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STUDENT PLANNER



STATE COLLEGE OF FLORIDA
MANATEE - SARASOTA

SCF.EDU

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WELCOME TO SCF

As a member of the distinguished Manatees community at SCF, you should feel a sense of pride. SCF stands out as one of the best state colleges, offering exceptional academic programs, high exam passage rates and impressive postgraduate employment. You have access to a comprehensive range of educational and support services and we are here to guide and support you on every step of your higher education journey.

The Student Handbook and Planner is an essential tool. In addition to the academic planning calendar, this will serve as a guide to the wealth of resources SCF offers to provide the full college experience. Whether you seek student support services or a club to enjoy with like-minded peers, you will find that information and more in this Student Planner.

I look forward to seeing you online or on campus.

Thank you for choosing SCF.

Tommy Gregory, J.D.
President



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ABOUT SCF

MISSION STATEMENT

State College of Florida, Manatee-Sarasota, guided by measurable standards of institutional excellence, provides engaging and accessible learning environments that result in student success and community prosperity.

VISION

State College of Florida, Manatee-Sarasota is the region's first choice for innovative, responsive, quality education, workforce training and community partnership.

SCF is committed to student success, academic achievement and community engagement. The College offers associate degrees, certificates and bachelor's, degrees designed to propel students toward prosperous careers in Manatee and Sarasota counties and beyond.

Students at SCF enjoy the full college experience. NJCAA athletics, student clubs, a robust array of performing arts and support for veterans are all factors contributing to the vibrant SCF community. Attending SCF opens the door to a wealth of experiences inside and out of the classroom.

An SCF education is convenient and affordable. With campuses in Bradenton,

INSTITUTIONAL VALUES

INTEGRITY. We have a tradition of delivering our promises responsibly and transparently.

COLLABORATION. SCF is boldly engaging our partners to achieve the dynamic future we envision.

INNOVATION. We define best practices and create opportunity with forethought.

INCLUSIVITY. SCF is an open access institution where all are welcomed and supported as part of the SCF college community.

Venice and Lakewood Ranch, as well as online courses and fully online degree programs, anyone can pursue their education at SCF. The College is in a continuous state of evolution, growing and adapting to meet the changing needs of students and the community.

SCF has a proud history as the first and largest public higher education institution in the region. More than 60,000 #SCFProud alumni have been awarded degrees from the College since 1959. Thousands more have made SCF a part of their educational endeavors while bolstering career credentials or laying the groundwork for a longer academic career. For more information, visit SCF.edu.

Your decision to attend SCF will be rewarded daily through quality instruction, personalized advising and constant support from dedicated faculty and staff. At SCF, we meet you where you are. We're everyone's college.

ACADEMIC CALENDARS*

FALL 2024



AUG. 8	Faculty return
AUG. 08 - 09	Faculty Planning/Convocation
AUG. 12	CLASSES BEGIN
SEPT. 02	LABOR DAY (NO CLASSES)
NOV. 11	VETERANS DAY OBSERVED (NO CLASSES)
NOV. 28 - 29	THANKSGIVING BREAK (NO CLASSES)
NOV. 29	CLASSES END
DEC. 02 - 05	FINAL EXAMINATIONS
DEC. 06	COMMENCEMENT
DEC. 06	Final grades due by 11:59 p.m.
DEC. 07 - JAN. 05	WINTER BREAK (STUDENTS)
DEC. 07 - JAN. 01	Winter Break (Faculty)
DEC. 18 - JAN. 01	Winter Break (Staff)

SPRING 2025



JAN. 02	Faculty return
JAN. 02 - 03	Faculty Planning/Convocation
JAN. 06	CLASSES BEGIN
JAN. 20	MARTIN LUTHER KING JR. DAY (NO CLASSES)
MAR. 03 - 07	SPRING BREAK
APR. 25	CLASSES END
APR. 28 - MAY 01	FINAL EXAMINATIONS
MAY 02	COMMENCEMENT
MAY 02	Final grades due by 11:59 p.m.

SUMMER 2025



MAY 12	Faculty return
MAY 12	CLASSES BEGIN
MAY 26	MEMORIAL DAY (NO CLASSES)
JULY 04	INDEPENDENCE DAY (NO CLASSES)
AUG. 01	CLASSES END
JULY 31-AUG. 01	FINAL EXAMINATIONS
AUG. 01	Final grades due by 11:59 p.m.



HOW TO REGISTER FOR CLASSES

SCF offers convenient online registration for current students. To access the online registration system, log in at My.SCF.edu and click on "Registration."

The following features are available to assist you with planning your class schedule and registering for classes:

- **Verify Registration Status**

Find out if you have any barriers, such as a certain academic status or a registration hold, which will prevent you from registering for classes.

- **Review Degree Works**

Locate the courses you need to complete by reviewing your degree audit on the planning tool, Degree Works, which is located in MySCF. Visit SCF.edu/DegreeWorks to learn more.

- **Browse Classes and Catalog**

A variety of search options allow you to browse for classes by name, keyword, course number, subject and availability.

- **Create a Plan**

As soon as class schedules are posted for future terms, you can select your classes in advance. When registration opens, you can register directly from your plan and bypass having to search for and add classes one-by-one. It's important to note that creating

a plan does not secure your seat in a class. You still must complete the registration process during the time that term's registration is open.

- **View Completed Registration**

Once registered, you can access your class schedule at any time to view details such as location, professor, textbook information, special class fees, prerequisites and more.

- **Register for Classes**

The online system allows you to view class details, see how many seats are available, add or drop classes and register from a plan.

Students are encouraged to visit SCF.edu/Registration for a detailed description of the registration system features, including screenshots. Use this guide to assist you as you plan your degree path and register for classes.

SCF College and Career Success Coaches also are available to assist any student with all parts of the planning and registration process. Visit SCF.edu/Advising to schedule an appointment.

If you need technical assistance, please contact the Help Desk at HelpDesk@SCF.edu or call 941-752-5357.

HOW TO ACCESS SCF STUDENT EMAIL



LET'S GET SOCIAL

We host fun events throughout the year that don't appear in this book, so be sure to follow us on your favorite social media platforms to stay connected!

 @StateCollegeofFlorida
 @SCFnow
 @SCFnow



NEED HELP PAYING FOR COLLEGE?

We are here to help.

For more information about grants, loans and scholarship opportunities, visit **SCF.edu/FinancialAid**

All State College of Florida students are automatically set up with email accounts which you may access on campus or from home. Many faculty will use SCF email to distribute notices, class notes and materials. Please access your email within the first two weeks of each term to ensure that your account works properly.

To access your student email, log in to MySCF at My.SCF.edu. Click on the Access Your Email link on the home tab.

If you are a new student, you will be sent an auto-generated password from SCF's Information Technology Services team separate from your admissions acceptance email.

Your email address is
UserName@Student.SCF.edu

PLEASE NOTE: If your email address is JDoe@Student.SCF.edu, your username would be JDoe.

If you have any problems logging into your SCF email account, please contact the Help Desk at HelpDesk@SCF.edu or call 941-752-5357.

See page 22 of this handbook for more details.



ADMISSIONS

Visit this office for admissions application questions, initial residency classifications, campus tours, new student orientation and getting started at SCF.

Admissions@SCF.edu SCF.edu/Admissions Residency@SCF.edu SCF.edu/Residency	SCF Bradenton Student Services Center (Bldg. 1, Rm. 146) 941-752-5050 Text 941-304-5443	SCF Venice Student Services Center (Bldg. 100, Rm. 165) 941-408-1300
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ASSESSMENT AND TESTING CENTER

The Assessment and Testing Center offers an extensive program of group and individual testing designed to meet the needs of students. Testing services include, but are not limited to, Post-secondary Education Readiness Test (PERT), College Level Examination Program (CLEP), make-up tests and accommodated test proctoring. All testers must have an appointment and a current photo ID in order to take any test. Note that there may be fees associated with testing. Students must complete the SCF admissions application process before taking the placement test.

Pursuant to Florida Statute 1008.30 and Rule 6A-10.0315, F.A.C., students are required to satisfy one of the following prior to entering SCF as a degree-seeking student.

1. Students who entered ninth grade in a Florida public school in 2003-04 or thereafter must provide a standard Florida high school diploma.
2. All others must provide placement test scores taken within the past two years using any of the following tests:
 - American College Testing Enhanced (ACT).
 - Scholastic Aptitude Test (SAT).

- Postsecondary Education Readiness Test (PERT).
- College Entry Level Placement Test (ACCUPLACER).
- Classic Learning Exam (CLT)

Placement test scores are not required for:

- Active-duty military (active at the point of application to SCF).
- Students applying for transfer or readmission status who have satisfactorily completed college level English, reading and/or mathematics courses.

We want you to succeed at the highest level possible. We encourage you to take the common placement test (PERT) to identify any academic areas that might require additional preparation in order for you to be successful in your classes. Practice test questions can be found at SCF.edu/Testing. The State Board of Education establishes cut-off scores for placement purposes.

Retakes: All placement test scores remain valid for two (2) years. It is SCF policy that students can take the PERT two times per term. A term is defined as Fall, Spring or

ASSESSMENT/TESTING CENTER (continued)

Summer per the official SCF academic calendar. Note: There is a \$10 per section retest fee. Students eligible to request a retake of the PERT must follow the guidelines outlined in Procedure 4.04.01, Florida Placement Test Retakes. SCF's retest procedure, appointments and testing information can be found at SCF.edu/Testing.

Early College Students:

SCF's agreements with Manatee and Sarasota County schools specify that early college students may take the SCF placement test only one time per term, not to exceed two attempts per calendar year. A term is defined as Fall, Spring or Summer.

Testing@SCF.edu SCF.edu/Testing	SCF Bradenton Student Services Center (Bldg. 1, Rm. 201) 941-752-5238	SCF Venice Student Services Center (Bldg. 100, Rm. 154) 941-408-1540
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SCF CAMPUS MINISTRY

Campus Ministry is committed to supporting and encouraging the spiritual development, reflection and dialogue of students through student-sponsored programs and events, as well as partnerships with other colleges/universities and community organizations. All students, staff and guests who participate in any Campus Ministry program, or who

utilize a Campus Ministry facility, are expected to encourage and extend a sense of mutual respect and understanding between different faiths, belief systems, denominations, historic traditions and practices. Representatives from different faith, spiritual and religious beliefs are available during weekdays at scheduled times and locations.

SCF Bradenton Bldg. 4 941-752-5607	SCF Venice Bldg. 500 941-408-1523
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TUITION PAYMENT

Tuition, application, ID card replacement, parking violation, reinstatement, testing and transcript fees may be paid at the above locations in person with cash, check or money order during normal business hours or by mail (P.O. Box 1849, Bradenton, FL 34206). You may also pay online via your student portal at My.SCF.edu with MasterCard, Visa, Discover or American Express.

Cashiering-FeePayment@SCF.edu 941-752-5370 SCF.edu/Tuition	Bradenton Student Services Center (Bldg. 1)
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COLLEGE AND CAREER SUCCESS

College and Career Success is essential to a student achieving their academic goals. The office is staffed by College and Career Success Coaches who provide holistic student support services, including but not limited to admissions, career and academic program counseling, financial aid and class scheduling. Coaches guide students through their entire experience at SCF from admission to graduation.

The office guides students pursuing any SCF degree or credential such as:

- Associate in Arts (A.A.) Degrees
- Associate in Science (A.S.) Degrees
- Bachelor's Degrees
- Workforce Certificates

College and Career Success Coaches help students develop their career goals and identify potential internships and certificate opportunities.

Additional experience and credentials add value to earning a degree and provide a competitive advantage in the job market.

The Coaches monitor the progress a student is making toward their goals. If a student encounters a barrier to their success, the Coaches connect them with appropriate resources.

CollegeandCareerSuccess@SCF.edu

SCF.edu/Advising
Call: 941-752-5035

SCF Bradenton:
Student Services Center (Bldg. 1)

SCF Venice:
Student Services Center (Bldg. 100)

SCF Lakewood Ranch:
Student Services Office (MTSC)

COMMUNITY SUPPORT RESOURCE

Residents of DeSoto, Manatee and Sarasota counties can access United Way Suncoast 2-1-1 for assistance with:

- Natural Disasters
- Food
- Health care
- Housing
- Utilities
- Crisis support

United Way Suncoast 2-1-1
211suncoastcares.org
Call: 211 / Text: 898-211

DENTAL HYGIENE CLINIC

Hours vary by term, Monday-Friday. The Dental Hygiene Clinic offers services such as dental cleaning, x-rays, sealants, doctor's exam and fluoride. Tooth whitening products are available from the SCF Student American Dental Hygiene Association during clinic hours.

SCF.edu/DentalClinic
SCF Bradenton
Dental Hygiene (Bldg. 2)
941-752-5353

DISABILITY RESOURCE CENTER

The Disability Resource Center (DRC) is committed to ensuring equal access to college programs, services and activities for

qualified students with disabilities. The DRC assists students with disabilities through the provision of reasonable accommodations,

DISABILITY RESOURCE CENTER (continued)

information, resources, services and skill development. The DRC promotes student self-advocacy through collaboration with faculty, staff and SCF campus resources.

SCF is committed to the spirit and the letter of the Americans with Disabilities Act (ADA), the ADA Amendment Act and the Rehabilitation Act of 1973. SCF has instituted various administrative policies, procedures and practices to provide meaningful access for individuals with disabilities.

The DRC has established a comprehensive plan for responding to all requests for the provision of accommodations (adaptive devices and/or auxiliary staff and services) to meet the individual and unique needs of individuals with disabilities. Examples include note-taking services, testing accommodations, assistive technology,

American Sign Language interpreting, course substitution and equipment loan (tape recorders, personal amplification systems, calculators, reading pens, etc.). Students must provide sufficient documentation of a disability, meet with the DRC coordinator to develop an individual accommodation plan and work collaboratively with faculty and DRC staff. For more information, contact the DRC office.

DRC@SCF.edu
SCF.edu/DRC

SCF Bradenton:
Student Services Center (Bldg.1, Rm. 219)
941-752-5295

SCF Venice:
Student Services Center (Bldg. 100, Rm. 162)
941-408-1448

EARLY COLLEGE

Early College programs enable qualified high school students to enroll in selected college courses to satisfy high school graduation requirements and the requirements for an associate degree. Programs include Dual Enrollment (DE), Early Admissions (EA) and Accelerated Dual Enrollment (ADE). Learn more about program eligibility, the application process and deadlines at SCF.edu/EarlyCollege.

EarlyCollege@SCF.edu
SCF.edu/EarlyCollege

SCF Bradenton
Bldg. 8, Rm. 146
941-752-5422

FINANCIAL AID

The Financial Aid office provides assistance to students who have demonstrated financial need and/or possess academic or special talent. Financial aid consists of grants, scholarships, loans or student employment. Please see the College Catalog for detailed information on eligibility, criteria and the application procedure.

Apply Early:

All required documentation must be received by dates published on the academic calendar to ensure review of eligibility for financial aid. Documents received after the deadline will be processed in the order they are received in the SCF Financial Aid office. Students are advised



FINANCIAL AID (continued)

to pay for classes on the established dates for each term if financial aid eligibility has not been established.

How to Apply

1. Complete one of the following need analysis forms:
 - a) Free Application for Federal Student Aid (online at FASFA.gov)
 - b) Federal Renewal Application (online at FASFA.gov)
2. List State College of Florida, Manatee-Sarasota as one of your college choices, Federal School Code Number 001504.
3. Complete an application for admission to SCF.
4. Apply for an eligible degree (bachelor's or associate) or certificate program. Note: You must be accepted into the program and enroll in classes REQUIRED toward the program you are pursuing in order to be eligible for federal student aid.
5. Check your financial aid status at My.SCF.edu. Click on the Student tab, then Student Profile, Financial Aid Information.

On-Campus Student Employment

This is an institutional work program that enables students to work part-time, up to 20 hours per week, in administrative and departmental offices, the library and laboratories. All students interested in working on campus must complete the FAFSA. Students must have a minimum GPA of 2.0, be enrolled for a preferred six (6) credit hours and be degree-seeking in order to work as a student assistant. Inquiries and job applications are available online at SCF.edu/OnCampusJobs.

AskFinAid@SCF.edu
SCF.edu/FinancialAid
SCF.edu/Scholarships

SCF Bradenton
Student Services Center (Bldg. 1, Rm. 136)
Call: 941-752-5037

SCF Venice
Student Services Center (Bldg. 100, Rm. 159)
Call: 941-752-5037

CAMPUS DINING

During the Fall and Spring semesters, breakfast, lunch and dinner are served at SCF Bradenton, and breakfast and lunch are served at SCF Venice.


For hours at all locations, search "Campus Dining" at SCF.

SCF Bradenton
Student Union, Café (Bldg. 14)
Open Monday - Friday
941-752-5311

Library Starbucks Café
Open Monday - Friday
941-752-5525

SCF Venice
Student Union, Café (Bldg. 500)
Open Monday - Friday
941-408-1467

SCF Lakewood Ranch
Smart Market available 24/7
941-363-7284



**The SCF Foundation
awarded more
than \$2.0 million
in scholarships
last year.**



STATE COLLEGE OF FLORIDA
FOUNDATION

Making **Higher Education** Possible.
SCF-Foundation.org/Scholarships



STUDENT SERVICES

INTERNATIONAL STUDENT SERVICES

Students receive assistance coordinating details of an academic experience in the United States. For more information, contact:

Kate Akyuz, Associate Director,
International Student Services
AkyuzK@SCF.edu

SCF.edu/International

SCF Bradenton
Student Services Center (Bldg. 1)
941-752-5418

SCF LIBRARIES

Bring your SCF ID to access all of the library services and resources.

The SCF Libraries provide access to print and electronic sources, including reference materials, journal articles, e-books, streaming movies and documentaries, digital and print magazines and audiobooks. Our collections support the curriculum and include Popular Fiction, Young Adult and Graphic Novel genres. All items are searchable at SCF.edu/Library.

To login for online resources, use your MySCF credentials for your username and password.

Librarians are available in person and online for research and citation questions and how to avoid plagiarism. They will save you time, and walk-ins or appointments (in person or online) are welcome.

All three locations have group study rooms, wireless access and charging stations. Our Library of Things includes a limited number of laptops, charging cords, scientific calculators, cameras, microphones, ring lights, headphones, LEGO® sets, art and sewing kits, games, a telescope, sewing machines, exercise equipment, tools and lab coats, which may be checked out. Availability and loan periods vary by campus. Select course textbooks are available on a first-come, first-served basis.

SCF Bradenton has large and small group study rooms, media and sound editing rooms, open collaboration spaces and Microsoft Hubs. It also has additional collaboration, presentation and exhibit spaces, 3D and large format printers, a 3D scanner and houses the Filmmaking Production Studio, the Library Starbucks Café, the Family Heritage House and the Together Manatee Community Rooms.

SCF Venice has small group study and editing rooms, a TruTouch collaboration screen and a MakerSpace available for collaboration and group projects.

The Lakewood Ranch Learning Commons has small group study rooms, a TruTouch collaboration screen, Anatomy & Physiology models available for study. Bone kits are available for checkout in Bradenton and Venice.

Group study rooms are a combination of specialty uses and are open first come, first served. Rooms that are reservable vary depending on student demand during the semester. To check room descriptions, policies and availability go to SCF.libcal.com.

Inter-campus requests and inter-library loan services are available. Your MySCF ID card is your library and printing card. Use it to check out items and for black or white or color copying, printing and scanning.

SCF.JoinHandshake.com



Handshake

5 reasons you need Handshake

1 Competitive advantage

Handshake is the only place that connects you, your school and employers together. You'll see jobs and internships posted specifically for students and employers actively recruiting from your school.

2 Active recruiters

Employers on Handshake message students with event invites, interview requests and new job opportunities.

3 No experience required

The jobs on Handshake are meant for students like you, so you can get the work experience you need.

4 Curated work opportunities

When you fill out your profile, we'll show you jobs and internships that match your interests and skills. You may even discover a new career path.

5 Exciting employers

All of the top employers are recruiting students on Handshake, including Fortune 500, startups, nonprofits and more.



SCF LIBRARIES (continued)

SCF Libraries abide by U.S. copyright laws. The copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Any person making photocopies is liable for any infringement.

Food and drinks may be brought into all library locations, with the exception of the Bradenton Visualization Classroom and the College Archives. Community patrons must

SCF.edu/library
AskALibrarian.org/scf
 (Chat/Text/Email)
 Text: 941-270-9643
 Social Media: @SCFLibraries



SCF Bradenton - Dr. Carol F. Probstfeld Library & Learning Center
 941-752-5305 / (Bldg. 3)
 Mon. - Thu., 7:45 a.m. - 9 p.m.
 Fri., 7:45 a.m. - 4 p.m.
 Sat. closed.
 Sun., 4 - 9 p.m.
 Summer and between terms: hours vary.*

**Check website for details.*

STUDENT OMBUDS

The Office of the Ombuds is an impartial, informal and confidential resource available to students enrolled at State College of Florida. The Office provides a safe place to have off-the-record conversations about any concerns or issues related to SCF. Communicating with the Ombuds can be a good first step to resolving concerns and issues, especially if you do not know where to go for assistance.

Dr. Rene Massengale: 941-752-5660
MassenA@SCF.edu

ONLINE LEARNING

SCF offers Online Learning in a variety of courses, certificates and programs. Students who cannot attend classes on campus have an opportunity to earn college credit through online education. Whether one course or an entire degree program, you choose the most

obtain an ID card from the Department of Public Safety once they have a Manatee or Sarasota public library card. Cross College Alliance students attending SCF classes have the same library privileges as SCF students. SCFCS students in the 6th-10th grades must be accompanied by a parent if visiting after collegiate school hours.

For all Library Policies see:
 LibGuides.SCF.edu/SCFLibrariesPolicies

SCF Venice - Dr. Bill Jervey, Jr. Library
 941-408-1435 / (Bldg. 300)
 Mon.-Thu., 8 a.m. - 8 p.m.
 Fri., 8 a.m. - 2 p.m.
 Sat. & Sun. closed.
 Summer and between terms: hours vary.*

SCF Lakewood Ranch - Learning Commons
 941-363-7250 / (Bldg. 2)
 Mon. - Tue., 9 a.m. - 4 p.m.
 Wed. - Thu., 9 a.m. - 6 p.m.
 Fri. & Sat. 9 a.m. - 2 p.m.
 Sun., closed.
 Summer and between terms: hours vary.*

convenient time and place to learn to meet your needs. There are no additional fees required to take an online course.

SCF support services are available to online students, including computer labs, tutoring centers and the library. Courses offered

ONLINE LEARNING (continued)

through online learning are comparable in quality to traditional courses offered in SCF classrooms, follow the same learning objectives and require at least as much time to complete as traditional courses. Some online courses may also require some on campus work, a student orientation, review sessions and exams, with details specific to each course listed in the notes on the course schedule. SCF Online Learning classes allow for independent, self-paced learning to help you achieve your educational goals and are eligible for the same federal financial aid as our face-to-face classes.

Online Courses

Online courses are delivered using the Canvas learning management system. These courses use various tools to deliver course content from the same SCF faculty who also teach face-to-face courses. Online courses follow a specific schedule throughout the term with structured lessons, assignments and due dates. They are offered in many different term lengths and are listed in the SCF class schedule as well as all other types of classes.

Blended Courses

Blended courses are offered partly face-to-face and partly online. Online portions of the blended classes use the same Canvas tools as regular online courses, while face-to-face portions are held on-campus in traditional classrooms. The SCF course schedule contains more information about the class meeting sessions listed for each online section, Go Live or blended section.

Go Live with SCF Online

Go Live is an extension of SCF Online with classes taught in real-time by live instructors using Microsoft Teams to provide a remote version of the traditional classroom experience. Instruction occurs at the scheduled class meeting time using web-conferencing with your peers and the instructor in a virtual class in real-time. Go Live is perfect if you prefer a live instructor but can't make it to an SCF campus for the course you need.

Testing Requirements for Online/ Blended Courses

Some instructors may require students taking online courses to take tests in a proctored environment. Instructors and students need to make arrangements for such testing as part of the course. For SCF students taking online courses who are unable to attend on-site testing, arrangements need to be made in advance at an approved testing facility. Most independent testing facilities charge for proctoring services, which are the responsibility of the individual student.

SCF.edu/OnlineLearning
941-752-5237



PRINTING (Wireless)

PaperCut allows students to print their documents from computers, Android™ and Apple® devices and USB flash drives. The technology allows students to store their print jobs in the queue for 24 hours and retrieve them from any student printing area on campus.

SCF Bradenton:

ARC (Bldg. 5)
Club Hub (Bldg. 14)
Library & Learning
Center (Bldg. 3)

SCF Venice:

ARC (Bldg. 400)
Dr. Bill Jervy, Jr. Library
(Bldg. 300)

SCF Lakewood Ranch:

Learning Commons (MTSC)
Vending Room (CIT)

OFFICE OF THE REGISTRAR

Visit this office for transfer credit evaluations, Degree Works, residency reclassification, name changes, F-1 Student Visa information, Cross College Alliance inquiries, graduation information, web registration questions and Family Educational Rights and Privacy Act (FERPA) compliance questions.

Online services available:

Transcripts: SCF.edu/Transcripts

Degree and enrollment verifications: SCF.edu/Registrar

Add/drop/course withdrawals: My.SCF.edu

Graduation: SCF.edu/Graduation

Registrar@SCF.edu

SCF.edu/Registrar

SCF Bradenton:

Student Services Center
(Bldg. 1, Rm. 237)
941-752-5060

SCF Venice:

Student Services Center
(Bldg. 100, Rm. 160)
941-408-1495



**SCF
FLEX
START**

**Your schedule,
your way.**

**Work smarter with 5, 8
or 12-week classes.**

On Campus | Online | Go Live

We're flexible. Apply today!

SCF.edu/FlexStart

THE SCF STORE

The SCF Store is your complete college outfitter, providing new and used textbooks, digital books, textbook rental options and supplemental and optional books requested by the SCF faculty. It also carries great merchandise, including clothing, gifts, school supplies, laptops, backpacks and much more. Purchases can be made by cash, personal check or credit card. With a current SCF ID Card, you may also use Financial Aid when available. Contact the store for dates and requirements.

Please do not return rented textbooks in the Library book drop. Rental textbooks may only be returned to the SCF Store.

The SCF Store also has a year-round buyback program for students who did not opt to rent. Approved used textbooks are bought from students for up to half the purchase price.

SCF Bradenton

Student Union (Bldg. 14)
941-752-5080

SCF Venice

Student Union (Bldg. 500)
941-408-1380

Books with water damage or ripped pages will not be bought back by the store. The refund deadline is two weeks after the beginning of the Fall and Spring terms, and one week after the start of Summer term. A register receipt is required for all returns and books must be in original condition at time of purchase. Shrink-wrapped books and access codes must be intact and unopened in order to receive full credit. Store management reserves the right to determine the value of returned items based on sale value and condition.

The store offers a great price match program at both locations. It will match competitors' prices, either Amazon or Barnes & Noble, with an additional 10% discount. See store for details.

Visit SCFBradentonShop.com to view current hours, contact information and shop online.

STUDENT GOVERNMENT ASSOCIATION (SGA)

Various organizations and activities are available to SCF students. The Student Government Association (SGA) serves as the official voice of all students and encourages participation in all campus events. Active participation provides a valuable learning environment for citizenship, service and leadership skills on campus and on the regional and state levels.

StudentLife@SCF.edu
SCF.edu/StudentLife

SCF Bradenton
941-752-5607

SCF Venice
941-408-1523



STUDENT SERVICES

STUDENT HEALTH AND PROPERTY INSURANCE

Although student health and/or property insurance is not available through SCF, some private insurance companies provide health and/or property insurance coverage for students at special rates.

SCF.edu/StudentLife
SCF Bradenton:
941-752-5607
SCF Venice:
941-408-1523

STUDENT SUPPORT SERVICES

Student Support Services is dedicated to our students' well-being and encourages you to reach out for help with mental health support, homelessness, food insecurity, the loss of a loved one, or other issues hindering your success. Documentation of the circumstance will be requested before moving forward with Student Support Services.

SCFCare@SCF.edu
941-752-5107 (24-hour auto-attended number) *or*
941-752-3333 to learn more about the services available through the program.

STUDENT WELLNESS PROGRAM

The Student Wellness Program is designed to provide SCF students with opportunities to engage in the lifelong process of personal health and wellness with a variety of services, focusing on one or more of the seven dimensions of wellness (physical, spiritual, social, emotional, intellectual, occupational and environmental). Students earn Wellpoints by participating and could earn enough Wellpoints to be eligible for prizes and awards.

SCF.edu/StudentWellness

TUTORING AND ACADEMIC SUCCESS CENTER

The Tutoring and Academic Success Center provides high-quality in-person and online instructional support and supplemental learning resources. The Tutoring and Academic Success Center includes the following student services:

- Free one-on-one tutoring for math, science, writing, accounting, Spanish and other areas.
- Test prep and final exam review sessions.
- Essay email submission for review.
- Anatomy and Physiology models and bones.
- Calculators and presentation clickers for rent.
- Online Canvas review and tutoring for FCLE and TEAS exams.

Our in-person and online hours vary.

SCF.edu/Tutoring
SCF Bradenton: Academic Resource Center (Bldg. 5, Rm. 111)
941-752-5504
SCF Venice: Academic Resource Center (Bldg. 400, Rm. 421)
941-408-1452
SCF Lakewood Ranch: Learning Commons (MTSC, Rm. 120)
941-363-7250

STUDENT SERVICES

UNIVERSITY PARTNERSHIP CENTER (UPC)

Students may visit with representatives in the University Partnership Center for information about pursuing bachelor's degree programs at another college/university. College recruiters and schedules/hours may vary by semester.

SCF.edu
SCF Bradenton:
26West Center (Bldg. 8, Rm. 146)
SCF Venice:
Academic Resource Center (Bldg. 400, Rm. 416)

VETERAN SERVICES

Veteran advisors are available at SCF Bradenton and SCF Venice to assist eligible veterans and dependents in obtaining Veterans Affairs (VA) educational benefits. For a step-by-step guide to apply for veterans' educational benefits, go to SCF.edu/Veterans and click on the "Checklist" button. Your eligibility is determined by the VA; however, SCF must receive the Certificate of Eligibility from the VA for educational benefits under the G.I. Bill®, along with any additional required documents, in order to help you use benefits while attending SCF.

Veterans@SCF.edu
SCF.edu/Veterans
SCF Bradenton
941-752-5075 (Bldg. 5, Rm. 131)
SCF Venice
941-752-5075
Student Services Center Extension (Bldg. 1800)

WEB REGISTRATION

Web registration is available to students fully admitted and eligible to enroll in credit-level classes. This service provides convenient registration 24 hours a day without traveling to an SCF campus. Students may register on campus during the hours the College is open using designated computers with web access.

Login Information

All students must have a User ID and password to register online and gain access to their grades and academic records. The first time a student clicks on MySCF, a login screen will appear and the student will be asked to register their account. Students should remember and protect their login information as it is used to access confidential student information.

My.SCF.edu
Students who experience problems with their email account can contact the SCF Help Desk at:
HelpDesk@SCF.edu
SCF Bradenton:
941-752-5357
SCF Venice:
941-408-1300,
ext. 65357



WEB REGISTRATION (continued)

Registration Holds

A student record may have a hold that prevents registration for classes. Reasons for holds include unmet financial obligations to the College or an incomplete student file. Students can view any hold on their record by accessing their Student Profile at My.SCF.edu.

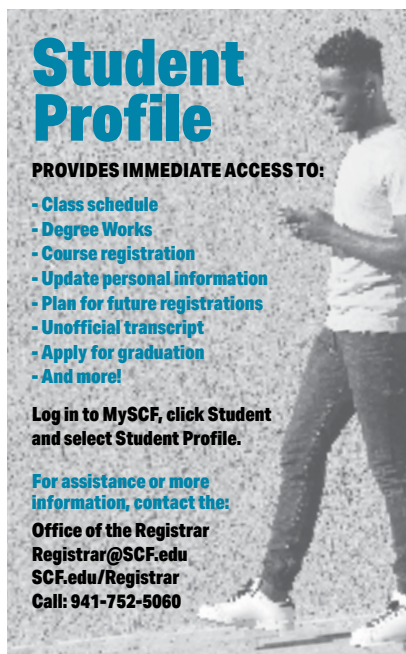
Accessing Grades Online

SCF does not send grades in the mail. Students who have no holds on their records may view their grades online beginning on the grade posting date published in the Catalog and on the SCF website. To view grades and unofficial transcripts, go to My.SCF.edu

Student Email Accounts

SCF has designated email as an official method of communication with students regarding topics of an academic, financial aid, administrative or emergency nature. All SCF students are automatically assigned a student email account upon admission to the College. Students are responsible for all information sent to them via their College email account. Student email is accessed through My.SCF.edu

Students who request a new email address due to a name change must complete the change of name form available online at SCF.edu/Registrar. The form must include a copy of the official court-issued document verifying the name change.



Student Profile

PROVIDES IMMEDIATE ACCESS TO:

- Class schedule
- Degree Works
- Course registration
- Update personal information
- Plan for future registrations
- Unofficial transcript
- Apply for graduation
- And more!

Log in to MySCF, click Student and select Student Profile.

For assistance or more information, contact the:
Office of the Registrar
Registrar@SCF.edu
SCF.edu/Registrar
Call: 941-752-5060



SCF

GAME READY?
 Come out and support your
MANATEES!

Students & Employees FREE with an SCF ID
 Visit SCFManatees.com for dates,
 times and updates on game schedules.
#GoManatees #SCFProud

TITLE IX

SCF.edu/TitleIX

SCF strives to provide a community where safety, equality, respect and healthy relationships are valued. As such, it is our policy to foster a campus environment that is free from intimidation and one in which students may be educated to their fullest potential.

Therefore, SCF will not tolerate sexual assault, dating violence, domestic violence, stalking or any form of sexual harassment from students, faculty, staff, volunteers, visitors or any persons while present on any College campus or sponsored event. SCF also encourages reporting of any incident related to these offenses.

What is Title IX?

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance. Title IX states that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination education program or activity receiving Federal financial assistance."

Making a report under Title IX

We encourage all victims of sexual harassment, sexual assault, stalking or domestic violence to make a report.

Title IX Confidential Resources

If you are 18 years of age or older, you have the right to speak to someone before or instead of making a Title IX report. Confidential resources are available on page

24. In selecting these resources, no Title IX investigation will take place unless you decide to report to the Title IX Coordinator or SCF Department of Public Safety.

In an EMERGENCY, call 911.

To report suspected abuse or neglect of anyone younger than 18, call 1-800-96ABUSE (1-800-962-2873).

In a non-emergency, contact:

Title IX Coordinator:

Jaquelyn McNeil
 941-752-5267, McNeilJ@SCF.edu
 SCF Bradenton, Bldg. 1, Room 127

Deputy Title IX Coordinators:

SCF Students
 941-752-5603

SCF Collegiate School
 941-408-1430

SCF Employees and all others
 941-752-5506

Department of Public Safety

SCF Bradenton, 24/7
 (Bldg. 14, Rm. 127)
 941-752-5550

SCF Venice, 24/7
 (Bldg. 500, Rm. 504)
 941-408-1550

SCF Lakewood Ranch,
 Mon. - Fri., 7a.m.-10p.m.
 Medical Technology &
 Simulation Center (Rm. 105)
 941-363-7155



TITLE IX (continued)

Title IX Confidential Resources:

Campus Ministries

SCF Bradenton: 941-752-5607
SCF Venice: 941-408-1523

Confidential Community Programs

24-hour access is available by calling 941-752-5107.

To Report Anonymously:

SCF.edu/SafeSCF
1-855-735-3001

Regardless of which reporting method you choose, confidentiality is always a priority! For more details, see Procedure 2.44.01: Harassment and Discrimination, and Related Misconduct (Including Sexual and Gender-Based Harassment, Sexual Assault, Sexual Exploitation, Interpersonal Violence, Stalking, Complicity and Retaliation).

SCF SAFE HARBOR INITIATIVE

We want SCF to be a safe place to learn, so we are working hard to foster a culture of safety, equality and respect on our campuses. Through our Safe Harbor initiative, SCF is providing training and resources to students on sexual harassment, sexual assault, domestic violence and stalking. This training is offered on Canvas to all new students as well as in a live format for any clubs or groups that would like to learn more about these important issues. For more information, call 941-752-5603.

**SEE
SOMETHING!
SAY
SOMETHING!**

**Concerned for
someone's well-being?**

See unusual, strange or
aggressive behaviors or actions?

REPORT IT!

Emergency: 911, or Non-emergency:
941-752-5550, SCF.edu/SafeSCF



STUDENT LIFE

Full participation in campus life is considered an integral part of student development of the student. The Office of Student Life is committed to that development by providing support networks, creative programs, social activities, leadership opportunities and cultural diversity for the student to grow beyond the classroom.

StudentLife@SCF.edu

SCF Bradenton
941-752-5607

SCF Venice
941-408-1523

CLUBS AND ORGANIZATIONS

SCF Bradenton

American Chemical Society (ACS)
Brain Bowl
Conversation Salon
Delta Psi Omega (Theater)
E.A.R.T.H Club
Entrepreneurship Club
Esports Club
Future Business Leaders of America (FBLA)
Hispanic Latino Heritage Club
HOSA - Future Health Professionals Club
Italo Americano Club
Law Club
Literary Guild
Music
Nerd Culture Club
Occupational Therapy Assistant Club (OTA)
Phi Theta Kappa (PTK)
Physical Therapist Assistant Club (PTA)
Radiography Club
Rainbow Alliance (LGBTQIA+ Inclusivity)
Sigma Kappa Delta (SKD)
STEM Club
Student American Dental Hygienists' Association (SADHA)
Student Government Association (SGA)
Student Nursing Association
Student Veterans of America (SVA)

SCF Venice

Art & Design Club
Esports Club
Food Forest Club
Future Business Leaders of America (FBLA)
History and Political Science Club
Phi Theta Kappa (PTK)
Sigma Kappa Delta (SKD)
STEM.Med Club
Student Government Association (SGA)
Student Veterans of America (SVA)
Swampscribes
Venice Tabletop Gaming Club
Xenos (LGBTQIA+ Inclusivity)





FIND YOUR PATH

Explore, plan and align your education and career goals.

Begin with a Plan.

It's easier to reach your destination once you know how. SCF's programs prepare you for employment or further education. We are here to help.

As you Find Your Path, you will:

- Decide where your journey starts.
 - Explore your interests.
 - Gain helpful resources.
 - Work toward your goals.

Find out more!

Email: FindYourPath@SCF.edu



Inspiration for this flyer design was provided by SCF student Ricardo Hernandez.

How would you like to

 Build a network of friends and classmates?	 Receive academic and career advising?
 Receive support navigating college?	 Go on field trips to universities and events?
 Get personalized tutoring?	 Earn a scholarship?

Join TRIO!

[SCF.edu/TRIO](https://scf.edu/TRIO)




Music

2024-2025 Music Events

For schedule and ticket information, visit [SCF.edu/Music](https://scf.edu/Music)

Student tickets for many concerts are only \$5!

Order tickets online at [SCF.edu/Neel](https://scf.edu/Neel),
or call the SCF Box Office, 941-752-5252.





Don't forget to apply for Graduation!

Visit SCF.edu/Graduation to view deadlines, information and to apply.

#SCFProud

This could be you! You decide.



**EDUCATION.
CAREER.
FUTURE.**

FIND YOURS HERE

**Advance Your Career with
a Bachelor's Degree**

**Early Childhood
Education**

**Elementary
Education**

**Exceptional
Student
Education**

**Health Services
Administration**

Nursing

**Public Safety and
Emergency
Management**

**Management and
Leadership**



APPLY TODAY!

SCF.edu/Bachelors | 941-752-5050



ATHLETICS

INTERCOLLEGIATE ATHLETICS

State College of Florida, Manatee-Sarasota (SCF), offers intercollegiate sports and is a member of the National Junior College Athletic Association. Each varsity sport schedules, tryouts and scholarships are awarded based on athletic ability.

Supporting the Manatees is important to the success of SCF teams. Admission to ALL athletic events is FREE when you present your SCF student ID. Show your school spirit and plan to cheer the Manatees on to victory during this year's competitive events. You can check the Manatees schedules at SCFManatees.com. Also, like SCF Manatees on Facebook and follow @SCFManatees on Twitter for all of the up-to-date scores and information.

SCFManatees.com

SCF Bradenton - Hal Chasey Gymnasium (Bldg. 17) - 941-752-5261

INTERCOLLEGIATE ATHLETICS 2022/2023

Teams	1st Year Student Athletes	2nd Year Student Athletes	2nd Year Student Athletes Graduating	2nd Year Student Athletes Graduated, Transferred or Signed Professional	Team GPA
Baseball	14	13	11	13	3.06
Basketball	8	5	5	5	3.11
Beach Volleyball	9	5	4	4	3.19
Softball	9	8	8	8	3.19
Tennis	5	2	2	2	3.26
Volleyball	10	3	3	3	3.61
Totals	55	36	33	35	

- Number of Student-Athletes Named Academic All-Conference (3.0 GPA or better) **56**
- Number of Student-Athletes Named Academic All-State (3.3 GPA or better) **41**
- Load Hours Attempted by All Teams **2,489**
- Load Hours Successfully Completed by All Teams **2,573 (96.7%)**
- Cumulative GPA of All Teams **3.21**

INTRAMURAL SPORTS

Intramural activities are offered each term to all currently enrolled SCF students. Contact us for more information about current offerings or to suggest a new sport.

SCF Bradenton & SCF Venice
941-752-5574
StudentLife@SCF.edu

PUBLIC SAFETY

DEPARTMENT OF PUBLIC SAFETY

SCF.edu/Safety

SCF Bradenton:

Student Union
(Bldg. 14, Rm. 127)

24 hours a day/7 days a week

941-752-5550

Emergency on campus:
ext. 65550

SCF Venice:

Student Union
(Bldg. 500, Rm. 504)

24 hours a day/7 days a week

941-408-1550

Emergency on campus:
ext. 61550

SCF Lakewood Ranch:

Medical Technology &
Simulation Center (Rm. 105)

Mon. - Fri., 7 a.m. - 10 p.m.

941-363-7155

Emergency on campus:
ext. 67155

CAMPUS HEALTH AND FIRST AID

Communicable and/or Life-Threatening Diseases

SCF is committed to providing a safe work and educational environment for all employees, students and visitors. Every precaution will be taken to ensure nondiscrimination for infected individuals and the health and safety of students, employees and visitors. A dual program of education and prevention for all students, as well as counseling and other services for those affected by a disease, represents an appropriate response as the College seeks to be of assistance.

Communicable and life-threatening diseases that may include, but are not limited to coronavirus (COVID-19), measles, tuberculosis, AIDS/HIV and hepatitis-B, are recognized as significant public health threats. SCF understands that students with communicable or life-threatening diseases may wish to continue to engage in as many of their normal pursuits as their condition allows, including the furtherance of education.

As long as these individuals are able to meet acceptable performance standards and medical evidence indicates that their condition is not a threat to themselves or others, SCF will be sensitive to the infected person's medical

conditions and needs in order to ensure their treatment is consistent with applicable law.

Students with a communicable or life threatening disease should notify the College administration of any changes in their medical condition that might pose any risk or potential transmission (e.g., open sores, bleeding, injury). The College's response to each known case will be based on each case's particular facts. Any information concerning the affected person's medical condition will be handled as confidential information in accordance with state and federal requirements.

In general, and to an extent not otherwise required by law, the College shall not provide any written or verbal information, whether formally or informally obtained, to anyone other than those College employees designated by the president, without the expressed written permission of the infected individual. Students participating in health science programs will be evaluated to determine the risk of transmission to or from patients. If risk is determined, adherence to related SCF procedures will be enforced. Disciplinary action for violators of this rule will be determined through documented SCF disciplinary procedures.



PUBLIC SAFETY

Drug-Free Campus Program

SCF is committed to providing its students and employees the opportunity for advancement academically, on the job and in life. Abuse of drugs and alcohol has been proven to hamper an individual's ability to take advantage of such opportunities. Consider the facts:

- Drug use and alcohol abuse increase the chances of violence, injuries, automobile accidents and heart disease.
- Ten percent of the American workforce is suffering from alcoholism. Another significant portion abuses illegal and prescription drugs.
- Illegal drug or alcohol-related activities may carry severe penalties. Under Florida law, depending on the type and amount of drug involved, a person convicted of using, possessing, selling, purchasing, distributing or manufacturing a controlled substance is subject to penalties ranging from probation to 30 years in prison and fines up to \$200,000. Federal penalties for illegal drug activities carry prison sentences ranging from probation to life in prison as well as more severe fines.

Alcohol and Other Drug-Free Policies at SCF

SCF will not tolerate the manufacture, distribution, possession or use/abuse of alcohol or illegal drugs (as defined in 34 Code of Federal Regulations Section 86.100 Subpart B – Institutions of Higher Education) on any SCF campus or at any SCF-sponsored event. SCF adopts the following policy in accordance with its commitment to its students and employees:

1. Any student who possesses or uses alcohol or other drugs on any SCF campus, in any off-campus housing sanctioned by the College or at any SCF-sponsored event off

campus will be subject to disciplinary action as outlined in the SCF Rules and Procedures.

2. Any student who illegally sells or manufactures alcohol or other drugs on any SCF campus, in any off-campus housing sanctioned by the College or at any SCF-sponsored event off campus will be subject to disciplinary action as outlined in SCF Rules and Procedures.
3. The College has the responsibility to refer for prosecution anyone engaging in illegal alcohol or other drug activity on SCF campuses, in any off-campus housing sanctioned by the College or at SCF sponsored events.
4. Any student convicted of any alcohol- or drug-related offense must notify the College administration within five days of such conviction. Failure to do so may result in disciplinary action.
5. Any student using prescribed or over the counter medication that may affect educational performance or create a safety hazard shall notify the Department of Public Safety. Appropriate action will be taken to prevent concerns on campus.

Alcohol and Other Drug Abuse Prevention Assistance at SCF

SCF values the health and welfare of its students and employees. Alcohol and other drug abuse (addictions) are recognized as treatable diseases. The administration of SCF, as part of its policy to maintain a drug-free campus, desires to:

- Help students identify alcohol and other drug misuse/abuse at the earliest possible stage.
- Educate students regarding signs and symptoms of addiction.

PUBLIC SAFETY

- Motivate students to seek intervention from the most qualified resources available on campus and in the community.
- Recognize that students who experience concerns with alcohol and other drug misuse/abuse are entitled to the same respect, confidentiality of intervention services and records handling as those who experience other medical concerns or conditions that may impair work performance. Students who suspect problems with alcohol and other drug misuse/abuse are encouraged to contact the Dean of Students office, 941-752-5267. A trained professional will assist in the assessment of the problem and provide information regarding appropriate services available on campus and/or within the community. All information will be held in the strictest confidence and will not be revealed to anyone except by the individual's written consent in accordance with federal guidelines of confidentiality. This service is voluntary, free and confidential.

First Aid

SCF provides emergency medical services at SCF Bradenton and SCF Venice 24 hours a day, seven days a week. SCF Bradenton and SCF Venice also maintain a first-aid station.

If the medical situation is life-threatening, call 911. Use the contact information on page 31 to request information about non-life-threatening first-aid needs.

Campus Safety and Security

The College maintains security services 24 hours a day, seven days a week at SCF Bradenton and SCF Venice. There is security Monday - Friday, 7 a.m. - 10 p.m. at SCF

Lakewood Ranch. SCF campus resource officers and security officers are deployed in motor vehicles and on foot to provide quick response, as well as a high degree of visibility and accessibility, to the College community. SCF also maintains a close working relationship with local law enforcement agencies. No college security plan can attain maximum effectiveness unless everyone contributes to making it work. All members of the College community are encouraged to become involved, alert College citizens and report any unsafe, suspicious or dangerous conditions. All ideas and contributions to improve safety and security are encouraged and welcomed.

SCF is always looking for ways to ensure that the College is a safe, secure and healthy environment to study and work. Students are challenged to adopt these ideals as personal objectives while at the College.

Technology

SCF utilizes a variety of technology to enhance campus safety. These include:

- Emergency Call Boxes: These are strategically located throughout SCF Bradenton and SCF Venice to provide immediate response by public safety personnel 24 hours a day, seven days a week. The call boxes are activated by pressing the emergency button, which puts the caller in direct radio communication with officers on duty. The activated call box automatically will identify the location of the call to public safety personnel. The blue strobe lights on top of the call station will flash to indicate an active alarm. The caller should give the necessary information to the dispatcher, and if safe to do so, remain at the call box until an officer arrives.



PUBLIC SAFETY

Students, staff, faculty and visitors are encouraged to use these devices whenever they need immediate assistance from public safety personnel.

- Localized and centrally monitored access control systems at SCF Bradenton and SCF Lakewood Ranch.
- Closed circuit television (CCTV) in use at various public spaces at SCF Bradenton.
- Collegewide emergency notification system on all campuses.
- Central station-monitored fire alarm system.
- LiveSafe app:
LiveSafe is an application designed for use by SCF students, faculty and staff to enhance safety on all campuses. The app includes safety maps, the ability to broadcast messages, location sharing, panic alarms and quick connection with the Department of Public Safety and local law enforcement agencies. Download the app from the App Store or Google Play by searching for "LiveSafe." When registering, select "SCF – Manatee Sarasota" as your organization.

For more information about LiveSafe and its features, visit SCF.edu/Safety and click on the "LiveSafe App" from the menu on the left.

Reporting Emergencies

In a life-threatening situation, first dial 911 from any campus office phone or cell phone, and then notify the Department of Public Safety.

For any non-life-threatening safety and/or security emergency, call the Department of Public Safety (contact info located on page 31) or use an emergency call box station on campus.

Tips for Staying Safe on Campus

For most new students, campus life will be vastly different with many new experiences and

more responsibilities. Two such responsibilities are the prevention of loss and the promotion of your personal safety. Here are a few tips to aid you in these responsibilities:

1. Read the public safety quick guide brochure.
2. If you become a victim of a crime, report it immediately from any phone or emergency call box station on campus.
3. Always be aware of your surroundings. Report suspicious people and incidents.
4. Do not depend on others to watch your possessions and above all, do not leave them unattended. Theft is a crime of opportunity. Please do not give the criminal the opportunity.
5. Use the "buddy" system or LiveSafe app, while walking on the campus at night. Stay in active, well-lit areas. Security escorts are available by calling 941-752-5550 (SCF Bradenton) or 941-408-1550 (SCF Venice).
6. Always lock your vehicle, and do not leave valuable possessions in full view. Lock valuables in the trunk or storage area.
7. Never make it easy for someone looking to commit a crime. Use good judgment.
8. If you lose or find an item on any campus, report it to the Department of Public Safety.

Additional information concerning public safety, crime prevention and/or personal safety may be obtained from the Department of Public Safety.

Lost and Found

Contact or visit the appropriate Public Safety office (see list on page 31) to inquire about lost and found items.

Stay Informed Before, During and After Emergencies

When a hurricane approaches or other emergencies occur, students have several

PUBLIC SAFETY

ways to get the latest news about the College administration's plans. Students should take advantage of these suggestions to stay informed and make the necessary preparations for personal safety.

Update Your Contact Information to Receive Emergency Messages

The safety and well-being of every student is important to us at SCF. To ensure that all students receive important safety or emergency messages, SCF uses the Blackboard Connect service, a mass notification system that will be used to deliver emergency notifications via voice, emails and text messages within minutes to students, faculty and staff.

In order for SCF to reach you effectively, it is important that you keep your contact information updated in your MySCF account. This information will be used to send emergency messages to your home, cell and work phone numbers, TTY/TDD devices, your SCF email address and a second email address that you provide.

Please note that we do not sell or share your information; everything is kept in strict confidence and your emergency contact numbers will be used only for emergency messages.

Directions that will guide you through the easy process of updating your contact information in MySCF are available at SCF.edu/EmergencyInfo.

What not to do

As a storm approaches, students are asked to help keep phone lines open for emergency use and avoid calling College operators for frequent updates. Don't panic. Please be assured that if you are in class when a severe storm

approaches, you will be dismissed in plenty of time to ensure your personal safety.

What to do

- Be alert to messages sent to you via the Blackboard Connect emergency notification system.
- Check SCF's website often at SCF.edu for news bulletins. Emergency notifications and updates will be posted prominently on the home page. Check out the website now so you are familiar with how to navigate before a storm or other emergency mandates.
- Watch for bulletins on campus and local television and radio stations. SCF sends news about closings to all major news stations and daily newspapers. Because several media companies serve our area, we don't list call letters, which change frequently. The best suggestion is to tune into a station in your area that gives frequent local reports, and listen for news about SCF.
- After an emergency, call the College's main phone numbers: 941-752-5000 (SCF Bradenton), 941-408-1300 (SCF Venice) or 941-363-7000 (SCF Lakewood Ranch). Assuming communications lines are working, regular updated messages will be recorded.

Media outlets seldom list reopenings after the College has closed for an emergency. However, the SCF website and the main phone numbers announce the College's plans to reopen, assuming communications lines are working.

Campus Sex Crimes Prevention Act

This law requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered



PUBLIC SAFETY

sex offenders may be obtained. The Act also requires registered sex offenders/predators to provide to appropriate state officials notice of each institution of higher education at which the offender/predator is employed, carries on a vocation or is a student.

Any member of the SCF community who wishes to obtain further information regarding sexual offenders/predators in our area may refer to the Florida Department of Law Enforcement (FDLE) website at: Offender.FDLE.State.FL.US or call 1-888-FL-PREDATOR/ 1-888-357-7332.

The FDLE searchable database may be used to find all registered sex offenders in any city, county or ZIP code in the state. In accordance with Florida Statute 775.21 (The Florida Sexual Predators Act), convicted sex offenders in Florida must register with the FDLE within 48 hours of establishing permanent or temporary residence. It is then the responsibility of the agency to make required notification to all community members of the presence of predators (only) in any manner deemed appropriate by the agency.

CAMPUS CRIME STATISTICS

Originally known as the Campus Security Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student

financial aid programs and it applies to most institutions of higher education, both public and private. The Clery Act is enforced by the United States Department of Education.

The charts on pages 38 through 42 are reported in accordance with Uniform Crime Reporting procedure and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

**LiveSafe**

AVAILABLE ON THE
APP STORE &
GOOGLE PLAY!

Safety Maps
Broadcast Messages
Location Sharing

Panic Alarms
Quick Connection to
Local Officers

ONLINE SECURITY



COMPUTER MALWARE

Malware is short for "malicious software," computer programs designed to infiltrate and damage computers without the user's consent. Malware is the general term covering all the different types of threats to your computer safety such as viruses, spyware, worms and so on.

Malware can wreck your computer, slow you down and jeopardize your personal info. Malware often appears in links, emails or files that look legitimate. The best way to

avoid malware is to stay away from sketchy websites and avoid opening emails that are not from a trusted source. You can confirm the source by right clicking on the sender link and confirming the address is genuine. Another way to protect yourself is to install or turn on the built in anti-virus/malware program. If you are using Windows turn on Defender, with MAC use XProtect. If in doubt, ask before you click – contact the **Help Desk** at HelpDesk@SCF.edu or 941-752-5357.

CYBERBULLING

Cyberbullying is bullying that takes place over digital devices like cellphones, computers and tablets. Cyberbullying can occur through text message and apps, online in social media, forums or gaming where people can view, participate in or share content. It includes sending, posting, or sharing negative, harmful, false or mean content about someone else. It can include sharing personal or private

information about someone else causing embarrassment or humiliation. Protect yourself from cyberbullies by blocking them and reporting them to the Department of Public Safety. Keep documentation of what has occurred. If you are struggling with what to do or how to respond, contact **Contact the Help Desk** at HelpDesk@SCF.edu or 941-752-5357.

INFORMATION AND IDENTITY THEFT

A good rule of thumb is to never share or send your personal information, such as social security number, driver's license number or date of birth, via email, text or social media. Even if you send it to someone you know and trust, cyberthieves can hack into servers and cellphone networks and potentially steal your information. SCF's secure network systems are designed to prevent this, but it is a violation of College policy to send personal information while connected to College networks.



SCF BRADENTON - Crimes Reported by State College of Florida, Manatee-Sarasota (Department of Public Safety and Security)

Offense Type (includes attempts)	SCF Bradenton						Non-Campus Building or Property			Public Property			Total		
	2021		2022		2023		2021	2022	2023	2021	2022	2023	2021	2022	2023
	Res	Other	Res	Other	Res	Other									
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses/ Sexual Assault	0	4	0	0	0	1	0	0	0	0	0	0	4	0	1
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
Stalking	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0
Criminal Offenses by Bias															
Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

NUMBER OF ARRESTS/REFERRALS FOR SELECT OFFENSES

Offense Type (includes attempts)															
Liquor Law Violations															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Law Violations															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	2	0	0	0	0	0	2	0	0	2



SCF LAKEWOOD RANCH - Crimes Reported by State College of Florida, Manatee-Sarasota (Department of Public Safety and Security)

Offense Type (includes attempts)	SCF Lakewood Ranch						Non-Campus Building or Property			Public Property			Total		
	2021		2022		2023		2021	2022	2023	2021	2022	2023	2021	2022	2023
	Res	Other	Res	Other	Res	Other									
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses/ Sexual Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Criminal Offenses by Bias															
Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

NUMBER OF ARRESTS/REFERRALS FOR SELECT OFFENSES

Offense Type (includes attempts)															
Liquor Law Violations															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Law Violations															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



SCF VENICE - Crimes Reported by State College of Florida, Manatee-Sarasota (Department of Public Safety and Security)

Offense Type (includes attempts)	SCF Venice						Non-Campus Building or Property			Public Property			Total		
	2021		2022		2023		2021	2022	2023	2021	2022	2023	2021	2022	2023
	Res	Other	Res	Other	Res	Other									
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses/ Sexual Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Criminal Offenses by Bias															
Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

NUMBER OF ARRESTS/REFERRALS FOR SELECT OFFENSES

Offense Type (includes attempts)															
Liquor Law Violations															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Law Violations															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



STUDENT SERVICES

Notification of Rights under Family Educational Rights and Privacy Act (FERPA) for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day SCF receives a request for access. A student should submit a written request to the Office of the Registrar that identifies the record(s) the student wishes to inspect. A College official, or designee, will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official will advise the student of the correct official to whom the request should be addressed.
2. The right to request an amendment of the student's education record that the student believes is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right
3. The right to provide written consent before the College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor or collection agent, or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Upon request, the College also discloses education records Policies And

to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Procedures 41 without consent to officials of another school in which a student seeks or intends to enroll or is already enrolled.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW.,
Washington, DC 20202

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within the College whom the College has determined to have legitimate educational interests. This includes contractors, consultants, volunteers or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school system or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. comptroller general, the U.S. attorney general, the U.S. secretary of education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the College's state-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal or state supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))



POLICIES AND PROCEDURES

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or nonforcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any federal, state or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is younger than 21. (§99.31(a)(15))

Directory Information

Directory information means information contained in a student's education record that generally would not be considered harmful or an invasion of privacy if disclosed. Under the terms of FERPA, SCF has established the following as directory information:

- Student name.
- Degree of study.
- Participation in officially recognized FCSAA activities.
- Weight and height of members of athletic teams.
- Terms of attendance.
- Degrees, awards received, and/or certificates.

Although the above directory information may be available for release, SCF does not routinely release such information to third parties. The Act states that each student has the right to inform the College that any or all the information is not to be released as requested by the student. The College will honor the student's request to restrict the release of directory information as stated previously. To withhold directory information, a student should notify the Office of the Registrar in writing prior to the drop/add period each term and complete the Directory Disclosure Release Authorization form available in the Office of the Registrar at SCF Bradenton or SCF Venice. The status of disclosure at the last registration period is binding and all records will be noted "confidential" until the status is changed by the student. No information will be released without prior written consent of the student.

Nondirectory Information

POLICIES AND PROCEDURES

Nondirectory information is personally identifiable information such as grades, transcripts, GPA and academic standing. SCF does not release this information without written authorization from the student or as may be required by law. If a student wishes to have any personally identifiable information regarding their educational record released, a Third Party Release form must be completed by the student. The forms are available in the Office of the Registrar at SCF Bradenton, SCF Venice or online at SCF.edu/Registrar.

Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which students' education records and personally identifiable information (PII) contained in such records (including Social Security number, grades or other private information) may be accessed without consent.

First, the U.S. comptroller general, the U.S. attorney general, the U.S. secretary of education, or state and local education authorities (federal and state authorities) or any third party designated by a federal or state authority to evaluate a federal- or state-supported education program may relate the evaluation to any program that is "principally engaged in the provision of education," such

as early childhood education and job training, as well as any program that is administered by an education agency or institution.

Second, federal and state authorities may allow access to a student's education records and PII without consent to researchers performing certain types of studies, in certain cases even when the College objects to or does not request such research. Federal and state authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive a student's PII, but the authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, state authorities may collect, compile, permanently retain and share without consent PII from a student's education records. They may track a student's participation in education and other programs by linking such PII to other personal information about students that they obtain from other federal or state data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service and migrant student records systems.

GRADING SYSTEM

Grading of Courses That Carry Degree Credit

Each faculty member will explain the grading system employed in each course. Each student is asked to be responsible for obtaining a clear understanding of the grading system.

Grades and Quality Points (QP)

- A, Excellent, 4 QP per term hour
- B, Good, 3 QP per term hour
- C, Average, 2 QP per term hour
- D, Poor, 1 QP per term hour
- F, Failure, 0 QP per term hour



POLICIES AND PROCEDURES

The scholastic GPAs are computed by dividing the total number of quality points earned by the number of term hours for which grades were received, excluding:

- I, Incomplete
- S, Student passed the course satisfactorily
- U, Student did not pass the course satisfactorily
- P, Student passed lab satisfactorily
- NP, Student did not pass lab satisfactorily
- W, Withdrawn passing; course is not calculated into the GPA
- X, Audit (no credit earned)

Three GPAs are computed for each student:

1. Term Average - GPA for courses attempted during a term at SCF.
2. Institutional Average - Cumulative GPA for all courses attempted while in attendance at SCF.
3. Overall Average - Cumulative GPA for all courses attempted since entering college, including courses from all previously attended institutions.

FINANCIAL AID – STUDENT LOAN OMBUDSMAN

The U.S. Department of Education offers dispute resolution information to all borrowers of Title IV Loan programs (Federal Direct, FFELP, Guaranteed Student Loans and Perkins Loans) through the Office of the Ombudsman.

The primary duty of the student loan ombudsman is to informally resolve disputes between student borrowers, guarantee agencies, lenders or schools after reasonable efforts to resolve problems have failed. The

Class Attendance and Grading

SCF students will be graded on academic achievement. Punctual and regular class attendance is expected of all students. Any class session missed, regardless of cause, reduces the opportunity for learning and often adversely affects the grade a student achieves in a course.

Specific attendance and grading requirements for each course are stated in the respective course syllabus. These requirements may vary from course to course, and it is the student's responsibility to seek any needed clarification from the instructor.

Pursuant to F.S. 1002.21; 1006.53; 1001.64, SCF shall attempt to reasonably accommodate the religious observance, practice and belief of individual students in regard to admissions, class attendance and the scheduling of examinations and work assignments. Students must provide the instructor(s) with advance notification of the purpose and anticipated length of any absence. At that time, the instructor and the student will agree upon a reasonable time and method to make up any work or tests missed.

For detailed information regarding grading policies, refer to the College Catalog.

Office of the Ombudsman is empowered to research problems, contact appropriate agencies and determine proper action.

Contact Information:

U.S. Department of Education
FSA Ombudsman Group P.O. Box 1843
Monticello, KY 42633
877-557-2575
StudentAid.gov

POLICIES AND PROCEDURES

FINANCIAL AID STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Federal regulations require that all students receiving Title IV financial aid (Pell Grants, FSEOG, Federal Work Study and Direct Loans) maintain Satisfactory Academic Progress (SAP). SAP is reviewed every term (Fall, Spring and Summer).

The SAP policy consists of three requirements: Minimum cumulative financial aid* GPA of 2.0, successful completion ratio (number of credits passed divided by number

of credits attempted) of 67 percent, and not exceeding maximum time frame, which is 150 percent of currently enrolled program.

To view the complete policy, go to SCF.edu/SAP.

*Note: Financial aid GPA is a cumulative GPA of all courses on your transcript, including remedial coursework. This is not the same as the academic GPA.

MILITARY ACTIVATIONS

Military veterans, reservists and members of the National Guard who are attending SCF may receive orders for active duty. This activation may make it impossible for the student to complete the term. In such cases, the College must receive a copy of the student's activation orders issued from the military in order to proceed with the dropping of courses for the term of activation. This copy must be submitted to the Veteran Services office for processing. Copies of forms may be submitted by mail, "hand-delivered to the Veteran Services office on either campus, or by email to Veterans@SCF.edu.

The process will initiate a drop on behalf of the student from classes for the term of activation. A refund of tuition and fees will be applied to the student's BankMobile card using the

option selected or to the financial aid fund that paid for the tuition and fees. For book refunds, a copy of the student's activation orders must be submitted to The SCF Store at SCF Bradenton or SCF Venice. Book receipts and a copy of the student's schedule are helpful, but not required. Questions can be directed to the Veteran Services office.

Veterans@SCF.edu
SCF.edu/Veterans

SCF Bradenton
Veteran Services Office (Bldg. 5, Rm. 131)
941-752-5075

SCF Venice
Student Services Center Extension
(Bldg. 1800)
941-408-1446

REFUND POLICY

Nonrefundable Fees

Application fees, deferred examination fees, documentation fees, duplicate diploma fees, ID card replacement fees, insurance fees, late fees, reinstatement fees, inactive BankMobile

Card replacement fees, returned check fees, testing fees, transcript fees and access fees.

Refunds During Posted Add/Drop Period

Course and special fees associated with the



POLICIES AND PROCEDURES

course are refundable when a student drops a course before the end of registration for the term (end of the posted add/drop period). A drop with a refund is completed when a student logs on to MySCF, drops the class and submits the changes online.

The basis for refunds of refundable fees

Refunds of 100% (less nonrefundable fees) will be made until 11:59 p.m. on the last day of registration (end of the posted add/drop period). SCF has partnered with BankMobile, to process refund disbursements to students. Refunds are processed after the posted add/drop date of the term and sent via the selected refund preference with BankMobile. If the fees were paid by a financial aid fund, the refund will be returned to the financial aid program that initially paid the fees. Students who register for accelerated or short-term classes will follow the same procedures but may have separate add/drop refund deadlines.

Refunds During the Withdrawal Period

Students who withdraw from a course based upon a documented College error after the close of registration (end of posted add/

drop period) may petition the College Refund Committee for a refund of fees. Refund requests must be submitted NO LATER than the last day of the following semester for which the student is requesting a refund. No other requests for refunds will be permitted. A documented College error is one wherein the student can definitively show that an error on the part of SCF resulted in the student's course withdrawal. Petitions that contain documented proof will be considered by the Refund Committee based on these guidelines and the decision will be final. Applications are available in the Financial Aid Office at SCF Bradenton and SCF Venice.

Fee Waiver

A fee waiver may be awarded to repeat a class or classes from which a student was forced to withdraw after the add/drop period due ONLY to the student's sudden illness/ incapacity requiring five (or more) consecutive days of hospitalization. To request a fee waiver, a refund petition, including appropriate hospital admission and discharge documentation, must be submitted.

A student can withdraw from courses online but may not withdraw from the last registered course online. Students withdrawing from all courses must complete a withdrawal form, meet with a representative from Financial Aid and College and Career Success, then submit the completed form to the Office of the Registrar by the withdrawal deadline as published in the Academic Calendar, Catalog or on the SCF website. Failure to follow this procedure may result in a grade of F being assigned for each course for which the student is registered. No fee is charged for withdrawals.

WITHDRAWAL POLICIES

A withdrawal is an action taken by a student to discontinue enrollment in a course after the add/drop period and prior to the withdrawal deadline. Withdrawn courses appear on the student's transcript as a grade of W and are classified as attempted courses for financial aid purposes. **No refunds are permitted for withdrawn courses.**

Withdrawing from the College

Withdrawal is defined as a complete separation from State College of Florida, Manatee-Sarasota for a particular semester.

POLICIES AND PROCEDURES

College Withdrawal Financial Aid Impact

Federal financial aid Title IV policy requires colleges to calculate how much aid a student has earned if they withdraw or stop attending prior to the completion of a semester. If the withdrawal date is less than 60.1 percent of the semester, the student may have to return a portion of the aid received, as well as owe SCF a portion of the tuition and fees. A student who remains enrolled beyond the 60 percent point, has earned all aid for the semester for which the aid was awarded.

If a student unofficially withdraws (stops attending) or a student's academic transcript reflects unsuccessful completion of all courses in a term, SCF will calculate aid based on the latter date from one of the following academic-related activities: 50 percent completion date of the term or official documented last date of attendance/activity.

Withdrawing from a Course(s)

A student who withdraws from one or more courses in a term is still enrolled at the College. **Failure to withdraw from a course online may result in the student being assigned a grade of F for the course.**

Course Withdrawal Financial Aid Impact

Withdrawing from one or more courses during the semester, without complete withdrawal from the college, may have an impact on both the amount of aid received for the semester and a student's academic eligibility to continue receiving financial aid for future enrollment.

Withdrawal Grading

SCF encourages the student to discuss a withdrawal with the instructor, Financial

Aid and College and Career Success Coach before withdrawing from a course. If the student withdraws from the college, they are required to meet with Financial Aid and College and Career Success prior to submitting the completed withdrawal form 47 to the Office of the Registrar. A student enrolled in an accelerated and/or short-term course may withdraw without academic penalty at any time prior to the withdrawal deadline specific to the course.

Late Withdrawal

A student may appeal for a late withdrawal by completing a Late Withdrawal Appeal Form, accompanied by an explanation why the deadline was missed, and include any documentation that would aid in the appeal review. The appeal should be directed to the Academic Dean on the student's primary campus. The Academic Dean has final authority for this appeal. If the appeal is granted, the academic grade would be changed to a W without GPA consequences. Students may obtain a Late Withdrawal Appeal Form from College and Career Success.

Effective Fall 1997, the state mandated a student will be permitted a maximum of three attempts per course. An "attempt" is defined as registration in a class after the end of the registration period. All withdrawal policy statements apply to part-time as well as full-time degree credits and developmental students.

Faculty Withdrawal

Before the course withdrawal deadline and upon approval of the department chair, assistant dean, or other appropriate academic administrator, a faculty member may withdraw a student when the student has



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stopped attending or engaging in the class for an extended period of time as defined in the course syllabus, and has not formally withdrawn from the course, resulting in their inability to successfully pass the class.

If a student's absences, tardiness or misconduct is causing disruption, the faculty member may file a code of conduct violation with the Dean of Students. The Dean of Students will work with the faculty member and the appropriate academic administrator before determining if a withdrawal is appropriate.

The withdrawal grade of a W will be recorded on the student's permanent academic record. Fees will be applied for all courses accordingly and will be counted as attempted courses.

Faculty No Show Reports

Following the last day to add/drop courses for the term, faculty are required to report any student who has not attended one class

within the first week of the term and/or has not contacted the professor/instructor to make arrangements to attend class or to make up missed work/assignments (also termed as a "no show" student). Fees are applied for all courses accordingly.

Fee Assessment for Third Attempt

A student is permitted a maximum of three attempts to satisfactorily complete a course. An "attempt" is defined as being registered in a class after the end of the add/drop period for the term. On the third attempt, a student cannot withdraw or be withdrawn and will receive a grade for the course. (Note: This statement applies to the academic policy pertaining to how many attempts a student may make in the same course. A separate policy set by the Florida Legislature governs fees paid by students making the third attempt in the same course. Please see the College's fee payment office or a College and Career Success Coach with any questions.)

STUDENT EMPLOYEES

This is an institutional work program that enables students to work part time, up to 20 hours per week, in administrative and departmental offices, the libraries and laboratories. All students interested in working on campus must complete the Free Application for Federal Student Aid (FAFSA).

Students must have a minimum GPA of 2.0, be enrolled in the preferred minimum six (6) credit hours and be degree-seeking in order to work as a student employee. Inquiries and job applications are available online at SCF.edu/OnCampusJobs.

TRAFFIC RULES AND PARKING REGULATIONS

Parking decals and hang tags are obtained from the Department of Public Safety offices at SCF Bradenton or SCF Venice. At that time, students are given a copy of "Traffic and Parking Regulations Governing the Use of Vehicles at SCF." Become familiar with the rules. Violators are subject to appear before the SCF College Student Court and if found

guilty, they will be fined in accordance with the specific violation.

The following rules and regulations are in effect 24 hours a day and pertain to all students (full-time, part-time, day or evening), faculty and staff driving vehicles on campus. These rules have been established for the

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benefit of each student and employee and are approved by the Student Government Association, the College administration and the SCF District Board of Trustees. These rules and regulations are established and enforced in order to avoid confusion and danger in parking lots. All parking and traffic procedures, including College Student Court, are under the supervision of the Assistant Director of Athletics and Student Activities.

- 1. All motorized vehicles parked at SCF must bear a decal or hang tag that is visible at all times. Visitors must use spaces designated for visitors.
- 2. Temporarily disabled students may apply for a special identification for their vehicles from the Department of Public Safety. Identifications are issued for a specific time period. In order to park in spaces designated for "handicapped," a disabled person, by state law, must display the disabled parking permit issued by the county tag office. The permit must be attached to the Florida license plate or placed appropriately on the rearview mirror.
- 3. The College assumes no responsibility for injury to persons or damages to a vehicle or its contents at any time it is operated or parked on campus.
- 4. All cars must be off the parking lot by 11 p.m. Owners of vehicles that must be left on property overnight for College trips, or because they are disabled, should contact the Department of Public Safety to indicate how long the vehicle will be left on college property.
- 5. Students who have decals, but temporarily drive a vehicle without decals, still must park in designated student parking areas.

A visible note must be displayed with date and decal number. If the vehicle will be driven for more than one week, please obtain a decal for the vehicle from the Department of Public Safety.

6. Abandoned vehicles will be towed at the owner's expense.

Violation Penalties

The student will be held responsible and penalized for the following infractions: improperly parked in handicapped space or blocking handicapped ramp; parking in undesignated areas, blocking traffic, parking in no-parking area or parked over line; no current SCF decal, improper decal or no decal showing; parked in reserved or visitors space or parked in a motorcycle space; moving violations (must attend College Student Court) that include driving recklessly, driving against flow of traffic, failure to have vehicle under control, speeding in excess of 10 mph, driving on a surface other than paved or failure to stop at a stop sign; drag racing (to be reported to sheriff's office), parking violation or court action.

Schedule of Violation Penalties/Fines

Improperly parked in a handicapped space or blocking handicapped ramp	\$250
Parking in undesignated areas, blocking traffic, parking in a no-parking area or parked over line.....	\$30
No current SCF decal, improper decal or no decal showing.....	\$20
Parking in reserved or visitors space or parked in a motorcycle space	\$30
Moving violations (must attend College Student Court) minimum.	\$20
Speeding	\$50

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Violation Payment Procedure Process

1. All persons ticketed for parking violations may make payments in person or mail payment by check or money order to the SCF cashier within 10 business days of receiving the ticket. SCF is not responsible for cash payment if mailed.
2. A student may appeal a citation by filing a parking violation appeal form within 10 business days from the date of violation (indicating a desire to appear before the College Student Court).
 - a.) A student who fails to do either number 1 or 2 above will be sent a first notice to pay the fine.
 - b.) Any student who has not cleared a violation within 10 business days will be notified that the violation has been sent to the dean of students for such action as is deemed necessary.
3. The Dean of Students or a designated representative will take one of the following actions:

- a.) Send a notice to appear before the Dean of Students to explain the inaction.
- b.) Tag records notifying the College that the student owes a fine and cannot register for another term or receive a transcript until the fine is paid.

Appeals Process

1. Any person who alleges being unjustly ticketed and wishes to appeal a violation may file a parking violation appeal form at the Department of Public Safety.
2. The appeal will be adjudicated based on the current regulations. The College Student Court reserves the right to determine the guilt or innocence of the defendant and to set the amount of the fine within the limits set forth in the regulations. The decision of the College Student Court is final.

College Student Court

The College Student Court selects a meeting date and time for moving violations and appeals. Students will be notified of the date and time to appear.

will take action to enforce and protect its interests. Student conduct on campus, at off-campus sponsored activities and facilities, or electronically, is expected to be supportive of these interests.

Attendance at SCF is a privilege; as such, each student and student organization, by application, registration, and/or enrollment, assumes the responsibility to become familiar with and to abide by College regulations and acceptable standards of conduct. Reports of alleged violations can be submitted online, via email, in-person or by mail. Students and

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student organizations that fail to observe College regulations or to maintain acceptable standards of conduct on the campus, at College-sponsored functions or facilities, or via electronic media are subject to disciplinary action. SCF reserves the right to discipline a student for activities which take place off campus when those activities, as determined by the College, adversely affect the College Community. Disciplinary action by the College may proceed while criminal proceedings are pending and will not be subject to challenge solely on the grounds that criminal charges involving the same incident have been dismissed or reduced.

Purpose

This Student Code of Conduct sets forth the specific authority and responsibility of the College in maintaining student discipline. It identifies the codes of conduct and appropriate penalties for violations of rules, laws and regulations by students and student organizations. It outlines the associate student conduct process to be administered by the College and protects the due process rights of students and student organizations throughout the student conduct process.

I. General Expectations of Student Behavior

SCF is dedicated to the advancement of knowledge and learning and has a concern for the development of responsible personal and social conduct. The College's mission includes maintaining high standards to foster a climate of excellence; providing opportunity and access for all; and creating a supportive, safe, personalized environment for maximum student achievement.

By applying to and registering for classes at SCF, students assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution and obey the laws enacted by

federal, state and local governments.

All students are required to obtain and carry a College identification card (ID) at all times and to present it upon request to any public safety officer or faculty/staff member. Other identification must be shown if such a request is made, and the person questioned does not have an ID card in his or her possession. ID cards are to be surrendered upon dismissal for any reason. Loss of an ID card is to be reported immediately to the Department of Public Safety.

Furthermore, students assume the responsibility for becoming familiar with and abiding by the general rules of conduct. Failure to abide by the code of conduct may lead to disciplinary warning, probation, restitution, suspension, dismissal or other appropriate and authorized penalty.

SCF expects its students to be mature and responsible citizens at all times and in all places. Whether on or off campus at any time, if the student's conduct is in violation of local, state or federal law, is a public nuisance or deemed improper and/or detrimental to the College, that student may be subject to disciplinary action.

Students are expected to respect the rights and welfare of other members of the College Community and its guests. The College recognizes that a thoughtful and reasoned search for the truth can be conducted only in an atmosphere that is free of intimidation and coercion. As such, violence, the threat of violence, disruption to the learning process and intimidation are unacceptable to the College Community.

In summary, students are expected to assume full responsibility for their behavior and will be held responsible for their individual and/or collective actions.

STUDENT CODE OF CONDUCT

Introduction

All faculty, staff, students and student organizations of State College of Florida, Manatee-Sarasota (SCF), "The College Community," have an obligation to foster an atmosphere of mutual respect and high regard for the welfare and property of the College Community.

It is expected that all members of the College Community will share respect for the law and adhere to the highest ethical and moral standards of conduct. In the event that these high standards are not observed, the College



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II. Academic Misconduct

SCF expects all members of the College Community to conduct themselves in a manner recognizing the traditions of honor and integrity. They are expected to assist the College by reporting suspected violations of academic integrity to appropriate faculty and/or administrative staff.

These guidelines define a context of values for individual and institutional decisions concerning academic integrity. It is every student's responsibility to become familiar with the standards of academic ethics at the College. Claims of ignorance, unintentional error or academic or personal pressures are not sufficient excuses for violations.

The following is a partial list of the types of behaviors that breach the College academic ethics guidelines and are therefore unacceptable:

- Plagiarism
- Cheating
- Copyright violations
- Forgery, sabotage, unauthorized collaboration or falsification of information

Attempts to commit such acts fall under the term "academic dishonesty" and are subject to penalty.

Falsification, misrepresentation of another's work as one's own (such as cheating on examinations, reports or quizzes), plagiarism from the work of others or the presentation of substantially similar work for different courses (unless authorized to do so), is academic dishonesty, which is a serious offense. Knowingly helping others cheat or plagiarize is also considered academic dishonesty.

No set of guidelines can define all possible types or degrees of academic dishonesty; thus, the aforementioned behaviors should

be understood as examples of infractions rather than a conclusive list. Individual faculty members and the academic deans will continue to judge each case according to its particular circumstances.

Conduct Process for Cases Involving Charges of Academic Misconduct

1. The instructor shall notify the student of the potential misconduct and provide the opportunity for the student to respond. If the misconduct is confirmed, the instructor will consult with the department chair prior to recommending an appropriate sanction.
2. The instructor shall access and complete the online Academic Integrity Report to be submitted and assigned to the appropriate Assistant Dean.
3. The Assistant Dean will review, conduct any further investigation necessary and assign a sanction for the Code violation.

Degrees of Disciplinary Sanctions for Academic Misconduct.

This listing serves as an example of possible sanctions; this is not a definitive, comprehensive list of possible sanctions:

1. An oral reprimand.
2. Completion of required course on plagiarism.
3. A written reprimand presented only to the student.
4. An assignment to repeat the work, to be graded on its merits.
5. A lower or failing grade on the particular assignment or test.
6. A lower grade in the course.
7. A failing grade in the course.
8. Removal of the student from the course in progress.

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9. A written reprimand to be included in the student's disciplinary file.

10. Disciplinary probation.

11. Suspension or dismissal from the College.

One or more of the disciplinary sanctions listed above may be imposed for an incident of academic misconduct.

III. Standards of Classroom Behavior

The primary responsibility for managing the classroom environment, whether in-person or online, rests with the faculty. Students who engage in any unlawful acts or inappropriate behaviors, which result in disruption of a class, may be directed by the faculty member or Department of Public Safety to leave the class for the remainder of the class period. If a disruptive student refuses to leave when the faculty member tells them to do so, the faculty member should contact the Department of Public Safety. This provision regarding classroom behavior is not to be used to punish students with differing academic interpretations of course content or viewpoint, but to address behavior that is disruptive within the educational environment, including impact to other students.

IV. Standards of Behavior for Students, and Student Organizations

To ensure a respected relationship with the community as well as for the protection of all students and student organizations, certain campus regulations and acceptable standards of personal conduct have been established. Students applying, registering and enrolling in any of the College's courses or programs are bound by all campus regulations, which are essential to the effective and orderly educational process. These campus regulations are also applicable to student clubs and organizations.

Behavior that is subject to disciplinary action under the Code includes alleged violations of federal, state or local law that threaten the safety or well-being of the College Community any act that constitutes violent behavior and any other behavior that adversely affects the College or its educational programs or mission. Attempts to commit acts prohibited by the Code may also be addressed through the conduct process. Any member of the College Community, students, faculty and staff may report non-academic misconduct.

A. Examples of Prohibited Conduct

Examples of student behavior that are prohibited include, but are not limited to, the following:

1. Any activity on the part of any individual or group that causes disruption or interference with the operation of the College. Disruption or interference with the regular operation of the College includes but is not limited to: classroom disruption, the occupation of any building or campus area for the purpose of disruption or interference, prevention or attempt to prevent the entrance or exit of students, faculty, administrators, or public safety officers in situations relating to the regular operation of the College, or interference with scheduled interviews for employment, college transfer or military careers.
2. Physical, verbal or written abuse, bullying, threats, intimidation, coercion, or any other conduct which threatens or endangers the health, safety or rights of any person.
3. Any type of sexual misconduct on any SCF campus or at any officially sponsored off-campus event.
4. All forms of discrimination and



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harassment prohibited under College Procedure 2.44.01 Prohibited Harassment and Nondiscrimination (Non-Sexual Misconduct/Harassment).

5. Hazing, which, in accordance with Florida law, includes any action or situation that 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, affiliation with or perpetuation or furtherance of a tradition or ritual of any group or organization operating under the sanction of the College. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student. It also includes any activity that would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the student. "Hazing" also includes the solicitation of others to commit hazing and active involvement in the planning of any act of hazing. The express or implied consent of the victim is not a defense. It is also not a defense to hazing that the conduct or activity prohibited under this sanction was not a part of an official student organization event, not otherwise sanctioned or approved by a student organization, or not done as a condition of

membership to the presence of hazing are not neutral acts; they are violations of this rule.

This prohibition of hazing applies to students and to College organizations and clubs, including acting through other persons associated with a College organization or club who are not students.

Penalties for hazing shall be administered in accordance with College policies and procedures related to student disciplinary actions; subject, however, to any limitations or additional penalties contained in section 1006.63, Florida Statutes.

In the case of an organization/club that authorizes hazing in disregard of such rules, penalties also may include rescission of permission for that organization to operate on campus property under the sanction of the College.

Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective. Please refer to section 1006.63, Florida Statutes for more information.

6. Disorderly or unlawful behavior on the campus. Additionally, a student's conviction of a misdemeanor or felony committed on or off campus may be subject to disciplinary action.
7. Defacing, damaging or maliciously destroying College, faculty, staff or student property.
8. Violations of federal or state criminal statutes, respective county and city ordinances, and all College and SCF

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District Board of Trustees rules and procedures on College premises or at College-sponsored or supervised activities or off-campus when the conduct would impair, interfere with, or obstruct orderly conduct, processes and functions of the College.

9. Use, possession, manufacture, sale, attempted sale, barter, exchange, gift or distribution of narcotic or other controlled substances, or drug paraphernalia on the campus, in any off-campus housing sanctioned by the College, at any College-related or sponsored activity or at other locations as may be provided by law. No person who may appear to be under the influence of a narcotic or other controlled substance is allowed on the campus or permitted to participate in any College-related or sponsored activity.

Note: As a recipient of federal funding and to comply with Drug-Free Schools and Communities Act regulations (Education Department General Administrative Regulations- EDGAR Part 86), State College of Florida, Manatee-Sarasota is required to continue to prohibit the use, possession and distribution of all federally controlled substances, including marijuana. Although state law may permit the use of medical marijuana, federal law prohibits marijuana use or possession. State law does not require State College of Florida, Manatee-Sarasota to accommodate the medical use of marijuana in the classroom, in the workplace, or by individuals attending class or working while under the influence of marijuana. The manufacture, selling, dispensation, possession, use, distribution or being under the influence of marijuana

for medical purposes is not allowed on any College property, at any College-sponsored event, or as part of any College activities for any purpose by students.

10. Use, possession or carrying of firearms (including, but not limited to, pistols, rifles, shotguns or ammunition), incendiary devices, smoke devices, dangerous knives, explosives, or other dangerous weapons while on College-owned or controlled property, or at College sponsored or supervised activities, except by police officers and other persons specifically authorized by the College, or as otherwise permitted by law. An exception to this policy is for law enforcement officers legally authorized to carry such weapons officially enrolled in classes or acting in the performance of their duties. As College regulations and their implementation are subject to applicable law, the College will comply with Florida law governing firearms that are securely encased or otherwise not readily accessible for immediate use in vehicles by individuals 18 years old and older.
11. Alcoholic beverages brought, possessed or consumed on campus, in any off-campus housing sanctioned by the College, at any College-related or sponsored activity or at other locations except as may be provided by law. No person who may appear to be intoxicated is allowed on the campus or permitted to participate in any College-related or sponsored activity. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
12. Tobacco use on any campus grounds,



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parking lots, in any off-campus housing sanctioned by the College or any SCF-sponsored off-campus events. The use of all types of tobacco and tobacco-like products is prohibited, including smoked and smokeless tobacco, other smokable products and electronic cigarettes.

13. Gambling as prohibited in Chapter 849, Florida Statutes.
14. Failure to comply with directions of College officials or respond to an administrative summons. This includes, but is not limited to, directives to cease all contact or interaction with another individual (i.e., "no contact order").
15. Furnishing false information to any College official, faculty member or office with the intent to deceive. This includes writing bad checks to the College, The SCF Store or any College ancillary services. It also includes, but is not limited to, furnishing false information in academic petitions or appeals documents, financial aid documents, residency documentation, student employment documents, financial statements, medical documents or any other false information provided to intentionally mislead College officials.
16. Students who are parents or who assume a parental role have the responsibility to arrange suitable care for their children while they attend class, labs or study areas. Children may not be left unattended in any area of the campus. The College reserves the right to protect the safety and welfare of unattended children.
17. SCF maintains a no-pets policy at all of its

locations and in any off-campus housing sanctioned by the College. The President or designee can make exceptions to this rule from time to time for special circumstances and/or events.

- Service animals are not considered pets for purposes of this rule. SCF follows federal law and state statute regarding the use of service animals or emotional support animals:
 - i. The Americans with Disabilities Act Amendments Act (ADAAA) provides guidelines regarding use of "service animals."
 - ii. Section 413.08, Florida Statutes, further defines "service animals" and the rights of individuals to their lawful use.
 - iii. Section 760.27 Florida Statutes prohibits discrimination in housing provided to a person with a disability-related need for an emotional support animal.
 - iv. It is a violation of the Student Code of Conduct to provide false information or other fraudulent misrepresentation regarding the use of a service animal or an emotional support animal.
18. The unauthorized use of electronic or other devices to make an audio, video or other recording of any person while on College premises without their prior knowledge, or without their effective consent when there is a reasonable expectation of privacy and/or when consent is required by law.

A student shall not record or take pictures

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of another person in a gym, locker room or restroom without prior consent. A student shall not make a recording in class unless the recording is limited to the class lecture, and the recording is made for the student's personal educational use, in connection with a complaint to the College or as evidence in or in preparation for a criminal or civil proceeding. Students are not permitted to record in class, through any means over any medium, any academic or other activity that is not a class lecture. Exceptions may be permitted as an accommodation under the Americans with Disabilities Act (ADA), as amended, but only as authorized through the College's Disabilities Resource Center. A recording of a class lecture may not be published without the consent of the recorded faculty member. A recording of any meeting or conversation between students or between students and faculty is strictly prohibited unless all parties have consented to such recording.

19. Unauthorized or inappropriate use of the College's telephones, fax machines, copier machines, printers, public address systems or any other office communication devices.
20. The use of mobile devices in the class room is determined by the faculty member's mobile device use guidelines for that particular class. Students should adhere to the expectations communicated by the syllabus. Failure to do so is a violation of the Student Code of Conduct.

21. Computer and Network Abuse
(See [Acceptable Use Procedure 2.60.05](#))

- a. Theft or misuse of College computer and network resources.
- b. Unauthorized entry into College computer systems.
- c. Use of another person's computing identification and/or password.
- d. Use of College IT resources to interfere with the work of another student, faculty member or SCF employee.
- e. Use of College IT resources to send obscene or harassing messages.
- f. Interference with the operations of SCF computer systems.

22. Participation in campus demonstration, riot or activity that materially and substantially disrupts the functioning of the College or infringes upon the rights of other members of the College Community to engage in expressive activities; leading or inciting others to materially disrupt previously scheduled and/or reserved activities occurring at the same time within any campus, building area; or intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
23. Obstruction of the free flow of pedestrians or vehicular traffic on College premises or at College-sponsored or supervised events.
24. On occasion, situations may arise not specifically covered by College policies or the Code, but which are harmful to the welfare of the College Community or are obstructive to the orderly processes of the College. The Dean of Students or designee, in consultation with the Vice President, Student Services and Enrollment Management or designee,



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will interpret whether the situation is governed by the Code and will authorize appropriate action.

V. Student Conduct Procedure

- A. Student conduct complaints are received and managed through the Dean of Students office in conjunction with the Department of Public Safety. Allegations of misconduct should be submitted using the online Student Conduct Report Form. Any allegations should be made as soon as possible after the alleged violation takes place, but not later than within fourteen (14) business days, unless otherwise provided by College policy.
- B. The Dean of Students office will provide timely written notice to students (Respondents) of any alleged violation. The notice will, at a minimum, include a description of the allegations to be investigated, citation to the specific alleged violation of the Code, policy or law, the process to be used in determining whether a violation has occurred and associated rights, and a request to schedule an appointment to meet and discuss the allegations.
- C. The Department of Public Safety may initiate the investigative process once a complaint is filed. This may include interviews with Complainant, Respondent and/or witnesses. The gathering of this data will be a part of the evidentiary process.
- D. The Respondent has the right to a presumption that no violation occurred. The College has the burden to prove, by a preponderance of the evidence, that a violation occurred, except if the Respondent accepts responsibility for the

charge(s). Preponderance of the evidence means that the information presented supports the finding that it is more likely than not that the violation was committed by the Respondent.

- E. In addition, students, student clubs and student organizations charged with violating the Student Code of Conduct are entitled to the following:
 - a. The right to an impartial hearing officer and/or Disciplinary Committee member. An impartial hearing officer or committee member is an individual who has not previously been involved in the disciplinary proceedings and who does not have an interest either for or against the Respondent. Hearing officers and/or committee members will be selected by the Vice President, Student Services and Enrollment Management or designee.
 - b. The right against self-incrimination and the right to remain silent.
 - c. The right to present relevant information and question witnesses.
 - d. The right to a College-appointed advisor or advocate who may not serve in any other role in the matter, including as an investigator, decider of fact, hearing officer, member of a committee or panel convened to hear or decide the charge, or any appeal; OR as designated in "e" below.
 - e. The right to an advisor, advocate or legal representative (at the student's own expense), who is not affiliated with the College to be present during any proceeding, whether formal or informal. Such person may directly participate in all aspects of the

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proceeding, including the presentation of relevant information and questioning of witnesses.

- f. The right to appeal the final decision of a hearing officer as provided herein. Appeals may not be heard by College officials who directly participated in any other proceeding related to the charged violation.
- g. The right to an accurate and complete record of every disciplinary proceeding on or after July 1, 2021, relating to the charged violation of the Code, including record of any appeal to be made, preserved and available for copying upon request by the charged student, at their expense.
- h. The right to dismissal of any charge brought more than one (1) year from the date of the alleged conduct. Such limitations period may be extended or waived by the College for good cause, such as when the College was not made aware of the alleged conduct until after such limitations period had expired. Good cause determinations shall be made by the Dean of Students in consultation with appropriate College officials.
- F. If the alleged conduct warrants disciplinary action under the Student Code of Conduct, the student, student club or student organization must be provided with written notice of the charges, which must include at a minimum the following:
 - a. Description of the allegations to be investigated.
 - b. Citation to the specific section(s) of the Student Code of Conduct or other policy or law alleged to have been violated.
- c. Description of the process to be used in determining whether a violation has occurred and associated rights.
- d. Date, time and location of the applicable disciplinary proceedings, which may not be held until at least seven (7) business days after delivery date of the Notice of Charges.
- e. Notice that the student, student club or student organization must be provided with a list of all known witnesses that have provided or will provide the information against the student, club or organization and all known information relating to the alleged conduct (including inculpatory and exculpatory information) at least five (5) business days prior to the applicable disciplinary proceeding.
- G. The Dean of Students or designee and a representative from the Department of Public Safety will meet with the Respondent for a preliminary review to determine an appropriate course of action. The disciplinary matter may be closed if the alleged conduct does not require disciplinary action under the Student Code of Conduct. However, if the Dean of Students or designee believes the behavior is more likely than not to have occurred, the Respondent may choose one of the following options:
 - a. The Respondent may accept responsibility and move through the informal adjudication process.
 - b. The Respondent may request



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adjudication through the formal process.

Note: The nature of some violations will automatically require adjudication through the formal process.

H. The Conduct Process (informal or formal) may be chosen by the Respondent unless the alleged violation requires adjudication through the formal process.

a. Informal

i. The Dean of Students or designee may work with the Respondent and Complainant (if other than the Dean of Students) in creating a resolution through an inclusive, restorative and educational action plan to facilitate learning from experience.

ii. If a resolution is not reached through this process, it moves to the formal process.

b. Formal

i. The Dean of Students convenes the College Disciplinary Committee for a Conduct Hearing.

I. Conduct Hearing: Once the College Disciplinary Committee is convened, a College official will be designated to preside over the Conduct Hearing. This Hearing Officer will begin by asking whether the Respondent admits or denies responsibility for the charged violation(s).

a. If the Respondent admits responsibility for the charged violation(s), the Hearing Officer and Disciplinary Committee will afford the Complainant and

Respondent an opportunity to be heard on the issue of sanctions.

b. If the Respondent denies responsibility of any charge(s), the Committee will afford the Complainant and Respondent an opportunity to be heard on the charged violation(s) and present any relevant information, witness testimony (including written witness statements) and any other documentary evidence supporting the party's respective positions. The Complainant and Respondent will also be afforded an opportunity to be heard on the issue of sanctions.

c. Upon conclusion of the Conduct Hearing, the Committee will consider all available and relevant information and decide whether the Respondent is responsible for the charged violation(s) based upon a preponderance-of-the-evidence standard of review. If the Committee finds the Respondent responsible on one or more charges, the Committee will also determine the appropriate sanctions, using the SCF Action Plan Framework. The decision of the Committee shall be communicated in writing to the Complainant and Respondent. The decision of the Committee shall constitute the College's final agency action unless the Complainant or Respondent submits a timely appeal as outlined below.

J. Appeal Process

a. If a Respondent admits responsibility or is found responsible on one or more

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charges, no later than seven (7) working days after notification of the decision, the Respondent may submit a written appeal of the decision and/or imposed sanctions to the Vice President of Student Services and Enrollment Management or designee by submitting the [Student Conduct Appeal Form](#).

b. The Complainant, no later than seven (7) working days after notification of the decision, may submit a written appeal of the decision to the Vice President of Student Services and Enrollment Management or designee by submitting the [Student Conduct Appeal Form](#).

c. Any appeal may only be based upon one or more of the following:

i. Improper procedures that materially affected the result.

ii. Newly discovered information or evidence that was not reasonably available at the time of the Conduct Hearing through the exercise of diligence by the party, and that would have materially altered the result.

iii. The sanction imposed was inappropriate for the violation(s).

d. The Vice President of Student Services and Enrollment Management or designee shall consider the merits of an appeal only on the basis of the above listed grounds for appeal. A party's dissatisfaction with the result is not a valid ground for appeal.

e. Any sanctions imposed will not be stayed during the appellate process, as the original result and sanction are presumed correct.

f. Parties may not present any oral argument on appeal unless specifically requested by the Vice President of Student Services and Enrollment Management or designee, who may affirm the original result, alter the finding(s) of responsibility, or alter the sanctions.

g. Within fourteen (14) working days of the party's submission of the written appeal, the Vice President of Student Services and Enrollment Management or designee shall inform the party in writing of the outcome of the appeal via the applicable College email address, unless extenuating circumstances that resulted in a delay are communicated in writing to the student. The appeal decision of the Vice President of Student Services and Enrollment Management or designee shall constitute the College's final agency action.

The administration has the obligation to cooperate with all police authorities. When the protection of life and property and the regular, orderly operation of the College require it, the assistance of these agencies will be requested as a matter of policy. The SCF District Board of Trustees reserves the right to forbid the establishment or continued operation of an SCF chapter of any club, society or other organization whose members have damaged property, interrupted the normal holding of classes, interfered with the rights of others, disrupted operation of the College or violated any component of the Code of Conduct.



POLICIES AND PROCEDURES

SCF reserves the right to remove any student from the College for circumstances and/or behaviors that may seriously affect the health or well-being of the student, where physical safety is threatened or where disruption to College operations is severe or repeated. Examples of such concerns or behaviors that may pose serious and/or imminent health or safety risks include, but are not limited to, anorexia, substance abuse, life-threatening behaviors, repeated psychotic episodes or violation of discrimination or harassment policies.

VI. Student Conduct Outcomes

When a student accepts responsibility or is determined to be responsible for a violation of the Code of Conduct, SCF subscribes to an inclusive, restorative and educational conduct process that engages the student in the creation of an action plan. The components of the action plan will be educationally based and flexible to meet the needs of the various types of violations. Action plans may include any of the following either alone or in combination.

SCF Action Plan Framework

1. Community Engagement:
 - a. Attend a campus event.
 - b. Join a student club/group.
 - c. Volunteer on campus.
2. Interpersonal Development:
 - a. Educational programming regarding the issue(s) at hand (drug use, alcohol use, etc.)
 - b. Treatment
 - c. Career Center
 - d. Job training
3. Form New Habits:
 - a. Impact statements

- b. Personal reflection statement
 - c. Ted Talk (or other media) review essay
 - d. Goal setting
 - e. Informal resolution meeting, mediation, restorative conference
4. Outside Accountability
 - a. Warning
 - b. Apology
 - c. Disciplinary probation
 - d. Loss of privileges
 - e. Removal from College-sponsored housing (athletes)
 - f. Family notification
 - g. Suspension
 - h. Dismissal

Complaint Procedure

Students are encouraged to resolve complaints at the appropriate level of dispute; however, should this approach fail or be inappropriate, students may submit written complaints through an online form. All pertinent information should be listed including date, time, location, parties involved, witnesses, any attempts to resolve the complaint and desired resolution. Forms submitted without valid contact information will not be processed; anonymous complaints can be submitted through SCF's confidential and anonymous reporting tool or in writing to the Dean of Students office at the address below. Once received, the complaint will be forwarded to the appropriate academic area or administrative unit for review.

Online Complaint Form

Written Complaints

Written complaints should be addressed to:
Dean of Students
Building 1, Room 127
State College of Florida, Manatee-Sarasota
5840 26th St. W. Bradenton, FL 34207

POLICIES AND PROCEDURES

No Reprisal Policy

Complaints are respected and honored. No reprisals or retaliation shall be invoked against any student for processing, in good faith, a complaint, either on an informal or formal basis, or for participating in any way in these complaint procedures. Every attempt is made to resolve complaints informally while preserving the right to pursue a formal grievance.

Confidentiality/Privacy

All submissions will be kept confidential/private to the extent possible given the need to investigate the complaint, maintain campus safety and comply with federal, state or local mandates. Information related to a complaint will be shared with a limited number of SCF employees who "need to know" in order to assist in the assessment, investigation and resolution of the report. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires each institution to have student grievance and public complaint policies and procedures that are reasonable, fairly administered and well-publicized. The College is also required to maintain a log, or a record of written student complaints received by the Institution. This record is made available to the Commission upon request. This record will be reviewed and evaluated by the Commission as part of the Institution's decennial evaluation.

Conflict Resolution Procedure:

Academic Code of Conduct Violation

Students who feel they have been penalized erroneously for an academic ethics misconduct infraction or think that the sanction imposed is inappropriate may, within ten (10) business days of notification of academic sanction, appeal the matter

through Procedure 4.14.01: Student Request for Conflict Resolution as Related to Academic Matters.

For a complete copy of Procedure 4.14.01 and guidance on how to proceed with the resolution, students should contact the respective campus academic dean's office or student ombudsman.

All Other Code Violations

Students charged with violation of the Code of Conduct who feel they have been penalized erroneously or that the sanction imposed is inappropriate may, within ten (10) business days of notification of the sanction, appeal the matter through Procedure 4.14.02: Student Request for Conflict Resolution as Related to Administrative Policies.

For a complete copy of Procedure 4.14.02, students should contact the respective campus Office of Student Life or student ombudsman.

Students may request a resource person to assist in either appeal procedure.

Glossary of Terms

Apology - A statement of regret written by the individual or group and approved by the Dean of Students.

Cheating - The unauthorized use of any materials, information, study aids or assistance from another person on any academic assignment or exercise, unless explicitly authorized by the course instructor.

Copyright violations - Reuses the work of others outside of the limits of copyright law, or takes the rights over the work held by a copyright owner without permission.

Disciplinary probation - A written reprimand and warning to the student for a repetition



POLICIES AND PROCEDURES

of violations as grounds for more serious disciplinary action; also, may include exclusion from participation in student privileges or extracurricular College activities, or temporary/permanent loss of privilege or use of designated College facilities for a specified time as set forth in the notice of disciplinary probation.

Dismissal - Termination of student status for a definite period of time. At the end of this period, the student is eligible to apply to the College for consideration for readmission.

Family Notification - Student notifies family member in the presence of appointed staff member. This contact may be done in person or via telephone.

Loss of privileges - Student is not permitted to participate in designated privileges or activities for a specified period of time.

Plagiarism - Representing the work of

others as their own or submitting written materials without proper attribution or acknowledgment of the source.

Removal from College-sponsored housing (athletes) - A temporary or permanent exclusion from any College-sponsored housing accommodations without reimbursement of any type of housing allowance, or a mandatory room charge.

Suspension - Exclusion from classes and other student privileges or activities as set forth in the notice of suspension pending final determination of an alleged violation.

Warning - A written or verbal notice to the student that continuation or repetition of a specified conduct will be cause for further disciplinary action.

APPLY FOR GRADUATION

Graduation Requirements and Procedures

Students have the option of graduating under the Catalog in effect at the time they enter the College or the Catalog in effect at the time they complete requirements for a degree, provided they maintain continuous enrollment of at least one credit per academic year. If continuous enrollment is broken, they must graduate under the Catalog in effect when they reregister or the Catalog in effect at the time they complete requirements for a degree. The steps in the graduation process apply to ALL degree and certificate programs:

1. Students must apply for graduation by submitting an application for graduation

form, which is available online at SCF.edu/Graduation. The deadlines are posted in the Academic Calendar on the website. The application form must be completed and signed by the student. Applications will not be accepted without payment of the graduation fee.

2. An overall and a cumulative GPA of 2.0 (C) must be achieved in the student's total credit program. The overall GPA includes work attempted at previously attended institutions.
3. At least 25% of the hours of course credit required for the degree/certificate must be completed at SCF.
4. All candidates eligible for certificates,

POLICIES AND PROCEDURES

advanced certificates, Associate in Arts degrees, Associate in Science degrees and bachelor's degrees are urged to attend the Commencement Ceremony.

5. Students are reminded that regardless of their receipt of the Associate in Arts degree, a grade of D used to satisfy their degree requirements might not transfer, subject to the regulations of the college or university they plan to enter.
6. All Associate in Arts students enrolled in any Florida college for the first time after Jan. 1, 1983, are required to complete four communications courses, with a grade of C or better, and are required to complete a minimum of six term hours of mathematics, with a grade of C or better in each course (State Board of Education Rules 6A-

10.030). This requirement is detailed in the glossary under, "Gordon Rule Courses."

7. The Office of the Registrar will review the student's course requirements and notify the student in writing of the status of degree completion requirements.
8. Following completion of all graduation requirements, the diploma and an official transcript will be mailed to the student.

COMMENCEMENT CEREMONIES

The College holds commencement ceremonies in May and December for graduating students. Students who complete their requirements for graduation at the conclusion of the Summer A term officially graduate at the end of June. Students who complete requirements at the end of the Summer B or C terms officially graduate at the conclusion of the final Summer term. There is no negative impact on a student's ability to transfer with a degree. All students who complete degree requirements during the Summer are invited to participate in the

December commencement ceremony. All students who have received notification and approval to graduate from the Office of the Registrar and wish to participate in the commencement ceremony are required to register online at SCF.edu/Graduation by the deadline posted on the Academic Calendar on the website. All guests of graduates attending the commencement ceremony must have a ticket for entrance into the auditorium. Guest tickets must be reserved online by completing a graduation attendance form at SCF.edu/Graduation.



COURSE PREREQUISITE INFORMATION

Many courses require a prerequisite to be completed in order to register for the class. Unless otherwise indicated, a grade of C or better shall be considered successful completion of a prerequisite course. Students are not permitted to register for a course if a grade of C or better has been earned previously in that course. The following pages show the prerequisite curriculum flowcharts for English, Reading and Mathematics. See the course descriptions in the College Catalog for complete prerequisite information.

PERMITS FOR PREREQUISITES/ COREQUISITES AND OVERRIDES

Academic departments are responsible for granting all electronic clearances (permits). Overrides to courses are rarely granted but may be considered if a student provides evidence of major, verifiable extenuating circumstances. Requests should be presented to the respective department for consideration.

Art, Design, Humanities

Bradenton: 941-752-5251 · RockC@SCF.edu
Venice: 941-408-1476 · DuncanL@SCF.edu
Lakewood Ranch: 941-363-7213 · GregorL@SCF.edu

Business and Technology

Bradenton: 941-752-5281 · LorenzB@SCF.edu
Lakewood Ranch: 941-363-7213 · GregorL@SCF.edu

Education

All Campuses: 941-408-1412 · DaviesP@SCF.edu

Engineering

Bradenton: 941-752-5281 · LorenzB@SCF.edu

Language and Literature

Bradenton: 941-752-5242 · MatuteM@SCF.edu
Venice: 941-408-1476 · DuncanL@SCF.edu
Lakewood Ranch: 941-408-1476 · GregorL@SCF.edu

Mathematics

Bradenton: 941-752-5224 · ReavisS@SCF.edu
Venice: 941-408-1484 · BaileyJ@SCF.edu
Lakewood Ranch: 941-363-7213 · GregorL@SCF.edu

Music and Theatre

Bradenton: 941-752-5351 · SheelyA@SCF.edu
Venice: 941-408-1476 · DuncanL@SCF.edu

Natural Sciences

Bradenton: 941-752-5341 · SkojecS@SCF.edu
Venice: 941-408-1484 · BaileyJ@SCF.edu
Lakewood Ranch: 941-363-7213 · GregorL@SCF.edu

Nursing

Bradenton: 941-752-5645 · VillegE@SCF.edu
Venice: 941-408-1300, ext. 65209
Lakewood Ranch: 941-752-7217 · ThompsM@SCF.edu

Occupational and Physical Therapy

Bradenton: 941-752-5346 · BarberJ@SCF.edu

Radiography and Dental Hygiene

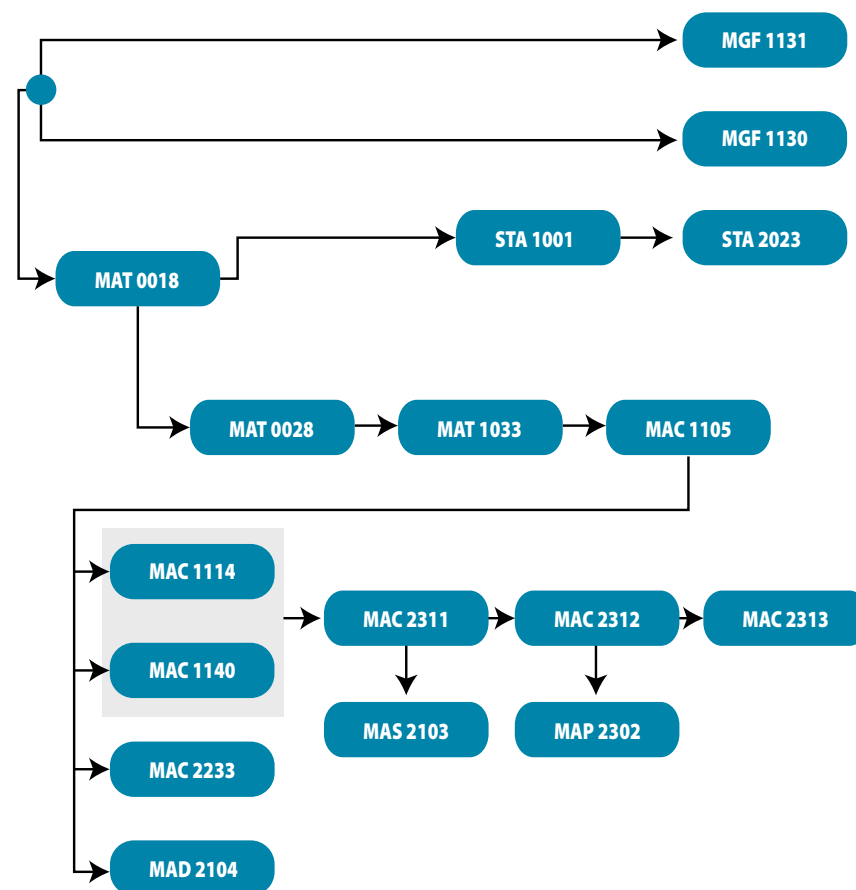
Bradenton: 941-752-5245 · LeatonS@SCF.edu
Venice: 941-408-1300, ext. 65245

Social and Behavioral Sciences

Bradenton: 941-752-5314 · EastonR@SCF.edu
Venice: 941-408-1476 · DuncanL@SCF.edu
Lakewood Ranch: 941-363-7213 · GregorL@SCF.edu

MATHEMATICS

Mathematics Courses Flowchart starting Fall 2024



- Beginning placement depends on test scores or exemption.
- MAT 1033 and STA 1001 fulfill an AA elective, not math college credit.
- MAC 1105 and STA 2023 may be taken in the same term or in any order.
- MAC 1140 and MAC 1114 may be taken in the same term or in any order.
- MAC 1105, STA 2023, MAC 2311 and MGF 1130 fulfill the General Education Requirement Area II Category A.
- MGF 1130, MGF 1131, STA 2023, MAC 1105 and all courses beyond MAC 1105 fulfill the Gordon Rule requirement.



GLOSSARY

A.A.

Abbreviation for Associate in Arts degree. This transfer-track degree is designed to prepare students for transfer to bachelor's degree programs at upper division colleges and universities. Credits will transfer and allow students to enter the university as a junior, provided all admission requirements are met.

A.S.

Abbreviation for Associate in Science degree. This is the career and transfer track degree that is designed to prepare students for the unique demands to be able to begin their career upon degree completion. This program also offers articulation into Florida's state universities that award bachelor's degrees in certain CTE disciplines.

Accreditation

Certification that a college or program has met established standards and is recognized by appropriate accrediting agencies.

Add/Drop

Ability to add or drop a course(s) during the designated registration period each term.

Admissions (Matriculation)

The formal process by which students declare their intent to enroll in a College certificate or degree program. The process is complete once the student submits an admission application, with supporting documentation (official transcripts, GED, placement test scores, etc.) and has been accepted to the College in a certificate or degree program.

Audit

Credit courses taken for noncredit. Audit forms must be completed in the Office of the Registrar by the deadline each term as posted in the Academic Calendar. Students receive a grade of X for audited courses and the course does not affect grade point average (GPA), academic standing or previously earned credits.

B.A.S.

Abbreviation for Bachelor of Applied Science degree. This degree is associated with programs designed to accommodate the unique demands for entry and advancement within specific workforce sectors. B.A.S. programs provide degree completion opportunities for students from a variety of educational backgrounds, but primarily those with A.S. degrees or the equivalent.

BSN

Abbreviation for Bachelor of Science in Nursing degree.

BankMobile

SCF has partnered with BankMobile Disbursements, a financial services company, to process refund disbursements to our students. Financial aid and tuition refunds are disbursed to SCF students via the BankMobile Card. The BankMobile Card is sent to the mailing address listed on the student's official educational record. Students can verify their mailing address by logging in to My.SCF.edu.

Career Pathway

Transition of the student from high school to community college and from community college to employment or continued education.

CEL

Abbreviation for Credit for Experiential Learning.

CLEP

Abbreviation for the College Level Examination Program. CLEP allows students to earn nontraditional college credit. Students must receive satisfactory scores, as noted in the College Catalog, on comprehensive and subject examinations to earn credit. A maximum of 30 credit hours may be earned through CLEP.

GLOSSARY

Clery Act

The Clery Act assures that colleges and universities disclose information about crime on and around campus. It includes provisions to address registered sex offenders notification, campus emergency response, timely warnings and whistleblowers who report crime. Additional information on the Clery Act can be found page 36.

College Catalog

An annual publication that informs students of programs of study, course descriptions, rules, regulations, student rights and responsibilities and graduation requirements.

College Credit Certificate (CCC)

CCCs prepare students to obtain professional certifications they need in order to enter a particular field or advance their skills in their current careers.

Corequisite

A course that must be taken at the same time as another course in the same term.

Course Schedule

An online schedule that lists all courses offered during a term.

CRN

Abbreviation for course reference number. A unique five-digit number assigned to each section of each course used for registration.

CTE

Abbreviation for Career and Technical Education.

Degree Credit

Credits carried by courses that can be used to meet degree requirements and that count toward the GPA, in contrast to college preparatory credits.

Developmental Education (College Preparatory) Courses

Courses that serve to prepare students for degree credit courses. Developmental education course credit does not count toward the GPA or degree requirements and may not transfer to other institutions. Up to 30 attempted credits may be eligible for federal student aid.

Domestic Violence (Dating Violence or Intimate Partner Violence)

Domestic Violence, Dating Violence and Intimate Partner Violence are terms that are used to identify a pattern of abusive behaviors used to exert power and control over a current or former partner. Physical, sexual, emotional, economic or psychological actions or threats of actions that a reasonable person in similar circumstances and with similar identities would find intimidating, frightening, terrorizing or threatening. Such behaviors may include threats of violence to an individual or an individual's family.

Family Educational Rights and Privacy Act (FERPA)

Federal law that gives students certain rights with respect to their education records.

Financial Aid

Grants, loans, scholarships and other programs to cover college tuition and fees.

Foreign Language Requirement

Students transferring to one of Florida's 12 state universities must have earned two years of sequential foreign language at the high school level or the equivalent at a state college.

Free Application for Federal Student Aid (FAFSA)

Federal form for financial aid available online at FAFSA.gov. FAFSA is a form that can be prepared annually by current and prospective college students in the U.S. to



GLOSSARY

determine eligibility for student financial aid.

Freshman

Student who has earned fewer than 30 degree term credits (excluding college preparatory credits) and/or fewer than 60 quality points.

Full-time Student

Registered for 12 or more credits (including degree credits and college preparatory credits) for Fall, Spring or Summer terms.

Good Standing:

Student academic status when the term and cumulative grade point averages are 2.0 or higher.

Gordon Rule Courses

Florida State Board of Education Rule Number 6A-10.030 requires that all students satisfactorily complete courses that include written assignments requiring a total of 24,000 words and six credits of college-level mathematics courses prior to graduation and entry to an upper division Florida public university. See College Catalog for specific courses appropriate for this requirement.

Governance

SCF is governed by the Florida Legislature and by the SCF District Board of Trustees.

GPA

Abbreviation for "grade point average," GPA is a calculation of a student's grades earned at SCF. The GPA is the total quality points earned divided by the total term hours completed. A cumulative GPA is a calculation of all courses taken at SCF and other transfer institutions. GPAs range from 0.0 to 4.0.

Grade

Alphabetical measurement of academic success or failure ranging from excellent (A) to failure (F).

Institutional Credits (EPI)

Credits carried by Educator Preparation Institute (EPI) subject classes. Institutional credits cannot be used to meet degree requirements and do not count toward the GPA. These credits are applicable only toward the alternative teacher certification program.

Load Hours

Total number of credits a student is enrolled in for a given term.

Overload

A request for an overload above 18 credit hours each term is required. Requests must be approved by a College and Career Success Coach. Students are limited to 21 total credit hours for a single term.

Override

An electronic departmental approval to add a student to a course section that is full to capacity. Documentation of extenuating circumstances must be submitted to the appropriate academic department for consideration.

Part-time Student

Registered for 11 or fewer credits (including degree credits or college preparatory credits) for a Fall, Spring or Summer term.

Permit

An electronic departmental approval to enroll in a course based on previous academic work, test scores or other approval when a prerequisite has not been met.

PERT

Abbreviation for Postsecondary Education Readiness Test. It is used to evaluate the level of preparation and to place students in appropriate courses in the skill areas of English, reading and mathematics.

GLOSSARY

Prerequisite

A course that must be completed with a grade of C or higher before registering for the next sequential course.

Probation

Classification given to students who fail to maintain satisfactory academic standing.

Registration

Officially selected days and times for students to select courses using SCF web registration.

SCF ID

A required, free identification card issued in the Department of Public Safety following registration and payment of tuition and fees. The card is essential for most transactions and check-writing identification in the bookstore, library lending privileges, security purposes and general identification for various administrative offices.

Sophomore

Student who has earned 30 or more degree term credits (excluding college preparatory credits) and at least 60 quality points.

Title IX

1972 Education Amendment that prohibits discrimination based on sex in any educational program or activity that receives financial support from the federal government. Under Title IX, discrimination based on sex includes sexual harassment, sexual violence and sexual assault. Title IX also prohibits retaliation against individuals who complain about or participate in an investigation regarding an alleged Title IX violation. Additional information can be found on page 23.

Transcript

Permanent academic student record of all courses attempted, completed and in progress. Official transcripts can be ordered online at SCF.edu/Transcripts.

University Parallel Program

Course of study leading to an A.A. degree that parallels the lower-level requirements of a four-year bachelor's degree.

Violence Against Women Act (VAWA)

The Violence Against Women Act (VAWA) was reauthorized in 2013 to include domestic violence, dating violence and stalking. It requires that all institutions provide primary prevention programs, information on resources in writing, and prompt, fair and impartial proceedings in all Title IX cases.

Web Registration

SCF's computer-based registration available online at My.SCF.edu.

Withdrawal

A change in a student's course schedule where withdrawal has been made from one or more courses prior to the end of the term after the regular add/drop period has ended. See College Catalog for specific withdrawal information.

Withdrawal for Non-Payment

A term used by faculty and staff that refers to a student losing their scheduled classes due to nonpayment.



ACRONYMS

AA	Associate in Arts	FTIC	First Time in College
ACT	American College Testing	FWS	Federal Work Study
ADA	Americans with Disabilities Act	GOO	SCF Student ID Number
ADE	Accelerated Dual Enrollment	GED	General Educational Development
ADH	Art, Design, Humanities	HIPAA	Health Insurance Portability and Accountability Act
AS	Associate in Science	IAC	Intercollegiate Athletics Committee
ATC	Assessment and Testing Center	ICC	InterClub Council
BAS	Bachelor of Applied Science	LMS	Learning Management System
BOT	Board of Trustees	LWR	Lakewood Ranch
BSN	Bachelor of Science in Nursing	NJCAA	National Junior College Athletic Association
CIT	Center for Innovation and Technology	PA	Peer Advisor
CLEP	College Level Examination Program	PDC	Professional Development Center
CPT	College Placement Test	PDF	Portable Document Format (Adobe)
CRN	Course Reference Number	PERT	Postsecondary Education Readiness Test
CROP	College Reach-Out Program	PTP	Paraprofessional to Teacher Program
CTE	Career and Technical Education	SABR	Student Activity Budget Review
DATE	Drug Alcohol Traffic Education	SACS	Southern Association of Colleges and Schools
DE	Dual Enrollment	SAP	Satisfactory Academic Progress
DPS	Department of Public Safety	SAT	Scholastic Aptitude Test
DRC	Disability Resource Center	SCNS	Statewide Course Numbering System
EA	Early Admissions	SGA	Student Government Association
EAP	English for Academic Purposes	TASC	Tutoring and Academic Success Center
EEOC	Equal Employment Opportunity Commission	TRIO	Federal TRIO Student Support Services
EPI	Educator Preparation Institute	TSI	Traffic Safety Institute
FACTS	Florida Academic Counseling and Tracking for Students		
FAFSA	Free Application for Federal Student Aid		
FCSAA	Florida College System Activities Association		
FERPA	Family Educational Rights and Privacy Act		
FLDOE	Florida Department of Education		
FOB	Faculty Office Building		

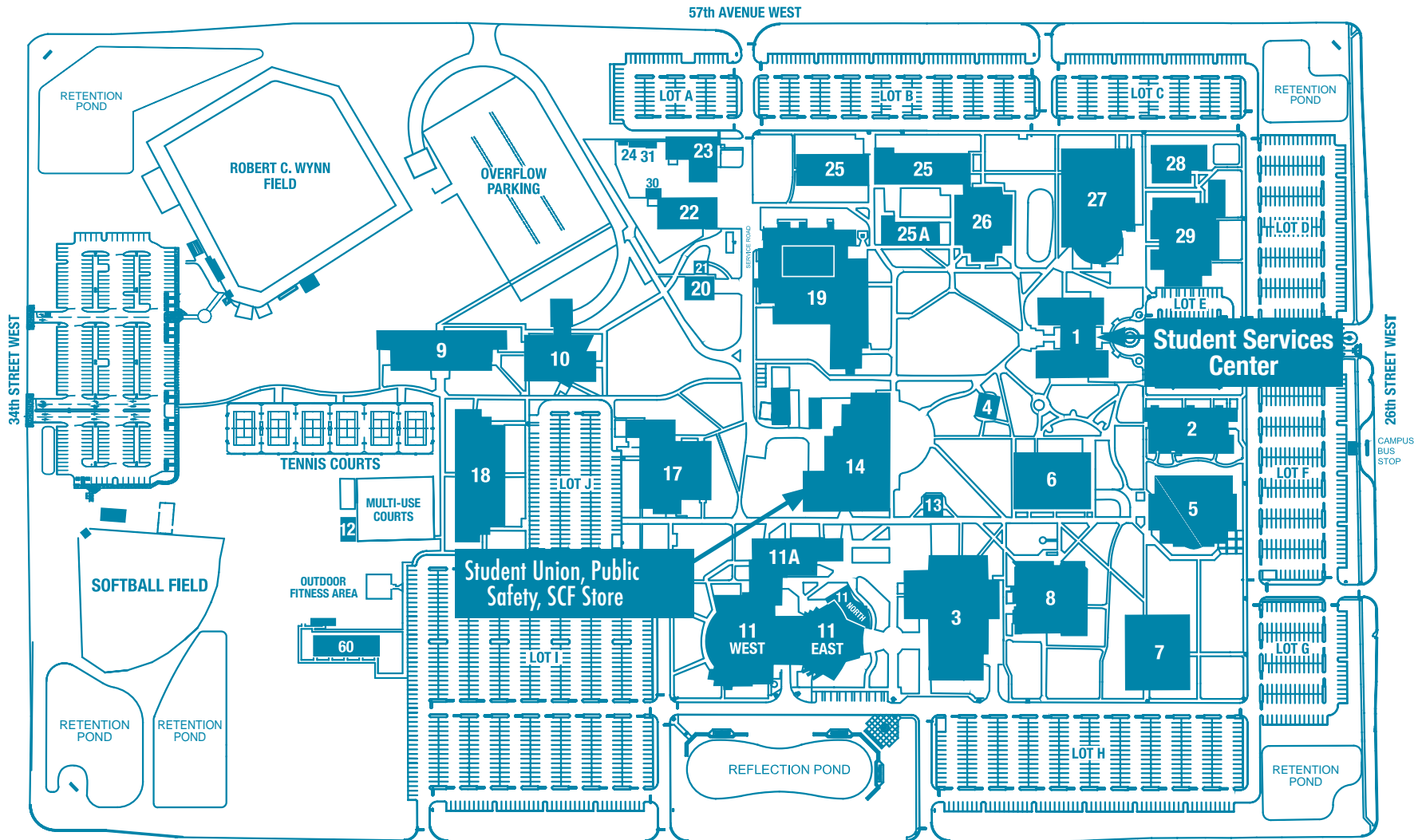
CONTACTS

Admissions 941-752-5050 Text: 941-304-5443 Admissions@SCF.edu SCF.edu/Admissions	Intercollegiate Athletics 941-752-5261 SCFManatees.com
Assessment and Testing Center SCF Bradenton: 941-752-5238 SCF Venice: 941-408-1540 Testing@SCF.edu BradentonTesting@SCF.edu VeniceTesting@SCF.edu SCF.edu/Testing	International Student Services 941-752-5050 International@SCF.edu SCF.edu/International
Campus Dining SCF Bradenton: 941-752-5311 SCF Venice: 941-408-1467	Libraries SCF Bradenton: 941-752-5305 SCF Venice: 941-408-1435 SCF Lakewood Ranch: 941-363-7257 SCF.edu/Library
College and Career Success SCF Bradenton: 941-752-5035 CollegeandCareerSuccess@SCF.edu SCF.edu/Advising	Office of the Registrar 941-752-5060 Registrar@SCF.edu SCF.edu/Registrar
Dental Hygiene Clinic SCF Bradenton: 941-752-5353 DentalClinic@SCF.edu SCF.edu/DentalClinic	The SCF Store SCF.edu/Store SCF Bradenton: 941-752-5080 SCFBradenton@bkstr.com SCF Venice: 941-408-1380
Department of Public Safety SCF Bradenton: 941-752-5550 (24/7) SCF Venice: 941-408-1550 (24/7) SCF Lakewood Ranch: 941-363-7155 (Mon. - Fri., 7 a.m. - 10 p.m.) SCF.edu/Safety	Student Life 941-752-5607 StudentLife@SCF.edu SCF.edu/StudentLife
Disability Resource Center SCF Bradenton: 941-752-5295 SCF Venice: 941-408-1459 SCF.edu/DRC	Tuition Payment SCF Bradenton: 941-752-5370 SCF Venice: 941-408-1522 Cashiering-FeePayment@SCF.edu SCF.edu/Tuition
Family Heritage House Museum SCF Bradenton 941-752-5319 MarshK@SCF.edu FamilyHeritageHouseMuseum.com	Tutoring and Academic Success Center SCF Bradenton: 941-752-5504 SCF Venice: 941-408-1452 SCF Lakewood Ranch: 941-363-7250 Tutoring@SCF.edu SCF.edu/ARC
Financial Aid Services SCF Bradenton: 941-752-5037 AskFinAid@SCF.edu SCF.edu/FinancialAid	Veteran Services SCF Bradenton: 941-752-5075 SCF Venice: 941-408-1446 Veterans@SCF.edu SCF.edu/Veterans
Information Technology Services (Help Desk) 941-752-5357 HelpDesk@SCF.edu SCF.edu/ITS	



SCF BRADENTON

5840 26TH. ST. W., BRADENTON, FL 34207 - 941-752-5000

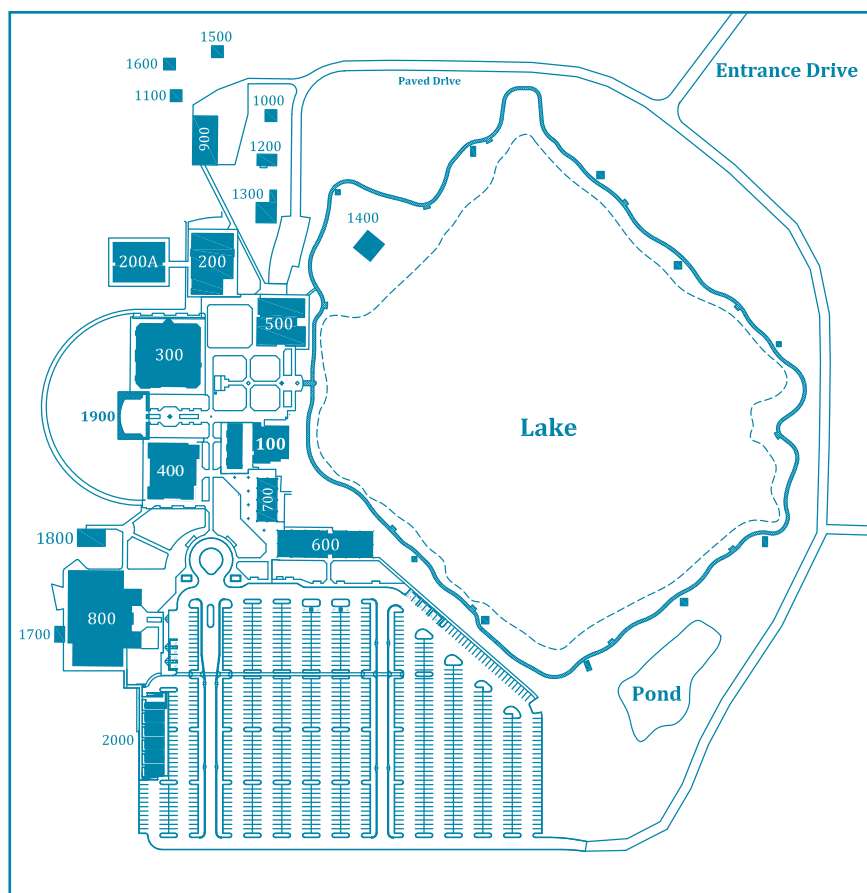


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|---|---------------------------------|--|---|--------------------------|--|
| 1 Student Services Center | 6 Information Technology Center | 11 EAST: SCF Neel Performing Arts Center
WEST: Music and Theatre
NORTH: The Gallery at SCF | 14 Student Union, Public Safety, SCF Store, and Student Solution Center | 20 Central Services | 26 Science Lab |
| 2 Radiography Lab and Dental Hygiene Clinic | 7 Office Complex | 11A Studio for the Performing Arts | 17 Gymnasium | 21 Motorcycle | 27 Mathematics |
| 3 Library & Learning Center and Family Heritage House | 8 26 West Center | 12 Theatre/Athletics Warehouse | 18 Professional Development Center, Fleet Force, and Traffic Safety Institute | 22 Warehouse | 28 Occupational Therapy Assistant and Physical Therapist Assistant |
| 4 Campus Ministry/Student Services Annex | 9 Classroom Building | 13 Performance Pavilion | 19 SCFCS | 23 Facilities Management | 29 Nursing |
| 5 Academic Resource Center | 10 Art & Design | | | 25 Science | |
| | | | | 25A Natural Science | |



SCF VENICE

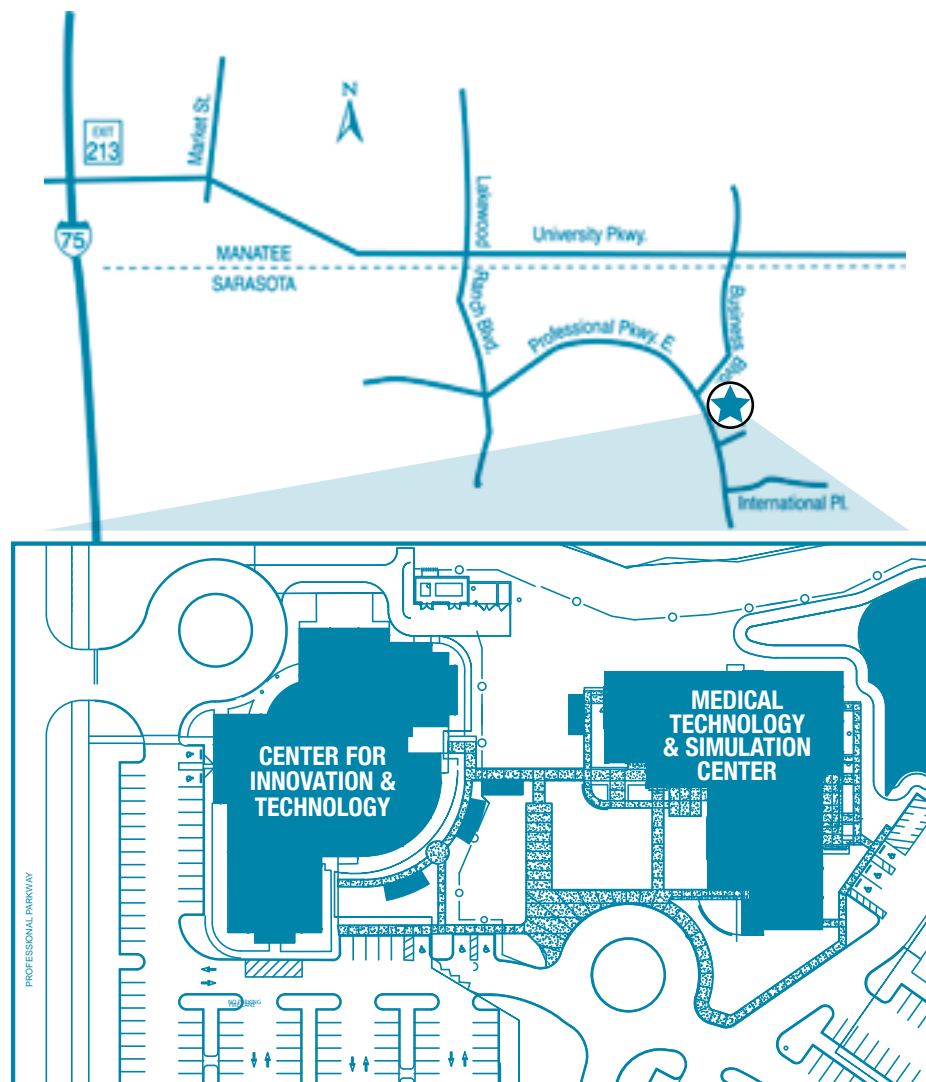
8000 S. Tamiami Trail, Venice, FL 34293 - 941-408-1300



- | | |
|--|---|
| 100 Student Services Center | 1100 Wastewater Treatment Plan |
| 200 Natural Science Building | 1200 Maintenance Storage |
| 200A Science & Technology Building | 1300 Central Plant |
| 300 Library | 1400 Environmental Educational Center |
| 400 Academic Resource Center | 1500 Equipment Storage |
| 500 Student Union/Bookstore | 1600 Hazardous Waste Storage |
| 600 Faculty Offices | 1700 Music Practice |
| 700 Fine Arts Building | 1800 Portable: Student Services Center Extension |
| 800 Professional Development Center Center/ SCF Collegiate School | 1900 Performance Pavilion |
| 900 Facilities Planning And Maintenance | 2000 SCF Collegiate School Portable Buildings |
| 1000 Motorcycle Storage | |

SCF LAKEWOOD RANCH

7131 Professional Parkway, Sarasota, FL 34240 - 941-363-7000



Learning Commons located inside Medical Technology and Simulation Center.



WHO TO CONTACT

EQUAL OPPORTUNITY OFFICER:

Contact for discrimination or harassment complaints/grievances pertaining to sex, pregnancy, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information, sexual orientation or any other factor prohibited under applicable federal, state, and local civil rights laws, rules and regulations.

ADA COORDINATOR:

Contact for employment accommodations.

TITLE IX COORDINATOR/DEPUTY COORDINATORS:

Contact for complaint/grievances pertaining to gender. The Education Amendments of 1972, which prohibits discrimination on the basis of sex under any athletic, education program, services and activities.

504 COORDINATOR:

Contact for complaint/grievances pertaining to disability. Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of physical or mental disability in relation to SCF's education programs, services and activities.

COORDINATOR OF STUDENT SUPPORT SERVICES:

Contact for guidance and facilitation to assist students in optimizing their educational experience while minimizing the impact of crises, life traumas and other concerns or barriers that impede success.

DISABILITY RESOURCE CENTER

For assistance with academic accommodations and services, contact our Disability Resource Centers at:

SCF BRADENTON
941-752-5295
TTY 941-751-8179
5840 26th St. W.,
Bldg. 7, Rm. 219

SCF VENICE
941-408-1448
TTY. 941-480-3420
8000 S. Tamiami Trail
Bldg. 100, Rm. 162

Email: DRC@SCF.edu • Website: SCF.edu/DRC

SCF's Statement of Nondiscrimination:

State College of Florida, Manatee-Sarasota does not discriminate on the basis of sex, pregnancy, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information or sexual orientation in any of its educational programs, services and activities, including admission and employment. Direct inquiries regarding nondiscrimination policies to: Equal Opportunity Officer, 941-752-5599, 5840 26th St. W., Bradenton, FL 34207.

SCF assures civil rights for students, employees and visitors

EQUAL OPPORTUNITY OFFICER

Paul Berkle
941-752-5599 (or ext. 65599)
BerkleP@SCF.edu
Human Resources,
SCF Bradenton, Bldg. 7, Rm. 121

ADA COORDINATOR

Kenisha Roney
941-752-5323 (or ext. 65323)
RoneyK@SCF.edu
Human Resources,
SCF Bradenton, Bldg. 7, Rm. 121

DEAN OF STUDENTS/ TITLE IX COORDINATOR

Jaquelyn McNeil
941-752-5267 (or ext. 65267)
McNeilJ@SCF.edu
Academic Affairs,
SCF Bradenton, Bldg. 1, Suite 122, Rm. 127

ASSISTANT DIRECTOR, HUMAN RESOURCES/DEPUTY TITLE IX COORDINATOR - EMPLOYEES AND FACULTY

Jamie Myers
941-752-5506 (or ext. 65506)
MyersJ@SCF.edu
Human Resources,
SCF Bradenton, Bldg. 7, Rm. 121

ASSISTANT DEAN OF STUDENTS/DEPUTY TITLE IX COORDINATOR - STUDENTS

Susanne Walters
941-752-5603 (or ext. 65603)
WaltersS@SCF.edu
Student Support Services
SCF Bradenton, Bldg. 1, Suite 207, Rm. 212

DEPUTY TITLE IX COORDINATOR - COLLEGIATE SCHOOL STUDENTS

Dr. Karen Peck
941-408-1430 (or ext. 61430)
PeckK@SCF.edu
Collegiate School,
SCF Venice, Bldg. 800, Rm. 809

HOW TO REPORT Sexual Harassment, Sexual Assault or Sexual Violence

IF YOU WANT TO: Report discrimination, harassment, sexual harassment, sexual assault, sexual violence, stalking, domestic violence, dating violence or incident of retaliation.

AND THE PARTY IS:

A STUDENT

AN EMPLOYEE

(Including Faculty and Staff)

A THIRD PARTY or CAMPUS VISITOR

(neither a student nor an employee)

CONTACT THIS OFFICE:

Assistant Dean of Students/Deputy Title IX Coordinator - Students,
Susanne Walters: 941-752-5603, WaltersS@SCF.edu **or Dean of Students/
Title IX Coordinator,** Jaquelyn McNeil: 941-752-5267, McNeilJ@SCF.edu

**Assistant Director, Human Resources/Deputy Title IX Coordinator -
Employees and Faculty,** Jamie Myers: 941-752-5506, MyersJ@SCF.edu
or Dean of Students/ Title IX Coordinator,
Jaquelyn McNeil: 941-752-5267, McNeilJ@SCF.edu

**Assistant Director, Human Resources/Deputy Title IX Coordinator -
Employees and Faculty,** Jamie Myers: 941-752-5506, MyersJ@SCF.edu
or Dean of Students/ Title IX Coordinator, Jaquelyn McNeil: 941-752-5267,
McNeilJ@SCF.edu

IF YOU WANT TO: File a Code of Student Conduct charge.

AND THE PARTY IS:

A STUDENT

CONTACT THIS OFFICE:

Dean of Students, Jaquelyn McNeil: 941-752-5267, McNeilJ@SCF.edu

IF YOU WANT TO: Obtain information/ask questions about Title IX compliance or report gender discrimination, sexual harassment, sexual assault, stalking, domestic violence, dating violence or incident of retaliation.

AND THE PARTY IS:

ANYONE

CONTACT THIS OFFICE:

Title IX Coordinator/Dean of Students, Jaquelyn McNeil: 941-752-5267, McNeilJ@SCF.edu
or Title IX Deputy Coordinator/Assistant Dean of Students
Susanne Walters: 941-752-5603, WaltersS@SCF.edu

IF YOU WANT: Assistance with filing a criminal charge or reporting abuse.

AND THE PARTY IS:

ANYONE

CONTACT THE Department of Public Safety:

Bradenton: 941-752-5550 (Available 24/7)
Venice: 941-408-1550 (Available 24/7)
Lakewood Ranch: 941-363-7155 (Mon. - Fri. 7 a.m. - 10 p.m.)

IF YOU WANT TO: Obtain free and confidential counseling as related to sexual harassment, sexual violence, stalking, domestic violence, dating violence or assault, advocacy, support services and/or to learn more about reporting options.

AND YOU ARE:

A STUDENT

AN EMPLOYEE

CONTACT THIS OFFICE:

SCF Counseling and Support Line: 941-752-5107
Centerstone 24-hour Crisis Line: 941-708-6059
SPARCC 24-hour Crisis Line: 941-365-1976
Campus Ministry, Bradenton: 941-752-5607
Venice: 941-408-1523

Employee Assistance Program: 1-800-272-7252

SCF Counseling and Support Line: 941-752-5107 SCF.edu/TitleIX





BRADENTON

5840 26th St. W., Bradenton, FL, 34207
941-752-5000

VENICE

8000 S. Tamiami Trail, Venice, FL, 34293
941-408-1300

LAKEWOOD RANCH

7131 Professional Parkway, Sarasota, FL, 34240
941-363-7000

ONLINE

[SCF.edu/OnlineLearning](https://www.scf.edu/OnlineLearning)

GO LIVE

[SCF.edu/GoLive](https://www.scf.edu/GoLive)

Cover designed by the SCF graphic design student Johanna Romero-Capula.
Special thanks to Art, Design and Humanities Department