



STATE COLLEGE OF FLORIDA
MANATEE-SARASOTA

**26|27 STUDENT
HANDBOOK**



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

Table of Contents

04	About SCF
05	Academic Calendars
06	How to Register for Classes
07	How to Access SCF Student Email
08	Student Services
23	Title IX and SCF Safe Harbor Initiative
25	Student Life
30	Athletics
32	Public Safety
38	Online Security
46	Policies and Procedures
75	Course Prerequisite Information
79	Glossary
84	Acronyms
88	Campus Maps
94	SCF Equal Opportunity and Title IX Contacts



ABOUT SCF

Mission Statement

SCF's mission is student success. Through high-quality, open-access education, we create pathways that empower students to achieve prosperity, transform lives, and strengthen their communities.

Vision

SCF's vision is to be a national leader in student success and paths to graduation, driving transformation across communities and industries.

Institutional Values

To drive student success, SCF has committed to the following values:

Accountability. SCF meets our commitments with honesty, integrity, and transparency, owning our outcomes and continuously improving.

Excellence. SCF emphasizes high standards and consistent delivery to prioritize excellence in teaching and learning.

Belonging. SCF is a community where every student and employee is welcomed and supported.

Teamwork. SCF works as one college, building trust and partnership to find solutions and achieve shared goals.

Community Connections. SCF forges strong community relationships to create educational opportunities that generate lasting impact.

SCF is committed to student success, academic achievement and community engagement. The College offers associate and bachelor's degrees, along with certificates, designed to prepare students for high-demand 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 in and out of the classroom.

An SCF education is convenient and affordable. With campuses in Bradenton, 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 64,000 #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](https://www.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 2026

Aug 13	Faculty return
Aug 17	Classes begin
Aug 21	Faculty planning/convocation
Sep 7	Labor Day (no classes)
Nov 11	Veterans Day (no classes)
Nov 26-27	Thanksgiving break (no classes)
Dec 4	Classes end
Dec 7-10	Final examinations
Dec 11	Commencement
Dec 11	Final grades due by 11:59 p.m.
Dec 12 - Jan 10	Winter break (students)
Dec 12 - Jan 6	Winter break (faculty)



SPRING 2027

Jan 7	Faculty return
Jan 11	Classes begin
Jan 18	Martin Luther King Jr. Day (no classes)
Mar 8-12	Spring break
May 1	Classes end
May 3-6	Final examinations
May 7	Commencement
May 7	Final grades due by 11:59 p.m.



SUMMER 2027

May 17	Faculty return
May 17	Classes begin
May 31	Memorial Day (no classes)
Jul 5	Independence Day observed (no classes)
Aug 6	Classes end
Aug 6	Final examinations
Aug 6	Final grades due by 11:59 p.m.

**All dates are subject to change. For a detailed listing of all academic calendar dates for the 2026-27 academic year, visit SCF.edu/AcademicCalendar.*



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](https://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](https://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](https://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](https://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

All State College of Florida, Manatee-Sarasota 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, visit [My.SCF.edu](https://my.scf.edu), log in and 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.

Connect With SCF!



@StateCollegeofFlorida



@SCFnow



@SCFnow



@State-College-of-Florida-Manatee-Sarasota



Join the conversation and share your SCF experience using #SCFnow.



STUDENT SERVICES

ADMISSIONS

Visit Admissions for 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

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, Postsecondary Education Readiness Test (PERT), College-Level Examination Program (CLEP), ACCUPLACER (Next Generation), Florida Civic Literacy (FCLE) 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 Test (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.

STUDENT SERVICES

ASSESSMENT/TESTING CENTER (continued)

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 semester is defined as Fall, Spring or 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](https://www.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 semester, not to exceed two attempts per calendar year. A semester is defined as Fall, Spring or Summer.

BradentonTesting@SCF.edu
VeniceTesting@SCF.edu
LakewoodRanchTesting@SCF.edu
[SCF.edu/Testing](https://www.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

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

TUITION PAYMENT

Tuition, application, ID card replacement, parking violation, reinstatement, testing and transcript fees may be paid at the below location 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](https://my.scf.edu) with MasterCard, Visa, Discover or American Express.

Cashiering-FeePayment@SCF.edu
[SCF.edu/Tuition](https://www.scf.edu/tuition)

SCF Bradenton
Student Services Center (Bldg. 1)
941-752-5370



STUDENT SERVICES

CAREER ACCELERATOR

The Career Accelerator is a collegewide hub designed to enhance students' preparedness for career success.

Career-focused opportunities include SCF's Job Board powered by Handshake, internships, experiential learning and professional development programs that provide students with opportunities to develop core career readiness skills. Through these

services, students learn to articulate their strengths, navigate professional environments and transition confidently from college to career.

Learn more about career pathways, employer partnerships and available resources at [SCF.edu/CareerAccelerator](https://scf.edu/CareerAccelerator).

CareerAccelerator@SCF.edu
941-752-5189

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](https://scf.edu/Advising)

SCF Bradenton
Student Services Center (Bldg. 1)
941-752-5035

SCF Venice
Student Services Center (Bldg. 100)
941-408-1539

SCF Lakewood Ranch
Student Services Office (MTSC)
941-363-7279

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

STUDENT SERVICES

DENTAL HYGIENE CLINIC

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

[SCF.edu/DentalClinic](https://www.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, 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 a DRC representative 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](https://www.scf.edu/DRC)

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

SCF Venice
Student Services Center
(Bldg. 100, Rm. 162)
941-408-1459

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 enrollment process and deadlines at [SCF.edu/EarlyCollege](https://www.scf.edu/EarlyCollege).

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

SCF Bradenton
Bldg. 5, Rm. 125 **941-752-5422**



STUDENT SERVICES

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

How to Apply

1. Complete the following need analysis form: Free Application for Federal Student Aid (online at StudentAid.gov)
 - a.) This is an annual application that can typically be renewed starting October 1 each year.
 - b.) List State College of Florida, Manatee-Sarasota as one of your college choices, Federal School Code Number: 001504.
2. Complete an application for admission to SCF.

3. 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.
4. 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 15 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

STUDENT SERVICES

CAMPUS DINING

For hours at all locations, search “Campus Dining” at [SCF.edu](https://www.scf.edu).

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

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

MONEY FOR SCHOOL GOT YOU FEELING ON EDGE?



Don't let applying for financial aid be intimidating.

Follow our Free Application for Federal Student Aid (FAFSA) checklist!

1. **Visit** [Studentaid.gov](https://studentaid.gov).
2. **Have your** username, password, ID, tax return info and SCF's school code (001504) ready.
3. **Need help with the application?** Book an appointment with an SCF financial aid advisor.



QUESTIONS

Call: 941-752-5037

Email: AskFinAid@SCF.edu

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

LOCATION & HOURS

SCF Bradenton Mon. - Fri., 8 a.m. - 4:30 p.m.
Building 1

SCF Venice Mon. - Fri., 8 a.m. - 4:30 p.m.
Building 100



STUDENT SERVICES

INTERNATIONAL STUDENT SERVICES

F-1 Student Visa Holders: Students receive assistance coordinating details of an academic experience in the United States. For more information, contact:

Kate Akyuz,

Sr. Associate Registrar

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 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 NewLine collaboration systems. 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 Museum 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 designed for a variety of uses and are available on a first-come, first-served basis. 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-and-white or color copying, printing and scanning.

PLAN FOR SUCCESS

Get Career-Ready



Develop Skills

Learn what employers are looking for in today's workforce.

Get Experience

Secure internship and experiential learning opportunities.



Make Connections

Explore career options and grow your professional network.



**JOIN A WORKSHOP,
WEBINAR OR INFO SESSION.**

Questions? 941-752-5189
CareerAccelerator@SCF.edu

STUDENT SERVICES

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 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, visit:

LibGuides.SCF.edu/SCFLibrariesPolicies

SCF.edu/Library

[AskALibrarian.org/scf](https://askalibrarian.org/scf)

(Chat/Text/Email)

Text: **941-270-9643**

Social Media: @SCFLibraries   

SCF Bradenton

Dr. Carol F. Probstfeld Library & Learning Center and Family Heritage House Museum (Bldg. 3)

941-752-5905

Monday-Thursday, 7:45 a.m.-9 p.m.

Friday, 7:45 a.m.-4 p.m.

Saturday, closed.

Sunday, 4-9 p.m.

*Hours may vary in Summer and between semesters.

SCF Venice

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

941-408-1435

Monday-Thursday, 8 a.m.-7 p.m.

Friday, 8 a.m.-2 p.m.

Saturday & Sunday, closed.

*Hours may vary in Summer and between semesters.

SCF Lakewood Ranch

Learning Commons (Bldg. 2)

941-363-7250

Monday-Tuesday, 9 a.m.-4 p.m.

Wednesday-Thursday, 9 a.m.-6 p.m.

Friday-Saturday, 9 a.m.-2 p.m.

Sunday, closed.

*Hours may vary in Summer and between semesters.

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 or
MassenA@SCF.edu**

STUDENT SERVICES

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 taking a single course or completing an entire degree program, students can choose the time and place that best fit their 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 library resources. Online courses are comparable in quality to traditional courses offered in SCF classrooms. They follow the same learning objectives and require at least as much time and effort to complete. Some online courses may require on-campus activities, student orientations, review sessions or exams. Course-specific requirements are listed in the notes section of the class schedule.

SCF Online Learning classes provide a flexible learning environment while maintaining the same academic rigor and instructor support as our face-to-face classes, helping you achieve your educational goals while remaining eligible for the same federal financial aid.

Online Courses

Online courses are delivered through the Canvas learning management system. These courses use a variety of tools to deliver course content and are taught by the same SCF faculty members who teach face-to-face courses. Online courses follow a specific schedule throughout the semester with structured lessons, assignments and due dates.

They are offered in different term lengths and are listed in the SCF class schedule alongside other course formats.

Blended Courses

Blended courses combine face-to-face and online instruction. The online portion uses the same Canvas tools as fully online courses, while the face-to-face portion is held on campus in a traditional classroom. The SCF class schedule provides additional information about the meeting sessions listed for each online, Go Live or blended course section.

Testing Requirements for Online/ Blended Courses

Some instructors may require students enrolled in online courses to complete exams in a proctored environment. Students should work with their instructors to make testing arrangements as part of the course requirements.

Students who are unable to participate in on-site testing at SCF must make arrangements in advance with an approved testing facility. Independent testing facilities may charge proctoring fees, which are the responsibility of the student.

[SCF.edu/OnlineLearning](https://www.scf.edu/OnlineLearning)
941-752-5035

Canvas Technical Support
844-920-2764



STUDENT SERVICES

PRINTING (Wireless)

PaperCut allows students to print their documents from computers, mobile devices and USB flash drives. This 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), Dr. Carol F. Probstfeld 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 the Registrar's 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](https://www.scf.edu/transcripts)

Degree and enrollment verifications: [SCF.edu/Registrar](https://www.scf.edu/registrar)

Add/drop/course withdrawals: [My.SCF.edu](https://www.scf.edu/my-sc)

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

Registrar@SCF.edu

SCF Bradenton: Student Services Center (Bldg. 1, Rm. 237) **941-752-5060**

SCF Venice: Student Services Center (Bldg. 100, Rm. 160) **941-408-1495**



FLEX START
Your schedule, your way.

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

SCF
STATE COLLEGE OF FLORIDA
MANATEE - SARASOTA

On Campus | Online
We're flexible.
[SCF.edu/FlexStart](https://www.scf.edu/flexstart)

STUDENT SERVICES

THE SCF STORE

The SCF Store is your one-stop shop for course materials and campus essentials. The store partners with faculty to ensure all required materials are accurate and ready for your classes. You can search for your course materials in-store or online using your student ID number.

Choose from multiple formats to fit your needs and budget, including rental (save up to 80%), new, used and digital textbooks.

Many courses participate in the EZ Access program. Materials are billed with tuition and delivered to your SCF student email before classes begin. For assistance, contact EZAccessStore@Follett.com.

The SCF Store offers a textbook price match program and will match prices from Amazon and Barnes & Noble. See the store for details and exclusions.

Accepted payment methods include cash, credit and debit cards, contactless payment and financial aid funds. Financial aid may be used in-store and online for most purchases, excluding gift cards. Accounts are typically available the week before classes begin through the second week of the semester. Be sure to complete your Title IV authorization each year to access your funds.

In addition to course materials, the SCF Store offers snacks and drinks, electronics (including Apple® computers and products), apparel, gifts and more.

For store hours and to shop online, visit

[SCFBradentonShop.com](https://www.scfbradentonshop.com).

Questions? Contact the store at
BookstoreManager@SCF.edu.

The SCF Store Bradenton

Student Union (Bldg. 14)

941-752-5080

The SCF Store Venice

Student Union (Bldg. 500)

941-408-1380

STUDENT GOVERNMENT ASSOCIATION (SGA)

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](https://www.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](https://www.scf.edu/StudentLife)

SCF Bradenton

941-752-5607

SCF Venice

941-408-1523

STUDENT CARE SERVICES

Student CARE Services is dedicated to student well-being and encourages students to seek assistance for mental health concerns, homelessness, food insecurity, the loss of a loved one or other challenges that may affect academic success.

Documentation of the circumstance(s) will be requested before Student CARE Services can provide assistance.

SCFCare@SCF.edu

941-752-5107

(24-hour auto-attended number)

Call to learn more about the services available.

STUDENT WELLNESS PROGRAM

The Student Wellness Program provides SCF students with opportunities to engage in lifelong health and wellness through a variety of services focused on one or more of the seven dimensions of wellness (physical, spiritual, social, emotional, intellectual, occupational and environmental). Students earn Wellpoints by participating in program activities and may earn enough points to qualify for prizes and awards.

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

TUTORING AND ACADEMIC SUCCESS CENTER

The Tutoring and Academic Success Center (TASC) 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 and small-group tutoring
 - Test prep, final exam review sessions and workshops
 - Essay email submission for review
 - Anatomy and Physiology models and bones
 - Calculators and presentation clickers for rent
 - Online Canvas review and tutoring for FCLE, TEAS and other exams
- Our in-person and online hours vary.

SCF Bradenton: 941-752-5504

SCF Venice: 941-408-1452

SCF Lakewood Ranch: 941-363-7250

Tutoring@SCF.edu

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

STUDENT SERVICES

UNIVERSITY PARTNERSHIP CENTER (UPC)

Students may visit with representatives throughout the Fall and Spring semester. Information on visits and schedules can be found in Canvas in the Student Resource tile.

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

SCF Bradenton
26 West 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. 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](https://www.scf.edu/Veterans)

SCF Bradenton
941-752-5426
The Quad (Bldg. 4)

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

WEB REGISTRATION

Web registration is available to students who are fully admitted and eligible to enroll in credit-level classes. This service allows students to register 24 hours a day without visiting an SCF campus. Students may also register on campus during regular College hours using designated computers with internet 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 activate their account. Students should remember to protect their login information as it is used to access confidential student information.

Registration Holds

[My.SCF.edu](https://www.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



STUDENT SERVICES

WEB REGISTRATION (CONTINUED)

A hold on a student's record may prevent 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](https://my.scf.edu).

Accessing Grades Online

SCF does not send grades by mail. Students with 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](https://my.scf.edu).

Student Email Accounts

SCF uses email as an official method of communication with students regarding academic, financial aid, administrative and emergency matters. All students are automatically assigned an SCF email account upon admission to the College.

Students are responsible for all information sent to their SCF email account. Student email can be accessed through [My.SCF.edu](https://my.scf.edu).

Students who request a new email address because of a name change must complete the Change of Name form available at [SCF.edu/Registrar](https://scf.edu/Registrar).

The form must include a copy of the official court-issued document verifying the name change.

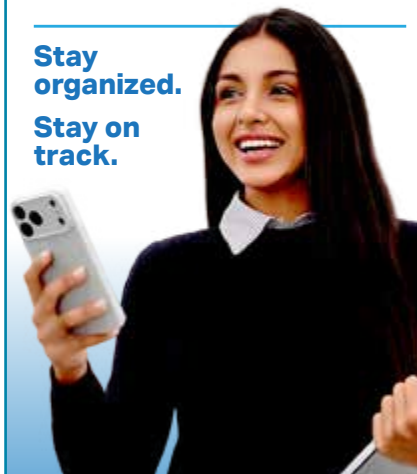
Everything you need is all in one place.

Log in to [My.SCF.edu](https://my.scf.edu) to manage your student experience.

- **Class schedule**
- **Course registration**
- **Degree Works**
- **Registration planning**
- **Unofficial transcripts**
- **Graduation application**

**Stay
organized.**

**Stay on
track.**



TITLE IX AND SCF SAFE HARBOR INITIATIVE

TITLE IX

[SCF.edu/TitleIX](https://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 in any 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 122

Deputy Title IX Coordinators:

SCF Students
941-752-5603

SCF Collegiate School
941-408-1430

SCF Employees and All Others
941-752-5599

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
Monday-Friday, 7 a.m.-10 p.m.
Medical Technology &
Simulation Center (Rm. 105)
941-363-7155

SCF Collegiate School - Bradenton
941-752-5494

SCF Collegiate School - Venice
941 408-1415



TITLE IX AND SCF SAFE HARBOR INITIATIVE

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](https://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 in 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](https://scf.edu/safeSCF)

STUDENT LIFE

STUDENT LIFE

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

StudentLife@SCF.edu

SCF Bradenton

941-752-5607

SCF Venice

941-408-1523

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

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

CLUBS AND ORGANIZATIONS

[SCF.edu/Student-Clubs](https://www.scf.edu/Student-Clubs)





GUIDED PATHWAYS

Find Your Path

BEGIN WITH A PLAN



- Explore your interests and take career assessments.
- Set your educational goals.

FIND YOUR PATH

- Seek opportunities to connect with your Area of Interest.
- Meet with your Success Coach to establish your class schedule.
- Lock in your plans with the degree audit tool DegreeWorks.

WORK TOWARD YOUR GOALS



- Use the SCF Resource tools in Canvas.
- Consider enrolling in SLS 1101 Strategies for College Success.
- Schedule regular meetings with your Success Coach.



FindYourPath@SCF.edu
SCF.edu/FindYourPath



**Support that Leads
to Success!**

How would you like to

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

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

A poster for the 2026-2027 Music Events. The background is dark blue with various colorful musical notes and a large, stylized, multi-colored treble clef. The word "Music" is written in a large, flowing, multi-colored script font. Below it, the text "2026-2027 Music Events" is in a bold, white, sans-serif font. Underneath that, "For schedule and ticket information, visit [SCF.edu/Music](https://scf.edu/Music)" is written in a smaller, white, sans-serif font. At the bottom, the text "SCF Performing Arts Department", "Music and Theatre Events", "Purchase Tickets:", and "BoxOffice@SCF.edu" is written in a white, sans-serif font. A small, stylized logo is in the bottom right corner.

Music

2026-2027 Music Events

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

SCF Performing Arts Department
Music and Theatre Events
Purchase Tickets:
BoxOffice@SCF.edu





Don't forget to apply for
GRADUATION!

Visit [SCF.edu/Graduation](https://scf.edu/Graduation) to view deadlines,
information and to apply.

#SCFProud



STATE COLLEGE OF FLORIDA
MANATEE - SARASOTA



Quality Education. Exceptional Value. Endless Possibilities.

At SCF, a bachelor's degree is closer than you think.

- **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](https://www.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. Follow @SCFManatees on social for up-to-date scores and information. Free for students and staff with SCF ID.

[SCFManatees.com](https://scfmanatees.com)

SCF Bradenton - Hal Chasey Gymnasium (Bldg. 17) - [941-752-5261](tel:9417525261)

INTERCOLLEGIATE ATHLETICS 2025/2026

Teams	1st Year Athletes	2nd Year Athletes	2nd Year Athletes Graduating	2nd Year Athletes Graduating, Transferring, or Signing Professional	Team GPA
Baseball	15	13	12	13	3.20
Beach Volleyball	7	5	5	5	3.36
Court Volleyball	7	8	7	8	3.23
Softball	17	6	5	6	3.22
Number of Student Athletes Named Academic All-Conference: 54					
Number of Student Athletes Named Academic All-State: 45					
Load Hours Attempted by All Teams: 2369					
Load Hours Successfully Completed: 2288 (96.6%)					
Cumulative GPA of All Teams: 3.24					

Information as of July 2026. Subject to change.

INTRAMURAL SPORTS

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

SCF Bradenton & SCF Venice
Brett Sauerwein
SauerwB@SCF.edu

The **SCF Foundation** awarded
over **\$2 million**
in scholarships last year.



STATE COLLEGE OF FLORIDA
FOUNDATION

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

GAME READY?

**Come out and support
your MANATEES!**

FREE for students & staff
with SCF ID.

Visit SCFManatees.com for dates,
times and updates on game schedules.



#GoManatees #SCFProud



PUBLIC SAFETY

DEPARTMENT OF PUBLIC SAFETY

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

SCF Bradenton:

Student Union
(Bldg. 14, Rm. 127)
Available 24/7
941-752-5550

Emergency on campus:
ext. 65550

SCF Venice:

Student Union
(Bldg. 500, Rm. 501)
Available 24/7
941-408-1550

Emergency on campus:
ext. 61550

SCF Lakewood Ranch:

Medical Technology
& Simulation Center
(Rm. 105)
Monday-Friday, 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

PUBLIC SAFETY

related SCF procedures will be enforced. Disciplinary action for violators of this rule will be determined through documented SCF disciplinary procedures.

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 events. 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.



PUBLIC SAFETY

- Educate students regarding signs and symptoms of addiction.
- 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 32 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

PUBLIC SAFETY

information to the dispatcher, and if safe to do so, remain at the call box until an officer arrives. 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/LiveSafe](https://scf.edu/LiveSafe).

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 32) 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.



PUBLIC SAFETY

Lost and Found

Contact or visit the appropriate Public Safety office (see list on page 32) 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 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.

For more information on how to update your contact information, log in to MySCF.

What to Do in an Emergency

- 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.

What Not to Do in an Emergency

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.

PUBLIC SAFETY

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 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 40 through 45 are reported in accordance with Uniform Crime Reporting procedure and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.



LiveSafe®

- **Safety Maps**
- **Broadcast Messages**
- **Location Sharing**
- **Panic Alarms**
- **Quick Connection to Local Officers**

Available on the App Store & Google Play!



ONLINE SECURITY

CYBER PROTECTION

In the world of higher education, where sensitive information is stored and constantly shared, cyberattacks are a major concern. One common and successful type of attack is phishing, often combined with clever social engineering tactics.

Since higher education institutions are becoming frequent targets, it's important for those at your institution be informed and watchful to safeguard important information, intellectual property and the overall security of your academic community.

COMMON PHISHING TECHNIQUES

Phishing relies on human error, which is responsible for 74% of attacks. As the single most common form of cybercrime, there are an estimated 3.4 billion emails a day sent by cyber criminals designed to look like they come from trusted senders. Though they often take the form of deceptive emails and messages, they can also mimic trusted websites. These attacks can come in various guises, including:

- Email Phishing: Attackers send seemingly legitimate emails, often posing as important officials, to trick recipients into revealing

sensitive information.

- Spear Phishing: A targeted form of phishing where attackers customize their messages for specific individuals, often using information gathered from social media.

- Vishing (Voice Phishing): Attackers use voice messages to trick individuals into divulging confidential information over the phone.

- Smishing (SMS Phishing): Phishing attempts conducted through text messages, exploiting the trust users place in mobile communication.

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.



ONLINE SECURITY

CYBERBULLYING

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 the Help Desk at **HelpDesk@SCF.edu** or **941-752-5357**.

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 antivirus/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**.


OPERATIONS

***One click can
change everything.***

**SCF now offers a degree and/or certificate
in Cybersecurity.**



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

Offense Type (includes attempts)	SCF Bradenton						Non-Camp
	2023		2024		2025		2023
	Res	Other	Res	Other	Res	Other	
Murder	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0
Sex Offenses/ Sexual Assault	0	1	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0
Domestic Violence	0	1	0	0	0	0	0
Stalking	0	0	0	1	0	0	0
Criminal Offenses by Bias							
<i>Race</i>	0	0	0	0	0	0	0
<i>Gender</i>	0	0	0	0	0	0	0
<i>Religion</i>	0	0	0	0	0	0	0
<i>Sexual Orientation</i>	0	0	0	0	0	0	0
<i>Ethnicity</i>	0	0	0	0	0	0	0
<i>Disability</i>	0	0	0	0	0	0	0

NUMBER OF ARRESTS/REFERRALS

Offense Type (includes attempts)							
Liquor Law Violations	0	0	0	0	0	0	0
<i>Arrest</i>	0	0	0	0	0	0	0
<i>Referral</i>	0	0	0	1	0	0	0
Drug Law Violations	0	0	0	0	0	0	0
<i>Arrest</i>	0	0	0	0	0	0	0
<i>Referral</i>	0	2	0	0	0	0	0
Weapons Law Violations	0	0	0	0	0	0	0
<i>Arrest</i>	0	0	0	0	0	0	0
<i>Referral</i>	0	0	0	0	0	0	0

ous Building or Property		Public Property			Total		
2024	2025	2023	2024	2025	2023	2024	2025
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	1	0	0
0	0	0	0	0	0	0	0
0	0	0	0	1	0	0	1
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	1	0	0
0	0	0	0	0	0	1	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0

ERRALS FOR SELECT OFFENSES

0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	1	0
0	0	0	0	0	0	0	0
0	0	0	1	0	0	1	0
0	0	0	0	0	2	0	0
0	0	0	0	0	0	0	0
1	1	0	0	0	0	1	1
0	0	0	0	0	0	0	0



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

Offense Type (includes attempts)		SCF Lakewood Ranch						Non-Camp
		2023		2024		2025		2023
		Res	Other	Res	Other	Res	Other	
	Murder	0	0	0	0	0	0	0
	Manslaughter	0	0	0	0	0	0	0
	Negligent Manslaughter	0	0	0	0	0	0	0
	Sex Offenses/ Sexual Assault	0	0	0	0	0	0	0
	Robbery	0	0	0	0	0	0	0
	Aggravated Assault	0	0	0	0	0	0	0
	Burglary	0	0	0	0	0	0	0
	Arson	0	0	0	0	0	0	0
	Motor Vehicle Theft	0	0	0	0	0	0	0
	Dating Violence	0	0	0	0	0	0	0
	Domestic Violence	0	0	0	0	0	0	0
	Stalking	0	0	0	0	0	1	0
	Criminal Offenses by Bias							
	<i>Race</i>	0	0	0	0	0	0	0
	<i>Gender</i>	0	0	0	0	0	0	0
	<i>Religion</i>	0	0	0	0	0	0	0
	<i>Sexual Orientation</i>	0	0	0	0	0	0	0
	<i>Ethnicity</i>	0	0	0	0	0	0	0
	<i>Disability</i>	0	0	0	0	0	0	0

NUMBER OF ARRESTS/REFERRALS

Offense Type (includes attempts)							
	Liquor Law Violations	0	0	0	0	0	0
	<i>Arrest</i>	0	0	0	0	0	0
	<i>Referral</i>	0	0	0	0	0	0
	Drug Law Violations	0	0	0	0	0	0
	<i>Arrest</i>	0	0	0	0	0	0
	<i>Referral</i>	0	0	0	0	0	0
	Weapons Law Violations	0	0	0	0	0	0
	<i>Arrest</i>	0	0	0	0	0	0
	<i>Referral</i>	0	0	0	0	0	0

ous Building or Property		Public Property			Total		
2024	2025	2023	2024	2025	2023	2024	2025
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	1
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0

ERRALS FOR SELECT OFFENSES

0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	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)

Offense Type (includes attempts)		SCF Venice						Non-Camp
		2023		2024		2025		2023
		Res	Other	Res	Other	Res	Other	
Murder		0	0	0	0	0	0	0
Manslaughter		0	0	0	0	0	0	0
Negligent Manslaughter		0	0	0	0	0	0	0
Sex Offenses/ Sexual Assault		0	0	0	0	0	0	0
Robbery		0	0	0	0	0	0	0
Aggravated Assault		0	0	0	0	0	0	0
Burglary		0	0	0	0	0	0	0
Arson		0	0	0	0	0	0	0
Motor Vehicle Theft		0	0	0	0	0	0	0
Dating Violence		0	0	0	0	0	0	0
Domestic Violence		0	0	0	0	0	0	0
Stalking		0	0	0	0	0	1	0
Criminal Offenses by Bias								
Race		0	0	0	0	0	0	0
Gender		0	0	0	0	0	0	0
Religion		0	0	0	0	0	0	0
Sexual Orientation		0	0	0	0	0	0	0
Ethnicity		0	0	0	0	0	0	0
Disability		0	0	0	0	0	0	0

NUMBER OF ARRESTS/REFERRALS

Offense Type (includes attempts)							
Liquor Law Violations		0	0	0	0	0	0
Arrest		0	0	0	0	0	0
Referral		0	0	0	0	0	0
Drug Law Violations		0	0	0	0	0	0
Arrest		0	0	0	0	0	0
Referral		0	0	0	0	0	0
Weapons Law Violations		0	0	0	0	0	1
Arrest		0	0	0	0	0	0
Referral		0	0	0	0	0	0

ous Building or Property		Public Property			Total		
2024	2025	2023	2024	2025	2023	2024	2025
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	1
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0

ERRALS FOR SELECT OFFENSES

0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0



POLICIES AND PROCEDURES

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 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.

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

POLICIES AND PROCEDURES

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 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)



POLICIES AND PROCEDURES

- 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))
- 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

POLICIES AND PROCEDURES

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

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 on Education's FERPA regulations Expanded 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 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 PII without consent 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.



POLICIES AND PROCEDURES

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.

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)

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

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.

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



POLICIES AND PROCEDURES

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](#).

FINANCIAL AID – STUDENT LOAN OMBUDSMAN

The Federal Student Aid (FSA) Ombudsman Group serves as a neutral, last-resort resource to help resolve disputes related to federal student loans. Students should pursue all available resolution steps before contacting the Ombudsman. According to the U.S. Department of Education, current students must first work with their school's financial aid office, and borrowers should also attempt to resolve the issue directly with their loan servicer. For more information, visit [StudentAid.gov](#). If the issue remains unresolved, students must then file a

complaint through the FSA Feedback Center at [StudentAid.gov/Feedback](#) before requesting escalation to the Ombudsman. The Ombudsman Group can research issues, review case history, and coordinate with appropriate agencies to help achieve

Contact Information:

FSA Ombudsman Group
U.S. Department of Education
P.O. Box 1854
Monticello, KY 42633
Phone: 800-433-3243



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%, 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
The Quad, Bldg. 4
941-752-5075

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

POLICIES AND PROCEDURES

REFUND POLICY

Nonrefundable Fees

Nonrefundable fees include 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 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.



POLICIES AND PROCEDURES

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. 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 additional fee beyond normal course tuition and fees is charged for withdrawals from the College.

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% 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% 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 semester, SCF will calculate aid based on the latter date from one of the following academic-related activities: 50% 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

POLICIES AND PROCEDURES

and Career Success prior to submitting the completed withdrawal form 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 Dean of Academic Affairs on the student's primary campus. Dean of Academic Affairs 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 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.



POLICIES AND PROCEDURES

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.)

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 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.

POLICIES AND PROCEDURES

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 a 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.....\$20

Moving violations (must attend College Student Court) minimum.....\$20

Excessive vehicle noise minimum..\$20

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 one or two 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.



POLICIES AND PROCEDURES

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.

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 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 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.

POLICIES AND PROCEDURES

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.

II. Academic Misconduct

SCF expects all members of the College Community to conduct themselves in a manner recognizing the traditions of honor and integrity.



POLICIES AND PROCEDURES

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

POLICIES AND PROCEDURES

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.



POLICIES AND PROCEDURES

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 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

POLICIES AND PROCEDURES

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 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



POLICIES AND PROCEDURES

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, 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

POLICIES AND PROCEDURES

use of service animals or emotional support animals:

- i. The Americans with Disabilities Act Amendments Act (ADAAA) provides guidelines regarding use of “services 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 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.



POLICIES AND PROCEDURES

- 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, 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.

POLICIES AND PROCEDURES

- 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 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 ther 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, ncluding 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



POLICIES AND PROCEDURES

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 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.

POLICIES AND PROCEDURES

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 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



POLICIES AND PROCEDURES

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.

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

POLICIES AND PROCEDURES

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
Bldg. 1, Room 127
State College of Florida,
Manatee-Sarasota
5840 26th St. W. Bradenton, FL 34207

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



POLICIES AND PROCEDURES

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.

POLICIES AND PROCEDURES

Disciplinary probation - A written reprimand and warning to the student for a repetition 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 may graduate under the Catalog that was in effect when they first enrolled at SCF, provided they maintain continuous enrollment of at least one credit hour per academic year. Students also have the option to move forward to a newer Catalog if desired. However, students cannot return to or select an older Catalog once they have moved to a newer one. If continuous enrollment is broken, students must graduate under the catalog in effect at the time they re-enroll or any subsequent Catalog in effect when

degree requirements are completed. 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.
2. An overall and a cumulative GPA of 2.0 (C) must be achieved in the student's total credit program. The



POLICIES AND PROCEDURES

- 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, 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. An electronic copy of the diploma will be emailed to the student following completion of all graduation requirements.

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](https://scf.edu/Graduation) by the deadline posted on the Academic Calendar on the website. All guests of graduates attending the commencement ceremony must have an electronic ticket for entrance into the auditorium. Guest tickets must be reserved online by completing a graduation attendance form at [SCF.edu/Graduation](https://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 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 and Humanities

SCF Bradenton: 941-752-5251 • GormanK@SCF.edu
SCF Lakewood Ranch: 941-363-7268 • LabudaJ@SCF.edu
SCF Venice: 941-408-1476

Business and Technology

SCF Bradenton: 941-752-5281 • LorenzB@SCF.edu
SCF Lakewood Ranch: 941-363-7268 • LorenzB@SCF.edu

Education

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

Engineering

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

Health Services

SCF Bradenton: 941-752-5658 • HealthServices@SCF.edu

Language and Literature

SCF Bradenton: 941-752-5242 • MatuteM@SCF.edu
SCF Venice: 941-408-1476 • FaulyJ@SCF.edu
SCF Lakewood Ranch: 941-363-7268 • LabudaJ@SCF.edu

Mathematics

SCF Bradenton: 941-752-5224 • ReavisS@SCF.edu
SCF Venice: 941-408-1484 • BaileyJ@SCF.edu
SCF Lakewood Ranch: 941-363-7268 • LabudaJ@SCF.edu

Music and Theatre

SCF Bradenton: 941-752-5351 • SantorA@SCF.edu

Natural Sciences

SCF Bradenton: 941-752-5341 • SkojecS@SCF.edu
SCF Venice: 941-408-1484 • BaileyJ@SCF.edu
SCF Lakewood Ranch: 941-363-7268 • LabudaJ@SCF.edu

Nursing

SCF Bradenton: 941-752-5209 • VillegE@SCF.edu
SCF Venice: 941-408-1300, ext. 65209
SCF Lakewood Ranch: 941-752-7217 • ThompsM@SCF.edu

Occupational and Physical Therapy

SCF Bradenton: 941-752-5346 • BarberJ@SCF.edu
SCF Venice: 941-408-1300, ext. 65346

Radiography and Dental Hygiene

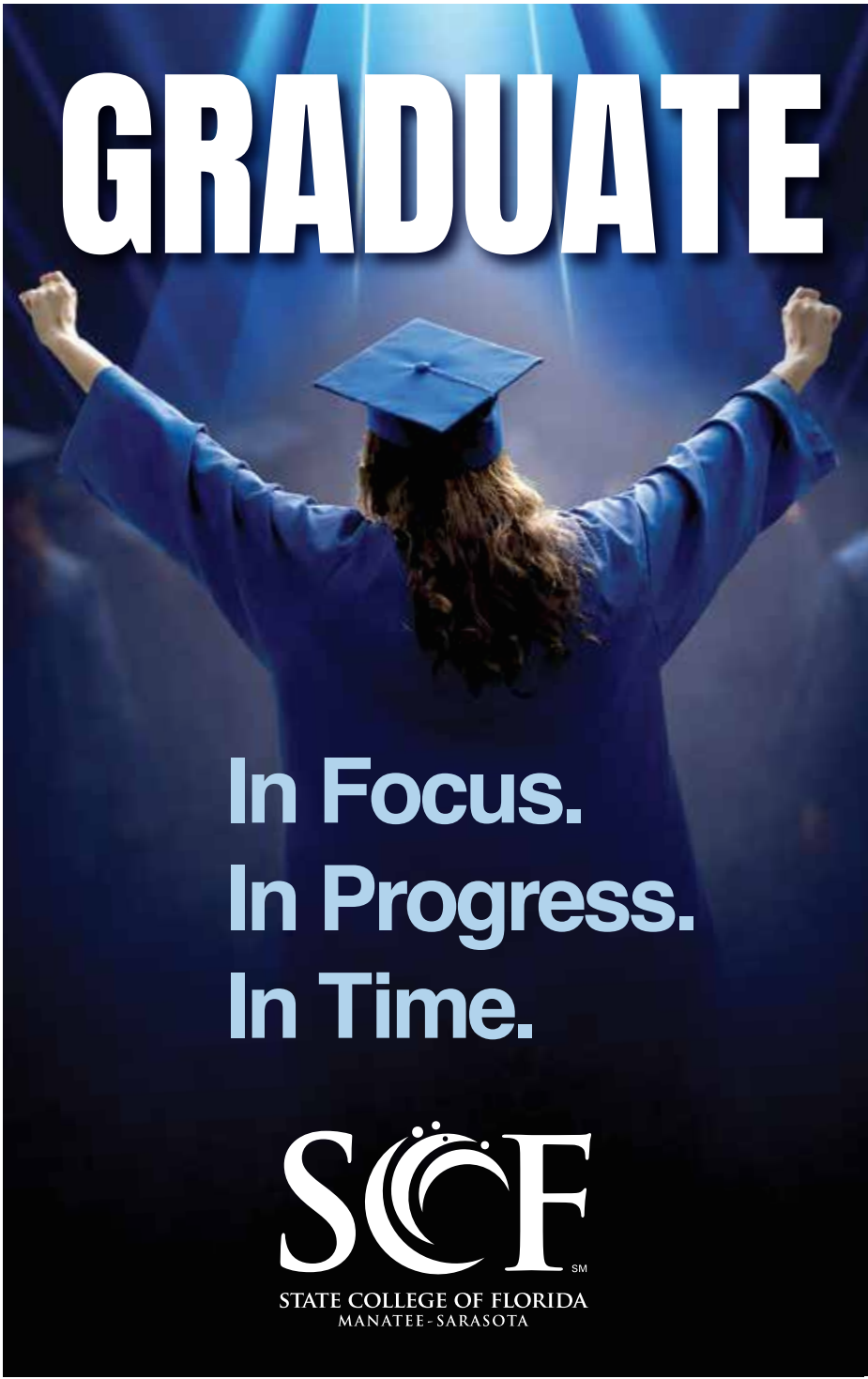
SCF Bradenton: 941-752-5245 • LeatonS@SCF.edu
SCF Venice: 941-408-1300, ext. 65245

Social and Behavioral Sciences

SCF Bradenton: 941-752-5314 • EastonR@SCF.edu
SCF Venice: 941-408-1476 • FaulyJ@SCF.edu
SCF Lakewood Ranch: 941-363-7268 • LabudaJ@SCF.edu



GRADUATE

A graduate in a blue cap and gown is shown from behind, with arms raised in a celebratory gesture. The background is a deep blue with bright, ethereal light rays emanating from the top, creating a sense of achievement and triumph.

In Focus.
In Progress.
In Time.



STATE COLLEGE OF FLORIDA
MANATEE - SARASOTA

Imagine

turning potential
into purpose.



Workforce Degrees & Certificates at



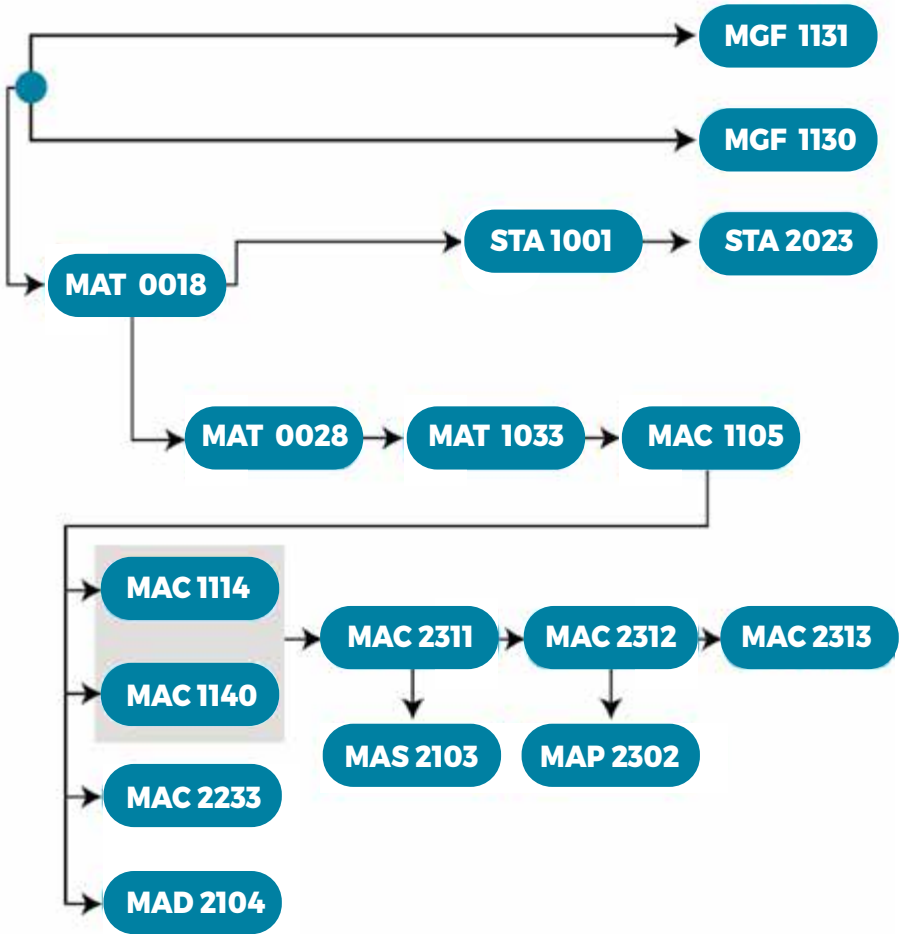
- **Career-Focused Training** to prepare you for in-demand jobs.
- **Fast-Track Options** to quickly enter or advance in the workforce.
- **Affordable & Flexible** built to help you succeed

Apply Now! Admissions@SCF.edu • SCF.edu/CTE



MATHEMATICS

Mathematics Courses Flowchart



- Beginning placement depends on test scores or exemption.
- MAT 1033 and STA 1001 fulfill an A.A. 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, STA 2023, MAC 1105 and MAC 2311 fulfill the General Education Requirement Area II Category A.

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.

ASN

Abbreviation for Associate in Science in Nursing degree.

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.

Abbreviation for Bachelor of Arts degree. This is a four-year undergraduate degree that focuses on the humanities, social sciences and communication-based fields. It emphasizes critical thinking, writing and analytical skills, preparing students for a wide range of careers or continued study at the graduate level.

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.



GLOSSARY

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](https://my.scf.edu).

Career Pathway

Students who have taken CTE programming in high school may have the opportunity to apply it towards college credit. SCF supports students through career exploration, the student experience and career placement.

Banner

Name of the student records and registration system.

Canvas

Online system for managing course materials, viewing assignments and engaging with learning content.

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.

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.

GLOSSARY

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.

Degree Works

An online tool that allows students and advisors to track student progress toward degree completion.

Developmental Education (College Preparatory) Courses

Courses that serve to prepare students for degree credit courses. Developmental education course credit do 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 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.



GLOSSARY

Full-time Student

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

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).

Grants

Free government aid with no repayment required.

Handshake

Online platform connecting students and employers for job and internship opportunities.

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.

GLOSSARY

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.

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 SCF Store, library lending privileges, security purposes and general identification for various administrative offices.

Scholarships

Donor-funded aid awarded to select recipients who applied for help to pay for college.

Sophomore

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

Syllabus

A document that outlines course expectations, assignments, grading and important dates.

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](https://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.



GLOSSARY

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

A.A. Associate in Arts

ACT American College Testing

ADA Americans with Disabilities Act

ADE Accelerated Dual Enrollment

ADH Art, Design and Humanities

AOI Area of Interest

A.S. Associate in Science

ASN Associate of Science in Nursing

ATC Assessment and Testing Center

B.A.S. Bachelor of Applied Science

BC Bradenton Campus

BLE Blended Class

BOT Board of Trustees

B.S. Bachelor of Science

BSN Bachelor of Science in Nursing

CIT Center for Innovation and Technology

CLEP College-Level Examination Program

CPT College Placement Test

CRN Course Reference Number

CROP College Reach-Out Program

CTE Career and Technical Education

ACRONYMS

DE	Dual Enrollment	GED	General Educational Development
DPS	Department of Public Safety	GPA	Grade Point Average
DRC	Disability Resource Center	HIPAA	Health Insurance Portability and Accountability Act
EA	Early Admissions	IAC	Intercollegiate Athletics Committee
EAP	English for Academic Purposes	ICC	InterClub Council
EEOC	Equal Employment Opportunity Commission	IT	Information Technology
EPI	Educator Preparation Institute	LIV	GoLive Class
F2F	Face-to-Face Class	LMS	Learning Management System
FACTS	Florida Academic Counseling and Tracking for Students	LWR	Lakewood Ranch
FAFSA	Free Application for Federal Student Aid	MTSC	Medical Technology & Simulation Center (SCF Lakewood Ranch)
FCSAA	Florida College System Activities Association	NJCAA	National Junior College Athletic Association
FERPA	Family Educational Rights and Privacy Act	ONL	Online Class
FLDOE	Florida Department of Education	PA	Peer Advisor
FOB	Faculty Office Building	PDC	Professional Development Center
FTIC	First Time in College	PERT	Postsecondary Education Readiness Test
FWS	Federal Work Study	PTK	Phi Theta Kappa
G00	SCF Student ID Number		



ACRONYMS

PTP Paraprofessional to
Teacher Program

SABR Student Activity
Budget Review

SACSCOC Southern Association of
Colleges and Schools
Commission on Colleges

SAP Satisfactory Academic
Progress

SAT Scholastic Aptitude
Test

SCNS Statewide Course
Numbering System

SGA Student Government
Association

SLS Student Life Skills
of Colleges and
Schools

TASC Tutoring and
Academic Success
Center

TRIO Federal TRIO Student
Support Services

CONTACTS

Admissions

941-752-5050

Text: 941-304-5443

Admissions@SCF.edu

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

Assessment and Testing Center

SCF Bradenton: 941-752-5238

SCF Venice: 941-408-1540

SCF Lakewood Ranch: 941-363-7254

Testing@SCF.edu

BradentonTesting@SCF.edu

VeniceTesting@SCF.edu

LakewoodRanchTesting@SCF.edu

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

Campus Dining

SCF Bradenton: 941-752-5311

SCF Venice: 941-408-1467

Career Accelerator

941-752-5189

CareerAccelerator@SCF.edu

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

College and Career Success

SCF Bradenton: 941-752-5035

SCF Venice: 941-408-1539

SCF Lakewood Ranch: 941-363-7279

CollegeandCareerSuccess@SCF.edu

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

Dental Hygiene Clinic

SCF Bradenton: 941-752-5353

DentalClinic@SCF.edu

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

Department of Public Safety

SCF Bradenton: 941-752-5550 (24/7)

SCF Venice: 941-408-1550 (24/7)

SCF Lakewood Ranch:

941-363-7155

(Monday-Friday, 7 a.m.-10 p.m.)

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

CONTACTS

Disability Resource Center

SCF Bradenton: 941-752-5295

SCF Venice: 941-408-1459

SCF.edu/DRC

Family Heritage House Museum

SCF Bradenton

941-752-5319

HawkinM@SCF.edu

FamilyHeritageHouseMuseum.com

Financial Aid Services

SCF Bradenton: 941-752-5037

AskFinAid@SCF.edu

SCF.edu/FinancialAid

Information Technology

(Help Desk)

941-752-5357

HelpDesk@SCF.edu

SCF.edu/ITS

Intercollegiate Athletics

941-752-5261

SCFManatees.com

International Student Services

941-752-5050

International@SCF.edu

SCF.edu/International

Libraries

SCF Bradenton: 941-752-5305

SCF Venice: 941-408-1435

SCF Lakewood Ranch:

941-363-7250

SCF.edu/Library

Office of the Registrar

941-752-5060

Registrar@SCF.edu

SCF.edu/Registrar

The SCF Store

SCF Bradenton: 941-752-5080

SCFBradenton@BKSTR.com

SCF Venice: 941-408-1380

SCF.edu/Store

Student Life

941-752-5607

StudentLife@SCF.edu

SCF.edu/StudentLife

Tuition Payment

SCF Bradenton: 941-752-5370

SCF Venice: 941-408-1522

Cashiering-FeePayment@SCF.edu

SCF.edu/Tuition

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/TASC

Veteran Services

SCF Bradenton: 941-752-5426

SCF Venice: 941-408-1447

Veterans@SCF.edu

SCF.edu/Veterans





Directory

- 1 Student Services Center
- 2 Radiography Lab and Dental Hygiene Clinic
- 3 Carol F. Probstfeld Library & Learning Center and Family Heritage House Museum
- 4 The Quad
- 5 Academic Resource Center
- 6 Information Technology Center

- 7 Office Complex
- 8 26 West
- 9 Classroom Building
- 10 Art & Design
- 11 EAST: SCF Neel Performing Arts Center
WEST: Music and Theatre
NORTH: The Gallery at SCF

- 11A Studio f
- 12 Theatre
- 13 Perform
- 14 Student
SCF Sto
- 17 Gymnas
- 18 Profess
FleetFo

TON CAMPUS

enton, FL 34207

7th AVENUE WEST



7th AVENUE WEST

All SCF campuses are tobacco-free.

for the Performing Arts
Athletics Warehouse
ance Pavilion

Union, Public Safety,
ore, TRIO

sium

onal Development Center,
rce

19 SCF Collegiate School
20 Central Services
21 Motorcycle
22 Warehouse
23 Operations
25 Science
25A Natural Science

26 Science Lab
27 Mathematics
28 Occupational Therapy Assistant
and Physical Therapist Assistant
29 Nursing

ALL SCF campuses are tobacco free. • For driving directions: [SCF.edu/Maps](https://www.scf.edu/Maps)





STATE COLLEGE OF FLORIDA
MANATEE-SARASOTA

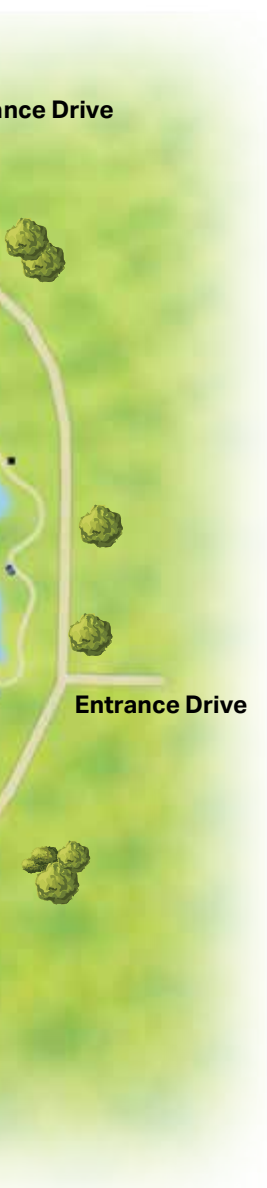
VENICE CAMPUS

8000 S. Tamiami Trail, Venice, FL 34293

941-408-1300 | SCF.edu



APUS



Directory

100	STUDENT SERVICES CENTER
200	NATURAL SCIENCE BUILDING
200A	SCIENCE & TECHNOLOGY BUILDING
300	DR. BILL JERVEY, JR. LIBRARY
400	TUTORING AND ACADEMIC RESOURCE CENTER
500	STUDENT UNION AND BOOKSTORE
600	FACULTY OFFICE BUILDING
700	FINE ARTS BUILDING
800	PROFESSIONAL DEVELOPMENT CENTER / SCF COLLEGIATE SCHOOL
900	FACILITIES PLANNING AND MAINTENANCE
1000	MOTORCYCLE STORAGE
1100	WASTEWATER TREATMENT PLAN
1200	MAINTENANCE STORAGE
1400	ENVIRONMENTAL EDUCATIONAL CENTER
1700	MUSIC PRACTICE
1800	PORTABLE: STUDENT SERVICES CENTER EXTENSION
1900	PERFORMANCE PAVILION
2000	SCF COLLEGIATE SCHOOL PORTABLE BUILDINGS





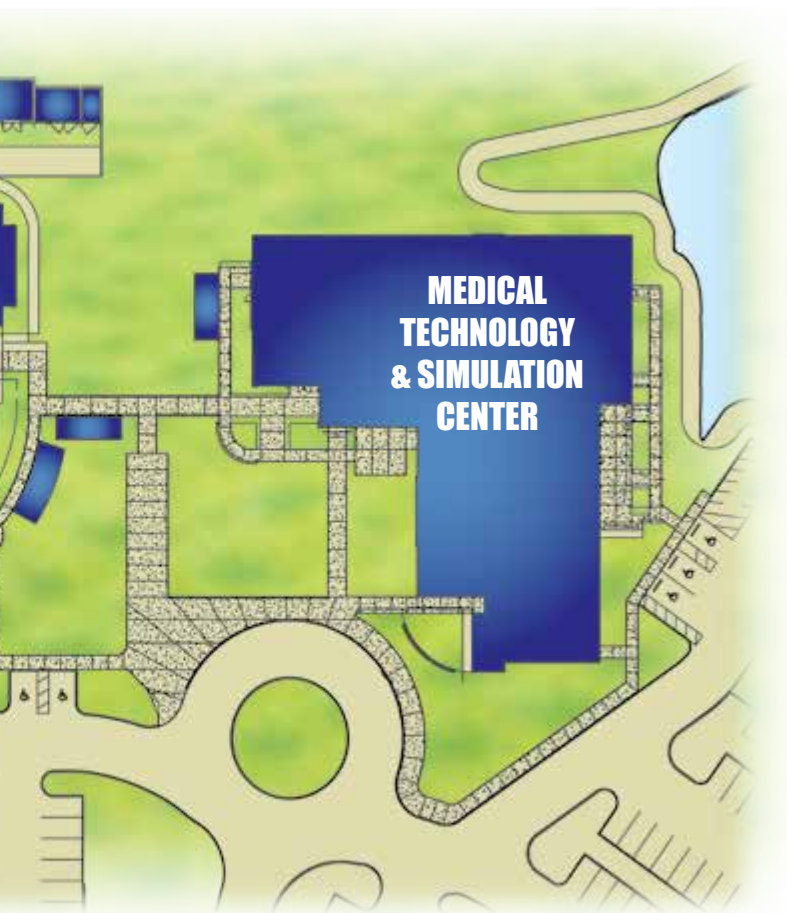
Directory

Center for Innovation & Technology

Administrative and Faculty offices, student services, center, classrooms, computer labs, 156-seat interactive auditorium, and multipurpose room with caterer's kitchen

WOOD RANCH

10000 N. US Hwy., Sarasota, FL 34240
7000 | SCF.edu



testing
ative
chen

Medical Technology & Simulation Center

Simulated hospital setting and intensive care units, classrooms, science & skills labs, Learning Commons, nursing department and faculty offices, and Public Safety



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.

WHO TO CONTACT

SCAN THE FOLLOWING
QR CODE:



OR VISIT
SCF.edu/EEO

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

504 COORDINATOR:

Contact for complaints/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:

SCF Bradenton

5840 26th St. W., Bradenton, FL 34207
Bldg. 1, Rm. 219
941-752-5295
TTY 941-751-8179

SCF Venice

8000 S. Tamiami Trail, Venice, FL 34293
Bldg. 100, Rm. 162
941-408-1448
TTY 941-480-3420

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

Rev. 7/24

HOW TO REPORT

Sexual Harassment, Sexual Assault or Sexual Violence

Emergency: 911



Report discrimination, harassment, sexual harassment, sexual assault, sexual violence, stalking, domestic violence, dating violence or incident of retaliation.

If the party is a
STUDENT:

Susanne Walters, Deputy Title IX Coordinator
for Students: 941-752-5603 or
Jaquelyn McNeil, Title IX Coordinator:
941-752-5267, McNeilJ@SCF.edu

If the party is an
EMPLOYEE:

Paul Berkle, Deputy Title IX Coordinator
for Employees: 941-752-5599 or
Jaquelyn McNeil, Title IX Coordinator:
941-752-5267, McNeilJ@SCF.edu

If the party is a
THIRD PARTY OR CAMPUS VISITOR:

Paul Berkle, Deputy Title IX Coordinator
for Employees: 941-752-5599 or
Jaquelyn McNeil, Title IX Coordinator:
941-752-5267, McNeilJ@SCF.edu

To file a Code of Student Conduct charge, contact:

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

To obtain information/ask questions about Title IX compliance or report gender discrimination, contact:

Jaquelyn McNeil, Title IX Coordinator: 941-752-5267, McNeilJ@SCF.edu or **Susanne Walters**, Deputy Title IX Coordinator for Students: 941-752-5603

For assistance with filing a criminal charge or reporting abuse, contact:

Department of Public Safety, Bradenton: 941-752-5550 | Venice: 941-408-1550 | Lakewood Ranch: 941-363-7155

To report abuse of someone under 18, contact:

1-800-96ABUSE (962-2873)

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, contact:

Students

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



Employees

Employee Assistance Program
1-800-272-7252



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.

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





STATE COLLEGE OF FLORIDA
MANATEE-SARASOTA

SCF BRADENTON

5840 26th St. W., Bradenton, FL 34207

941-752-5000

SCF VENICE

8000 S. Tamiami Trail, Venice, FL 34293

941-408-1300

SCF LAKEWOOD RANCH

7131 Professional Parkway, Sarasota, FL 34240

941-363-7000

ONLINE

SCF.edu/OnlineLearning