



STUDENTS

STUDENT RESPONSIBILITY

Indian River State College resembles society as a whole. The students are treated as mature adults who are responsible for their own actions. There are rules and regulations that are followed for the benefit of all, and each person has a right to expect courtesy, integrity, and good citizenship in dealing with others. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College is subject to disciplinary action. Upon enrollment at IRSC, all students assume the responsibility of compliance and cooperation with College and Campus Coalition Government policies, just as each student is responsible to the larger community, state, and nation in which he/she lives.

The College does not permit the possession or use of alcoholic beverages on campus or at any College function. Possession of illegal narcotics is not allowed and will result in suspension of the student from the College. Gambling is also prohibited. Students who violate the College regulations or who display misconduct either on or off campus can expect appropriate disciplinary measures to be taken; these measures include disciplinary probation, suspension and expulsion. In all disciplinary matters, the decision of the President of Indian River State College is final.

KOBLEGARD STUDENT UNION

IRSC's Koblegard Student Union (KSU) houses a number of student oriented activities and related departments including: the Vice President of Student Affairs Office, the Student Activities Office, the Campus Coalition Government Office, the bookstore, shops, mailroom and cafeteria. In addition, the KSU serves as the information outlet for student notices, activity bulletin boards and the Lost and Found Department. At the Student Affairs Office you can pick up your student I.D. and parking decal. These are provided at no cost to the student.

THE RIVER SHOP (Bookstore)

The well-stocked River Shop bookstores, located on the Main Campus in Fort Pierce, the Chastain Campus in Stuart, the Mueller Campus in Vero Beach, and the St. Lucie West Campus in Port St. Lucie sells new and used textbooks, classroom supplies, and miscellaneous items to students and faculty. As part of a continuing effort to keep the cost of education at IRSC to a minimum, the Bookstore buys and resells used books at the end of each term with two stipulations: books accepted for resale must be in good condition and designated for use in upcoming classes at IRSC.

HEALTH & WELLNESS CENTER

This Center provides a variety of services for students. It is staffed by a full time registered nurse. Emergency medical care, first aid, medical information and referral, and crisis counseling are provided free of charge to all students currently enrolled at IRSC who possess a valid student I.D. card. The promotion of personal well-being is the focus of the Center. Literature and audio visual materials are available on a variety of health and wellness topics. In addition, an individual assessment of overall well-being is provided to students upon request, along with assistance in the development and implementation of a personal plan of change designed to increase overall wellness.

Florida law now requires that a postsecondary institution provide detailed information concerning the risks associated with Meningococcal Meningitis and Hepatitis B

and the availability, effectiveness, and known contraindications of any required or recommended vaccine to every student, or to the student's parent if the student is a minor, who has been accepted for admission. Contact the Health and Wellness Center for additional information.

INSURANCE

The College offers students access to student accident and illness insurance coverage underwritten and administered by independent insurance companies. Insurance coverage is designed for college students and subject to the terms of the specific plan. Some Selective Admissions programs require accident and/or liability insurance. For more information contact the Health and Wellness Center.

STUDENT EMAIL

All students need to activate their free RiverMail (email) account at www.irsc.edu/RiverMail. The RiverMail system is the official means of electronic communication for student information. Students should check their account regularly for important registration, financial aid, and student services updates.

STUDENT ID CARDS

To obtain a free IRSC Student I.D., bring a current class schedule and receipt showing payment of tuition along with a valid photo I.D. to the Student Affairs Office (KSU-112). A current, valid IRSC Student I.D. is required to check out materials from the IRSC libraries, gain entry to athletic and other college events, receive various student services and to utilize campus recreation facilities. A student should always carry his/her IRSC Student I.D. as it also serves as a form of validation that identifies an Indian River State College student for departments or college officials needing student verification. There is no charge for the initial card, however, there is a fee for a replacement card. It is a violation of Student Regulations to have two current I.D. cards in your possession at any time.

STUDENT HOUSING - "THE RIVER HAMMOCK"

Located at the IRSC Main Campus is "The River Hammock," the student residence facility owned and operated by the Indian River State College Foundation, Inc. Each fully furnished apartment includes a central living room, dining room and kitchen, as well as four private bedrooms and two baths. Open only to students enrolled at IRSC, "The River Hammock" offers convenience, comfort, and an environment conducive to studying – all at an affordable price. Information and lease forms for "The River Hammock" are available through the IRSC Foundation Office located in the Ben L. Bryan Administration Building on the Main Campus.

TRANSPORTATION AND PARKING

Most students who attend IRSC travel to campus via a motor vehicle. Students driving vehicles on the IRSC campus should review and familiarize themselves with the Traffic and Parking regulations in the IRSC Student Handbook/Planner that is available at:

- Student Orientation sessions
- Student Services
- Student Affairs/Student Activities
- on the Web at www.irsc.edu

Vehicles parked at the IRSC Main Campus in Fort Pierce must display an IRSC parking decal. Decals are available (at no charge) in the Student Affairs Office in the Koblegard Student Union. **Students should pay particular attention to parking spaces marked RESERVED; these spaces are not for student use. Students parking in a marked RESERVED space may be ticketed and/or towed away by a private towing service.**

Students MAY park in a designated RESERVED parking space after 5:00 p.m. or on a Saturday or Sunday.

Unauthorized parking in:

- marked handicapped only spaces
- fire lanes
- loading zones
- service vehicle parking spaces
- on the grass or sidewalks
- any area marked with yellow striping

is prohibited at all times and may subject a violator to ticketing and/or towing of the vehicle.

Parking and traffic control regulations are established to regulate the safe flow of pedestrian and vehicular traffic. Drivers must adhere to all posted traffic control regulations and any verbal traffic directions of a College Security Officer. College Security Officers are authorized by Florida State Statute and the District Board of Trustees to enforce parking and traffic regulations and issue citations for violations. Failure to adhere may result in ticketing, towing or suspension of driving privileges on the Campus.

Failure to satisfy outstanding traffic violations may result in suspension of registration privileges and/or denial of an official transcript.

CENTER FOR EARLY CHILDHOOD EDUCATION AT IRSC

IRSC has a full-service Center for Early Childhood Education located at its Main Campus in Fort Pierce. The Center is open to students, staff and community families looking for a quality educational experience for their one, two, three or four-year-old children. Four-year-olds enjoy Florida's Voluntary Prekindergarten Education (VPK) program during the morning. Staffed by well-qualified and experienced teachers as well as IRSC college students in the Early Childhood Education program, the Center offers a developmentally appropriate learning environment year around.

For further information on either program, contact the Center for Early Childhood Education at (772) 462-7645.

STUDENT ACTIVITIES

Although classes and coursework are the top priorities at IRSC, they are only one part of the student's education. The mission of the Student Activities Department is to "Develop the Whole Student". IRSC offers 50+ on-campus clubs for just about every interest, opportunities to develop leadership skills, professional and honorary societies and a well respected intercollegiate sports program. Campus activities are meant to enhance and expand the total learning experience available to all IRSC students. All students are encouraged to participate in the activities of their choice. IRSC clubs and organizations are governed by Board policies and administrative procedures to ensure compliance with state and local laws and promote the safe and efficient

operation of the college. Students can refer to the Student Handbook/Planner for a listing of these procedures or visit the Student Activities Office located in the Koblegard Student Union on the Main Campus in Fort Pierce. Information is also available online at www.irsc.edu, click on Students on the menu bar, then scroll down and click on the **Student Activities** link under the Support Services heading.

Each year at the beginning of Fall Semester, a Student Leadership Conference is conducted to encourage the development of leadership skills. Incoming freshmen who have been recommended by their high school counselors and other interested students who plan to attend IRSC during the Fall Semester are invited to participate. Students who attend the conference are then eligible to become a part of the Student Leadership Institute which is a series of workshops held throughout the school year. Students are also required to participate in community service activities.

CAMPUS COALITION GOVERNMENT

The Campus Coalition Government (CCG) is the official student government of Indian River State College. The CCG is a member of the Florida Junior College Student Government Association and was named the “Best College Student Government Association in the State” in 1993, 2001 and 2002 by *Florida Leader* magazine.

Representatives who serve as members of the Campus Coalition Government are elected or appointed to represent each of the student clubs on campus. Communication is a key purpose of the CCG. It serves as the coordinating board between the various groups of students on campus and the administration of the college. All student activities must have the approval of the CCG to coordinate their events and place them on the calendar. The CCG holds its formal general assembly meetings on alternating Wednesdays (see Student Handbook/Planner or online at www.irsc.edu and click on Students on the menu bar, then scroll down and click on the **Student Activities** link under the Support Services heading for dates and locations).

CLUBS AND ORGANIZATIONS

Achiever's Club	Human Services Club
Ambassador Club	Humanitarian Studies Association
Asian Cultural Group	Interior Design Club
Athletic Teams:	International Club
Baseball	IRSC Honor Society for nursing
Basketball (Men)/(Women)	Kai Club
Diving	Kappa Delta Pi
Softball	Lambda Nu Honor Society
Swimming (Men)/(Women)	Media and Culture Club
Volleyball	Medical Assisting Club
Brain Bowl Club	Medical Laboratory Technology
Campus Coalition Government	Model United Nations Club
Caring Through Crafting	Music Club
Catholic Newman Club	Nursing Student Association
Chinese Culture Club	Outreach Club
Christian Student Fellowship Club	Phi Beta Lambda
Computer Science Club	Phi Theta Kappa
Cosmetology Club	Philosophy
Cultural Exchange Club/AAML	Practical Nursing Club
DECA (Delta Epsilon Chi)	River Readers Book Club
Delta Mu Epsilon (Math Club)	Salsa Club
English Club	SAM (Student Assistance Mentorship)
Florida Water Environment Association	Science Club
Future Educators Club	Spanish Club
German Club	Student Council for Exceptional Children
Golf Club	Student Mentoring Club
Graphic Design Club	Student Veteran Organization
Haitian Cultural Group	Theater Scholars
Health Occupation Students of America	Tomeu Center Mentors Club
Hip Hop Dance Club	White Angels Club
History Club	World Religions Club
Honors Club	Zeta Phi Beta

PHI THETA KAPPA

As a society which honors high academic achievement, the Nu Iota Chapter of the Phi Theta Kappa National Scholastic Fraternity promotes scholarship, encourages the development of character, and cultivates fellowship among students of community colleges, and facilitates the award of other forms of recognition for outstanding students.

To be eligible for membership in Phi Theta Kappa, IRSC students:

- a. must have successfully completed at least 15 semester hours of college credit coursework at IRSC;
- b. must be currently enrolled as degree-seeking students in at least 12 semester hours of college credit courses; and

- c. must have a current cumulative grade point average of 3.5 or higher.

In order to maintain membership IRSC students must successfully complete at least 9 semester hours of college credit coursework each semester and maintain a cumulative grade point average of 3.25 or higher. If a member of Phi Theta Kappa drops below these academic standards, he/she will be given one semester in which to restore his/her GPA and/or successful course completion to the required levels. If the standards to maintain eligibility are not met after one semester, the student will be removed from PTK membership.

Invitations to apply for membership in Phi Theta Kappa are issued to eligible students each semester. Students accepted into Phi Theta Kappa are honored at an annual induction ceremony, presented with a PTK honors medallion, recognized as PTK members at the Spring Commencement Ceremony, and have the opportunity to apply for many state and national transfer scholarships designated specifically for PTK members.

INTERCOLLEGIATE ATHLETICS

As a member of the National Junior College Athletic Association and Florida Community College Activities Association, IRSC competes on a statewide and national level in men's and women's basketball, swimming and diving, men's baseball, women's softball, and women's volleyball. Grants-in-aid are available in all sports. Although academics never take a backseat to athletics at IRSC, the athletic teams receive the administrative support and backing necessary to perform to the best of their abilities.

The men's swimming and diving team holds the distinction for winning the most consecutive national championships by any college or university in the United States in any intercollegiate sport. The men's team won its 37th consecutive national championship and the women's team won its 33rd national championship at the 2011 NJCAA meet. In 1990, 1996, and 2003, the teams were recognized in *Sports Illustrated* magazine.

The IRSC baseball team has also gained national prominence, winning four Florida State championships in 1979, 1993, 1995, and 1996, and qualifying to compete in the JUCO World Series. In 2002, the IRSC softball team won the NJCAA National Fast Pitch Softball Championship title and were the Southern Conference champions in 2011.

IRSC's basketball and volleyball teams consistently distinguish themselves in Southern Conference and state competition. IRSC men's and women's basketball teams were Southern Conference Champions in 2007 and 2010 with the men also winning in 2008, and the women winning in 2009 and 2011. The IRSC Volleyball Team participated in the 2002 State Tournament after being ranked in the top 10 all year.

IRSC boasts a state-of-the-art Baseball/Softball Complex as home field to the IRSC Baseball and Softball teams. The complex features two fenced-in fields and two electronic scoreboards. With its gymnasium, world-class aquatic complex, racquetball and tennis courts, and weight training facility, IRSC encourages the well-rounded development of its students.

INTRAMURAL SPORTS

Every student who attends IRSC has the option of participating in some type of recreational sport or activity through the Intramural Program. Intramural events are

planned, administered, and carried out by students, and it is the students' friendly rivalry in many different forms of competition which makes the program fun.

A few extramural athletic events are held with other area community colleges and are separate from Intercollegiate Athletics. Most events are played Tuesdays and Thursdays, 12:40-1:40 p.m.

PERFORMING ARTS

Cultural enrichment is a vital part of every person's education, and students are provided with many cultural activities at IRSC. Music and drama students participate in the production of plays and musicals many times each year in the McAlpin Fine Arts Center, a professional quality 620 seat theatre, and the Wynne Black Box, a versatile venue that seats 75-100 patrons. Student performance groups include the song and dance troupe "Company," the Jazz Band, Symphonic Band, College Chorale, Theatre Program, and Theatre Touring Group.

The Performing Arts Series brings professional entertainers to campus each year. Such notable and diverse performers as songstress Judy Collins, entertainer/singer/comedian Vicki Lawrence, country star Lee Greenwood, the world famous Manhattan Transfer, singer/dancer Sandy Duncan, singer/songwriter Rita Coolidge, and Robert Wagner and Jill St. John have entertained IRSC students and the public.

WQCS-FM 88.9

Classical music, in-depth news and public affairs, and cultural programming are brought to the Treasure Coast by WQCS, IRSC's public radio station. Staffed by professionals and volunteers, WQCS is a member of National Public Radio and has won numerous awards for broadcasting excellence.

ALUMNI RELATIONS

Affiliation with IRSC continues well after Commencement. The Indian River State College Alumni Association was established to meet the needs of IRSC alumni. Administered by the IRSC Foundation, Inc., the Alumni Association maintains an electronic database of IRSC alumni and provides updates and current events at the College via periodic electronic newsletters. In addition, the IRSC Foundation identifies resources at IRSC that will enhance personal and professional goals of IRSC alumni. The IRSC Foundation welcomes alumni to visit the Foundation Office on Main Campus to share information and suggestions for making the College and community a better place to live and learn. The Foundation's Web site, www.irscfoundation.org offers a variety of options for IRSC alumni, including searching the alumni directory, purchasing a commemorative brick on Alumni Row, and accessing the *Connections Newsletter*, along with reviewing the arts and events schedules.

NON-DISCRIMINATION/NON-HARASSMENT

Purpose

The purpose of this Administrative Procedure (AP-3.13) is to support the IRSC District Board of Trustees Policy number 6Hx11-3.13 by rendering a process through which a complaint may be filed toward resolution of issues, and may be pursued in a fashion devoid of coercion, interference, restraint, discrimination or reprisal.

This procedure shall apply only to discrimination or harassment complaints based on race, color, nationality, ethnicity, gender, religion, age, disability, sexual orientation, marital status, veteran status, or genetic information.

Definitions

- a) Complainant/s: An individual, or group of individuals expressing a complaint, or charging another with a violation.
- b) Complaint: A dissatisfaction wherein a person feels he/she has been adversely affected by discriminatory actions and/or harassment at the College.
- c) Complaint Intake Persons: These are the individuals to whom an initial complaint/concern is to be reported as the first step in pursuing resolution. The proper individuals for this purpose are either the Health and Wellness Coordinator, who is located in the Health & Wellness Center or the Dean of Minority Affairs / Equity Coordinator, who is located in the Office of Minority Affairs.
- d) Discriminate: To act with partiality or prejudice either for or against a person or group, based upon race, gender, color, national or ethnic origin, religion, age, disability, sexual orientation, veteran or marital status.
- e) Evidence: As applied in this procedure, any information, including documents and testimony, which relate to the alleged circumstances that gave rise to the complaint.
- f) Harassment: There are a variety of types of harassment that can occur in the workplace. Workplace harassment, whether it be verbal or physical badgering based on sex, religion or race, is unlawful and also a form of discrimination. Unwelcome and discriminatory conduct is legally considered harassment when it is bothersome enough to negatively impact the work environment. Also, if a supervisor's harassment results in an obvious change in the employee's salary or status, this conduct would be considered unlawful workplace harassment.
- g) Respondent/s: The individual, or group of individuals, against whom the complaint is filed.

Filing a Harassment and/or Discrimination Complaint

Indian River State College and its District Board of Trustees strongly encourage any student who believes that he or she has been subjected to discrimination and/or harassment at the College to immediately bring it forward to one of the Complaint Intake Persons designated in this Procedure (see Definitions). Such discussion should include as much information as possible, including names and positions of persons involved; identification of witnesses if any; the time, place and details of the incident leading to the allegations; etc. In no case will a Complainant be required to report such behavior to the alleged Harassing Party (the Respondent).

In the event that a faculty member, adjunct faculty member, or any other college employee may receive a complaint concerning harassment directly from a student, he/she must immediately inform an appropriate Intake Person.

Should an employee be involved in such a situation, reference is to be made to the Employee Reporting Procedure outlined in AP-3.131 for designated Complaint Intake Persons, their locations on campus, and the "Responsible Authorities."

Failure of a student to immediately notify an appropriate individual of suspected or actually disclosed allegations of discrimination and/or harassment constitutes a violation of their individual accountability to support the Non-Discrimination and Non-Harassment Policy and Procedures of the College. Such violations may be subject to disciplinary actions.

Complaint Investigation

The issues generating the complaint are first discussed with an Intake Person in order to determine that the situation properly fits into the purview of these specific Policy and Procedural provisions. The Intake Person will explain the formal investigative process about to be entered into, should the complaint be eligible and desired by the Complainant to move forward to the Vice President of Student Affairs. The Vice President of Student Affairs serves as the Responsible Authority vested with investigative duties.

In order to move the complaint forward into investigation, the Complainant must complete and sign a "Harassment Report Form". This form must include details of the conduct and circumstances of the complaint. The Complainant must file a complaint within 60 days of the incident.

The Vice President of Student Affairs will then conduct an actual investigation of the charges being made.

In the event that an employee is involved in the complaint along with a student, the Vice President of Student Affairs will partner with the Dean of Human Resources in a joint investigation process.

The Respondent will be provided with a copy of the Complainant's written complaint as stated in the "Harassment Report Form".

Any persons thought to have information or evidence relevant to the complaint shall be interviewed and such interviews shall be appropriately documented. Students and involved employees are expected to cooperate in providing requested information. Other acceptable methods for gathering information include, but are not limited to, visual inspection of offensive materials and follow-up interviews as necessary.

In determining whether the alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, frequencies, and the context in which the alleged conduct occurred will be investigated.

The investigation of the complaint must be concluded within a reasonable period of time. The institution will make every effort to complete a thorough investigation as expeditiously as possible. The timeline should not exceed twenty working days after the receipt of the written "Harassment Report Form," unless otherwise agreed upon by the Complainant and the Responsible Authority or Authorities, due to extenuating circumstances.

Within five days of the completion of the investigation, the Vice President of Student Affairs will prepare a written Complaint Resolution Report. The Complaint Resolution Report shall include the: basis of the complaint; issues and facts surrounding the dispute; summary of investigative findings, including interviews; recommendations/dispositions of inquiry; proposed disciplinary penalty (if any); basis for recommended action.

The Complaint Resolution Report will be presented and explained to both the Complainant and the Respondent in separate debriefing meetings. Findings and the resulting official actions to be taken, if any, will be discussed. Should disciplinary actions be determined to be in order, the appropriate supervisors must be made aware at this time in order to carry out the recommended action(s) and/or disciplinary procedure(s) that may be applicable.

The College President will be fully advised from the outset of the complaint being lodged, and will also be given a copy of the final Complaint Resolution Report.

Confidentiality: Confidentiality shall be maintained to the greatest extent possible while still meeting the requirements of conducting an appropriate investigation. Witnesses interviewed will be advised and requested to honor confidentiality as well.

Retaliation: Retaliation against an individual or individuals who have filed a charge, participated in an investigation, or openly opposed any unlawful practice, is prohibited and will subject the person who retaliates to disciplinary action.

Disciplinary Actions: Any employee or student found to have harassed another employee or student within the definitions of the Non-Discrimination and Non-Harassment Policy and Procedures will be subject to disciplinary actions up to and including possible separation of service, probation, suspension, or expulsion.

False or Malicious Complaints: Any employee or student found to have acted dishonestly or maliciously in making complaint allegations, or in their actions or witness statements during an official investigation, shall also become subject to possible disciplinary action.

Prevention: Indian River State College and the District Board of Trustees recognize that preventive measures are the best tool for the mitigation of discriminatory actions and sexual harassment issues emerging. Therefore, the College and the Board of Trustees will take necessary steps toward prevention, including, but not necessarily limited to the following:

- Establishing and publishing the Indian River State College Non-Discrimination and Non-Harassment Board Policy, along with the companion Administrative Procedures with regard to reporting violations.
- Inclusion of the Policy and Procedures information in student and employee handbooks with availability electronically maintained through the College website.
- Distribution of the Policy and Procedures during student and new employee orientations.
- Including discrimination/sexual harassment awareness and prevention training during student and employee orientations.
- Fostering Cultural Intelligence through College events and educational materials that address appreciation of diversity and cultural differences.
- Refreshing the ongoing awareness and training toward prevention of discrimination and harassment among both students and employees.