization. An interim suspension of a registered student organization means an immediate ban of all activities, programs, social events, funding requests, and budget expenditures of the group. If permitted by the Dean of Students or designee the suspended organization may be allowed to conduct business meetings while awaiting a hearing of the alleged violation of the Student Code of Conduct. The registered student organization shall receive written notice of the interim suspension upon the determination that the interim suspension is warranted. The notice will be
delivered to the Presiding Officer of the registered student organization and the organization’s advisor. The Presiding Officer will have the opportunity to inspect all information that initiated the interim suspension prior to the appeal hearing. A copy of the notice will also be provided to the Office of Student Involvement. The registered student organization has three (3) class days from the notice of interim suspension to make a written request to appeal the imposition of the interim suspension. The appeal of the interim suspension will be heard by the Vice President for Student Affairs or designee within three (3) class days of receipt of the appeal. The hearing may be delayed due to a semester break or closing of the University. The registered student organization’s appeal of the interim suspension must be based on one of the following:

1) an egregious error pertaining to the registered student organization’s involvement; or
2) a contention that the violation, even if proven, does not pose a threat to the health, safety or general welfare of the University community and thus does not warrant an interim suspension.

b) If it is determined by the Vice President for Student Affairs or designee that an interim suspension is not appropriate, the registered student organization’s status will be reinstated and the conduct process will commence in accordance with the Student Code of Conduct.

c) The hearing to address the charge which is the basis for the interim suspension will be addressed in accordance with the Student Code of Conduct.

G. PROVISIONS FOR THE CHARGED STUDENT OR ORGANIZATION

The following provisions shall be explained to each Charged Student or Organization during the Conduct Review Conference or prior to the commencement of any conduct hearing:

1. The Charged Student or Organization will receive a fair and impartial hearing in accordance with the requirements of the Code. The date of the Conduct Review Conference or any hearing will be scheduled no earlier than five (5) days after the date of the notice.

2. The Charged Student or Organization will be notified in writing of the alleged violations against him or her or the Organization and the alleged misconduct upon which the charge(s) is based with reasonable access to the case file prior to and during the hearing.

3. The Charged Student or Organization may inspect any available information presented in support of the charges and to take notes. The Conduct Review Conference and any hearing will be scheduled to allow no less than three (3) days for the Charged Student or Organization to review the information.
4. The Charged Student or Organization may decline to make statements in response to the allegations and declining to make a statement shall not be construed as an admission of responsibility.

5. The Charged Student or Organization may be assisted by an advisor of his or her choice, at his or her own expense. The advisor may be present, but may not speak for, present the case for the student, or otherwise participate directly in the proceeding.

6. The Charged Student or Organization may hear and question adverse witnesses who provide a statement at the hearing, except in cases of sexual misconduct or abuse.

7. The Charged Student or Organization may present relevant information and witnesses.

8. The Charged Student or Organization shall not be required to present self-incriminating information.

9. The Charged Student or Organization will be notified in writing of the decision of the hearing body within ten (10) class days from the date of the hearing, unless extenuating circumstances are communicated to the Charged Student or Organization in writing that resulted in a delay of the decision.

10. The Charged Student or Organization may appeal the determination of responsibility in accordance with the requirements of the Code.

H. PROVISIONS FOR STUDENTS IMPACTED BY ACTS OF VIOLENCE

To ensure fairness to students impacted by acts of violence throughout the disciplinary process, the University has established the following position:

1. An Impacted Student may have one person of his or her choice accompany them throughout the Student Conduct Review process. This person will act as a support person or advisor but will not represent the Impacted Student. Moreover, the person will not be allowed to address the Hearing Officer or Hearing Body on behalf of the Impacted Student.

2. An Impacted Student will receive notice of the hearing no less than five (5) class days prior to the date of the hearing.

3. An Impacted Student may submit a list of questions related to the alleged incident, prior to the hearing. However, the Hearing Officer or Hearing Body shall not be required to ask these questions of the Charged Student or Organization.

4. An Impacted Student may not have his or her past conduct, including sexual history, considered when the Hearing Officer or Body is making a
determination of the Charged Student or Organization as to “responsible” or “not responsible.”

5. An Impacted Student may make a “student impact statement” and offer to the Hearing Officer or Hearing Body a suggestion of what the Impacted Student believes to be an appropriate sanction for the Charged Student or Organization. This information may be used only in the sanctioning phase of deliberations if the Charged Student or Organization is found “responsible” for violating the Student Code of Conduct.

6. The Charged Student or Organization will not be permitted to directly question the Impacted Student where the alleged violations are sexual misconduct or abuse. In such cases, the Charged Student or Organization and the Impacted Student shall submit questions to the Hearing Body. However, the Hearing Body shall not be required to ask those questions submitted by the Charged or Impacted Student to the Student who is being questioned.

7. Where the student conduct review process addresses an allegation of sexual misconduct or abuse, the Clery Act provides that both the Impacted Student and the Charged Student or Organization must be informed of the final outcome of the student conduct review process without a commitment to protect the confidentiality of the information. The “final outcome” means only the final determination with respect to the alleged sexual misconduct or abuse and any sanction(s) that is imposed against the Charged Student or Organization. If the Impacted Student is deceased, the next of kin shall be considered as the alleged Impacted Student for purposes of this paragraph.

8. When the Charged Student or Organization is alleged to have committed sexual misconduct or abuse, the Impacted Student may appeal the outcome of a conduct hearing in writing within three (3) class days from the date of the decision letter by filing a written appeal. If there is an appeal filed by either the Impacted Student or Charged Student or Organization, the other student will be notified of the filing of the appeal and the final outcome.

I. STUDENT CONDUCT REVIEW PROCESS AND PROCEDURES

The President has delegated to the Vice President for Student Affairs or designee authority to implement the Student Code of Conduct. All procedures will be consistent with the rights afforded to students in University disciplinary decisions.

1. Charges

a) No charges will be considered, and no charges can be filed under the Student Code of Conduct later than six (6) months after the date the alleged violation occurred except allegations alleging sexual misconduct or abuse may be considered no later than twelve (12) months after the date of the alleged sexual misconduct or abuse. In certain cases, the Vice-President for Student
Affairs may waive the time period for filing charges after making a finding in writing that waiving the time period for filing charges is in the best interest of the University.

b) A review of possible charges may be initiated in the following ways:

1) Any individual may file a signed written statement to the Dean of Students Office concerning an alleged violation of the Student Code of Conduct. The statement should include all information and details specific to the incident including dates, times, location and the names of any witnesses. The information will be reviewed by the Dean of Students or designee to determine whether Student Code of Conduct charges will be filed or if alternative action is appropriate;

2) Any information that comes to the attention of the University in any manner, including any electronic social media, that an alleged violation of the Student Code of Conduct is reported to have occurred;

3) The University may also amend its charge(s) or file with new charges based on information obtained through an outside proceeding, additional investigation, or other credible sources where that information is relevant to activity adversely affecting the University community;

4) An admission of guilt in any proceedings is conclusive for adjudicating a Student Code of Conduct violation; or

5) A verdict of guilty, adjudication withheld, a plea of guilty or similar disposition in a court of law by a Charged Student or Organization shall be deemed conclusive that the student is “responsible” for the purpose of University proceedings.

c) All hearings shall be conducted on the basis that the Charged Student or Organization is not in violation. The burden of proof shall not be upon the Charged Student or Organization who is subject to the hearing.

d) Upon review of the information to determine if there are reasonable grounds to believe that the allegations of the complaint are true, the Dean of Students or designee may:

1) Invoke an Interim Suspension; or

2) Direct the University to commence conduct proceedings.

e) Except in cases where the Dean of Students or designee determines that the safety, health, or general welfare of any part of the University community is at risk necessitating an interim suspension, the student’s enrollment status shall remain unchanged pending the University’s final decision in the matter. Notwithstanding, a hold will be placed on the student’s records pending the outcome of the case. No student may modify his or her registration status in any way while a disciplinary hold is in place.

f) A student’s conduct case record will be retained in the Office of the Dean of Students in accordance with the records retention schedule promulgated by the Florida Department of State.

g) The release of student disciplinary records will be governed by applicable federal and state laws regarding the privacy of education records.

2. Notice
The Charged Student or Organization will be given written notice of the alleged violation(s) of the Student Code of Conduct (i.e. Charge Letter). The official University email address and/or the address provided by the student to the Registrar’s Office will be used for all correspondence with the Charge Student. The official University email addresses for the Organization’s presiding officer and advisor will be used for all correspondence with the Charged Organization. The Hearing Officer may place a disciplinary hold on student records prohibiting the registration of any student who fails to respond to an official request from the Dean of Students or designee. All pending disciplinary matters must be resolved prior to the awarding of any degree or certificate.

The written notice will include the following:

a) The Charged Student or Organization’s name, Charged Student’s University identification number, and address;

b) A description of the alleged violation(s) including date(s), time(s), and place(s) of the incident(s) and the resulting charges;

c) Source(s) of information;

d) Link to the provisions in the Student Code of Conduct which apply to the Charged Student or Organization;

e) Notice of the opportunity to review materials received by the University concerning the alleged violations; and

f) Direct student, within five (5) days of the date of the Notice, to contact the Dean of Students or designee to schedule a Conduct Review Conference. If the student does not contact the Dean of Students or designee within five (5) days of the date of notice, the Dean of Students, or designee will set a conference to provide the student with no less than five (5) days after the expiration of the time to contact the Dean of Students.

3. Student Advisor

a) The Charged Student or Organization may have, at his or her own expense and initiative, one advisor present at the hearing. It is the student’s responsibility to make appropriate arrangements for the advisor to attend the hearing time scheduled by the administrative office hearing the case. The advisor may be present, but shall not speak for, or present the case, for the student or otherwise participate directly in the proceeding. The Charged Student must sign a Release of Education Records to a Third Party to allow an advisor to receive a Student’s information. A hearing will not be delayed or rescheduled based on the availability of an advisor or witnesses.

b) Communication regarding the case will be made directly with the student. It is the responsibility of the Charged Student or Organization to relay information to his or her advisor.
4. Conduct Review Conference

a) At this meeting, the Charged Student or Organization will have an opportunity to discuss the charge(s) and inspect all information with the designated staff of the Dean of Students Office or Housing and Residence Life. The Charged Student or Organization may be accompanied by an advisor when inspecting the information at the Conduct Review Conference. Although the advisor may be present at the Conference, the advisor may not speak on behalf of the Charged Student or Organization or otherwise participate.

b) If the Charged Student or Organization fails to schedule a conference within five (5) class days of receipt of the notice or attend a scheduled conference, a formal hearing will be scheduled according to his or her class schedule and will provide the student with no less than five (5) days to review the information presented in support of the charges.

c) A Charged Student who leaves the University or withdraws from a class before a disciplinary matter is resolved will have a hold placed on his or her record that will prohibit the student from future enrollment until such time as the matter is resolved.

d) At the conclusion of the Conduct Review Conference, the Dean of Students or designee informs the Charged Student or Organization of the options for resolution of the disciplinary charge(s). These options are: case dismissal, summary resolution or a formal hearing.

1) If the charges are dismissed, no further action will be taken by the University and the Charged Student or Organization will be notified in writing of the dismissal.

2) If the Charged Student or Organization chooses to accept “responsibility” for at least one of the charges, the Dean of Students or designee will determine sanctions in accordance with this Code through a Summary Resolution, informal process. The Charged Student or Organization will be notified in writing of the University’s acknowledgement of the Charged Student or Organization’s acceptance of responsibility and the sanctions to be applied. The Charged Student or Organization must sign a form acknowledging the waiving of the 24 hour consideration period and rights to a formal hearing.

3) If the Charged Student or Organization chooses to request a formal hearing, the Charged Student or Organization will be notified in writing of the University’s acknowledgement of the Charged Student or Organization’s decision to proceed to a formal hearing. The notification will also provide the Charged Student or Organization with information concerning the formal hearing process.

e) The Charged Student or Organization will have 24 hours from the Conduct
Review Conference to inform the Dean of Students or designee, by either email notification or by written notice, whether the he or she chooses a hearing before a Hearing Officer or the Student Conduct Committee or Residential Conduct Council, as appropriate. The Charged Student or Organization may waive their right to the 24 hour time period in writing and select a hearing type following the completion of the Conduct Review Conference. In circumstances where a case is more complex, the University may determine the type of hearing to be utilized for resolution of the case.

f) As additional information becomes available regarding the case following the Conduct Review Conference, the Charged Student or Organization is responsible for asking the hearing body if there is any additional information available prior to the formal hearing.

5. Formal Hearings

There are two types of formal hearings: administrative hearings before a Hearing Officer and hearings before a Hearing Body.

a) Hearings are scheduled no earlier than five (5) and no later than fourteen (14) class days following the Conduct Review Conference. If extenuating circumstances exists, as determined by the Hearing Officer, the hearing may be delayed. The Charged Student or Organization will be notified in writing of a delay ordered by the hearing officer. The formal hearing may also be delayed due to a semester break or closing of the University. A Charged Student or Organization may waive, in writing, the scheduled time period and have the case heard immediately by the Hearing Officer following the Conduct Review Conference.

b) Adjudication proceedings under the Student Code of Conduct are administrative in nature. Therefore the Florida Evidence Code, the Florida Rules of Civil Procedure and the Florida Rules of Criminal Procedure shall not apply in student conduct hearings.

c) All formal hearings will be digitally recorded by the hearing body where the Charged Student or Organization has the potential for receiving a sanction of suspension or expulsion from the University and will serve as the official verbatim record of the proceeding. Videotaping of any hearing is prohibited.

d) The hearing body determines responsibility of a violation of the Student Code of Conduct. This decision is determined by a preponderance of the information presented. The Hearing Body recommends sanctions, upon a determination of responsibility, to the Dean of Students or designee. In administrative hearings, the Hearing Officer determines responsibility and the sanction.

e) Prior records of disciplinary action, Impacted Student statements and past criminal convictions are considered by the hearing body only in the sanctioning phase of deliberations if the student is found “responsible”.

f) If the Charged Student or Organization fails to attend his or her scheduled hearing, the case will be heard in the student’s absence and the student will be informed of the decision in writing.
g) In cases involving multiple students charged, information provided at one hearing may be used as evidence in the related cases(s). When two or more individual cases arise from the same incident, those cases may be heard jointly at the discretion of the Dean of Students or designee.

h) Previously unknown or undisclosed information obtained in a hearing may result in subsequent charges and potentially result in another hearing.

i) Prior to the subsequent hearing, the student will be permitted to inspect any additional information received by the Hearing Officer or Hearing Body.

j) Participants in a hearing may include the Charged Student or Organization, the hearing body, witnesses (upon call of the hearing body), and the facilitator.

6. Administrative Hearings

a) Administrative hearings shall be conducted by a Hearing Officer designated by the Dean of Students.

b) At the request of the Charged Student or Organization, he or she will be notified of the Hearing Officer for the case and shall have the opportunity to challenge the impartiality of the individual. The student shall state in writing the basis for such challenge at least two (2) days prior to the hearing date. The Dean of Students or designee shall determine whether the Hearing Officer is impartial. A Hearing Officer determined not to be impartial will be excused; however, indiscriminate challenges shall not be permitted.

c) The Dean of Students or designee may refer cases directly to the Hearing Body.

d) At an Administrative Hearing, a Hearing Officer shall determine the finding of responsibility of the violation(s) of the Student Code of Conduct. If found “responsible,” the Charged Student or Organization will be given an appropriate sanction by the Hearing Officer.

7. Hearings by a Hearing Body

a) The Student Conduct Committee shall include University faculty, staff and students. Each Student Conduct Committee shall have no less than fifty percent (50%) of its membership include students and will be comprised of at least three total members. Membership on the Residential Conduct Council shall only include residential students and does not include faculty and staff.

b) The following order of presentation is recommended for use in hearings conducted by a Hearing Body. The order of business may be adjusted by the facilitator.

1) Introduction of the Hearing Body and Charged Student or Organization.
2) Presentation of charges by the Chair of the Hearing Body.
3) The Charged Student or Organization is provided the opportunity to plea “responsible” or “not responsible” to the alleged violation(s).
4) Opening statement of the Charged Student or Organization.
5) Questions directed to the Charged Student or Organization by the Hearing Body.
6) Presentation of witnesses by the University, followed by questioning of those witnesses by both parties except in cases involving students impacted by an act of violence. Each witness is dismissed after questioning.

7) Presentation of witnesses by the Charged Student or Organization, followed by questioning of those witnesses by both parties except in cases involving students impacted by an act of violence. Each witness is dismissed after questioning.

8) The facilitator may limit the length of testimony of any witness or participant in the hearing if the information is redundant or irrelevant to the case.

9) Closing statement of the Charged Student or Organization.

10) All persons are excused from the hearing room for deliberations except the Hearing Body and facilitator. The facilitator does not participate in the deliberations but may advise the Hearing Body as appropriate.

11) The Hearing Body considers only information introduced in the hearing. The decision of responsibility is based on the preponderance of information and is decided by a simple majority vote. In cases of a tie, the decision will be made in favor of the Charged Student or Organization. Previous violations are to be considered only in the sanctioning phase of deliberations.

12) The decision of the Hearing Body as to “responsibility” and recommended sanctions is given to the facilitator and then to the Dean of Students or designee.

c) The Dean of Students or designee makes the final decision and communicates the decision in writing to the student within ten (10) class days following the hearing, unless written notification is given that additional time is necessary for consideration of the outcome of the hearing. Any difference between the recommendations of the Hearing Body and the decision of the Dean of Students or designee and the reasons for those differences will be included on the written decision.

d) The student is informed of the process to appeal the decision of the Hearing Body.

e) Postponement of the hearing will only be allowed at the discretion of the Dean of Students or designee.

f) Any participant including the Impacted Student, Charged Student or Organization, or an Advisor, determined by the hearing body to be unruly or disruptive to the hearing process will be removed from the hearing. A Charged Student or Organization may be subject to additional charges for violation of the Student Code of Conduct related to the removal from the hearing for unruly or disruptive behavior.

8. Witnesses

a) Witnesses may include, but will not be limited to persons who can give a first-hand account of the incident.
b) The University cannot compel any person to attend a student disciplinary hearing on behalf of the Organization. The Charged Student or Organization is responsible for arranging for his or her own witnesses and presenting information during the proceeding. The Charged Student or Organization may hear and question adverse witnesses who provide a statement at the hearing, except in cases of sexual misconduct or abuse. The hearing body shall have the authority to limit the number of witnesses in order to avoid unreasonable delays where the testimony of these witnesses is repetitious or irrelevant.

c) It is at the discretion of the Hearing Officer or Hearing Body to call witnesses to support the charges against the Charged Student or Organization in an Administrative or Hearing Body hearing proceeding.

d) Character witnesses may provide testimony in the form of a written statement.

e) Witnesses may not serve as the advisor to an Impacted Student or Charged Student or Organization.

f) The Charged Student or Organization is “responsible” for arranging the attendance of witnesses to present a statement at the formal hearing.

9. Disciplinary Sanctions

a) As provided for in Section 7.C of the Code, the Dean of Students, or designee may impose the following sanctions or combination of sanctions (with or without appropriate modifications) upon any student found to be “responsible” for a violation of the Student Code of Conduct:

   1) Reprimand – An official written disciplinary warning that the student’s behavior is in violation of the Student Code of Conduct, and that if the student is subsequently found “responsible” for another such violation while on disciplinary warning, subsequent action may be imposed.

   2) Restorative Service Hours – Assignment to perform tasks or services under the supervision of a University department or community service agency. These hours may not be used to fulfill service learning graduation requirements.

   3) Educational Activities - An assignment of activities including, but not limited to, reflective or research papers and classes or seminars or other such activities that address this subject matter of the violation, as part of a sanction under the Student Code of Conduct.

   4) Counseling Assessment and Compliance – Referral for assessment (at the student’s expense) to a licensed mental health professional or counseling center for general mental health or other counseling issues. Students found “responsible” for alcohol, drug or behavioral violations may be referred to the FGCU Counseling and Psychological Services Office or to an outside agency or counselor based on the seriousness of the violation. Students must
comply with all recommendations established as a result of any assessment resulting from the imposition of this sanction.

5) Restitution – Payment to compensate for actual damages or loss of services to the University or the Impacted Student.

6) Disciplinary Probation – A period of time during which the student is considered not in good standing. Restrictive conditions may be imposed as an element of probation and vary according to the severity of the offense. Restrictive conditions include, but may not be limited to the following: denial of the privilege to occupy a position of leadership or responsibility in any University Registered Student Organization (RSO), publication, or activity, or ability to represent the University in an official capacity or position. If the student is found “responsible” for another violation of the Student Code of Conduct during the period of Disciplinary Probation, a sanction of suspension or expulsion from the University may be imposed.

7) Restrictions – Restrictions may be imposed on a student which include but are not limited to:
   (a) Participation in student clubs, groups, activities or events.
   (b) Entrance to University Housing areas or any other areas on campus or University property.
   (c) Prohibition on contact with a specified person(s) within the University Community.

8) Change in University Housing assignment – removal or reassignment of the student to another location in University Housing.

9) Exclusion or removal from Housing- Exclusion or removal may be permanent or for a specified period of time. If the student is excluded or removed from Housing, the Housing Agreement will be cancelled. The Terms and Conditions of the Housing Agreement regarding cancellation fees and proration of rental fees will apply.

10) Removal from the classroom and/or the course - including but not limited to: dismissal from the course or reassignment to another section.

11) Suspension- A period of time when a student may not attend classes, or participate in University related activities, whether the class or activity occurs on or off campus. The Registrar’s Office is instructed to place an overlay on the student’s transcript during the period of suspension indicating the period of suspension. Further, while on disciplinary suspension, a hold will be placed on a student’s record to prevent registration. All assigned educational sanctions must be completed prior to the restoration of student privileges; otherwise the disciplinary suspension will remain in effect. A suspended student is not permitted on University property during the length of their suspension. If a suspended student is found on University property, the University Police will be notified.

12) Disciplinary Expulsion- Removes the student from his or her academic program and permanently separates a student from Florida Gulf Coast University without opportunity to graduate or re-enroll. The Registrar’s Office is instructed to permanently place an overlay on the student’s transcript indicating the expulsion. Further, a hold will be permanently placed on a
student's record to prevent future registration. An expelled student is not permitted on University property. If an expelled student is found on University property, the University Police will be notified.

13) Withholding of registration, diplomas, transcripts or other records.

b) As provided for in Section 7.C of the Code, the Dean of Students, or designee may impose the following sanctions upon groups or Registered Student Organization(s) (RSO) found to have violated the Student Code of Conduct:

1) Those sanctions listed in Section 7(a) above.

2) Disciplinary Suspension or Disciplinary Expulsion of Registered Student Organization(s) includes temporary or permanent loss of recognized status with the University.

3) Additional sanctions specific to Registered Student Organizations which may be found in the organization’s constitution, the Office of Sorority and Fraternity Life, and the Office of Student Involvement policies and a national affiliate, if applicable.

c) Any sanction that separates a student from the University will be noted on that student’s academic transcript. A lesser sanction will not be noted on the transcript. The following notation will be added to the transcript while suspension or expulsion is in effect. “The student is not in good standing with the University. For more information, contact the Dean of Students Office.”

d) Decisions regarding falsification of admission or re-admission information may be forwarded to the appropriate office for review of the application and appropriate action regarding admission.

e) A student who fails to complete sanctions will have a disciplinary hold placed on his or her record. This hold will affect the student’s ability to register for classes and the student may receive additional charges under the Student Code of Conduct. Disciplinary holds will not be removed until the sanctions are completed.

f) A student may be asked to provide the Hearing Officer with a sanction status report.

J. APPEALS WITHIN THE STUDENT CONDUCT REVIEW PROCESS

1. Appeal Requests

The student may appeal the outcome of a conduct hearing in writing within three (3) class days from the date of the decision letter by filing a written appeal. The appeal of the outcome of a conduct hearing held by the Hearing Officer shall be considered by the Dean of Students or designee. The appeal of the outcome of a conduct hearing held by the Hearing Body shall be considered by the Vice President for Student Affairs or designee. An appeal must be based on one or more of the following grounds:
Appendix II: Student Code of Conduct

a) Due process errors involving the University’s failure to provide the student with notice or an opportunity to be heard;
b) The sanction(s) is (are) extraordinarily severe in relation to the offense committed; or
c) New information can be provided that was not available at the time of the original proceeding.

2. Appeal Hearings

a) The necessity for an appeal hearing will be at the discretion of the University Official to which the student has appealed. This decision is based on the student’s written information provided in the appeal. If an appeal is granted, the burden of proof rests with the student to show, by a preponderance of the information presented, that the grounds for an appeal have been met.
b) If an appeal is permitted, it will be scheduled within ten (10) class days of receiving the written request for appeal unless good cause exists for deferring the scheduling more than ten (10) class days after receiving the noticed appeal. The student may waive the ten (10) day period and request the appeal be heard at a mutually agreeable time.
c) Students impacted by acts of violence, may participate in the appeals process pursuant to Section H of the Code.
d) The student is permitted to continue to attend classes while under appeal and, unless otherwise notified in writing by the Dean of Students or designee, is permitted to continue to live in Housing.

3. Appeal Decisions

a) Based on information presented on appeal, the original determination may be upheld, modified, reversed, or a new hearing may be ordered. The appeal decision shall be communicated to the Charged Student in writing. The decision shall state the reasons for the original determination being upheld, modified, reversed or that a new hearing will be ordered.
b) All appeal decisions are communicated in writing to the student within ten (10) class days of the appeal hearing, unless notification is given that additional time is necessary for consideration of the record on appeal.
c) Except in the case of an Interim Suspension, the student’s academic status will remain unchanged during the appeal or review process; however, University Housing status and other activities may be affected.
d) The appeal decision of the Vice President for Student Affairs or designee is final and the student shall be informed that at the time the appeal decision is communicated he or she may appeal the final decision to an outside judicial forum.

K. STANDARDS FOR BEHAVIOR IN THE CLASSROOM

Faculty members have the primary responsibility of managing the classroom environment. Faculty members may remove a student from the classroom for
disruption on the day that it occurs. In addition, faculty members may seek permanent removal of a disruptive student from the class by way of a written incident report made to the Dean of Students Office. The report is processed in accordance with the investigation and student conduct review process as outlined in the Student Code of Conduct.

L. RESOLUTION OF ALLEGATION OF ACADEMIC DISHONESTY

A student charged with academic dishonesty will have the case resolved as follows:

1. The faculty member of record in the class communicates with the student and informs him or her of the allegations against the student. If the student accepts responsibility for the academic dishonesty, the student will receive an academic sanction determined by the faculty member of record, which may include a failing grade in the class. In concert with this meeting, the faculty member completes the Faculty Referral/Summary Adjudication form and secures the signature or other form of acceptance by the student. Faculty Referral/Summary Adjudication forms are available online at:

   [http://studentservices.fgcu.edu/studentconduct/forms.html](http://studentservices.fgcu.edu/studentconduct/forms.html)

   The completed Faculty Referral/Summary Adjudication form is then submitted to the Dean of Students Office to be included in the student’s conduct file.

2. If, after the faculty member of record communicates with, and informs, the student of the allegation against him or her, the student denies responsibility for the actions, or the allegations are so egregious (such as having more than one incident of academic dishonesty on record with the University or in the course) the matter is immediately referred to the Dean of Students Office to coordinate the hearing process.

3. The faculty member of record in the class informs the student(s) that he or she has been submitted by direct faculty referral for a suspected academic integrity violation to the Dean of Students Office for investigation of the allegation and to coordinate the hearing process.

4. Procedure for reporting academic dishonesty:

   a) Faculty must contact the Dean of Students Office with the student’s name and University Identification Number (UIN) to determine if the student has a prior academic dishonesty history. Only emails sent from the faculty’s University email account will be accepted.

   1) Once the Dean of Students Office has been contacted, upon request of the faculty member making the referral, the Dean of Students Office will notify the Registrar’s Office that the student may not withdraw from the class during the investigation/hearing process. If a student attempts to drop a class prior to the end of the investigation/hearing process, the student will be restored to
the class roster and the appropriate grade or penalty will be imposed, if applicable. The faculty member is “responsible” for notifying the student that they have been reenrolled in the class.

2) The faculty member has the authority to adjudicate first offense violations of academic dishonesty and impose a grade penalty. Second offenses must be referred to the Dean of Students Office for hearing with the Academic Integrity Committee.

b) In circumstances where a case is more complex, the University may determine the type of hearing to be utilized for resolution of the case.

c) The Charged Student may inspect any available information presented in support of the charges and take notes prior to the hearing with the faculty member or the Academic Integrity Committee.

5. The Academic Integrity Committee will hear the case and make a determination of whether there is a preponderance of information to find the student “responsible” for academic dishonesty. If the student is determined to be “responsible” for academic dishonesty, the committee will recommend a disciplinary sanction which may include expulsion.

6. The Dean of Students will review the decision of the Academic Integrity Committee, make the final determination, and provide written notice of the determination to the student and faculty of record. The final determination will include the basis for the determination and if the determination of the Dean of Students is different from the recommendation of the Committee, then the reasons of those differences will be included in the written decision.

7. After the determination by the Academic Integrity Committee, the faculty of record will assign the student a final grade (which may include a failing course grade). The faculty member may then, if necessary, process the appropriate grade change with the Registrar’s Office.

8. Academic Integrity Committee

a) The Academic Integrity Committee is coordinated by the Dean of Students Office to resolve cases of alleged academic dishonesty referred by the faculty. It is comprised of faculty and students in the following structure:

1) The Dean of Students or designee serves as advisor to the Academic Integrity Committee to coordinate the hearing process and to assist the committee in providing fair and impartial hearings for students accused of academic dishonesty.

2) Five faculty members from each academic college are recommended by the Dean of the College to serve for a one year appointment that can be renewed.
3) Two students from each college are selected in consultation with Student Government through an interview process established by the Dean of Students Office.

b) When a student is referred for a hearing, the Dean of Students Office convenes a committee from the pool of appointees to serve on the committee for the case using the following guidelines:

1) Two (2) faculty members from the college making the referral (if available),
2) One (1) faculty member from any of the remaining colleges, and
3) Three (3) students from a different college than the college making the referral (if available).

c) The Chair of each hearing will be selected from the committee members comprising the Hearing Body.

d) Charged Students have the right to appeal a decision of the Academic Integrity Committee to the Vice President for Student Affairs using the process as described in Section J.

e) The Academic Integrity Committee process is separate from the Grade Appeals process, which is managed by the Colleges in the Division of Academic Affairs.

M. CONDUCT PROCEDURES FOR VIOLATIONS OCCURRING DURING THE LAST TWO WEEKS OF THE FALL OR SPRING SEMESTER OR DURING SUMMER SESSIONS

When a student is charged with violations occurring during the last two weeks of the semester or during summer sessions, the Dean of Students Office will determine the type of hearing provided for the student. Under certain circumstances, hearings may occur in the subsequent semester.

N. PERIODIC REVIEW OF THE STUDENT CODE OF CONDUCT AND STUDENT CONDUCT REVIEW PROCESS

The Vice President for Student Affairs shall establish a committee to review the Student Code of Conduct and Student Conduct Review Process. The committee shall review the Student Code of Conduct and Student Conduct Review Process at least once every two years. The committee membership shall have students make up at least one half of the membership.
Appendix B: Student Code of Conduct

Action by Florida Gulf Coast University Board of Trustees:
Approved: 6/19/12

Authority:
$$1006.60, 1006.61, 1006.62, 1006.63, Florida Statutes; Board of Governors Regulations 1.001 & 6.0105$$

History of Rule:
New 1-17-99, Amended 6-15-04

History of Regulation:
New 1/15/08; Amended 1/18/11, 9/20/11, 04/17/12, 6/19/12

Effective Date of Regulation:
6/19/12
I. Definitions

A. University Persons, Groups and Organizations: Registered students, faculty members, administrative and professional and university support personnel, the student government, registered or recognized student organizations, official University colleges, departments, or other organizational units which are a part of, or operate on behalf of, Florida Gulf Coast University, such as the Foundation and the alumni association.

B. Non-University Persons, Groups and Organizations: Persons, groups or organizations which do not meet the definitions outlined in “A.” above, including but not limited to charitable community organizations, other public educational institutions and those organizations which exist primarily for the purpose of commercial activity for profit, or private gain or benefit.

II. Event Classifications and Requirements

A. Requisite Events shall be defined as:

1. Events coordinated and managed solely by the University schools, colleges, departments, departmental centers, institutes and grants conducting official University activities. These events must be pertinent to the daily operation and mission of the University.

2. Events coordinated and managed solely by Student Government, University Student Organizations officially registered through the Office of Student Involvement or those groups pending registration that have been authorized by the Office of Student Involvement.

B. Non-Requisite Events shall be defined as:

1. Events that are coordinated and managed by the University schools, colleges, departments, departmental centers, institutes, or grants in conjunction with an outside group. These events must be related to the mission of the University.

2. Events coordinated and managed by Student Government, University Student Organizations officially registered through the Office of Student Involvement or those groups pending registration that have been authorized by the Office of Student Involvement, in conjunction with an outside group.
C. University-Sponsored Events shall be defined as events that are managed and coordinated by an outside group, but a University department, group, college, center, institute or group has agreed to sponsor the event and facilities use rental.

D. Private Events shall be defined as any for-profit and non-profit organization, entity, or agency, non-FGCU alumni associations, student, faculty or staff use of University facilities for non-related University activities, or other outside persons or groups not affiliated with the University.

III. Scheduling of Facilities

A. The first priority for the use of University facilities is instructional and academic activities of the University.

B. All instructional space of the University shall be under the assignment and control of the Registrar’s Office.

C. Instructional space not scheduled by the Registrar’s Office shall be released to Campus Reservations for event scheduling after each Fall, Spring and Summer term add/drop registration deadlines.

D. Instructional space shall not be scheduled for events or meetings during the week of final exams each academic term.

E. Scheduling of outdoor and multi-purpose spaces shall occur through the Office of Campus Reservations or through a University Facility Use Custodian, as defined in FGCU Policy 3.026.

IV. Use of Outdoor Spaces

A. Approval and scheduling of events in outdoor areas must be consistent with regulations and policies of the University. As a condition of approval, the University may impose safety, security and liability requirements, consistent with the use to be made of the area. Moreover, the space to be utilized must be adequate for the nature of the event.

B. Any use of sound amplification equipment in the outdoor areas of campus must have prior approval through the Office of Campus Reservations.

C. Events held in the outdoor areas of campus must maintain a reasonable sound level. A sound level is considered reasonable when it meets the needs of the event without disrupting the regular activities of the adjacent academic or other operational areas. Complaints of noise should first be reported to the Office of Campus Reservations. (If the complaint concerns a Registered Student Organization, the complaint will be forwarded to the Office of Student Involvement for resolution.)
Appendix III: Use of University Facilities

D. Amplified sound will not be permitted at any space located in areas that fall within
   25 feet of an academic building or other operational area, with the exception of the Student Plaza and the Cohen Center Courtyard.

E. In academic areas and other operational areas, the use of sound amplification equipment will, generally, not be allowed on class days (Monday through Friday). If sound amplification is permitted in an area, the sponsoring group or organization is responsible for maintaining a sound level that does not disrupt the regular activities of the adjacent academic or other operational areas.

F. Failure to comply with this regulation or refusal to lower volume when notified to do so by the Office of Campus Reservations or the Office of Student Involvement, may result in the loss of privileges associated with the use of University facilities.

V. Fee Schedule

The President or designee shall approve a fee schedule and other procedural information giving priority and discounts for events that are solely managed and coordinated by University faculty, staff or student groups. Each event category shall have specific requirements relating to space usage fees, as well as contract and insurance requirements.

Specific Authority:
§ BOG Regulation 1.001

History of
Predecessor Rule: New
8/2/98

History of Regulation:
New 1/15/08; Amended 6/16/09, 6/19/12

Effective Date of Regulation:
6/19/12
FILM & VIDEO COPYRIGHT INFRINGEMENT

What Your College or University Needs to Know About the Public Performance of Movies
Appendix IV: Guidelines for Showing a Movie on Campus

What is Considered a Public Performance?

The concept of "public performance" is central to copyright. The circumstances that constitute public performance are clearly defined in the law: "A place open to the public or any place where a substantial number of persons outside of a normal circle of a family or its social acquaintances are gathered."

Why Royalties?

Royalties are the shares paid to authors, computer programmers, playwrights, musicians, inventors, movie producers, etc. out of the proceeds from the sale, performance or use of their work. Most people participating in a movie production depend upon these royalties as payment for work performed. If these men and women lose ownership of their work and do not receive revenue, much of which is collected through licensing fees, there would be little incentive for them to continue to invest their time, research and development costs to create future endeavors.

Consequently, there is increased attention by the copyright owners to unauthorized legal use of the copyright creations. The fee for your performance includes royalties to the people who worked on the movie.

If you have any doubts about these statements regarding copyright, please consult your copyright attorney to have legal questions answered or verified.

What The Law Says

The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a videocassette or DVD carries with it the rights to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition.

This legal copyright compliance requirement applies to colleges, universities, public schools, public libraries, daycare facilities, parks, recreation departments, summer camps, churches, private clubs, prisons, lodges, businesses, etc. regardless of whether admission is charged, whether the institution is commercial or non-profit or whether a federal, state or local agency is involved.

The movie studios who own copyrights, and their agents, are the only parties who are authorized to license sites such as colleges and universities. No other group or person has the right to exhibit or license exhibitions of copyrighted movies.

Furthermore, copyrighted movies borrowed from other sources such as public libraries, colleges, personal collections, etc. cannot be used legally for showings in colleges or universities or in any other site which is not properly licensed.
The "Education Exemption"

Under the "Education Exemption," copyrighted movies may be exhibited in a college without a license only if the movie exhibition is:

- An "integral part of a class session" and is of "material assistance to the teaching content."
- Supervised by a teacher in a classroom.
- Attended only by students enrolled in a registered class of an accredited nonprofit educational institution.
- Lawfully made using a movie that has been legally produced and obtained through rental or purchase.

Those Who Violate Copyright Law Can Be Prosecuted — Consult Your Legal Copyright Advisor or Attorney

The Motion Picture Association of America (MPAA) and its member companies are dedicated to stopping film and video piracy in all its forms, including unauthorized public performances, illegal downloading, etc. The motion picture companies can go to court to ensure their copyrights are not violated.

To avoid the possibility of embarrassing publicity and fines, consult your legal copyright compliance advisor or attorney if you are uncertain about your responsibilities under copyright law.
Frequently Asked Questions

What constitutes a public performance?
Any exhibition of a movie outside the privacy of a home setting is considered a public performance.

Do we need a license even if we don't charge admission?
Yes! A license is required for all public performances regardless of whether admission is charged.

What if a video store or equipment provider says it is okay to exhibit rented or purchased movies?
These stores rent and sell movies for "Home Use Only" and cannot provide legal permission for use outside the home. You can only obtain licensing directly from a licensor (such as Swank Motion Pictures, Inc.), not from a third party.

Who bears the responsibility if a film is shown without a license?
The management of the venue or premises where the movie is shown bears the ultimate responsibility and consequences of copyright infringement. However, anyone involved with the public performance of copyrighted material should seek compliance.

I own the movie. Do I still need a license to show it outside my home?
Yes! Neither the rental, purchase or lending of a videocassette or DVD carries with it the right to exhibit movies publicly outside the home.

I want to show an old movie, from the 1930's or '40's. Do I still need a license?
Absolutely. Copyright pertains to all movies regardless of the year it was produced.

If I purchased a license to show a movie, can I show that movie whenever I want?
No. Licenses are for a specific, designated time frame. There are no annual licenses available to colleges and universities.

A small group is having an informal gathering in our facility. Do we still need a license?
Yes! A license needs to be obtained regardless of the number of people attending the screening, if the movie is being shown outside the home.
Appendix IV: Guidelines for Showing a Movie on Campus

Studios Swank Represents for Public Performance Licensing

- SHEF. - SHEF. - SHEF.
- WARNER BROS. - WARNER BROS. - WARNER BROS.
- SONY PICTURES - SONY PICTURES - SONY PICTURES
- NBC A UNIVERSAL - NBC A UNIVERSAL - NBC A UNIVERSAL
- LIONSGATE - LIONSGATE - LIONSGATE
- EW LINE CINEMA - EW LINE CINEMA - EW LINE CINEMA
- TOUCHSTONE PICTURES - TOUCHSTONE PICTURES - TOUCHSTONE PICTURES
- MIRAMAX - MIRAMAX - MIRAMAX
- FINE LINE FEATURES - FINE LINE FEATURES - FINE LINE FEATURES
- THINKFilm - THINKFilm - THINKFilm
- NATIONAL GEOGRAPHIC - NATIONAL GEOGRAPHIC - NATIONAL GEOGRAPHIC
- magnolia pictures - magnolia pictures - magnolia pictures
- image ENTERTAINMENT - image ENTERTAINMENT - image ENTERTAINMENT

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Visit www.swank.com for our complete listing of studios.
Appendix IV: Guidelines for Showing a Movie on Campus

Other Sources For Information on Copyright

The Library of Congress,
United States Copyright Office

www.copyright.gov

U.S. Copyright Office
101 Independence Ave. S.E.
Washington, D.C. 20559-6000
(202) 707-3000

The Motion Picture Association
of America (MPAA)

www.mpaa.org

Office of the Chairman and CEO
1600 Eye St., NW
Washington, DC 20006
(202) 293-1966 (main)

SAINT LOUIS OFFICE
Toll-free: 1-800-876-5577
10795 Watson Road
St. Louis, Missouri 63127

NEW YORK OFFICE
Toll-free: 1-800-876-3344
350 Vanderbilt Motor Parkway Suite 108-C
Hauppauge, New York 11788-5122

www.swank.com

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Appendix V: Alcohol Policy

POLICY STATEMENT

Introduction/ Philosophy
As an institution of higher education, the University strives to create an environment conducive to learning, safety, personal and professional growth. In keeping with Florida Gulf Coast University’s Guiding Principles that “Student success is at the center of all University endeavors”, FGCU discourages the irresponsible consumption of alcoholic beverages. All members of the FGCU community share responsibility to create an environment that limits dangerous drinking behaviors and the negative outcomes that may be associated. The exercise of personal responsibility expected of members of the Florida Gulf Coast University community includes the obligation to make sound judgments regarding alcoholic beverages. The University recognizes that individuals and groups assume the risk and liability associated with alcoholic beverages.

DEFINITION OF TERMS
None

PROCEDURES
All possession, consumption, and distribution of alcohol at Florida Gulf Coast University will be in accordance with all Florida state laws. Florida State Laws are reviewed in Section 4 of this document. All persons or groups involved in the distribution or consumption of alcoholic beverages are responsible for knowing and abiding by federal, state, local, and club, organization, or other applicable University guidelines. This policy is incorporated into University Regulation FGCU-PR9.002 Use of Alcoholic Beverages on University Premises. Violation of this Policy is a violation of FGCU-PR9.002. In the event of conflicts of interpretation between this policy and the University Regulation, the University Regulation will be the guiding document.

A. The consumption of alcohol will only be allowed in areas designated by University officials. Information about these
locations is available from Campus Reservations.

B. Only beer and wine may be served in the approved areas. Any exceptions to this policy will be made by the President or the President’s designee. This does not prohibit the lawful use of alcoholic beverages other than beer and wine in residences, consistent with Florida law.

C. The organization hosting the event must take proper precautions to restrict the distribution and consumption of alcohol to persons of legal drinking age.

D. The University shall require all campus events that include alcohol service to use a licensed vendor. The list of such vendors is maintained by Campus Reservations.

E. Those persons working/volunteering for the event may not consume alcohol before, during, or immediately following an event while still in the location.

F. Advertisements for events at which alcoholic beverages will be served, shall not refer to the quantity that will be available, nor shall the reference to alcoholic beverages be prominently displayed. The presence of food and non-alcoholic drink shall be included in advertising at least as prominently as any reference to alcohol.

G. Alcoholic beverages may not be used as prizes or awards for any event nor shall there be any competitions or contests at an event which involve alcoholic beverages. Exceptions to this provision must be approved by the President or the President's designee.

H. At every event where alcohol is served, there must be non-alcoholic beverages and food in sufficient quantities for persons who may desire them for the duration of the event.

I. The sponsor of the event is responsible for providing adequate security. Such determination will be made in consultation with Student Affairs and the University Police Department.

J. State funds may not be used to purchase alcoholic beverages.

K. The use of common usage containers (trash cans, party balls, pitchers, etc.) is prohibited.

L. Happy hours and drink specials are not permitted.

M. In accordance with National Collegiate Athletic Association
(NCAA) policy, alcohol service during NCAA conference and postseason intercollegiate events is prohibited.

3. Specific Policies for Events Primarily Geared for Student Attendees

A. Introduction
The policies and procedures in this section relate to all events that are primarily geared toward student attendees. These are most often activities developed/promoted by Student Government, fraternities or sororities, and/or clubs and organizations. However, the policy shall apply to all such events, regardless of sponsor. All items in the General Alcohol Policy apply to this section; the following are additional requirements and procedures for events geared to student attendees.

1. The Office of the Vice President of Student Affairs shall have full authority for and enforcement of all policies and guidelines governing student activities and events with a request for alcohol.

2. The Office of the Vice President of Student Affairs shall require all recognized student groups (i.e., clubs, organizations, Student Government, Student Newspaper, Greek Letter Organizations, etc.) to abide by the University's alcohol policy for student activities and events as a condition of their recognition.

3. Any employee, student, student group, or guest of the university who is found to be in violation of the law or the university alcohol policy shall be subject to disciplinary action by the university and/or federal, state or local authorities.

4. The University shall require that all alcoholic beverages be served to and consumed only by persons who are of legal drinking age.

5. The University shall require the service, sale, possession, or consumption of alcohol on FGCU property be restricted to beer and wine only. The President or his/her designee must approve any exceptions to this restriction. This does not prohibit the lawful use of alcoholic beverages other than beer and wine in on-campus housing facilities by students age 21 or older.

6. The Vice President of Student Affairs or his/her designee shall approve all requests for student events where alcoholic beverages are served.
Appendix V: Alcohol Policy

B. Approval Procedures, On or Off Campus Events

1. Approval for students or student organizations to host an event where alcoholic beverages are present must be obtained from the Office of Student Involvement.

2. Once per academic year, the student leadership and advisors of any student organization intending to serve alcoholic beverages at an event must attend a workshop prior to such an event. This workshop covers the University alcohol policy and is sponsored by the Office of Campus Involvement and/or Prevention & Wellness Services.

3. Organizational representatives must complete an Event Registration Form and Alcoholic Beverage Request Form in the Office of Campus Involvement, which must be signed by the advisor. The above forms must be completed and fully approved at least fourteen (14) calendar days prior to the event date.

5. Additional insurance may be required for any event where alcohol is being served.

6. For events held off-campus, University organizations, including student organizations are expected to obey applicable state laws, local ordinances and the FGCU alcohol policy.

7. Alcoholic beverages must be consumed only within the designated location for the event.

8. Alcohol may only be served by a licensed vendor.

9. Sponsoring social events and parties that encourage drinking as themes and advertising such events through words and/or images depicting drinking or drunkenness are prohibited. Any event that does not adhere to the advertising guidelines is subject to cancellation.

10. Appropriate security must be identified and approved for each event by the Office of Campus Involvement and the University Police Department.

11. All hosts or sponsors are responsible for the safe conduct of guests, and shall encourage the responsible consumption of alcohol. All event sponsors are encouraged to make provisions for a safe ride to any guest who requests or needs transportation.
C. Policies pertaining to on campus events. In addition to the above:

1. Alcohol may only be served by a vendor licensed by the state to sell and distribute alcohol. The list of such vendors is maintained by Campus Reservations.

2. Alcohol may be served for no more than three (3) hours at any student-sponsored event on campus. Alcohol service will stop one hour prior to the scheduled ending time of the event. In no case can alcohol be served at events after 12:00 a.m.

3. All persons serving alcohol, I.D. checkers, and event volunteers must be supervised by vendor personnel that are at least 21 years old. Those persons working/volunteering for the event may not consume alcohol before, during, or immediately following an event while still at the location.

D. Off-Campus Events

1. Registered Student Organizations planning to hold off campus events where alcohol will be present are required to submit the appropriate forms to the Office of Campus Involvement. The proposed event will be reviewed in accordance with the University’s Alcohol Policy. Additional information (i.e., contractual and host liability guidelines) from the identified vendor may also be required to support the request.

2. Event sponsors are required to verify that venues used for official organizational functions be currently licensed to serve alcohol, if required by law.

4. Specific Policies for Other Campus Organizations

All campus groups must adhere to the standards set forth in this policy. However, some departments, divisions, or groups may make additional requirements of the participants they represent. For the most up to date information on these policies, please consult the FGCU website for that area.

5. Specific Policies for Outside Groups Using University Property for Events

All items in the General Alcohol Policy apply to this section; the following are additional requirements and procedures.
A. Any groups not associated with FGCU must comply with all federal, state, and local laws, and University policies as indicated above, and must work through the Office of Campus Reservations.

B. Such groups seeking to serve alcoholic beverages on campus must obtain approval through the Office of Campus Reservations.

6. Statement Regarding Violations/Sanctions

Students and student organizations charged with allegedly violating the University alcohol policy will be adjudicated through the proper procedures outlined in the Florida Gulf Coast University Student Code of Conduct. If found responsible, sanctions can include one or more of the following depending on the severity of the case:

- Reprimand
- Parental Notification
- Educational/Restorative Activities
- Counseling Assessment
- Community Service
- Disciplinary Probation
- Suspension
- Expulsion
- Loss of recognition as a student organization

7. Policy Review

Biennially the University shall review this policy to determine effectiveness and implement changes, if needed, and to ensure that the University’s disciplinary sanctions are consistently enforced, that the policy reflect the current needs of the campus, and that the University is in compliance with any applicable governmental regulations. Students, faculty, or staff that wish to participate in the next policy review process are invited to contact the office of the Vice President for Student Affairs.

REVIEW OF DRUG FREE SCHOOLS AND CAMPUSES ACT

Drug Free School and Campuses Act (1989; Public Law 101-226)

Under Federal legislation known as the Drug Free School and Campuses Act, universities receiving federal funds are required to adopt and implement a program to prevent the use of illicit drugs and abuse of alcohol by students and employees. FGCU is required to distribute and make available information regarding the University’s
Appendix V: Alcohol Policy

alcohol and drug policy, a description of applicable legal sanctions under local, state, and federal law, a description of the health risks associated with use of illicit drugs and abuse of alcohol, information regarding alcohol and drug treatment services available for students and employees.

To read the Drug Free Schools and Campuses Act, please visit http://www.higheredcenter.org/dfscaregs.html

Policies specific to employee conduct can be found on the Human Resources website: http://admin.fgcu.edu/hr/policies/general.html

1. Review of Relevant Federal, State, and County Law

A. Federal

A comprehensive review of illicit drugs, including the history of the drug, its uses, short and long term effects, penalties for use, and pertinent legislation:
http://www.usdoj.gov/dea/concern/concern.htm

A comprehensive review of federal penalties for drug trafficking:
http://www.usdoj.gov/dea/agency/penalties.htm

B. State Laws

Florida State law governs many aspects of the consumption and serving of alcohol. All individuals who use and / or serve alcohol on University property must comply with applicable law. The following is a list of such laws, but it is not exhaustive. All persons involved in planning and hosting events where alcohol is present are responsible for complying with all applicable laws.

856.011 Disorderly intoxication
856.015 Open house parties
562.11 Selling, giving, or serving alcoholic beverages to person under age 21; providing a proper name; misrepresenting or misstating age or age of another to induce licensee to serve alcoholic beverages to person under 21; penalties.
562.111 Possession of alcoholic beverages by persons under age 21 prohibited
316.1936 Possession of open containers of alcoholic beverages in vehicles prohibited; penalties
322.212 Unauthorized possession of, and other unlawful acts in relation to, driver's license or identification card
316.193 Driving under the influence; penalties.--
Appendix V: Alcohol Policy

322.2616 Suspension of license; persons under 21 years of age; right to review (also known as Zero Tolerance Law)

C. Local/County Law

Lee County Ordinance 84-1. Sec. 4-3. Consumption or possession of opened containers of alcoholic beverages in semi-public parking lots, on public ways, beaches, etc.

(b) Unlawful consumption or possession. It shall be unlawful and punishable as provided herein to:

(1) Drink or consume any alcoholic beverage on a semipublic parking lot or a public street, sidewalk, parkway, beach, or parking lot located in the unincorporated area of Lee County.  
(2) Carry or possess any alcoholic beverage, except in the original package and with the seal unbroken, on a semipublic parking lot or a public street, sidewalk, parkway, beach, or parking lot located in the unincorporated area of Lee County. 
(3) Possess an open container of an alcoholic beverage while operating a vehicle or while a passenger in or on a vehicle being operated.

1. Review of Health Risks Involved in Use of Alcohol

The use of alcohol is prevalent in our society and is the most widely abused drug in the United States today (National Council on Alcohol and Drug Dependence, 2005). About half of Americans aged 12 years and older report being current drinkers of alcohol (Substance Abuse and Mental Health Services Administration [SAMHSA], 2005). A high prevalence of substance use occurs between 18 and 24, predicting increased risk of alcohol use on college campuses. Although some studies have shown that at low amounts (defined as no more than 1 to 2 alcohol drinks per day) alcohol can have some health benefits on the human body, heavy, frequent, or “binge” or high risk drinking can lead to may negative consequences for the drinker and those he or she comes in contact with. Heavy and/or repetitive drinking, as seen in alcohol abuse and dependency, cuts across all socioeconomic and cultural groups as well as both genders.

The National Council on Alcoholism and Drug Dependence (2005) reports:

Alcoholism is the third leading cause of preventable death in the U.S. One-quarter of all emergency room admissions, one-third of all suicides, and more than half of all homicides and incidents of domestic violence are alcohol related. Heavy drinking contributes to illness in each of the top three-causes of death:
heart disease, cancer, and stroke. Almost half of all traffic fatalities are alcohol-related. Fetal alcohol syndrome is the leading cause of mental retardation.

The level of alcohol in the blood is expressed as milligrams of ethanol per deciliter of blood. It is well recognized that alcohol is a central nervous system (CNS) depressant. Other drugs such as barbiturates and benzodiazepines (Xanax, valium) will produce similar CNS depressive effects. Initially there may be behavioral stimulation at low doses or volumes. The liver metabolizes alcohol. The physical effects of alcohol (depending on type and amount consumed) may include: blackouts, sleep alterations, impairment in judgment and coordination, relaxation of muscles of pharynx with possible resultant snoring and sleep apnea, inflammation of the esophagus and stomach along with concomitant bleeding and/or vomiting. Heavy or binge drinking can also be responsible for cardiac arrhythmias. In addition, it is possible to see temporarily almost every psychiatric syndrome during periods of heavy drinking and/or withdrawal.

“Acute Intoxication” occurs when the brain has been exposed to high doses of alcohol and is a life-threatening situation where the person may have respiratory depression, cardiac arrhythmia and/or potentially dangerous changes in blood pressure.

The impairment in judgment and coordination increases the probability of a person engaging in high-risk behaviors. These behaviors may include driving while under the influence of alcohol, getting into fights, being injured in a motor vehicle accident, or having unplanned, unsafe, or violent sexual encounters.

Psychostimulant drug abuse is a serious threat to health in the United States. Because of their pleasurable effects, CNS stimulants have a high abuse potential. In 2003, about 2.3 million Americans were current cocaine users (SAMSHA, 2005). Use was highest among young adults ages 19 to 25. Cocaine, methamphetamine, and other stimulant drugs all have a number of adverse health consequences not limited to the hypertension, cardiac disease, increased body temperature, respiratory depression, seizures, pulmonary problems, aggressive behavior, paranoia, hallucinations and severe depression (crashing) accompanying withdrawal from the drug. In addition these drugs have been found to suppress the immune system putting one at risk for HIV and other infections.

Marijuana is the most frequently used illegal drug in the United States. Marijuana contains tetrahydrocannabinol (THC), a psychoactive substance, and cannabis, which contains over 400 compounds. Higher doses will produce behavioral changes similar to alcohol intoxication. Psychological dependence has been shown to occur with cannabis and tolerance can occur. As with the use of other drugs such as alcohol, cocaine, opioids, etc., chronic use of marijuana may lead a user to lose
interest in their goals. Changes in pulmonary vital capacity can occur with chronic use and the user may develop chronic bronchial irritation.

Adapted from:


A condensed review of drugs of abuse is available: http://www.nida.nih.gov/drugpages.html

A variety of studies that focus on health risks of alcohol, policies, and intervention strategies, can be found at: http://www.higheredcenter.org/niaaa/abstract/

3. Interventions/Where to get help

FGCU provides many options for education, prevention, and treatment regarding substance use and abuse issues for the University community.

Immediate Need/Emergency:
Students or others who are in contact with a student thought to be in immediate danger from a drug or alcohol overdose should contact the FGCU University Police Department. From an on-campus phone, dial 1911; from any other phone, dial 590-1911. In an emergency situation in an apartment in University housing, please call or use the pull cord. Please note that if 911 is dialed from any phone, the call will go to the Lee County Sheriff’s Department.

Education and Prevention:
Prevention & Wellness Services (PWS): PWS has educational pamphlets, videos, CD-ROMs, and other resources for education on various substance use and abuse issues. All of our resources are either free to have or borrow. Stop by either of our offices: Wellness Center 102, or Eagles Landing 102 (Housing), 590-7733

Student Health Services: SHS has a wide array of educational materials, and a helpful medical staff to answer your questions. 590-7966.
**Intervention & Treatment – On Campus**

Counseling and Psychological Services (CAPS): CAPS provides assessment and counseling intervention for our student, and consultation and referral for our faculty and staff. Please call 239-590-7950 for further information

Alcoholics Anonymous – the campus meeting is open to all. Call CAPS for current meeting time and place or Lee County AA 24 hour hotline at 239-275-5111

**Intervention & Treatment – Off Campus**

Alcoholics Anonymous: There are multiple meetings at different community locations daily
- Lee County: 239-275-5111.
- Collier County: 239-265-6535
- Charlotte County: (941) 426-7723

Southwest Florida Addiction Services (SWFAS): 239-332-6937

Lee Mental Health
- Ruth Cooper Center (Lee County): 239-275-3222
- David Lawrence Center (Collier County): 239-455-8500

Narcotics Anonymous (naflorida.org)
- Lee County: 239-338-9407
- Charlotte County: 941-624-1204

**For employees:**

*If you are concerned about a student:* Please contact CAPS or the Dean of Students office with concerns about a student’s possible or admitted drug or alcohol use.

*If you are concerned for yourself:* The Employee Assistance Program (EAP) provides confidential professional assistance to employees and their immediate family members to resolve problems that adversely affect their personal lives and/or job performance. The EAP is also available for supervisory referrals through the Department of Human Resources when an employee’s job performance may be affected by a personal problem. Through the use of the staffed Employee Assistance Program the toll-free 800-226-7930 Help Line which is available to all employees and to members of their immediate families. This Help Line is to be in operation 24 hours a day, every day of the year.
Appendix V: Alcohol Policy

HISTORY

New 8/15/05; Amended 6/20/08
APPENDICES
There are no appendices.

APPROVED:

s/Dr. Wilson Bradshaw
President

June 20, 2008
Date
From the President

May 2009

Dear Colleagues:

I am pleased to introduce the revised institutional identity guidelines for Florida Gulf Coast University. Still a relatively new institution, FGCU must continue to establish and develop its image in the public marketplace. Consistent use of the FGCU identity helps to accomplish that goal. As FGCU grows, its graphical representations become a part of its history and heritage.

The guidelines presented within this manual are designed to direct usage of the FGCU identity on all publications, signage, electronic media, commercial products and other graphic uses.

Please check your current departmental publications to ensure that they comply with the revised guidelines. Any supply that is out of compliance with the revised guidelines should be exhausted within reasonable time and then redesigned or changed to comply, or if electronic, redesigned as soon as possible.

I have designated the Office of Community Relations and Marketing in monitoring all internal and external uses of FGCU’s graphical representations.

As we continue to pursue our goal of becoming a premier institution, we must effectively communicate our university programs to the public with clarity and consistency. It is vitally important that Florida Gulf Coast University’s visual materials project a clear, unified and easily remembered image that highlights the character of our institution.

I fully support the institutional identity program and request your cooperation in following these guidelines to protect and enhance the FGCU image.

Sincerely,

Wilson G. Bradshaw, Ph.D.
President
Florida Gulf Coast University
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Introduction

The Florida Gulf Coast University Visual Identity Guide was developed to direct the use of FGCU colors and symbols in

- all printed and electronic materials, such as brochures, fliers, presentations and Web pages
- all types and styles of signage
- all business items including letterhead, envelopes and business cards

It is important that FGCU materials project a clear and consistent graphic image of the University. The guidelines set forth in this manual are the only allowable uses of FGCU’s colors and symbols, and take precedence over any other graphical representations currently in practice.

Departments which are using graphical representations outside of those described in this manual should consider the images obsolete and should discard them as soon as possible.

As an employee of FGCU, please consider the University’s public image in all visual endeavors and use graphical representations that are congruent with FGCU’s accepted standards.

Logo regulation authority

The authority to regulate and control the usage and appearance of FGCU symbols lies solely with the President or his designee. The Office of Community Relations and Marketing is authorized by the President to review and approve all printed communication intended for the public.

The FGCU logo, word mark, seal and athletic logo are registered and protected by law. For trademark information and licensing details, contact the University’s Budget Office. Individuals and organizations outside the University must first obtain written permission before using any FGCU image.

Colleges, divisions and departments of FGCU do not need approval to use the FGCU logo for official use. Corporate units such as direct support organizations and corporate entities affiliated with the University must obtain approval from Community Relations and Marketing prior to using the University’s registered marks.

Contact:
- Office of Community Relations and Marketing, (239) 590-1081
- University Budget Office, (239) 590-1123
FGCU Colors

The Pantone® Matching System, called PMS, is the definitive international reference for specifying, matching and controlling ink colors. FGCU uses PMS referencing to identify the University’s official colors:

- **PMS 288 (Cobalt Blue)**
- **PMS 3415 (Emerald Green)**

### Color conversion

**Printing in process color is abbreviated CMYK for the four colors used: Cyan, Magenta, Yellow and Black.**

<table>
<thead>
<tr>
<th>Color</th>
<th>C%</th>
<th>M%</th>
<th>Y%</th>
<th>K%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue</td>
<td>100</td>
<td>65</td>
<td>0</td>
<td>30</td>
</tr>
<tr>
<td>Green</td>
<td>100</td>
<td>0</td>
<td>76</td>
<td>15</td>
</tr>
</tbody>
</table>

Color for multimedia design is referred to as RGB, for Red, Green and Blue.

<table>
<thead>
<tr>
<th>Color</th>
<th>R%</th>
<th>G%</th>
<th>B%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue</td>
<td>9</td>
<td>40</td>
<td>105</td>
</tr>
<tr>
<td>Green</td>
<td>1</td>
<td>121</td>
<td>76</td>
</tr>
</tbody>
</table>

**HTML or Web design, recognizes hexadecimal colors.**

<table>
<thead>
<tr>
<th>Hexadecimal</th>
<th># Blue</th>
</tr>
</thead>
<tbody>
<tr>
<td>#00387A</td>
<td>Green</td>
</tr>
<tr>
<td>#00885A</td>
<td>Blue</td>
</tr>
</tbody>
</table>
FGCU Logos

All FGCU logos, word marks and seals are registered trademarks and protected by law. Individuals and organizations outside the University must first obtain written permission before using any FGCU image. Refer to “Logo Regulation Authority” on Page 3 for more information.

Minimum resolution for reproducing FGCU images at 100 percent of the reproduction size is 300 dpi, or dots per inch, for printed materials, and 72 ppi, or pixels per inch, for electronic formats.

The integrity of all FGCU images will be of greatest importance and maintained at all times. They are never altered or modified in any way incongruent with the guidelines.

FGCU images can be proportioned larger or smaller but height-to-width ratio must be maintained. Stretching or reducing the width of any image without equally proportioning the height must never be allowed. They are never used smaller than one-half inch in width.

FGCU images are never outlined but may be used with a drop shadow. Backgrounds may be solid or screened colors, photographs or textures in contrast to the color of the image.

FGCU official logo

Prior approval is not necessary for official use of the FGCU logo by a department of FGCU.

The official FGCU logo consists of the eagle graphic and the Florida Gulf Coast University type treatment. The graphic and type treatment are to be considered a single unit in both vertical and horizontal versions of the logo. The preferred form is vertical.

The eagle was adopted as the official symbol to reflect FGCU’s mission and purpose. The eagle serves to identify not only the physical environment of Southwest Florida but also the University’s relationship with it. The eagle embodies the characteristics of freedom, strength, spirit, intelligence, grace and the pursuit of excellence. It is master of its environment but also an integral part of it. It survives and prospers only in balance with the environment. A stylized representation of an eagle, its wings upswept, was developed to capture the spirit of potential and new ideas, portraying what FGCU represents to our students and the community we serve. Secondary, the eagle’s wings also form the shape of a laurel wreath – a symbol of excellence.

The text treatment is the primary image for the University. As a consistent, distinctive and universal signature of FGCU, the text treatment is a contemporary design that unites the stylized eagle
with a serif typeface treatment that provides a stable base of traditionalism with a light modern presentation.

The FGCU logo was developed to represent the University as a recognizable and prominent graphical element in all visual instances including signage and printed materials, and electronic formats such as the World Wide Web and PowerPoint presentations. It is important that these materials project a clear and consistent graphic representation of FGCU and always include the logo as a prominent graphic element.

All materials that convey information of any type to the general public about FGCU will prominently display the FGCU logo.

The typeface of the text treatment is *Fairfield LH Light SC*. The text treatment is never used alone without the eagle graphic.

The FGCU logo is printed wholly in one color, preferably FGCU blue, but it may also be printed in FGCU green, black or reversed in white. If a piece must be printed in a color other than these, the FGCU logo is printed either in 100 percent of the color, or reversed in white from 100 percent of the color. When the logo is printed in blue, green or black, the eagle head is reversed in white. When the whole logo is reversed out of a dark background, the eagle head is transparent.

The eagle graphic can be used wholly *without* the text treatment as its own graphic but not as a primary identifier and only in addition to the FGCU logo used most prominently within the same material. The eagle graphic is never used in lieu of the FGCU logo. Using portions of the logo as a creative graphic, such as a wing or an extreme close-up that does not portray the logo or eagle graphic in its entirety, is never allowed. The eagle graphic is never flopped. All of the FGCU logo guidelines above apply to the eagle graphic.

### Secondary logos

A standard text treatment added to the FGCU logo is the only acceptable usage for divisions, colleges, departments or programs. Unit logos must be approved by the Office of Community Relations and Marketing before being used.

The treatment contains the name of the FGCU unit in a point size equal to or smaller than the word “University” in the FGCU logo. The unit logo will not include a catch phrase or tagline other than the University’s current marketing slogan.

Special projects associated with FGCU, such as lecture series, conferences and community education projects, use their own logos
but only in addition to the FGCU logo. In these cases, the FGCU logo must be equal in size or larger.

When these two logos are not used side by side, identification must include the line “A Service of FGCU,” “A Program of FGCU’s Department of ...” or similar wording as part of the subordinate logo. Special project logos must be approved by the Office of Community Relations and Marketing before being used.

Any other text treatment, graphic or icon is obsolete and may not be used to represent an FGCU division, college, department, program or project, with the exception of FGCU athletics, Renaissance Academy, Alumni Association, Center for Leadership and Innovation, and art gallery. These logos may be used only in addition to the FGCU logo.

In advertising

In newspaper, magazine and other types of advertisements, the headline of the ad should dominate the top position while the FGCU logo occupies the bottom right, whenever possible.

The FGCU logo must be predominant in a layout when it appears with other institutions’ logos. It should be at least one-third larger than other institutions’ logos, except when FGCU’s role is as an equal partner with the other institution.

FGCU word mark

FGCU created the FGCU word mark in 2009 as an addition to the University’s existing visual identity symbols. A text treatment may be added for club or unit identification but approval is necessary.

The FGCU word mark utilizes the University’s initials and is a symbol vendors can use with permission for imprinting on shirts, souvenirs, banners, posters, fliers or any occasion requiring an FGCU graphic symbol less formal than the official FGCU logo.

The FGCU word mark uses both official colors at 100 percent PMS 288 (Cobalt Blue) and 58 percent PMS 3415 (Emerald Green), and the name of the University which supports FGCU’s promotional efforts beyond the geographical region. The design signifies motion with a contemporary look that can also withstand the test of time.

The FGCU word mark was designed by the Office of Community Relations and Marketing for maximum flexibility in the places and situations in which it can be used as an informal identity symbol.
All FGCU logos, word marks and seals are registered trademarks and protected by law. Prior approval of the seal is necessary for use by any department of FGCU. Individuals and organizations outside the University must first obtain written permission before using any FGCU image. Refer to “Logo Regulation Authority” on Page 3 for more information.

The Florida Gulf Coast University seal is the most dignified and restricted symbol of the University. It is meant to function as a stamp of validation and is used to recognize achievement and honors bestowed by FGCU, at formal or academic functions and in legal applications.

Use of the FGCU seal is limited to the following:
- special commendations and events from the Board of Trustees and the Office of the President
- major media and fundraising initiatives with advance approval by the President or his designee
- official University documents
- formal and presidential documents such as diplomas, certificates, legal documents and contracts

It is never used for any reason without the permission of the President or his designee. It is not a communication mark for identifying the University.

The official seal consists of two concentric circles. The outer one is FGCU blue and has the arched words “Florida Gulf Coast University” and the year “1991” reversed in the typeface *Fairfield LH*.

The inner circle depicts land, palm trees and sun rays upon a white field. It is overlaid by an upside-down white triangle edged in FGCU green. The words “Knowledge,” “Truth” and “Wisdom” are reversed from the green with one word on each side of the triangle.

Within the white triangle is the eagle graphic in FGCU blue. A graduation mortarboard in black is placed at the lower tip of the triangle. The official seal may also be used in black and white.

The FGCU seal was designed for embossing and engraving official documents. It should be reserved for honors and recognitions that require a format of formal dignity.

The seal must not be used in conjunction with any other FGCU logo. It is not authorized for use on retail items or for commercial use.

Contact the Office of Community Relations and Marketing at (239) 590-1081 for permission to use the FGCU Seal.
Athletic Logo

All FGCU logos, word marks and seals are registered trademarks and protected by law. Use of any FGCU athletic logo is limited to the FGCU Office of Athletics and FGCU’s NCAA-sanctioned sports. Club sports and student organizations are not permitted to use any FGCU athletic logo. Individuals and organizations outside the University must first obtain written permission before using any FGCU images. Refer to “Logo Regulation Authority” on Page 3 for more information or contact the Director of Athletic Advancement at (239) 590-7030.

Florida Gulf Coast University’s first president, Roy E. McTarnaghan, founded FGCU’s eagle mascot. It should not be displayed as a soaring eagle or any other variety of eagle.

The FGCU athletic logo, introduced in May 2002, was developed to represent the FGCU intercollegiate athletic program and its teams as a recognizable graphical element in all visual instances including uniforms, promotional materials, licensed merchandise and electronic formats.

The official athletic identity program consists of a primary mark and two secondary marks in FGCU’s two official colors plus one accent color, PMS Gold 465, which may be used only sparingly and never in place of the official blue and green. The primary mark is the official logo of FGCU athletics. The secondary marks offer an alternative image in certain instances when size restrictions and placement interfere with readability.

Technical specifications and guidelines

The integrity of all athletic logos will be maintained at all times. They are not to be altered in any way other than what is specifically allowed in these guidelines.

All athletic marks are to be represented in the FGCU standard colors, PMS 288 (Cobalt Blue), PMS 3415 (Emerald Green) and PMS 465 (Gold). The gold may be used in addition to the two official colors, but only sparingly and never in place of the official blue and green. The minimum resolution for reproducing an athletic logo at 100 percent of its reproduction size is 300 dpi, or dots per inch, for printed materials, and 72ppi, or pixels per inch, for electronic formats.
On the secondary mark, the typeface for the standard text treatment, Florida Gulf Coast University, is *Impact*.

Athletic logos can be proportioned larger or smaller as needed but height-to-width ratios must be maintained. Stretching or reducing the width of any logos without equally proportioning the height is not allowed.

When printing in one color, the primary mark as well as secondary marks may be printed in 100 percent of that color or reversed to white out of 100 percent of that color.

Using portions of the athletic logos as a creative graphic, such as an extreme close up that does not portray the logo or eagle head in its entirety, is never allowed. The eagle head is never flopped.

#### Primary mark

The purpose of this guideline is to assist in the decision-making process on logo usage, placement and context. The goal is to strengthen the brand, through consistent usage, thereby increasing our overall brand intensification. Additionally, this document outlines the consistent look to be used on athletic documents. All inquiries as to usage should be directed to the Director of Athletic Advancement at (239) 590-7030.

Referred to as the primary mark or Athletic FGCU with Eagle logo – This logo serves as the official logo of the Office of Athletics. It was developed specifically to represent the intercollegiate athletic program. It should be used on all “moving” and “non-moving” items representing the department. Examples include stationery, promotional materials, licensed merchandise, uniforms, coaching apparel, athletic equipment (balls, golf clubs), marketing materials, camp brochures and electric formats. There are to be no alterations to this logo.
Secondary marks

Referred to as the FGCU Eagles logo – This logo serves as the secondary mark for the Office of Athletics. It should be used as an alternative mark in certain instances when appropriate.

Referred to as the Eagle Head logo – This logo also serves as a secondary mark for the Office of Athletics. It should be used to signify the Eagle brand of FGCU athletics. Examples include baseball/softball caps, uniforms and other symbolic natures.

Identifying individual intercollegiate sports

A special text treatment in a serif typeface identifying a particular intercollegiate sport may be used with the primary mark in any of the official FGCU colors, black or white. The name of the sport may not be larger than the logo.
Electronic Use

Animation

The FGCU logo, word mark or athletic logo may be animated, provided the animation terminates with or features the standard, official image in a static position for a duration of at least three seconds. Creative introductions, such as spinning symbols, three-dimensional effects and morphing are permitted as long as the integrity of the image is maintained for three seconds at some point.

Multimedia

The FGCU logo, word mark or athletic logo must appear prominently at the beginning and end of all programs following each image’s guidelines. The minimum resolution for reproducing the FGCU logo, word mark or athletic logo at 100 percent of its reproduction size is 72 ppi, or pixels per inch, for multimedia formats. In slide presentations and other static uses, the respective image must appear within the first five frames. In addition, it may appear as a translucent or ghosted image on any or all frames, similar to the NBC-television peacock placed on the bottom right corner of the screen.

Web pages

The FGCU logo must appear at the top of each official Web page on the FGCU site, according to the guidelines. The actual FGCU logo, word mark or athletic logo appearing on Web pages is not technically suitable for reproduction in printed materials. The minimum resolution for reproducing the FGCU logo, word mark or athletic logo at 100 percent of its reproduction size is 72 ppi, or pixels per inch, for the World Wide Web.

For more information, refer to FGCU Web-related policies at http://itech.fgcu.edu/web-policies.asp.
Business Items

Guidelines help to maintain lower costs and quicker visual identity of FGCU. Divisions and departments must maintain the use of standard business items for correspondence. Materials are ordered through the Office of Procurement Services.

The FGCU logo including the lettering is printed in FGCU blue. All type is centered in *Fairfield LH Medium* condensed 95 percent, unless noted otherwise. The use of tinted paper other than standard ivory is not authorized.

No University letterhead may contain the name of individuals. Stationery is to be used only for official business. Other logos are not permitted on University stationery. The Office of the President is exempt from these guidelines. Requests for exemptions should be submitted to the Office of Community Relations and Marketing.

**Letterhead**

The vertical FGCU logo is set at the top left margin of the page. A horizontal line connects the logo to the name of the college, school, division or department. The unit name is set 8 point on 10 to the right of the line in the typeface *Gill Sans Bold*. A sub-unit name may be placed directly beneath the unit name in *Gill Sans*. The address is positioned near the page bottom in 9 point on 10. Below, the telephone, TTY, fax numbers and Web address are set 9 point on 12 with approximately three-eighths inch between each element. Next, the affirmative action line is set 7 point on 12 *Gill Sans Light* small caps. The recycled line is set 7 point on 10 *Gill Sans Light* italic.

**Envelopes**

The envelope is a standard #10 business envelope measuring 9.5” x 4.125”. The FGCU logo is printed a quarter inch from the top and left side. To the right of the logo, a horizontal line separates the FGCU word mark from the office address. The address is set 9 point on 10, flush left.

**Business Cards**

Business cards are a standard 2” x 3.5” in either traditional horizontal or vertical format. The centered FGCU logo takes up the left third of the card on the horizontal format, or the top third on the vertical format. The individual’s name is set 10 on 10. The individual’s title and all contact information is set 9 point on 9.25. The e-mail address is all lowercase.
Marketing Themes

FGCU 10th Anniversary

During fiscal year 2007-2008, FGCU celebrated its 10th year since opening for students in fall 1997. FGCU designated a special 10th anniversary logo for usage during that time period. As of July 1, 2008, the 10th anniversary logo is considered retired and should no longer be used.

Corporate Marketing

In 2001, Florida Gulf Coast University embarked on its first comprehensive recruiting and marketing campaign. FGCU hired a national consulting company to research and host several focus groups of FGCU students, high school students, faculty, staff and community leaders. The ultimate result of those meetings was FGCU’s first marketing theme. The “FGCU Formula” became the University’s branding in all literature and advertising endeavors.

The formula, “\(V^2(u) + \odot = \text{fgcu}\),” translated as “Vision times Value times You, plus the Florida sun, equals Florida Gulf Coast University.”

The idea behind the theme was that a proven formula powers FGCU. That formula can power the success of a student. The “Vision. Value. You.” tagline was adapted to communicate the appropriate message. For example, “FGCU. For Vision. For Value. For You.”

As was intended, Florida Gulf Coast University retired the FGCU Formula at the end of 2005.

Recruitment Marketing

The Office of Graduate Studies began its marketing campaign “Aspire” in 2006.

The FGCU Office of Undergraduate Admissions launched its recruitment marketing theme in 2007, “SOAR.”

Departments in need of additional information about recruitment marketing should contact either Undergraduate Admissions or Graduate Studies.
Quick Contacts

FGCU Visual Identity Guidelines

A PDF file of this publication may be viewed from the Web at www.fgcu.edu/crm. Printed copies are available from the Office of Community Relations and Marketing.

FGCU Logo and Wordmark

Permission to use the FGCU logo and word mark beyond the scope of day-to-day official usage is project-specific and given on a case-by-case basis. Contact the Office of Community Relations and Marketing at (239) 590-1081 for permission.

FGCU Seal

Contact the Office of the President or the Office of Community Relations and Marketing at (239) 590-1081 for permission.

FGCU Athletic Logo

Contact the Director of Athletic Advancement at (239) 590-7030 for permission.

FGCU Writing Style guide

A PDF file of the FGCU style guide may be downloaded from the Web at www.fgcu.edu/crm.

FGCU Campus Photos

High resolution JPG and PDF files of FGCU campus photos may be downloaded from the Web at http://itie.fgcu.edu/communityrelations.

FGCU Web-related Policies

FGCU’s Web-related policies are available at http://itech.fgcu.edu/web-policies.asp.
The Pantone® Matching System, called PMS, is the definitive international reference for specifying, matching and controlling ink colors. FGCU uses PMS referencing to identify the University’s official colors:

- PMS 288 (Cobalt Blue)
- PMS 3415 (Emerald Green)
### POLICY STATEMENT

FGCU wishes to ensure that University business is effectively done in concurrence with open communications by members of the University community and its visitors.

### REASON FOR POLICY

Provide policy and procedures for FGCU Regulation PR9.006, Solicitation on Campus.

### DEFINITION OF TERMS

Bulletin boards – Permanent and officially designated display boards for the temporary posting of notices, advertisements, and solicitation materials.

Non-commercial solicitation – Solicitation not related to sales or business transactions.

Ingestible – Any substance (solid or liquid) that is taken into the body by mouth.

Outside organization/non-University persons or entities – An entity or an FGCU faculty, staff, or student acting on behalf of a person or entity other than FGCU.

Signs – Flyers, posters, placards and notices that are temporarily erected or placed on campus and left unattended.

Solicitor – A person or entity conducting non-University related sales or business transactions or distributing information related to non-University related sales or business transactions under FGCU Regulation PR9.006 and FGCU Regulation PR9.004.

Authorized signs – Signs used for University-related activity.
### PROCEDURES

1. The distribution of materials or handouts on campus for the purpose of solicitation shall be done in accordance with University regulations and this policy.

2. All solicitors, including those persons who are students, faculty or other University personnel, are prohibited from using University facilities, equipment and services for the purpose of conducting non-University related sales or business transactions unless approved in accordance with University regulations and this policy.

3. No materials may be fastened to or hung from shrubbery or trees, nor drawn, painted or otherwise displayed on sidewalks, walls, windows or building exteriors, except for banners and signage hung in authorized areas.

4. Solicitation, sales, and distribution of information are not allowed in areas that have been previously scheduled by another entity.

5. Non-University sales or business transactions may only take place in designated areas during designated time frames. Sales can only be conducted at the reserved table location.

6. Persons or entities wishing to distribute information and conduct non-University related sales or business transactions on campus require an approved Solicitor's Permit. Approval of this form may be obtained by completing the “Application for Solicitor's Permit” obtained from the Office of Campus Reservations, Student Union Building.

7. Campus Reservations may deny approval of a Solicitor’s Permit if the Solicitor seeks to:
   
   a. solicits participation in illegal activities;
   
   b. distribute ingestibles not regulated by the Food and Drug Administration (FDA);
   
   c. infringe on rights of existing contracts with the University; or
   
   d. violate University Policies and Regulations.

   Solicitor’s Permit denials may be appealed to the President or designee, pursuant to FGCU Regulation PR9.004.
(8) Individual table locations can be rented by outside individuals or organizations for $50.00 per day. Table reservations and payment for table reservations are made through the Office of Campus Reservations.

(9) Non-University sales or business transactions may only take place in designated areas during designated time frames. Sales can only be conducted at the reserved table location.

(10) The solicitor will be responsible for all costs incurred by the University for clean-up, removal of postings, damage or debris associated with the Solicitor's Permit or distribution of information. If the solicitor is found to be in violation of this policy twice during an academic year, the solicitor will not be allowed to conduct sales or distribute information for the remainder of the academic year.

(11) Public bulletin boards and other designated locations are provided in order to post notices, advertisements and solicitation materials. Public bulletin boards will be identified clearly with appropriate signage. The locations of public bulletin boards will be provided by the Office of Student Involvement. No approval is needed to post on Public bulletin boards, including the posting of solicitation materials.

(12) Department bulletin boards are only available for use by the designated department.

(13) Individuals are responsible for placement and removal of their own postings on public bulletin boards.

(14) Public bulletin boards will be cleared during the week following commencement each semester.

(15) Unattended free-standing signs are not allowed.

(16) Non-commercial banners may be hung in the student plaza at specifically designated areas. Persons wishing to hang banners should contact the Office of Student Involvement for locations.

(17) In accordance with FGCU-PR9.004, non-commercial solicitation may be distributed without prior approval person-to-person on campus but not in University buildings. Communications left unattended, placed on
vehicles, or left in areas not designated as a public bulletin board are subject to removal.

RELATED INFORMATION

FGCU-PR9.006, Solicitation on Campus
Appendix VII: Campus Posting Policy

HISTORY
New 8/14/09; Amended 7/9/12

APPENDICES
None

APPROVED
July 9, 2012
President
Date