NORTH FLORIDA COLLEGE

February 2004

Revised
10/20/2026

DISTRICT BOARD OF TRUSTEES
POLICY MANUAL

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North Florida College
Board of Trustee Policies

(Found online at http://www.nfc.edu under About NFC)

State laws provide that the local Board of Trustees shall establish all policies of the college. These policies have the force and effect of law and provide the President a framework for setting procedures to carry out these policies. The following North Florida's Board of Trustee Policies have all been completely reviewed, revised, and adopted by the Board of Trustees as of February 17, 2004.

CHAPTER 1: ORGANIZATION AND CONTROL

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ORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Introduction**	**Number**:	1.00
Authority:	Section 1001.64, Florida Statutes		
Date Adopted:	1998		
Date Revised:	April 18, 2017 August 17, 2021 February 15, 2022		
OPR:	President		

POLICY:

The policies contained in the North Florida College Policy Manual (see notes below) are those legally adopted by the College's District Board of Trustees (see notes below) for the operation and administration of the College. The statutory authority of the Board to adopt policies is in section 1001.64(4)(a) and (b), Florida Statutes. Related statutes include sections 120.536(1), 120.54 and 1004.65(1), Florida Statutes, and generally sections 1001.60-65, Florida Statutes.

> Note: *North Florida College* and the terms *NFC* and *College* are interchangeable and will be used as such throughout the Policy and Procedures Manuals. *District Board of Trustees, District Board* and *Board* are likewise synonymous and thus will be used interchangeably throughout the Policy and Procedures Manuals.

Policies are effective on the date they are approved by the District Board.

Policies may be implemented by way of administrative procedures, established by the President. Administrative procedures assure consistent and accurate implementation. Procedures are effective on the date they are signed by the President.

The President of North Florida College or designee is authorized to approve title changes, minor procedural or organizational changes, corrections of typographical errors, and other **non-substantive** changes to policies without additional Board approvals, provided that neither the meaning nor intent of any policy is altered. All proposed changes/corrections will be summarized and brought to the Board of Trustees for approval, prior to being incorporated into the Policy Manual.

Polices shall be reviewed and revised as needed to ensure applicability and correctness in accordance with Florida and Federal law.

SACSCOC 4.1.a
SACSCOC 4.2.g

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Organization – State Level** **Number**: 1.01

Authority: Florida Statute 1001.01-03; 1001.10-11; 1001.20
SBE Administrative Rule 6A-14.002

Date Adopted: 1998
Date Revised: February 17, 2004
March 24, 2020

OPR: President

POLICY:

The College operates under the general authority of the Florida Board of Education, as defined in the *Constitution of Florida*. The powers and duties of the Florida Board of Education are defined in Florida Statutes.

To achieve within its existing resources, a seamless academic educational governance system that focuses on an integrated continuum of kindergarten through graduate education, the Florida Educational System is organized as follows:

FLORIDA BOARD OF EDUCATION - establishes educational goals and objectives for the state and oversees all education elements from kindergarten through graduate education.

COMMISSIONER OF EDUCATION - works with the FBOE and oversees the implementation of and enforces compliance with educational policies through each Division within the Department of Education.

DIVISIONS WITHIN THE DEPARTMENT OF EDUCATION:
- Public Schools
- Colleges and Universities
- Community Colleges
- Independent Education

CHANCELLOR, DIVISION OF FLORIDA COLLEGES: The Chancellor of Florida Colleges establishes and maintains optimal efficiency of the Division of Florida Colleges. The Chancellor works with the community college presidents to focus on the educational needs of the communities and students they serve.

DIVISION OF FLORIDA COLLEGES: The Division of Florida Colleges is assigned such powers, duties, responsibilities, and functions as shall be necessary to ensure the greatest possible

coordination, efficiency, and effectiveness of community colleges as defined in Florida Statutes. The Division, by action of Florida Legislature, is given broad supervisory and policy recommendation responsibilities in relation to the Florida College System. The Division works with the community colleges and serves in a liaison capacity that allows the colleges to relate to divisions and departments within the State government. The Chancellor is an ex-officio member of the Council of Presidents.

SACSCOC 3.1.a

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Organization – Local Level** **Number**: 1.02

Authority: Florida Statute 1004.65

Date Adopted: 1998
Date Revised: February 17, 2004
May 19, 2020

OPR: President

POLICY:

The College name is NORTH FLORIDA COLLEGE and the principle location is 325 NW Turner Davis Drive, Madison, FL 32340-1698. The community college, authorized by law and the Department of Education, is an independent, separate, legal entity that is governed by an appointed District Board of Trustees.

As a comprehensive institution, the NFC provides high-quality, affordable education and training opportunities, fosters a climate of excellence, and provides opportunities to all while combining high standards with an open-door admission policy.

NFC will publish the mission statement of the College in the current catalog.

SACSCOC 2.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Definitions**	**Number**:	1.03
Authority:	Florida Statutes 1001.61, 1001.64; 1004.65 SBE Administrative Rules 6A-14.002; 6A-14.024		
Date Adopted: **Date Revised:**	1998 February 17, 2004		
OPR:	President		

POLICY:

The following terms defined below are used throughout this manual:

DISTRICT: The six-county area serviced by North Florida College consisting of Hamilton, Jefferson, Lafayette, Madison, Suwannee and Taylor counties.

COLLEGE: North Florida College, includes all facilities within the District owned, operated, or controlled by the Board.

DISTRICT BOARD/BOARD: The District Board of Trustees consisting of nine (9) members appointed by the Governor. The members represent the district as follows:

Hamilton County	1 Member	Madison County	3 Members
Jefferson County	1 Member	Suwannee County	2 Members
Lafayette County	1 Member	Taylor County	1 Member

ACADEMIC YEAR: The consecutive Fall, Spring and Summer sessions.

FISCAL YEAR: The 12-month period beginning July 1 and ending June 30.

STATE BOARD: The State Board of Education

PRESIDENT: The Chief Executive Officer of the College

POLICIES: District Board of Trustees policies including all supplementary procedures, guidelines, directives and instructions issued by the President or designee for the orderly and efficient operation of the College.

RULES: The Board of Education Administrative Rules for the operation of Community Colleges.

Additional definitions are contained in appropriate Chapters of the Florida Statutes, State Board Rules, and NFC Policies and Procedures.

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Accreditation** **Number**: 1.04

Authority: Florida Statutes 1004.65 (5)

Date Adopted: February 17, 2004
Date Revised: May 19, 2020
October 20, 2020

OPR: President

POLICY:

North Florida College, as an accredited institution of higher education, will maintain accreditation with the Southern Association of Colleges and Schools Commission on Colleges and will comply with all criteria and requirements therein stipulated. Various programs may also be accredited by agencies charged with regulation of the profession(s) related to the program of study.

North Florida College is recognized by Florida Statute and by the Florida Board of Education and is, therefore, eligible to receive state funding support.

As required by Commission and federal policy, North Florida College represents its accredited status accurately and publishes the name, address, telephone number and website address of the Commission on the NFC website's About page and bottom of every page of the NFC website, in the College Catalog, on print advertisements featuring programs of study, and in program brochures. The information presented in these publications is consistent, accurate, and up to date in accordance with Commission policy. The accreditation statement is reflective of the associate and baccalaureate degrees offered by the institution in accord with SACSCOC Requirements.

SACSCOC 3.1.c
SACSCOC 14.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Compliance with Policies** **Number**: 1.05

Authority: Florida Statute 1001.64

Date Adopted: February 17, 2004
Date Revised: August 17, 2021

OPR: President

POLICY:

North Florida College commits to being in full compliance with federal and state laws, Florida Board of Education Administrative Rules, and such other laws and regulations, policies, procedures, regulations, memoranda, bulletins, catalogs, and handbooks as pertain to the mission and responsibilities of the College. These laws and regulations include, but are not limited to, the following:

- American with Disabilities Act
- Campus Crime and Security Act
- Civil Rights Act
- Fair Labor Standards Act
- Family Education Rights and Privacy Act
- Family Medical Leave Act
- Florida Government in the Sunshine
- Florida Statutes
- Freedom of Information Act
- Occupation Safety and Health Act, OSHA

The Procedures Manual, established to implement the College policies, shall have the full force and effect of District Board authority. Any procedure established to implement the policies and approved by the President shall be incorporated into the Procedures Manual.

SACSCOC 2.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**District Board of Trustees – Powers and Responsibilities**	**Number**:	**1.06**
Authority:	Florida Statutes 112.3143, Chapter 120,1001.61, 1001.63 and 1001.64,SBE Administrative Rules 6A-14.0411, 6A-14.024, 6A-14.026, Article IV, Section 7, Florida Constitution		
Date Adopted:	1998, 2008		
Date Revised:	April 15, 2014		
OPR:	President		

POLICY:
The NFC Board of Trustees is constituted a body corporate by the name of "The District Board of Trustees of North Florida College" with all the powers and duties of a body corporate, including the power to adopt a corporate seal, to contract and be contracted with, to sue or be sued, to plead and be impleaded in all courts of law or equity, and to give and receive donations. F.S. 1001.63 & SBE Rule 6A-14.024

The primary role of the Board is to establish policies that will allow the President to administer the College effectively and efficiently. The Board is the sole official policy making body of the College and has the responsibility to perform all powers and duties as set forth in F.S. 1001.64.

However, the Board has been given the authority to perform these duties only when acting as a Board. No individual member or committee of the Board shall have the power to act on behalf of the Board, unless specifically and legally authorized to do so by action duly taken by the Board. F.S. 1001.64.

1. **GENERAL**:

   The North Florida College District Board shall consist of nine (9) members (Madison -3, Suwannee-2, Taylor-1, Jefferson-1, Hamilton-1, Lafayette-1) with each member appointed for a term of four years. Appointments expire on May 31st of the fourth year following appointment or as soon thereafter as successors are appointed. All appointments and vacancies, as they occur, shall be filled by the Governor and confirmed by the Senate of the State of Florida. F.S. 1001.61 & SBE Rule 6A 14.024

Members of the Board shall serve without compensation but shall be reimbursed, in accordance with policies and procedures established by the College, for reasonable expenses incurred in connection with their service as members. F.S.1001.61

The Board has the authority to appoint, suspend or remove the college President. In the case of a vacancy, a search committee may be appointed to seek qualified candidates for the office and to recommend to the Board those deemed most qualified. An acting or interim President may be appointed by the Board to conduct the business of the College until a new President is in place. The President may be awarded a contract of at least one but not more than four years. The Board shall conduct an annual evaluation of the President in accordance with rules of the State Board of Education and submit such evaluations to the State Board of Education for review. F.S. 1001.64 & SBE Rule 6A-14.026

In order to continually improve their knowledge of community colleges, Board members will commit themselves to attend conferences, seminars, and meetings that pertain to their responsibilities, duties and power.

Board members will maintain the highest levels of integrity in the performance of their duties. Accordingly, all members of the Board shall avoid any conflict of interest or appearance of impropriety. Any member who has direct or indirect interest in any matter presented to the District Board shall notify the Chair of the Board of that potential conflict and shall not participate in any discussion, decision, vote, or proceedings of the District Board in connection with that matter. F.S. 112.3143

2. **OFFICERS OF THE BOARD:** The officers of the Board are the Chair and Vice-Chair. The President of the College serves as the non-voting ex-officio Secretary to the Board. These officers will be elected during the first regular meeting after July 1 of each year. F.S. 1001.61

3. **LEGAL SERVICES TO THE BOARD**: The Board may appoint an Attorney who is not a member of the Board to serve at the pleasure of the Board. The Attorney shall render legal opinions, represent the Board in legal proceedings, review and prepare legal documents, and attend meetings of the Board. The Attorney shall call the Board's attention to any action or proposed action that is contrary to federal, state, or local laws, or to the policies of the College, or to contracts between the College and any persons, association, corporation, or governmental entity.

4. **MEETINGS**:
   Organizational Meeting: The District Board of Trustees shall organize for operation of the College at the first regular meeting after July 1 of each year. During the organizational meeting, the date, time and place of regular Board

meetings shall be determined. The Chair and Secretary shall file a copy of the organizational procedures with the Division of Community Colleges within two weeks of this meeting. F.S. 1001.61& 120.53

Regular Meetings: Regular meetings of the Board shall be held in accordance with a schedule determined by the Board at its annual organizational meeting. Notice of each regular meeting will be in accordance with Florida Statutes. The President shall serve as the executive officer and corporate secretary of the board of trustees and will be responsible for setting the agenda for meetings of the board of trustees in consultation with the chair. F.S. 1001.61

Special or Emergency Meetings: When necessary, special Board meetings and emergency Board meetings may be called in accordance with the provisions of State Board of Education Administrative Rules (SBE). Special or emergency meetings of the District Board may be called by the Chair or by a majority of the members of the Board. Notice of special or emergency meetings will be made in accordance with Florida Statutes. No business shall be conducted or transacted in special or emergency meetings other than that which pertains to the purpose of the special or emergency meetings as set forth in the notice.

Attendance at Board Meetings: Board members are expected to attend the meetings of the Board of Trustees. Under Florida law, it is the duty of the Chair of the Board of Trustees to notify the Governor, in writing, whenever a Board member fails to attend three consecutive regular board meetings in any one fiscal year, which absences may be grounds for removal, F.S. 1001.61.

5. **CONDUCTING DISTRICT BOARD MEETINGS**:

Meetings shall be governed by the latest edition of *Roberts Rules of Order* as long as they are not in conflict with Florida Statutes, SBE Rules or Board Rules.

A majority of the voting membership of the Board shall constitute a quorum.

Complete and accurate minutes of each meeting shall be maintained and shall be located in the President's office.

6. **HEARINGS BEFORE THE BOARD:**

Public hearings for the purpose of adoption, modification and/or appeal of Board rules or for adoption of emergency Board rules shall be in accordance with F.S. Chapter 120.

Public hearings which are authorized and requested regarding personnel matters and disciplinary actions shall be in accordance with SBE Rule 6A-14.0411 and F.S. Chapter 120.

For purposes other than those above, individuals or organizations desiring a hearing before the Board must submit a request for same in writing to the President of the College at least ten (10) calendar days prior to the scheduled regular Board meeting.

a) Such request shall include the name(s) and address(es) of the individual(s) or organization(s) desiring the hearing, the general nature of the subject to be presented or discussed, and any written data to be used supporting or opposing the subject.

b) The President of the College has the sole discretion to determine if the request is the proper subject matter for consideration by the Board, provided that the President shall report to the Board at the earliest opportunity the names of all individuals and/or organizations requesting to be heard who have been denied and the subject(s) they wished to discuss. Should the Board then decide to hear these individuals and/or organizations, they will be placed on the agenda for the next regular Board meeting.

7. **INSURANCE:**

The members of the Board shall be covered under the College's indemnity insurance policies, to indemnify and protect the Trustees when damages are sought for alleged negligent or wrongful acts while acting in their capacity as members of the Board.

8. BOARD MEMBER SUSPENSION OR DISMISSAL:

In the event a Board member is charged with a violation of Florida law or any administrative rule or Board policy, or commits any act or failure to act which may constitute grounds for suspension/removal from office pursuant to Article VI, Section 7 of the Florida Constitution, the Board of Trustees may recommend to the Governor that said Board member be suspended or removed from office. Such recommendation may only be made by majority vote of the Board, following an impartial review which accords substantive and procedural due process to the affected Board member.

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **The College President** **Number**: 1.07

Authority: Florida Statute 1001.65
SBE Administrative Rules 6A-14.026;
6A-14.0261

Date Adopted: 1998
Date Revised: February 17, 2004
February 18, 2020
February 15, 2022
April 19, 2022
OPR: President

POLICY:

The President is the chief executive officer of the community college, shall be corporate secretary of the Board of Trustees and shall be responsible to the Board of Trustees for setting the agenda for the meetings of the Board in consultation with the chair. The President also serves as the chief administrative officer of the community college, and all the components of the institution and all aspects of its operation are responsible to the Board of Trustees through the President. He/she shall be responsible for ensuring that administrative channels for modifying policy are established and understood, that all policies be evaluated at least annually, and that revisions are recommended to the Board as needed.

The President is authorized and directed to create, evaluate and update organizational charts to ensure adequate staffing to cover all necessary duties. Job descriptions for each Executive, Administrative, Professional and Faculty position will be maintained by the Office of Human Resources and updated as necessary.

Selection, contracts, evaluation, suspension when necessary and vacancies of the President shall be conducted in accordance with SBE Rule 6A-14.026

Responsibilities of the President: The President is directly responsible to North Florida College Board of Trustees and is charged by the Board with the overall responsibility for the operation of North Florida College. The President shall have all powers and perform all responsibilities as outlined in FS 1001.65 and by the Board of Education Rules, Chapter 6A-14.0261. The President is also charged with several responsibilities specifically delineated in North Florida College District Board of Trustees Policies and with other powers, duties, and responsibilities from time to time assigned by the Board.

EVALUATIONS OF THE PRESIDENT AND THE COLLEGE PROGRAM: The Board will review and evaluate the performance of the President. The evaluation instrument will be developed by the Board. The evaluation should be accomplished annually and will be done in accordance with Florida Statute 1001.64 (19) and SBE Rule 6A-14.026. (See Procedures for additional information)

SACSCOC 4.2.c
SACSCOC 5.1
SACSCOC 4.1.f

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Mission Statement** **Number**: 1.08

Authority: Florida Statute 1001.61 – 1001.65
SBE Administrative Rule 6A-14.024

Date Adopted: 1998
Date Revised: February 17, 2004
January 21, 2020
March 24, 2020

OPR: College Advancement

POLICY:

The District Board of Trustees of North Florida College shall adopt a mission statement for the College and review the statement annually. The Board of Trustees will ensure the mission statement, along with any amendments, adheres to the College's policies and procedures. NFC's Mission Statement is accessible for viewing on the College's website and catalog.

North Florida College's Mission Statement states: "An exceptional college dedicated to an individualized and supportive academic atmosphere, accessible education, lifelong learning opportunities, and professional growth for our students and communities."

SACSCOC 2.1
SACSCOC 4.2a

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Traffic and Parking on NFC Campus** **Number**: 1.09

Authority: Florida Statute 1001.64

Date Adopted: June 16, 2009
Date Revised: May 19, 2020

OPR: President

POLICY:

Authority to Enact Regulations

The District Board of Trustees of North Florida College has the authority and responsibility to adopt rules and regulations which are necessary for the safety, welfare, and health of the students, faculty, staff, and visitors to the campus. In carrying out this mission, the College reserves the right to regulate the use of vehicles on the campus and to take appropriate action against those who do not comply with the College's regulations. All traffic laws of the State of Florida are in full force and effect at all times on the campus.

SACSCOC 4.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Accreditation: Substantive Change Additions, Deletions or Changes** **Number**:1.10

Authority: Florida Statutes 1004.65

Date Adopted: September 18, 2012
Date Revised: January 21, 2020

OPR: President

POLICY:

Under Board Policy 1.04, the College is accredited by Southern Association of Colleges and Schools Commission on Colleges. North Florida College must comply with all criteria and requirements stipulated by SACSCOC regarding substantive changes.

Prior to making any substantive change including, but not limited to adding, deleting, or changing a program at North Florida College, the District Board of Trustees, with guidance from the SACSCOC liaison, must ensure all accreditation requirements will be fulfilled, including Board approval of any prospectus to be submitted to SACSCOC.

SACSCOC 14.2

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Emergency Removal**	**Number**:	1.11
Authority:	Florida Statutes 1001.64; 1001.65; 1006.60 1006.61; 1006.62		
Date Adopted:	September 19, 2017		
Date Revised:	August 17, 2021		
OPR:	President		

POLICY:
Statement of Purpose:
North Florida College is committed to maintaining positive learning and working conditions in a safe and healthy environment for all faculty, staff, students, and guests. Pursuant to Florida law, the District Board of Trustees has authority related to, among other things, safety and security of its operations. In an effort to maintain the safe and secure operation of North Florida College, including its campus and facilities, the District Board of Trustees finds that there may be times when an emergency exists which warrants the immediate removal of an individual from the North Florida College campus or a North Florida College facility. Emergencies include, but are not limited to, the following:

- Disruptive activities at North Florida College, including on campus, at College facilities, and at College-sponsored events;
- Actual or potential threats and/or acts to the physical safety of any individual;
- Actual or potential threats and/or acts to the property rights of any individual when such actual or potential threat could also result in physical injury to any individual;
- Criminal activity; and
- Inappropriate behavior or conduct toward a student or staff member of North Florida College.

This policy authorizes the President of North Florida College to take lawful, appropriate action to immediately remove an individual from the North Florida College campus or a North Florida College facility when any of the above emergencies exist. Any individual removed pursuant to this policy shall be afforded all rights otherwise available under the policies of North Florida College.

SACSCOC 4.1.a

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Past Misconduct of Applicants for Admission or Enrollment** **Number**:1.12

Authority: Florida Statutes 1001.64 (8)(a); 1001.65; 1007.263

Date Adopted: November 21, 2017
Date Revised: November 17, 2020
OPR: President

POLICY:
Statement of Purpose:

This policy applies to all applicants for admission or enrollment to North Florida College.

North Florida College is committed to maintaining positive learning and working conditions in a safe and healthy environment for all faculty, staff, students, and guests. All individuals have the right to enjoy an environment free from all forms of misconduct, including, but not limited to, violence, abuse, harassment, discrimination, threats, and intimidation, committed by or against any member of the North Florida College community.

Denial of Admission or Enrollment for Past Misconduct

This policy authorizes the Dean of Enrollment and Student Services and the President of North Florida College and/or the President's designee to consider past actions of any person applying for admission or enrollment. The Dean of Enrollment and Student Services and the President of North Florida College and/or the President's designee has authority to deny admission or enrollment to an applicant because of misconduct if determined to be in the best interest of North Florida College.

Misconduct which may result in denial of admission or enrollment includes, but is not necessarily limited to, the following:

1. Violence;
2. Abusive conduct. Examples of conduct that may be considered abusive includes, but is not limited to, the following:

    - Threatening or intimidating behavior or words (written or oral)

- Obscenities/profanities (verbal or gestures) directed at a person Degrading or discriminating against a person or a group on the basis of age, color, gender, sex, religion, ethnicity, national origin, race, marital status, genetic information, pregnancy, physical or mental disability or any other characteristic protected by law
- Endangering the safety of an individual or individuals

3. Endangering the health or safety of another;
4. Actual or potential threats and/or acts to the physical safety of any individual;
5. Actual or potential threats and/or acts to the property rights of any individual when such actual or potential threat could also result in physical injury to any individual;
6. Harassment;
7. Discrimination;
8. Intimidation;
9. Criminal convictions;
10. Inappropriate behavior or conduct toward a student or staff member of North Florida College or another educational institution
11. Disruptive activities at North Florida College or another educational institution, including on campus, at College facilities, and at College-sponsored events;
12. Conduct which would violate the Student Code of Conduct;
13. Conduct which would violate North Florida College's Title IX Policy; and
14. Any other conduct which the President of North Florida College and/or the President's designee determines to be misconduct.

The Dean of Enrollment and Student Services is responsible for determining whether an applicant should be initially denied admission or enrollment because of past misconduct. An applicant denied admission or enrollment by the Dean of Enrollment and Student Services shall receive notice in writing. The notice shall state the reasons for denial of admission or enrollment.

Appealing Denials of Admission or Enrollment for Past Misconduct

Applicants who are denied admission or enrollment as a result of this policy may appeal the denial to the President of North Florida College.

Appeals must be filed in writing and delivered to the Dean of Enrollment and Student Services (325 NW Turner Davis Dr., Madison, Florida 32340, Building 3) within ten (10) calendar days of receipt of the denial of admission or enrollment. The written appeal must identify the name of the applicant, the applicant's e-mail and mailing addresses, and an explanation from the applicant identifying why the applicant should not be denied admission or enrollment based on the disqualifying misconduct. Untimely appeals will be denied without further consideration.

Applicants have opportunity to meet with the President as part of their appeal to present their position as to why they should not be denied admission or enrollment under this policy. Applicants will be given at least ten (10) school days in advance of the time, date, and location of the meeting. However, applicants are not required to attend the meeting. The President will issue a decision

within three (3) working days of the date of the scheduled meeting. The decision of the President is final and not subject to further appeals.

SACSCOC 12.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Speech, Expression, and Commercial Activity On College Property**	**Number**:**1.13**
Authority:	Florida Statutes 1004.64; 1001.64;871.01 and 877.13 1007.263	
Date Adopted:	June 16, 2026	
Date Revised:		
OPR:	President	

POLICY:

North Florida College values the freedoms of speech, thought, expression, and assembly as essential to its educational and intellectual mission. The College is committed to fostering a learning and working environment that supports these freedoms and encourages the open exchange of ideas, while maintaining the integrity of the academic environment and the safety of students, employees, visitors, and college property.

The College reserves the right to establish and enforce reasonable, viewpoint-neutral restrictions on the time, place, and manner of expressive activities in outdoor common areas to support these goals. The content of expressive activities will not be considered when regulating speech in outdoor areas, except as permitted by law.

The President shall establish procedures to implement this policy, including matters related to public speaking and expression in outdoor areas, counter-protests, and commercial activity.
The President or designee reserves the right to cancel events, activities, or tabling requests that do not comply with established procedures. Such cancellation does not preclude the requestor from submitting future requests for approval.

This policy is implemented in accordance with applicable law.

SACSCOC 4.1

CHAPTER 2: ACADEMIC AFFAIRS

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NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Administrative Responsibility for Instructional Affairs** **Number**: 2.00

Authority: 2003 Florida Statute: 1001.64; 1001.65

Date Adopted: 1998
Date Revised: February 17, 2004
May 19, 2020
October 20, 2020

OPR: Chief Academic Officer

POLICY:

ADMINISTRATIVE RESPONSIBILITY FOR INSTRUCTIONAL AFFAIRS: The Chief Academic Officer shall be responsible to the President of the college for the development and recommendation of policies and procedures relative to all aspects of the instructional mission of the College. In carrying out the duties, the Chief Academic Officer shall work with the department chairpersons, program coordinators, and the appropriate committees of the faculty.

SACSCOC 5.2.a
SACSCOC 5.4

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Vocational Preparatory Instruction** **Number**: 2.01

Authority: 2003 Florida Statutes: 1001.64; 1001.65; 1004.65;1004.91
Date Adopted: 1998
Date Revised: February 17, 2004
August 17, 2021
OPR: Chief Academic Officer

POLICY:

The College shall provide vocational-preparatory instruction through which students may receive the basic skills instruction required for vocational, technical, and occupational programs. Students who enroll in a program offered for technical credit of 450 hours or more shall complete an entry-level examination within the first 6 weeks of admission into the program. The Test of Adult Basic Education (TABE) and the Florida Entry Level College Placement Test (CPT) are the assessment instruments typically used to satisfy the entry level test requirement. Any student found to lack the required level of basic skills for such program shall be referred to vocational-preparatory instruction or adult basic education for a structured program of basic skills instruction. Such instruction may include English for speakers of other languages. A student may not receive a technical certificate of completion without first demonstrating the basic skills required in the state curriculum frameworks for the program.

An adult student with a disability may be exempted from the provisions of this section. A student who possesses a college degree at the associate in applied science level or higher is exempt from this section. A student who has completed or who is exempt from the College Level Academic Skills Test (CLAST), or who is exempt from the college entry-level examination (CPT), is exempt from the provisions of this section. Students who have passed a state, national, or industry licensure exam are exempt from this section.

SACSCOC 10.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Instructional Personnel: Qualifications for Instructional Positions** **Number**: 2.02

Authority: Section 1001.64 (18), Florida Statutes

Date Adopted: 1998
Date Revised: April 18, 2017
May 19, 2020
OPR: Chief Academic Officer

POLICY:

Instructional personnel must possess the minimum qualifications mandated by the Southern Association of Colleges and Schools Commission on Colleges.

Faculty teaching general education courses must possess a doctoral or a master's degree in the teaching discipline or a master's degree in the teaching discipline with a concentration in the teaching discipline. A concentration in the teaching discipline is defined as a minimum of eighteen (18) graduate semester hours in the teaching discipline.

Faculty teaching associate degree courses designed for transfer to a baccalaureate degree must possess a doctoral or master's degree in the teaching discipline or a master's degree with the above-defined eighteen (18) graduate hour concentration in the teaching discipline.

Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree must possess a baccalaureate degree in the teaching discipline, or an associate degree and demonstrated competencies in the teaching discipline.

Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).

Faculty teaching non-degree career, technical, and occupational courses should possess the baccalaureate degree in the teaching discipline, or an associate degree and demonstrated competencies in the teaching discipline.

SACSCOC 6.2.a

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Master and Course Syllabi**	**Number**:	2.03
Authority:	2003 Florida Statutes: 1001.64; 1001.65	**Page:**	
Date Adopted:	1998		
Date Revised:	February 17, 2004 November 17, 2020		
OPR:	Chief Academic Officer		

POLICY:

Master Course Syllabus

A current master course syllabus shall be maintained for each course offered by the College. Copies of this master syllabus shall be placed on file in each respective department office and in the Office of the Dean of Academic Affairs.

The master syllabus sets forth the course outline, the course objectives, expected learning outcomes, the text(s), and other pertinent features of the course.

The master course syllabus file shall be reviewed and updated annually in a manner to be determined by the Dean of Academic Affairs with input and recommendation from the curriculum committee. Instructions for development of the master course syllabus are provided in the **Faculty Handbook.**

Instructor Syllabus

The department chair shall provide each faculty member with a copy of the master course syllabus for each course taught, so that the faculty member can prepare the individual course syllabus for each class using the master syllabus as a guide. Conformity with the master syllabus by each faculty member shall be checked by the department chair. Instructions for the development of the instructor syllabus are provided in the **Faculty Handbook.**

Copies of the instructor syllabus should be distributed to each student, the department chair, and the Library.

TO BE PLACED IN <u>FACULTY HANDBOOK</u>

The master syllabus should include the following elements:

1. The title and number of the course
2. The name of the faculty member(s) who prepared the syllabus and the date of preparation
3. The current text(s) used, including author, title, and publisher
4. The objectives of the course consistent with the mission and philosophy of the College
5. The course outline
6. The requirements of the course
7. A list of teaching aids and instructional technology required
8. A list of references or source materials
9. Factors considered in evaluating and grading students
10. The learning outcomes of the course
11. Library and learning resources information
12. Students with disabilities information

This course syllabus should include the following:

1. The title and number of the course
2. The text(s) and related materials
3. The name of the faculty member and other information helpful to students such as office hours or telephone numbers where the students may contact the faculty member
4. Requirements or assignments by days, weeks, or units
5. A course outline if not included as part of the information on assignments
6. A list of any references, materials and/or equipment students are required to use
7. Factors considered in evaluating and grading students with grading scale clearly explained
8. Individual instructor class attendance policies. Instructor policies may not be more rigorous or punitive than general College policy relative to class attendance
9. Objectives and detailed learning outcomes as established for the course in the master syllabus

10. Any other information unique to the faculty member's plans for the course

11. Library and learning resources information

12. Students with disabilities information

SACSCOC 8.2a

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Test Security** **Number**: 2.04

Authority: 2003 Florida Statutes: 1008.24

Date Adopted: 1998
Date Revised: February 17, 2004
August 17, 2021
OPR: Chief Academic Officer

POLICY:

It is unlawful for a College employee to knowingly and willfully violate test security rules adopted by the State Board of Education for mandatory tests administered by or through the State Board of Education or the Commissioner of Education to students, educators, or applicants for certification or, with respect to any such test, knowingly and willfully to:

A. Give examinees access to test questions prior to testing;
B. Copy, reproduce, or use in any manner inconsistent with test security rules all or any portion of any secure test booklet;
C. Coach examinees during testing or alter or interfere with examinees' responses in any way;
D. Make answer keys available to examinees;
E. Fail to follow security rules for distribution and return of secure test as directed, or fail to account for all secure test materials before, during, and after testing;
F. Fail to follow test administration directions specified in the test administration manuals; or
G. Participate in, direct, aid, counsel, assist in, or encourage any of the acts prohibited in this section.

Any person who violates this section commits a misdemeanor of the first degree, punishable as provided in State of Florida statutes.

The president of the College shall cooperate with the Commissioner of Education in any investigation concerning the administration of a test administered pursuant to state statute or rule.

SACSCOC 10.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Textbook Selection and Discontinuation** **Number**: 2.05

Authority: 2003 Florida Statutes: 1001.64; 1001.65

Date Adopted: 1998
Date Revised: February 17, 2004
August 17, 2021
OPR: Chief Academic Officer

POLICY:

The choice of textbooks shall be a departmental responsibility with the actual selection being a function of the faculty teaching a specific course. Procedures for the selection and discontinuation of textbooks are included in the **Faculty Handbook.**

Upon approval of an adopted text(s) for a course, it is understood that this adoption shall remain in effect for two full calendar years. In urgent cases, permission to discontinue a text at an earlier date may be granted. Such permission must be granted by the appropriate department chair.

SACSCOC 10.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Assignment of Non-Instructional Duties to Instructional Personnel**

Number: 2.06

Authority: 2003 Florida Statute: 1012.82

Date Adopted: 1998
Date Revised: February 17, 2004
August 17, 2021
OPR: Chief Academic Officer

POLICY:

Upon the recommendation of the supervising department chair or the Chief Academic Officer, the College may reassign a faculty member to a non-instructional assignment for service that benefits the College. This service may include, but is not limited to, serving as program chair, faculty senate chair, or other special program coordinator; developing or extensively revising a program; developing new instructional methods or specialized materials; or piloting an innovative teaching or learning method. Signature approval of the Chief Academic Officer and the President is required.

Reassignments shall be made on an annual basis. Annual written reports from the reassigned faculty member shall be submitted to the Chief Academic Officer through the supervising department chair. The impact of the reassignment on the work load of the faculty member shall be understood and approved by the faculty member, the department chair, the Chief Academic Officer, and the President.

SACSCOC 10.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Teaching Faculty Work Load** **Number**: 2.07

Authority: Florida Statutes 1012.82 (2003)

Date Adopted: 1998
Date Revised: May 18, 2010
November 17, 2020

OPR: Chief Academic Officer

POLICY:

Each full-time faculty member of the College who is paid wholly from funds appropriated from the community college program fund shall teach a minimum of 15 classroom contact hours per week for the College. All classes taught for NFC credit, including those taught by adjunct faculty, must be approved and scheduled through the Chief Academic Officer. The required classroom contact hours per week for full-time faculty may be reduced upon approval of the President in direct proportion to specific duties and responsibilities assigned the faculty member by his or her department chair and the Chief Academic Officer. A "classroom contact hour" consists of a regularly scheduled classroom activity of not less than 50 minutes in a course of instruction which has been approved by the District Board of Trustees. Any full-time faculty member who is paid partly from community college program funds and partly from other funds or appropriations shall teach a minimum number of classroom contact hours per week in such proportion to 15 classroom contact hours as his or her salary paid from community college program funds bears to his or her total salary.

The instructional load for instructors teaching courses with laboratories shall be calculated in the following manner:

Laboratories

For laboratories that meet for more contact hours than the credit awarded, each contact hour of laboratory instruction shall be calculated as .5 hours for instructional load purposes.

SACSCOC 6.2b

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Field Trips** **Number**: 2.08

Authority: 2003 Florida Statutes: 1001.64; 1001.65
SBE Administrative Rule 6A:14.0247

Date Adopted: 1998
Date Revised: February 17, 2004
August 21, 2021
OPR: Chief Academic Officer

POLICY:

The College encourages and supports the use of field trips designed to facilitate optimal student learning. Instructors shall follow procedures for field trips outlined in the **Faculty Handbook.**

SACSCOC 10.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Final Examinations** **Number**: 2.09

Authority: 2003 Florida Statutes: 1001.64; 1001.65

Date Adopted: 1998
Date Revised: February 17, 2004
August 17, 2021
OPR: Chief Academic Officer

POLICY:

Final examinations are required in all courses except those specifically exempted by the Chief Academic Officer and shall be administered in accordance with published procedures. Procedures shall be published in the Faculty Handbook and the Student Handbook. When a final exam is required, the student must complete the final exam before a passing grade can be earned.

SACSCOC 10.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Foreign Language Competency** **Number**: 2.10

Authority: 2003 Florida Statutes: 1007.262; 1007.2615

Date Adopted: 1998
Date Revised: February 17, 2004
October 19, 2021

OPR: Chief Academic Officer

POLICY:

Pursuant to State of Florida Statute 1007.262 (2003), students at the College may meet State Board of Education foreign language competency requirements by completing eight (8) semester credit hours in the same foreign language. Exemptions to the foreign language competency requirement are granted to:

1. Students with passing grades for two (2) credits of foreign language on their high school transcript.
2. A student who demonstrates proficiency in a native language other than English.

American Sign Language may be used to satisfy the foreign language competency requirement.

SACSCOC 10.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Student Appeal of Course Grade** **Number**: 2.11

Authority: 2003 Florida Statutes 1001.64;1001.65

Date Adopted: 1998
Date Revised: January 17, 2006
November 17, 2020

OPR: Chief Academic Officer

POLICY:

In very limited circumstances, a student may appeal the final course grade assigned by an instructor. Such appeals must be initiated within the first ten (10) week days of the semester following the semester in which the grade was assigned. Generally, grounds for appeal include allegations of the following:

- Instructor error in the computation leading to the assigned grade
- Evident inconsistencies in course syllabus descriptions of grade derivation and how the grade was actually derived

The decision of the Chief Academic Officer is final.

SACSCOC 12.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Course Grades** **Number**: 2.12

Authority: 2003 Florida Statutes: 1001.64; 1001.65

Date Adopted: 1998
Date Revised: February 17, 2004
April 21, 2020

OPR: Chief Academic Officer

POLICY:

Grades assigned to students by instructors shall be based upon the grading procedures outlined in the College catalog, the **Faculty Handbook,** and the **Student Handbook.**

SACSCOC 10.2

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Instructional Program: Course Responsibilities for Faculty** **Number**: 2.13

Authority: Florida Statutes 1001.64 (18); 1001. 65 (3)
SBE Administrative Rule 6A-14.063

Date Adopted: 1998
Date Revised: February 17, 2004
November 17, 2020
June 15, 2021
OPR: Chief Academic Officer

POLICY:

Instructional personnel shall develop and implement instructional practices designed to maximize student learning. Such practices include but are not limited to the following:

1. Provision of Course Syllabus: A syllabus describing the purpose of the course, course requirements, expected learning outcomes, methods of evaluating student achievement of stated learning outcomes, and grading policies and procedures shall be provided to students at the beginning of each course.

2. Evaluation of Student Achievement: Evaluation of student achievement of stated learning outcomes shall be conducted in each course. Stated learning outcomes for the course shall be included in the evaluation process. Evaluation results are expected to be incorporated into the process of assigning student grades for the course.

SACSCOC 12.3
SACSCOC 8.2.b

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Instructional Personnel Absences** **Number**: 2.14

Authority: 2003 Florida Statutes: 1001.64; 1001.65
SBE Administrative Rule: 6A:14.0247

Date Adopted: 1998
Date Revised: February 17, 2004
August 17, 2021
OPR: Chief Academic Officer

POLICY:

Instructional personnel who must miss class for illness or other legitimate reasons must notify the appropriate department chair as far in advance as is possible. Should the department chair be unavailable for notification, the instructor should notify the Office of the Chief Academic Officer. Appropriate leave forms shall be submitted to the supervisor.

SACSCOC 6.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Intellectual Property** **Number**: 2.15

Authority: 2003 Florida Statutes: 1004.726

Date Adopted: 1998
Date Revised: February 17, 2004
October 19, 2021

OPR: Chief Academic Officer

POLICY:

All content (Intellectual Property) created for courses shall be considered property of the College. When an instructor creates course content it shall be the right of that instructor to use the material as long as he or she desires, and as long as the course content is consistent with learning outcomes identified in the course master syllabus.

When the College agrees to compensate a faculty member for the production of intellectual property, with additional payment or release time, the parties involved will create an individually written Intellectual Property Agreement (IPA) between the College and the creating faculty member involved. This IPA shall specify the additional compensation or release time to be given the faculty member, the investment cost to the College for production of the materials, and the specific conditions applicable to the production and future use of the property. A copy of all agreements shall be supplied to the NFC Board.

When a faculty member enters into an IPA to produce intellectual property for the College, the ownership of the property and the distribution of revenues, if any, generated from the marketing of the property, shall be as specified in the IPA.

If the faculty member enters into an IPA to create intellectual property and subsequently terminates employment with the College, the faculty member retains the right to the materials as specified in the IPA. If there was direct compensation to the faculty member for the development of the material, and if the faculty member receives any revenues for the sale of developed materials, the faculty member shall compensate the College to the extent determined by the original IPA for the development of the material. The College shall maintain the right to use these materials as specified in the IPA.

SACSCOC 10.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Students with Disabilities applying to and graduating from Associate degree programs**	**Number**:	2.16A
Authority:	Florida Statute: 1007.264, 1007.265, 1008.29(5) SBE Administrative Rule: 6H-1.041		
Date Adopted:	1998		
Date Revised:	February 17, 2004; May 15, 2007 June 17, 2014 November 17, 2020		
OPR:	Chief Academic Officer		

POLICY:

Students with disabilities may be eligible for reasonable substitution for admission, graduation, and upper-level division requirements of public postsecondary educational institutions, in accordance with the provisions of applicable State of Florida and United States Statutes.

Any student with a disability, as defined in State of Florida statutes, enrolled in North Florida College shall be eligible for reasonable substitution for any admission requirement into a program of study leading to an associate's degree, for waiver of exit requirements, or for graduation where documentation can be provided that the person's inability to meet the requirement is related to the disability and where failure to meet the graduation requirement or program admission requirement does not constitute a fundamental alteration in the nature of the program.

Requests for a substitution, modification and/or waiver are considered on an individual basis by a committee consisting of the Student Disability Director, Student Disability Services staff representative, Registrar and Chair responsible for the course/program under consideration for accommodation. The decision of the committee is forwarded to the Chief Academic Officer for approval.

If the committee does not approve the request, a student may appeal to the Chief Academic Officer. The appeal must be made in writing within 14 business days of the student receiving official notification.

Procedures for documenting disabilities and requesting waivers and substitutions can be obtained from the Office of Student Disability Services. Records of the number, type, and outcome of consideration for requirement exemptions will be maintained in the student's permanent record as well as the Office of Student Disability Services.

SACSCOC 10.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Students with Disabilities applying to and graduating from PSAV certificate programs**	**Number**:	2.16B
Authority:	Florida Statute: 1007.263(4), 1007.263(5) SBE Administrative Rule: 6A-10.040, 6A-10.041		
Date Adopted:	2007		
Date Revised:	August 19, 2014 November 17, 2020		
OPR:	Chief Academic Officer		

POLICY:

Students with disabilities may be eligible for reasonable substitution for admission and graduation, in accordance with the provisions of applicable State of Florida and United States Statutes.

Any student with a disability, as defined in State of Florida Statutes, who has been awarded a special diploma with appropriate high school withdrawal codes may be eligible to enroll at North Florida College in certificate career education programs, participate, and achieve in the curriculum with provision of reasonable accommodations.

Any student with a disability, as defined in State of Florida Statutes, shall be eligible for reasonable substitution for any admission requirement into a program of study leading to an Associate's degree or for graduation where documentation can be provided that the person's inability to meet the requirement is related to the disability and where failure to meet the graduation requirement or program admission requirement does not constitute a fundamental alteration in the nature of the program.

Request for substitution, modification, and/or waiver are considered on an individual basis by a committee consisting of the Student Disability Services Director, Student Disability Services staff representative, Registrar, and one representative from the PSAV program under consideration for accommodation. The decision of the committee is forwarded to the Chief Academic Officer for approval.

If the committee does not approve the request, a student may appeal directly to the Chief Academic Officer. The appeal must be made in writing within 14 business days of the student receiving official notification.

Procedures for documenting disabilities and requesting waivers and substitutions can be obtained from the Office of Student Disability Services. Records of the number, type, and outcome of consideration for requirement exemptions will be maintained in the student's permanent record, as well as the Office of Student Disability Services.

SACSCOC 10.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Allied Health Programs Patient Safety** **Number**: 2.17

Authority: 2003 Florida Statutes: 1004.08

Date Adopted: 1998
Date Revised: February 17, 2004
November 17, 2020

OPR: Chief Academic Officer

POLICY:

Allied Health program courses at the College shall include in the curricula applicable to such programs material on patient safety, including patient safety improvement. Materials shall include, but are not limited to, effective communication and teamwork; epidemiology of patient injuries and medical errors; medical injuries; vigilance, attention, and fatigue; checklists and inspections; automation, technological, and computer support; psychological factors in human error; and reporting systems.

SACSCOC 10.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Placement Testing** **Number**: 2.18

Authority: 2003 Florida Statute: 1004.68

Date Adopted: 1998
Date Revised: February 17, 2004
August 17, 2021
OPR: Chief Academic Officer

POLICY:

The College shall establish and enforce course placement cutoff scores developed from assessment testing as partial or complete prerequisites to enrollment in designated courses. Both assessment and placement levels and course prerequisites shall be developed in compliance with applicable Florida statutes and State Board of Education rules and shall be noted in appropriate College publications.

SACSCOC 10.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Academic Honors for an Academic Term**	Number:	2.19

Authority: 2003 Florida Statutes: 1001.64; 1001.65

Date Adopted: 1998
Date Revised: September 19, 2017
August 17, 2021
OPR: Chief Academic Officer

POLICY:

The following criteria for inclusion on the President's Honor Roll and the Dean's list are applicable to the award of academic honors:

1) Full-time students (minimum of 12 college credit hours) making a grade point average of 3.80 to 4.00 inclusive will be placed on the President's list for the term.

2) Full-time students (minimum of 12 college credit hours) making a grade point average of 3.50 to 3.79 inclusive will be placed on the Dean's list for that term.

Inclusion on the lists is awarded to all full-time students posting eligible grade point averages in College credit coursework of at least 12 college credit hours.

College Preparatory courses are not eligible for inclusion in grade point averages for awarding of academic honors.

SACSCOC 10.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Professional Growth (Instructional Personnel and Further Coursework)**	**Number**:	2.20
Authority:	2003 Florida Statute: 1001.64; 1001.65 SBE Administrative Rule: 6A:14.029		
Date Adopted:	1998		
Date Revised:	February 17, 2004 November 17, 2020		
OPR:	Chief Academic Officer		

POLICY:
The College supports enrollment in university or college courses by instructional personnel during contractual periods, provided that such course work does not interfere with the regular work of the employee.

Any faculty member seeking reimbursement for college courses shall have an objective consistent with the stated goals of the College which holds a clear prospect of reciprocal advantage to the College, leading to one of the following:

1. Improvement in the instructional field currently occupied by the instructional personnel

2. A master's or doctorate degree in the appropriate instructional field

3. A competency other than, but closely related to, the instructional field currently occupied by the instructional personnel

Generally, the equivalent of six semester hours or less will be considered not to constitute interference with one's regular work assignment. Any instructional personnel seeking to enroll in more than the equivalent of six semester hours of course work shall notify the appropriate department chair for approval of their intentions prior to enrollment.

Contingent upon the availability of funds, instructional personnel may be reimbursed by the College in the amount per term specified by the Office of Human Resources.

To facilitate the equitable distribution of funds, individuals anticipating reimbursement should receive approval of the appropriate department chair and the Chief Academic Officer prior to course registration. To receive reimbursement, the individual should follow the procedures of the Office of Human Resources and provisions outlined in State Board of Education Rule.

SACSCOC 6.5

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**College Programs**	**Number**:	2.21
Authority:	2003 Florida Statutes 1004.77; 1004.78; 1004.79; 1004.80		
Date Adopted:	1998		
Date Revised:	February 17, 2004 April 21, 2020 October 20, 2020 February 15, 2022		
OPR:	Chief Academic Officer		

POLICY:

The College is authorized to provide the educational programs and awards that meet the needs of the community.

A. Pursuant to applicable Florida statutes, State Board of Education rules, and Southern Association of Colleges and Schools Commission on Colleges standards and core requirements, the College may provide instruction in the following programs:

    1. Associate in Arts Degree
    2. Associate in Science Degree
    3. Associate in Applied Science Degree
    4. Applied Technology Diploma
    5. Technical Certificates
    6. Postsecondary Adult Vocational Certificate
    7. Advanced Technology Certificate
    8. Continuing Workforce Education
    9. Customized Vocational Instruction
    10. Adult Basic and Secondary Instruction
    11. College Preparatory Instruction
    12. Vocational Preparatory Instruction
    13. Lifelong Learning Instruction
    14. Recreational and Leisure Time Instruction

B. The College may operate the technology innovation, technology transfer, small business, and economic development programs pursuant to the provision of applicable Florida statutes 1004.77, 1004.78, 1004.79, and 1004.80 (2003).

C. Program performance information on all programs shall be reported to the Board each year.

D. The President or designee shall establish the requirements and conditions for successful completion and for the awarding of all degrees, diplomas, and certificates granted by the College.

E. The institution employs a sufficient number of full-time faculty members to ensure curriculum and program quality, integrity, and review.

F. Faculty have the responsibility to oversee and coordinate educational programs to ensure each program has curricular components, content, pedagogy, and discipline.

G. Persons responsible for overseeing curricular content aspects of program coordination are qualitied in fields appropriate to the content, and degree level, of the program.

H. All educational programs offered by North Florida College embody a course of study and are compatible with NFC's mission and goals. Each program requires a course of study that increases students' level of knowledge as they complete the program.

SACSCOC 6.2.b
SACSCOC 6.2.c
SACSCOC 9.1
SACSCOC 1.1
SACSCOC 3.1.b
SACSCOC 9.7

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Library Quality Assurance**	**Number**:	2.22
Authority:	2003 Florida Statutes: 1001.64; 1001.65		
Date Adopted:	1998		
Date Revised:	February 17, 2004 October 20, 2020 February 15, 2022		
OPR:	Chief Academic Officer		

POLICY:

The President is directed to provide for the following within the organizational structure and procedures of the College:

1) Procedures guaranteeing faculty participation in the selection of books and other materials for the Library.

2) Procedures guaranteeing faculty and student participation in the development of Library policies.

3) Procedures for measuring Library effectiveness.

North Florida College provides staff and professionals with an adequate educational background and/or experiences in the library and/or information services to align with the College's mission statement.

SACSCOC 11.2
SACSCOC 11.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Full-Time Faculty Qualifications** **Number**: 2.23

Authority: Southern Association of Colleges and Schools Commission on Colleges Standards and Requirements; 2003 Sections 1001.64; 1001.65, Florida Statutes

Date Adopted: 1998
Date Revised: April 18, 2017
March 24, 2020
June 16, 2020
OPR: Chief Academic Officer

POLICY:

North Florida College employs an adequate number of full-time faculty to support the mission and goals of the institution. Full-time faculty members must meet the qualifications suggested in guidelines provided by the Southern Association of Colleges and Schools Commission on Colleges.

Faculty teaching general education courses must possess a doctoral or a master's degree in the teaching discipline or a master's degree in the teaching discipline with a concentration in the teaching discipline. A concentration in the teaching discipline is defined as a minimum of eighteen (18) graduate semester hours in the teaching discipline.

Faculty teaching associate degree courses designed for transfer to a baccalaureate degree must possess a doctoral or master's degree in the teaching discipline or a master's degree with the above-defined eighteen (18) graduate hour concentration in the teaching discipline.

Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree must possess a baccalaureate degree in the teaching discipline, or an associate degree and demonstrated competencies in the teaching discipline.

Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).

Faculty teaching non-degree career, workforce, and occupational courses should possess the baccalaureate degree in the teaching discipline, or an associate degree and demonstrated competencies in the teaching discipline.

SACSCOC 6.1, 6.2.a

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Instructional Personnel: Part-Time and Adjunct Instructor Responsibilities and Qualifications**

Number: 2 2.24

Authority: 2003 Sections 1001.64; 1001.65, Florida Statutes
SBE Administrative Rule 6A-14.0491
BOT 2.56
Date 1998
Adopted: April 18, 2017
Date Revised: August 18, 2020
OPR: Chief Academic Officer

POLICY:

Part-time and adjunct instructors report to a designated department chair. Responsibilities include provision of instruction for courses assigned by the department chair in accordance with the needs of the College; attendance at department meetings; maintenance of office hours in the same proportion as defined for full time faculty in accordance with State Board of Education Rule; adherence to relevant dates indicated on the College calendar; and other duties defined in the College Faculty Handbook.

Part-time and adjunct instructors must meet the qualifications mandated by the Southern Association of Colleges and Schools Commission on Colleges.
Faculty teaching general education courses must possess a doctoral or a master's degree in the teaching discipline or a master's degree in the teaching discipline with a concentration in the teaching discipline. A concentration in the teaching discipline is defined as a minimum of eighteen (18) graduate semester hours in the teaching discipline.

Faculty teaching associate degree courses designed for transfer to a baccalaureate degree must possess a doctoral or master's degree in the teaching discipline or a master's degree with the above-defined eighteen (18) graduate hour concentration in the teaching discipline.

Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree must possess a baccalaureate degree in the teaching discipline, or an associate degree and demonstrated competencies in the teaching discipline.

Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).

Faculty teaching non-degree career, technical, and occupational courses should possess the baccalaureate degree in the teaching discipline, or an associate degree and demonstrated competencies in the teaching discipline.

SACSCOC 6.2.a

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Continuing Contracts for Instructional Personnel** **Number**: 2.25

Authority: SBE Administrative Rule: 6A:14.0411

Date Adopted: 1998
Date Revised: February 17, 2004
November 17, 2020

OPR: Chief Academic Officer

POLICY:

Full-time instructional personnel are placed on continuing contract in accordance with State Board of Education Rule 6A-14.0411.

SACSCOC 6.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Quality of Instructional Programs** **Number**: 2.26

Authority: Florida Statute 1001.65 (13); 1008.45 (1) (a)
SBE Administrative Rule 6A-14.063

Date Adopted: 1998
Date Revised: February 17, 2004
August 18, 2020

OPR: Chief Academic Officer

POLICY:

Instructional programs must be evaluated annually to ensure program quality. Activities to ensure quality programming must include, but are not limited to, a(n): sufficient number of faculty to provide quality learning, delineation and description of learning outcomes to be achieved by students in each course and program; completion of institutional effectiveness documents for each instructional program; student evaluations of each course and program; evaluations of instructional personnel effectiveness; departmental staff and program development plan; departmental technology plan; and formal program reviews as mandated by the Florida Department of Education Division of Florida Colleges.

SACSCOC 6.2.b

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Accountability** **Number**: 2.27

Authority: 2003 Florida Statutes: 1008.45

Date Adopted: 1998
Date Revised: February 17, 2004
October 19, 2021

OPR: Chief Academic Officer

POLICY:

The College shall develop and implement an accountability plan to improve and evaluate the instructional and administrative efficiency and effectiveness of the College. This plan shall be consistent with directives of the staff of the Governor and the Legislature and must address the following issues:

(a) Graduation rates of A.A. and A.S. degree-seeking students compared to first-time-enrolled students seeking the associate degree.

(b) Minority student enrollment and retention rates.

(c) Student performance, including student performance in college-level academic skills, mean grade point averages for community college A.A. transfer students, and community college student performance on state licensure examinations.

(d) Job placement rates of community college career and technical students.

(e) Student progression by admission status and program.

(f) Career and technical accountability standards including, but not limited to, the placement rates and average quarterly earnings for students who complete each type of technical certificate program and technical degree program. This information must be aggregated to the state level and must be included in any accountability reports. A program that was created or modified so that placement rates cannot be calculated must be so identified in such reports. The College shall publish, at a minimum, the most recent placement rate for each technical certificate program and for each technical degree program in its annual catalog. The placement rates for the preceding 3 years shall be published, if available, and shall be included in any publication that informs the public of the availability of the program. If a program does not have a placement rate, the publication that lists or describes that program must state that the rate is unavailable. If a school

district or a community college has calculated for a program a placement rate that differs from the rate reported by the department, and if each record of a placement was obtained through a process that was capable of being audited, procedurally sound, and consistent statewide, the district or the community college may use the locally calculated placement rate in the report required by this section. However, that rate may not be combined with the rate maintained in the computer files of the Department of Education's Florida Education and Training Placement Information Program.

(g) Institutional assessment efforts related to the institutional effectiveness and learning outcomes requirements established in the principles and standards of the Southern Association of Colleges and Schools Commission on Colleges.

(h) Other measures as identified by the Council for Education Policy Research and Improvement and approved by the State Board of Education.

The College District Board of Trustees shall address within the annual evaluation of the president, the achievement of the performance goals established by the accountability process.

SACSCOC 4.2.b

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Accelerated Programs** **Number**: 2.28

Authority: 2003 Florida Statutes:1007.27; 1007.271

Date Adopted: 1998
Date Revised: May 18, 2010
October 19, 2021
February 15, 2022
OPR: Chief Academic Officer

POLICY:

Students may accelerate progress toward educational objectives through several mechanisms including the following:

Early Admissions: The College subscribes to a policy of early admission under the following conditions.

1) The applicant has completed the junior year of high school.
2) The applicant has approval of his/her high school principal and/or a counselor.
3) The applicant must be 16 years of age at the time his/her first College class.
4) The applicant complies with all College admission requirements prior to registering for classes.

Dual Enrollment: Students not graduated from high school, and with demonstrated ability may be admitted part-time by arrangement with their school principal and/or counselor. All credits earned prior to graduation are eligible for award of both high school and college credit. Specific regulations applicable to dual enrollment are contained in the District Interinstitutional Articulation Agreement developed and implemented by College and secondary school personnel annually.

Credit-In-Escrow: Students may enroll in college courses that earn college credit but do not count towards high school graduation. High school students who have a 3.0 high school GPA and who demonstrate ability may enroll in college courses that earn college credit but do not count towards high school graduation. The applicant must complete admission, college placement testing, and orientation prior to registering for classes. All Credit-in-Escrow applicants must achieve the State minimum cutoff scores on all appropriate sections of the college placement. The applicant must submit a complete the appropriate form listing the courses that they are approved to register for each term. Forms must be signed by the high school principal or counselor, the parent if the applicant is under 18, and the applicant. Credit-in-Escrow courses are taught on the college campus. Credit-in-Escrow students are responsible for payment of all fees and books.

Credit by Examination: Up to forty-five (45) credits, provided that credit was awarded in accordance with the State Board of Education Articulation Coordinating Committee's minimum scores and course equivalents, may be awarded. Credit by examination shall be awarded based on examinations taken through the College Board College Level Examination Program (CLEP), the College Board Advanced Placement Program (AP), International Baccalaureate (IB) Diploma Program, and the DANTES Subject Standardized Tests. No credit shall be awarded which duplicates credit awarded by CLEP, College Board AP, or courses taken at North Florida College or being received in transfer.

College Level Examination Program (CLEP): The College grants credit under the College Level Examination Program (CLEP) for satisfactory scores in the general examinations and selected subject matter examinations in accordance with State Board of Education rules.

The six general examinations of the College Level Examination Program (CLEP) will be administered only to bona fide or prospective students of North Florida College.

Advanced Placement: The College awards college credit for advanced placement courses offered at the secondary school level. Students completing an Advanced Placement (AP) course must achieve a score of 3 or higher on the AP test in order for college credit to be awarded. Educational Testing Service (ETS) scores of 5, 4, and 3 will be accepted for credit, and the credit is assigned by the Director of Enrollment Services in accordance with sound academic policy and State Board of Education rules.

Credit for Professional Certificates: In curriculum areas in which there are both professional certifications and specialized programs of study, the College may grant credit based on the approval of the appropriate Dean. Once approved, requirements for the professional certification to articulate to college credit will be published in the college catalog with the degree and/or certificate program descriptions.

Credit for Experience: Postsecondary Adult Vocational credit may be earned by the evaluation of prior experiential learning.

Evaluation of Prior Experiential Learning

A. Credit for prior experiential learning shall be awarded only for documented learning that demonstrates achievement of all outcomes for specific courses in an approved degree program.

B. Credit shall be awarded only to matriculated students, and shall be identified on the student's transcript as credit for prior experiential learning. Upon request from another institution the College shall document how such learning was evaluated and the basis on which such credit was awarded.

C. Credit for prior experiential learning shall not duplicate credit already awarded or remaining courses planned for the student's academic program.

D. Departments and programs must clearly describe, and establish the validity of, the evaluation process and criteria for awarding credit for prior experiential learning.

E. The President, upon recommendation from the Chief Academic Officer, shall establish procedures to implement this policy. This policy and the procedures implementing it shall be described in the College catalog and shall be reviewed annually.

SACSCOC 9.1
SACSCOC 10.7

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Academic Honors for Commencement** **Number**: 2.29

Authority: Florida Statute 1001.65 (10)

Date Adopted: 1998
Date Revised: February 17, 2004
January 19, 2021

OPR: Chief Academic Officer

POLICY:

Students completing an Associate degree program of study with a cumulative grade point average of 3.3 (on a 4.00 scale) or greater shall be eligible for academic honors recognition at commencement exercises.

Categories for commencement honors include:

Summa Cum Laude: A cumulative grade point average of 3.75 to 4.0.

Magna Cum Laude: A cumulative grade point average of 3.5 to 3.74

Cum Laude: A cumulative grade point average of 3.3 to 3.49.

To qualify for commencement honors, a minimum of thirty-three (33) semester hours toward the Associate Degree must have been completed at North Florida College. Students who completing a Career and Technical program at the College with an "A" average shall be eligible for commencement honors.

SACSCOC 10.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Academic Load** **Number**: 2.31

Authority: 2003 Florida Statutes: 1001.64; 1001.65

Date Adopted: 1998
Date Revised: February 17, 2004
January 19, 2021

OPR: Chief Academic Officer

POLICY:

The minimum student load for a full time student shall be twelve (12) semester hours per semester for the fall, spring, and summer C terms. The full time student load during summer terms A and B shall be six (6) semester hours. A student seeking to register for more than eighteen (18) semester hours in the fall, spring, or summer term C or nine (9) hours in the summer terms A and B, must have the approval of an academic advisor and the Chief Academic Officer. Previous term grades, scores on standardized examinations, and other academic records shall be considered in making the decision regarding on overload schedule for the student.

SACSCOC 10.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Academic Progress and Academic Standing** **Number**: 2.32

Authority: 2003 Florida Statutes: 1001.64; 1001.65

Date Adopted: 1998
Date Revised: February 17, 2004
January 19, 2021

OPR: Chief Academic Officer

POLICY:

The College requires students to maintain acceptable academic standing while enrolled at the College. In general, acceptable academic standing is defined as achieving and maintaining a grade point average (GPA) of 2.00 (C), or higher, for all course work attempted at the College and at other institutions previously attended. The President, upon recommendation from the Chief Academic Officer, shall establish procedures related to standards of academic progress that include, but are not limited to, academic warnings, probation, suspension, and counseling for students. These procedures shall also include specific standards of academic progress for students receiving financial aid and for those participating in student government and intercollegiate athletics.

SACSCOC 10.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Course Add/Drop**	**Number**:	2.33
Authority:	2003 Florida Statutes: 1001.64; 1001.65		
Date Adopted:	1998		
Date Revised:	February 17, 2004 August 17, 2021		
OPR:	Chief Academic Officer		

POLICY:

Students may drop and/or add courses according to the deadlines set forth in the Academic Calendar published in each term's schedule of courses.

A grade of "W" will be awarded to any student who withdraws from a course after the drop/add period provided the student withdraws by the published deadline.

If a student is taking one course and withdraws, the student is considered to be withdrawn from the College.

SACSCOC 10.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Academic Freedom** **Number**: 2.35

Authority: 2003 Florida Statute: 1001.64; 1001.65

Date Adopted: 1998
Date Revised: February 17, 2004
January 21, 2020
OPR: Chief Academic Officer

POLICY:

The administration and District Board of Trustees of North Florida College are committed to the principal of academic freedom of instructors and students as practiced in the diligent inquiry into truth, scholarly criticism, and examination of ideas. Essential to these pursuits is the assurance of an atmosphere of freedom. Academic freedom carries with it an accompanying academic responsibility, requiring instructors and students to exercise competence, integrity, scholarly discretion, conscientious regard for the rights of others, and acknowledgement of citizenship within a learned profession and an educational institution. The College shall support academic freedom as a fundamental right of instructors and students.

Faculty members are entitled to full and complete freedom within the framework of pertinent statutes, rules, and procedures set forth in the NFC Procedures Manual. Specific entitlements to faculty include freedom:

1) In the classroom presentation and discussion of course subjects and related matters.
2) In research and publication of results so long as such research does not interfere with performance of regular duties.
3) In the expression of opinions as citizens in venues outside the classroom, free from censorship and/or discipline by administrative officials and the District Board of Trustees. When speaking as citizens, instructors shall clearly indicate their status as citizens rather than institutional spokespersons.
4) In the development and implementation of the curriculum and selection of course support materials.
5) To participate in formulation of rules relating to academic matters.
6) To redress alleged abridgement of academic freedom.

Students are encouraged to engage in inquiry leading to truth. Such an inquiry frequently requires an independent effort in sustained critical thinking. The principles of academic freedom outlined below are essential to student intellectual pursuits.

1) Students shall be free to express exception to views and materials presented in any course and to reserve judgment concerning opinions espoused in such courses. However, students remain responsible for mastery of course content.

2) Students shall be protected from prejudiced and unfair academic evaluation. Procedures to ensure such protection are described in the Students Handbook. Students are responsible for meeting or exceeding standards of academic performance in order to receive passing grades.

3) Information about student views, beliefs, and political associations acquired by faculty members during a course shall be deemed confidential. Improper disclosure of such information is considered to be serious.

4) Students and student organizations are encouraged to engage in inquiry in areas of interest. Opinions concerning issues may be expressed publicly and privately, as can support for causes, as long as such support is orderly and free from disruption of College operations and activities. Public expressions or demonstrations by students shall be accompanied by the disclaimer that students and student organizations do not represent the College. Only the Student Government Association is recognized as the official voice of the NFC student body.

5) Students and student organizations shall be allowed to invite persons of their own choosing for speaking and entertainment events. It shall be made clear to the campus community that appearances by speakers and entertainers are not necessarily indicators of approval or endorsement of views expressed by the speakers or entertainers. All sponsoring organizations must follow appropriate procedures associated with facilities procurement and provision of security.

SACSCOC 6.4

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Attendance** **Number**: 2.36

Authority: Florida Statute 1004.65 (6) (c)

Date Adopted: 1998
Date Revised: February 17, 2004
April 21, 2020

OPR: Chief Academic Officer

POLICY:

The College recognizes that regular class attendance is correlated with both student retention and academic success. Students are expected to attend and participate in class. Until mid-term of a fall, spring, or summer Term C semester, a student absent from any class for more time than the class is scheduled to meet in any one week may be administratively withdrawn by the instructor. During summer Terms A and/or B, a student may be administratively withdrawn after two absences. Instructors shall maintain a current class roster and make this record available to the appropriate College office upon request.

(1) It is the responsibility of each faculty member to ensure that the attendance policy for the courses he/she teaches is communicated in writing in the course syllabus within the first week of class meetings.

(2) Attendance requirements shall conform to acceptable accreditation standards, licensure requirements, or other instructional requirements.

Students are expected to attend all class sessions and activities for which they are registered. Students are expected to attend the first class meeting. A student may drop a course through the published last date to withdraw and receive a W. The last date that the student attended the course must be indicated on the Drop Form. The Withdrawal Permit must be completed if the student withdraws (or is withdrawn) from all of his courses.

(3) Students registered for courses may be withdrawn by the instructor, regardless of the reason for the absences, for excessive absences until the last date to withdraw and receive a W as published in the course schedule (70% point). The last date that the student attended the course must be indicated on the Drop Form by the Instructor.

(4) When observance of religious holidays interferes with attendance in class, class activities, examinations, and official ceremonies, it is the responsibility of the student to make arrangements with the instructor <u>before</u> the absence to make up any missed work.

(5) A student absent due to jury-duty, subpoena for court appearance, unplanned military obligation, the student's illness, or death in the immediate family, should contact the instructor, when practical, in advance of the absence in order to make arrangements to make up any missed work. Documentation shall be presented by the student should the faculty member request it.

(6) For absences due to college-sponsored activities approved by the Chief Academic Officer, it is the responsibility of the student to make arrangements with the instructor before the absence to make up any missed assignments.

(7) Students are held responsible for material covered during their absences with reasonable time provided to complete make up assignments.

(8) In distance learning (online) courses, expectations for participation and progress will be outlined in the syllabus. Any student who fails to progress at the minimum level stipulated may be withdrawn by the instructor.

(9) Students who feel unreasonably denied an educational benefit because of religious beliefs, jury duty, or other court mandated appearances should contact the Chief Academic Officer.

SACSCOC 10.2

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Effective Catalog for Program Requirements** **Number**: 2.37

Authority: 2003 Florida Statutes: 1001.64; 1001.65

Date Adopted: 1998
Date Revised: June 17, 2014
October 19, 2021
February 15, 2022
OPR: Chief Academic Officer

POLICY:

A student attempting to meet graduation requirements may elect to follow the catalog in effect for the year the student began the program or the catalog in effect for the year in which the student is attempting to graduate unless the time between those dates exceeds five years. Students must maintain continuous enrollment in order to do so. NFC defines continuous enrollment as being enrolled in courses at NFC without a break of a major semester (fall or spring). If a student is attempting to complete a program begun more than five years ago, the student must meet the requirements specified in the catalog effective upon readmission. Questions regarding application of this rule or requests for exemption from this rule should be directed to the Office of Enrollment Services.

NFC maintains archived official catalogs on the NFC website for students' use along with course and degree requirements to serve former and returning students.

SACSCOC 10.1
SACSCOC 10.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Continuing Education Units (CEU's)** **Number**: 2.38

Authority: 2003 Florida Statutes 1001.64; 1001.65

Date Adopted: 1998
Date Revised: May 18, 2010
October 19, 2021

OPR: Chief Academic Officer

POLICY:

Courses offered in the Continuing Education Program will have CEU credit awarded on the basis of the guidelines of the Southern Association of Colleges and Schools as outlined below:

"Continuing Education Units (CEU's) are awarded to individuals for successful completion of certain approved non-credit courses, programs and activities for nurses, early childhood, law enforcement and corrections personnel. One Continuing Education Unit is awarded for each ten (10) contact hours of participation. The CEU serves as a unit of measure to give recognition for an individual's participation approved non-credit activities. Upon the request of a successful participant, an official permanent transcript will be issued. CEU's do not convert to semester hour credits.

SACSCOC 10.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**College Calendar**	**Number**:	2.40
Authority:	2003 Florida Statutes: 1001.64; 1001.65 SBE Administrative Rule 6A:14.004		
Date Adopted:	1998		
Date Revised:	February 17, 2004 April 21, 2020		
OPR:	Chief Academic Officer		

POLICY:

The College Calendar for the succeeding year shall be presented by the President for District Board of Trustees approval no later than February each year.

The Calendar will reflect a year-round operation on a modified trimester system in accordance with the provisions of Florida statutes and State Board of Education rules.

The Calendar will be presented in the College catalog.

SACSCOC 10.2

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **College Preparatory Courses** **Number**: 2.41

Authority: 2003 Florida Statutes: 1001.64; 1001.65; 1004.65

Date Adopted: 1998
Date Revised: February 17, 2004
October 19, 2021

OPR: Chief Academic Officer

POLICY:

Students may be required to register for one or more college preparatory courses based upon insufficient scores on accepted placement tests. The following policies are applicable to the college preparatory courses:

A. Students have three opportunities to complete a college preparatory course successfully.

B. The first and second attempts to complete a college preparatory course are assessed at the current cost for a college preparatory course.

C. Further attempts for college preparatory courses are assessed at the "full cost of instruction", which is defined as equivalent to the matriculation and tuition fees charged to non-Florida residents.

D. For the purpose of determining when a student should be assessed the full cost of instruction in a college preparatory course, college preparatory courses attempted prior to the fall term of the 1997-98 academic year shall not be considered.

E. The College may, for extenuating circumstances or financial hardship, grant to students an exception to the full cost of instruction for further attempts to complete a college preparatory course successfully. Students may petition the Chief Academic Officer for waiver of the full cost of instruction fee assessment.

F. The College defines extenuating circumstances as those circumstances determined by the College to be exceptional and beyond the control of the student. Extenuating circumstances may include, but are not limited to, serious illness, death of an immediate family member, involuntary call to active military duty, English as a second language, learning disability, natural disasters, employment change, and medical condition that prevents completion of

the course. Any extenuating circumstance must be documented by the student. Students who withdraw or fail a class due to extenuating circumstances may be granted an exception only once for each class.

G. The criteria for determining financial hardship include, but are not limited to, qualification for federal need-based financial aid. Students with other documented financial hardships may also be considered. Exceptions for financial hardship will be granted only after the student has demonstrated reasonable effort to succeed in the course as documented by the instructor.

SACSCOC 10.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Commencement Honors** **Number**: 2.42

Authority: Florida Statutes: 1001.64; 1001.65

Date Adopted: 1998
Date Revised: February 17, 2004
January 19, 2021

OPR: Chief Academic Officer

POLICY:

COMMENCEMENT HONORS: Students awarded the Associate Degree who have maintained a cumulative grade point average of 3.3 or greater shall be eligible for commencement honors. Recommendations for commencement honors will be made in the following categories:

A) An average of 3.30 to 3.49 shall be graduated Cum Laude.

B) An average of 3.50 to 3.74 shall be graduated Magna Cum Laude.

C) An average of 3.75 to 4.00 shall be graduated Summa Cum Laude.

To qualify for commencement honors, a minimum of thirty-three (33) semester hours toward the Associate Degree must have been completed at North Florida College. Students who complete a certificate program in the Occupational, Career, and Technical Division of the College and who maintain an "A" average shall be eligible for commencement honors.

SACSCOC 10.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Core Curriculum** **Number**: 2.43

Authority: 2003 Florida Statutes: 1001.64; 1001.65;1007.25;

Date Adopted: 1998
Date Revised: February 17, 2004
August 18, 2020

OPR: Chief Academic Officer

POLICY:

The College shall identify the core curricula, which shall include courses required by the State Board of Education. The College shall work with the area school districts to assure that high school curricula coordinate with the core curricula and to prepare students for college-level work. Core curricula for associate in arts programs shall be adopted in rule by the State Board of Education and shall include 36 semester hours of general education courses in the subject areas of communication, mathematics, social sciences, humanities, and natural sciences.

An associate in arts degree shall require no more than 60 semester hours of college credit, including 36 semester hours of general education coursework. Except for college-preparatory coursework required pursuant, all required coursework shall count toward the associate in arts degree.

SACSCOC 9.2

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Auditing Courses** **Number**: 2.44

Authority: 2003 Florida Statutes: 1001.64; 1001.65

Date Adopted: 1998
Date Revised: February 17, 2004
October 19, 2021

OPR: Chief Academic Officer

POLICY:

A student registering for a course without intent to receive credit is considered to be enrolled on an audit basis. The student is responsible for determining from the instructor what participation, if any, will be required. In special circumstances, approval of the department chair shall be required to audit a particular course. Students registering for credit shall have priority over auditing students when class size is a consideration. Fees for courses audited are the same as those for courses taken for credit.

Audit registrations shall not be changed to credit registrations after the third week of classes and credit registrations shall not be changed to audit registrations after the fifth week of classes. The student is responsible for either change and must make the necessary change in the Office of Enrollment Services.

SACSCOC 10.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Course Deletions** **Number**: 2.45

Authority: 2003 Florida Statutes: 1001.64; 1001.65
SBE Administrative Rule: 6A:10.0331

Date Adopted: 1998
Date Revised: February 17, 2004
January 19, 2021

OPR: Chief Academic Officer

POLICY:

The Chief Academic Officer, in conjunction with department chairs, shall annually review the curriculum to identify courses not offered during the preceding five (5) years in order to ensure that such courses are deleted from the catalog. In the event course(s) have not been offered during the preceding five (5) years but plans to offer such course(s) during the upcoming five (5) years are evident, the course(s) shall be reviewed in the same manner in which the College reviews courses proposed for addition to the College catalog and the Florida Board of Education Common Course Numbering System.

Annually, the Chief Academic Officer shall prepare an Annual Certificate of Compliance for approval of the President. As required by FAC 6A-10.0331, the President shall certify to the Board that this action has occurred.

SACSCOC 10.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Course Schedules**	**Number**:	2.46
Authority:	2003 Florida Statutes: 1001.64; 1001.65		
Date Adopted:	1998		
Date Revised:	February 17, 2004 January 19, 2021		
OPR:	Chief Academic Officer		

POLICY:

The master course schedule for each academic term is developed in a cooperative fashion by the Office of the Chief Academic Officer and the appropriate department chairs. The final adoption and revision of this schedule rests with the President.

In planning course schedules, the following should be considered.

1. Where possible, the faculty member shall have three or fewer preparations.

2. Classes with low enrollment are evaluated for retention in the schedule after careful consideration relative to the impact of course cancellation on the College, its programs, and its students.

3. The faculty member should be scheduled for not more than two consecutive lecture courses. Exceptions may be made as mutually agreed upon by the faculty member and department chair.

4. The daily span of a faculty member's schedule should not usually exceed seven and one-half (7 ½) hours.

   Additionally, the schedule of courses for each academic term shall adhere to the College calendar as approved by the District Board of Trustees.

SACSCOC 10.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Curriculum Quality Assurance** **Number**: 2.47

Authority: 2003 Florida Statutes: 1001.64; 1001.65

Date Adopted: 1998
Date Revised: February 17, 2004
August 18, 2020
June 15, 2021
OPR: Chief Academic Officer

POLICY:

The President is directed to provide for the following within the organizational structure and procedures of the College:

A) A constant evaluation of the characteristics and needs of the community and students.

B) A constant evaluation of program quality, learning outcomes, student success, and program effectiveness evidenced in the College programs, mission, and courses.

C) Systematic revision of the curriculum based on the results of these evaluations.

An annual report to the District Board of Trustees shall be offered by the President through the Office of the Chief Academic Officer.

SACSCOC 8.1
SACSCOC 8.2.b

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Curriculum Processes** **Number**: 2.48

Authority: 2003 Florida Statutes: 1001.64; 1001.65

Date Adopted: 1998
Date Revised: February 17, 2004
January 19, 2021
February 15, 2022
OPR: Chief Academic Officer

POLICY:

The College curriculum development and review process shall be in accordance with all of the following:

1. Establishment and maintenance of a curriculum committee and its membership in a manner that is mutually agreeable to the College administration and the faculty senate.
2. Establishment of prerequisites, co-requisites, advisory statements for students on recommended preparation, and course enrollment caps for each course.
3. Establishment of a regular review of program curricula to include evaluation of course alignment with program purposes, recommendations for deletions and additions of courses, program viability, staffing recommendations, and any other activity pertinent to assessment of program effectiveness. Recommendations from program reviews are made to the Chief Academic Officer.
4. Compliance with applicable Florida Statutes, State Board of Education rules, and Southern Association of Colleges and Schools Commission on Colleges standards and core requirements.

SACSCOC 10.1
SACSCOC 10.4

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **District Interinstitutional Articulation Agreements** **Number**: 2.49

Authority: 2003 Florida Statutes: 1007.235

Date Adopted: 1998
Date Revised: February 17, 2004
October 19, 2021

OPR: Chief Academic Officer

POLICY:

The College, in cooperation with each of the secondary schools in the district, shall develop, implement, and maintain a comprehensive articulated acceleration program for the students enrolled in the school districts and service area. Within this general responsibility, each district school superintendent and the College president shall develop a comprehensive interinstitutional articulation agreement for the school district and community college that serves the school district.

The district interinstitutional articulation agreement for each school year must be completed before high school registration for the fall term of the following school year, and must include all components prescribed by applicable State of Florida statutes and State Board of Education rules.

SACSCOC 10.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Upgrading of Degree by Instructional Personnel** **Number**: 2.50

Authority: 2003 Florida Statute: 1001.64; 1001.65
SBE Administrative Rule: 6A14.0247

Date Adopted: 1998
Date Revised: February 17, 2004
October 19, 2021

OPR: Chief Academic Officer

POLICY:

The College supports enrollment in university or college courses by instructional personnel during contractual periods, provided that such course work does not interfere with the regular work of the employee.

Any faculty member seeking reimbursement for college courses should have an objective consistent with the stated goals of the College which holds a clear prospect of reciprocal advantage to the College, leading to one of the following:

1) Improvement in the instructional field currently occupied by the instructional personnel

2) A master's or doctorate degree in the appropriate instructional field

3) A competence other than, but closely related to, the instructional field currently occupied by the instructional personnel

Generally, the equivalent of six semester hours or less will be considered not to constitute interference with one's regular work assignment. Any instructional personnel seeking to enroll in more than the equivalent of six semester hours of course work shall notify the appropriate department chair of their intentions prior to enrollment.

Contingent upon the availability of funds, instructional personnel may be reimbursed by the College for the tuition and/or fee costs of taking one college or university course each term, not to exceed six semester credit hours.

To facilitate the equitable distribution of funds, individuals anticipating reimbursement should receive approval of the appropriate department chair and the Chief Academic Officer prior to course registration. To receive reimbursement, the individual should follow the provisions outlined in State Board of Education Rule.

SACSCOC 6.5

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Notification of Degree Upgrade** **Number**: 2.51

Authority: Florida Statute 1012.855 (1) (a)

Date Adopted: 1998
Date Revised: February 17, 2004
January 18, 2022

OPR: Chief Academic Officer

POLICY:

In the event that a member of the College instructional personnel obtains a higher academic degree during the course of the contractual year, a new contract recognizing this enhanced status may be written to take effect as of the next semester provided that the higher degree is deemed by the Chief Academic Officer to be within the same general discipline required for the existing instructional assignment.

Personnel are responsible for notifying the department chair of having received an advanced degree. The department chair shall in turn notify the Office of Human Resources in writing, with a copy of the communication provided to the Office of the Chief Academic Officer.

Compensation for the new degree shall not be adjusted until the Office of Human Resources receives an official transcript (reflecting the advanced degree) which will become part of the permanent personnel file**.**

SACSCOC 6.2.a

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Credit for Experience** **Number**: 2.52

Authority: Florida Statute 1004.68 (1)

Date Adopted: 1998
Date Revised: February 17, 2004
January 18, 2022
OPR: Chief Academic Officer

POLICY:

Postsecondary Adult Vocational credit may be earned by the evaluation of prior experiential learning.

Evaluation of Prior Experiential Learning

A. Credit for prior experiential learning shall be awarded only for documented learning that demonstrates achievement of all outcomes for specific courses in an approved degree program.

B. Credit shall be awarded only to matriculated students, and shall be identified on the student's transcript as credit for prior experiential learning. Upon request from another institution the College shall document how such learning was evaluated and the basis on which such credit was awarded.

C. Credit for prior experiential learning shall not duplicate credit already awarded or remaining courses planned for the student's academic program.

D. Departments and programs must clearly describe, and establish the validity of, the evaluation process and criteria for awarding credit for prior experiential learning.

E. The President, upon recommendation from the Chief Academic Officer, shall establish procedures to implement this policy. This policy and the procedures implementing it shall be described in the College catalog and shall be reviewed annually.

SACSCOC 10.8

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Faculty Duty Days** **Number**: 2.53

Authority: 2003 Florida Statute 1001.64; 1001.65;
SBE Administrative Rule 6A14.004

Date Adopted: 1998
Date Revised: February 17, 2004
August 17, 2021
OPR: Chief Academic Officer

POLICY:

The Academic Calendar of the College contains a number of faculty duty days on which the faculty members perform non-teaching assignments. These duty days shall be devoted to entire campus gatherings, committee meetings, department meetings, in-service training and specific assignments as authorized by department chairs.

Faculty members shall provide seven and one half (7 1/2) hours per day on-campus during these periods except as approved by the Chief Academic Officer or designee.

SACSCOC 6.2.c

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Duties of Instructional Personnel** **Number**: 2.54

Authority: 2003 Florida Statute: 1001.64, 1001.65

Date Adopted: 1998
Date Revised: February 17, 2004
August 18, 2020

OPR: Chief Academic Officer

POLICY:

The duties and responsibilities of instructional personnel may include, but are not limited to, the following:

Instructional Duties

1. To teach assigned classes, devoting the best professional effort to this primary task
2. To meet classes as scheduled
3. To maintain and report accurate records of attendance and grades per instructions of the Director of Enrollment Services
4. To take such action as necessary to ensure that a student's grade accurately reflects the actual performance in a given course
5. To provide students in all classes at the beginning of each term a copy of the course syllabus to provide a clear understanding of course expectations and learning outcomes
6. To periodically review course objectives and instructional strategies to ensure the consistency of each course with the objectives of the College and with the needs of the students
7. To prepare or revise the master course syllabus for specific courses
8. To participate in the selection of adequate textbooks
9. To encourage students to make maximum use of the resources of the College, including the Library

Non-instructional Duties

1. To maintain office hours in accordance with the schedules developed and approved each semester

2. To serve on College committees as appointed by the Chief Academic Officer upon recommendation of the Faculty Senate or as requested by the President

3. To recommend worthwhile additions to the Library collection

4. To help promote student activities by participating and/or encouraging the participation of others when such involvement of faculty is essential to the success of these activities

5. To file reports as requested by the President or other designated authorities of the College

6. Participate in professional development opportunities consistent with NFC's mission statement.

Teaching faculty may also be involved in other activities such as these:

1. Service to the Department

   Committees, program and new course development, course revision, course and/or program evaluation, class-related research, grading and test preparation

2. Service to College

   Faculty Senate committees, special administrative and ad hoc committees, work in professional organizations, work with state educational organizations, recruitment, speakers bureau, adult education programs

3. Service to Students

   Sponsorship of student organizations, field trips, participation in intramural and social activities

4. Service to Community

   Community service, projects directly and indirectly related to the College

5. Professional Self-Development

   Formal courses, personal academic research (published and unpublished), attendance/ participation in professional workshops, reading of a professional nature

SACSCOC 6.5

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Evaluation of Instructional Personnel** **Number**: 2.55

Authority: 2003 Florida Statute 1001.64(18); 1001.65(3)

Date Adopted: 1998
Date Revised: February 17, 2004
October 20, 2020
January 21, 2025

OPR: Chief Academic Officer

POLICY:

All full and part-time instructional personnel shall be evaluated regularly. Procedures outlined in the College Faculty Handbook are to be applied to the evaluation process according to the contract status of the instructional personnel. Completed formal evaluation forms shall be placed in the permanent personnel file in the Office of Human Resources. Copies of the formal evaluation forms and originals of the student evaluation of instructor's forms shall be placed on file in the Office of the Chief Academic Officer.

SACSCOC 6.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Faculty Hours of Work**	**Number**:	2.56
Authority:	2003 Florida Statute: 1012.82; 1001.64, 1001.65		
Date Adopted:	1998		
Date Revised:	June 17, 2008 January 19, 2021		
OPR:	Chief Academic Officer		

POLICY:

Non-Teaching Faculty

Non-teaching faculty shall adhere to a minimum of a thirty-seven and ½ hour work week scheduled as appropriate in accordance with the contract length specified in the Board-approved Salary Schedule.

Teaching Faculty

Faculty members may have teaching assignments both on and off campus, day and evening, and at times, on the weekends. Their assignments require thirty-seven and 1/2 or more hours of professional services to the College each week.

The following shall apply to teaching faculty.

1. A faculty member must provide for a total time of at least twenty-five on-campus hours in an instructional capacity, that is, available to students in the classroom and office. On the Teaching and Office Schedule, the faculty member shall list the following:

   a. All class hours
   b. Office hours sufficient to make a total of twenty-five hours in combination with class hours
   c. At least ten office hours
   d. Other structured assignments

2. Faculty requirements on campus:

   a. Academic Faculty:

A minimum of 25 hours (15 teaching hours and 10 office hours) are required each week on campus. Office hours shall be posted on the faculty member's office door. Instructors teaching online courses may substitute online office hours. (see below)

b. Vocational Faculty:

A minimum of 37.5 hours are required each week on campus or at clinical/teaching locations.

c. Online Classes:

Virtual office hours may be posted for online/distance learning students. An instructor may substitute 2 online office hours for every online class that is part of his or her regular teaching load. Instructors must be readily available by email or telephone during those designated times.

In order to maximize delivery of courses to a wide variety of students and learning situations, variations in teaching and office hour scheduling may be approved by the Chief Academic Officer.

SACSCOC 6.2.c

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **New Faculty Orientation** **Number**: 2.57

Authority: 2003 Florida Statutes: 1001.64; 1001.65
SBE Administrative Rule: 6A; 14.0247

Date Adopted: 1998
Date Revised: February 17, 2004
January 19, 2021

OPR: Chief Academic Officer

POLICY:

New instructional personnel, both full-time and adjunct, shall be provided an orientation to the College and its policies and procedures. The Chief Academic Officer shall coordinate the orientation sessions and ensure their delivery each semester.

SACSCOC 6.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Graduation Requirements** **Number**: 2.58

Authority: 2003 Florida Statutes: 1001.64; 1001.65

Date Adopted: 1998
Date Revised: February 17, 2004
June 15, 2021, January 18, 2022
OPR: Chief Academic Officer

POLICY:

A) North Florida College confers the Associate in Arts degree as its transfer degree. In order to receive the A.A. degree, a student must earn sixty (60) credit hours as prescribed in the College catalog.

B) The Associate in Science degree and the Associate in Applied Science degree is designed for immediate entry into the workforce. The student must complete the specific hours of course work prescribed in the College catalog for the particular degree program.

C) The following also apply to all degree programs:

1) A maximum of six (6) semester hours of accredited correspondence study may be used to complete degree requirements. Prior approval of correspondence study must be made through the Director of Counseling.

2) A cumulative grade point average of at least 2.0 (average of C) must be earned.

3) A minimum of 25% of semester hours required for the degree must be completed at North Florida College.

4) An application for graduation with the Registrar prior to the deadline published in the College Catalog or otherwise announced is required.

5) All financial obligations to the College and its agencies must be discharged.

6) Attendance at commencement exercises unless excused by the Chief Academic Officer is expected.

7) No more than eight (8) credit hours earned by foreign study tours can be counted toward the degree.

8) The student may be required to take the College Level Academic Skills Test (CLAST) as prescribed in appropriate State Board of Education rules.

SACSCOC 9.4
SACSCOC 10.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	College Program Additions or Changes	**Number**:	2.59
Authority:	2009 Florida Statutes 1004.03, 1004.68, 1004.77; 1004.78; 1004.79; 1004.80, 1004.91		
Date Adopted:	July 20, 2010		
Date Revised:	January 19, 2021		
OPR:	Chief Academic Officer		

POLICY:

Under Board Policy 2.21, the College is authorized to provide the educational programs and awards that meet the needs of the community pursuant to applicable Florida statutes, State Board of Education rules, and Southern Association of Colleges and Schools Commission on Colleges standards and core requirements.

Prior to adding or changing a college program at North Florida College, the appropriate Dean must approve the prospectus to guarantee that the program meets the state and accreditation association requirements. Program deletions must also be approved by the appropriate Dean.

SACSCOC 10.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Instructional Hours**	**Number**:	2.60
Authority:	SBE 6A-10.033 Code of Federal Regulations title 34 sec. 600.2 SACSCOC Federal Requirement 4.9		
Date Adopted: **Date Revised:**	January 15, 2013 August 17, 2021		
OPR:	Chief Academic Officer		

POLICY:

A college credit hour is defined as 15 contact hours of instruction and 30 hours of out of class student preparation and work for each credit hour, regardless of format of the course.

- Traditional / Face-to-Face Course Format: 80% or more of the instruction is provided in a physical classroom with an instructor

- Hybrid Course Format: 30% to 80% of the instruction is provided online through an Internet connection

- Online Course Format: 80% or more of the instruction is provided through an Internet connection

A contact hour is defined as at least 50 minutes of instruction. For purposes of converting clock hours to college credit hours, one (1) college credit hour is equal to 37.5 clock hours, which equates to 30 hours of instruction and 7.5 out-of-class student prep and work.

A laboratory credit hour must approximate to 30 contact hours of instruction for each college credit hour.

An internship/externship credit hour must approximate to 45 contact hours for each college credit hour.

College credit for clinical experiences that are stand alone from a course will be calculated in accordance with recommendations of their specific accrediting bodies or applicable state regulation.

SACSCOC 10.1

CHAPTER 3: ADMINISTRATIVE SERVICES

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NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Administrative Responsibility for Business and Finance** **Number**: 3.00

Authority: Florida Statutes 1001.64, 1001.65
SBE Administrative Rule 6A-14.0261

Date Adopted: 1998
Date Revised: February 17, 2004
March 24, 2020
October 20, 2020

OPR: Administrative Services

POLICY:

The Chief Financial Officer shall be responsible to the President of the College for the development of and recommendation of policies and procedures in the following areas: business management, fiscal operations, physical plant, campus maintenance and security, computer services and auxiliary enterprises.

SACSCOC 5.2.a
SACSCOC 5.4

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Receipt, Deposit and Withdrawal of Funds**	**Number**:	3.01
Authority:	Florida Statutes 1001.64, 1001.65 FAC 6A-14.075		
Date Adopted: **Date Revised:**	1998 February 17, 2004; January 15, 2013, February 16, 2021		
OPR:	Administrative Services		

POLICY:

The President, or his designee, is responsible for establishing a secure fiscal system, consistent with good accounting practice, for the purpose of collection, deposit and withdrawal of College funds. Upon recommendation of the President, the Board may approve banks used as depositories. The President, or designee, is authorized to deposit College funds in the Government Pool of the State Board of Administration and to transfer these funds, as deemed necessary, into the College depository account.

The President and Chairman of the Board may authorize the establishment of such additional bank depositories as may be required on an emergency basis, subject to approval at the next regularly scheduled DBOT meeting.

The President is authorized to obtain such credit cards as will facilitate the operation of the College and to prescribe procedures for assignment of such cards to designated representatives.

The President shall have the authority and responsibility to select and establish bank depositories as well as payment service providers necessary for the operation of the College, and to approve procedures which provide controls over the receipt, deposit and withdrawal of funds, including electronic funds transfers.

The Chair of the Board and the College President or his/her designee shall have the authority to sign contracts, and other documents reflecting action by the Board as appropriate.

It is the policy of the Board of Trustees that two signatures shall be required on all checks for withdrawal of funds

It is also the policy of the Board of Trustees that two signatures shall be required to authorize individual(s) to make direct deposits, wire transfers, withdrawals or investments. It is understood that for some processes, the signature will be electronic.

SACSCOC 13.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Procurement Requirements**	**Number**:	3.02
Authority:	Section 1001.64 and 1001.65, Florida Statutes, and chapter 1013 Florida Statutes SBE Administrative Rule 6A-14.0734 State Requirements for Educational Facilities		
Date Adopted: **Date Revised:**	1998 February 17, 2004, February 16, 2021 January 17, 2023		
OPR:	Administrative Services		

POLICY:

The College shall, as the circumstances require, comply with State Board of Education Rule 6A-14.0734, for the purchase of services or commodities.

Purchases not exceeding the Category Five threshold as specified in Section 287.017, Florida Statutes, may be approved or rejected by the President or a designee. Purchases exceeding the Category Five threshold shall be approved or rejected by the Board.

The President or designee may issue construction contract change orders the value of which each individual change order shall not exceed the Category Three threshold as specified in Section 287.017, Florida Statutes. The sum of change orders approved by the President or designee for a specific project shall not exceed the Category Five threshold.

As applicable, the College shall comply with State Requirements for Educational Facilities (SREF). The College may prequalify contractors on an annual or project specific basis.

Procurement procedures shall be established by the President or a designee.

SACSCOC 13.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Salary Payment Schedules**	**Number**:	3.03
Authority:	Florida Statutes 1001.64, 1001.65 SBE Administrative Rules 6A-14.0261; 6A-14.0262		
Date Adopted:	1998		
Date Revised:	February 17, 2004, February 16, 2021		
OPR:	Administrative Services		

POLICY:

The President or designee shall develop procedures for the payment of employees in accordance with the salary schedule adopted by the Board.

SACSCOC 13.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Payroll Deductions**	**Number**:	3.04
Authority:	Florida Statutes 1001.64, 1001.65 SBE Administrative Rules 6A-14.0261; 6A-14.0262		
Date Adopted:	1998		
Date Revised:	February 17, 2004, February 16, 2021		
OPR:	Administrative Services		

POLICY:

The President or designee is authorized to approve payroll deductions for permanent full-time and part-time personnel, in addition to those required by law, as authorized at the option of the employee and subject to applicable laws and rules. All payroll deductions must be authorized by the signature of the respective employee.

SACSCOC 13.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Petty Cash Fund**	**Number**:	3.05
Authority:	Florida Statutes 1001.64, 1001.65 SBE Administrative Rule 6A-14.0261		
Date Adopted: **Date Revised:**	1998 February 17, 2004, February 16, 2021		
OPR:	Administrative Services		

POLICY:

The President or designee is authorized to establish petty cash funds on campus.

SACSCOC 13.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Auxiliary Services and Enterprises and Undesignated Gifts** **Number**: 3.06

Authority: Florida Statutes 1001.64, 1001.65
SBE Administrative Rules 6A-14.0261;.0262;
6A-14.077; .0771

Date Adopted: 1998
Date Revised: February 17, 2004, February 16, 2021

OPR: Administrative Services

POLICY:

The President or designee is authorized to operate or contract for auxiliary services and enterprises as defined in the accounting manual incorporated in SBE Rule 6A-14.072.

The President is authorized to budget and use a portion of funds accruing from auxiliary enterprises and undesignated gifts for public relations as prescribed by rules of the State Board of Education.

The President shall report to the Board annually on the use of such funds.

SACSCOC 13.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Operating Budget and Financial Records**	**Number**:	3.07
Authority:	Florida Statutes 1001.64, 1001.65 FAC 6A-14.0716; 6A-14.072		
Date Adopted:	1998		
Date Revised:	February 17, 2004 June 16, 2020, February 16, 2021		
OPR:	Administrative Services		

POLICY:

The President shall submit the annual budget of income and expenditures to the Board of Trustees for approval in accordance with 6A-14.0716 FAC. The President or designee shall establish procedures for the preparation of the budget to ensure the appropriate involvement of College personnel.

The Board authorizes the President to implement and amend the approved budget in accordance with 6A-14.0716 FAC.

Budget amendments which allow for the transfer of funds from the Current Unrestricted Fund and/or cause the unencumbered fund balance to be inconsistent with the statutory guidelines specified in Section 1011.40(2), Florida Statutes will require approval of both the Board of Trustees and the State Board of Education.

Financial records shall be kept in accordance with the Department of Education publication "Accounting Manual for Florida's Public Community Colleges" in its latest edition. Enrollment related financial records shall be kept for all instruction so as to facilitate verification, confirmation and comparison. All financial reports shall be submitted when due as required by the Department of Education and outlined in the aforementioned Accounting Manual.

SACSCOC 13.3

SACSCOC 13.2c

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Institutional Membership**	**Number**:	3.08
Authority:	Florida Statutes 1001.64, 1001.65		
Date Adopted:	1998		
Date Revised:	February 17, 2004, February 16, 2021		
OPR:	Administrative Services		

POLICY:

Institutional memberships may be financed by the College's funds upon the approval of the President, who shall designate the person or persons to represent the College. Institutional memberships involving the Board members may be authorized by the Board and shall designate the person to represent the College.

SACSCOC 13.4

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Travel**	**Number**:	3.09
Authority:	Florida Statutes 1001.64, 1001.65, 112.061 SBE Administrative Rule 6A-14.0732 Guidelines and Procedures 5		
Date Adopted:	1998		
Date Revised:	February 17, 2004, February 16, 2021		
OPR:	Administrative Services		

POLICY:

The President or designee is authorized to reimburse employees for authorized travel and subsistence expenses incurred during the course of duty consistent with Section 112.061, Florida Statutes.

SACSCOC 13.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Payments to Construction Contractors** **Number**: 3.10

Authority: Florida Statutes 120, 287.017, 287.055,
1001.64, 1001.65, 1013
SBE Administrative Rule: 6A-14.0734
State Requirements for Educational Facilities

Date Adopted: 1998
Date Revised: February 17, 2004, February 16, 2021
January 17, 2023

OPR: Administrative Services

POLICY:

The President or designee shall establish procedures to ensure that construction projects are implemented in a manner consistent with the educational program of the College and that payment for related services comply with all applicable Statutes, Rules, and State Requirements for Educational Facilities.

SACSCOC 13.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Student Fees**	**Number**:	3.11
Authority:	Florida Statutes 1001.64; 1001.65; 1009.23 FAC 6A-14.054; FAC 6A-14.057		
Date Adopted:	1998		
Date Revised:	February 17, 2004; January 15, 2013		
OPR:	Administrative Services		

Student fees shall be set and collected in accordance with Chapter 1009.23, FAC 6A-14.054 and guidelines published annually by the State Board of Education, utilizing procedures approved by the College President.

It is the policy of the District Board of Trustees that a budget be developed and submitted for approval by the Activities Budget Committee for student activities fees collected, utilizing procedures in accordance with FAC 14.057, and approved by the College President.

All student fees not specifically defined in Appropriations Language will be collected and expended in accordance with applicable Florida Statutes and Florida Administrative Rules, and governed by Procedures approved by the College President.

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Refund Policy** **Number**: 3.12

Authority: Florida Statutes 1001.64, 1001.65, 1009.23
SBE Administrative Rule 6A-14.0541

Date Adopted: 1998
Date Revised: February 17, 2004
April 21, 2020

OPR: Administrative Services

POLICY:

Student fee refunds shall be processed in accordance with Chapter 6A-14.0541, Florida Administrative Code.

SACSCOC 10.2

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Student Financial Assistance** **Number**: 3.13

Authority: Florida Statutes 1001.64, 1001.65
Guidelines and Procedures 3

Date Adopted: 1998
Date Revised: February 17, 2004
January 18, 2022

OPR: Administrative Services

POLICY:

The President or designee is authorized to establish a program of student financial assistance in compliance with all applicable rule, statute and federal and state guidelines.

SACSCOC 12.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Accountability for College Owned Furniture and Equipment** **Number**: 3.14

Authority: Florida Statutes 274, 1001.64, 1001.65

Date Adopted: 1998
Date Revised: February 17, 2004

OPR: Administrative Services

POLICY:

The President or designee shall be responsible for development and implementation of procedures for maintaining property records and for a complete annual inventory of College property.

The President is authorized to dispose of surplus property after approval for disposal by the Board in accordance with Chapter 274, Florida Statutes, and other applicable regulations.

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Solicitation and Fund-Raising on Campus**	**Number**:	3.15
Authority:	Florida Statutes 1001.64, 1001.65		
Date Adopted:	1998		
Date Revised:	February 17, 2004 April 21, 2020 June 15, 2021		
OPR:	Administrative Services		

POLICY:

The President, or designee, shall be responsible for ensuring that solicitation and fund-raising activities shall not in any way interfere with the educational process.

SACSCOC 5.2.c
SACSCOC 5.3.c

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Ticket Sales** **Number**: 3.16

Authority: Florida Statutes 1001.64, 1001.65

Date Adopted: 1998
Date Revised: February 17, 2004
January 18, 2022

OPR: Administrative Services

POLICY:

The President or designee is authorized to establish and collect admission, and to provide guest passes for performances, productions and other activities of the College as deemed necessary.

SACSCOC 5.2.a

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Traffic Regulations** **Number**: 3.17

Authority: Florida Statutes 1001.64, 1001.65

Date Adopted: 1998
Date Revised: February 17, 2004
January 18, 2022

OPR: Administrative Services

POLICY:

The President, or designee shall establish procedures for the regulation of vehicular traffic on campus.

Note – Policy 3.20 is related – traffic fines – these two will be consolidated in procedure

SACSCOC 5.2.a

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Delinquent Accounts and Returned Checks**	**Number**:	3.18
Authority:	Florida Statutes 1001.64, 1001.65		
Date Adopted:	1998		
Date Revised:	February 17, 2004 January 18, 2022		
OPR:	Administrative Services		

POLICY:

The President, or designee is authorized to implement procedures, including legal action, for the collection of student fees, delinquent accounts, returned checks and all other funds due to the College.

SACSCOC 5.2.a

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Rental and Use of College Facilities** **Number**: 3.19

Authority: Florida Statutes 1001.64; 1001.65; 1013.10; 1013.15

Date Adopted: November 21, 2017
Date Revised: June 16, 2020, March 17, 2026

OPR:

Statement of Purpose

Facilities owned and operated by North Florida College (College) have the primary purpose of supporting the mission and vision of the College, its curricular and co-curricular programs, academic departments, and administrative offices. College facilities further support the needs of officially recognized student, faculty, and staff organizations. This policy addresses the rental and use of such facilities by non-College affiliated individuals and entities.

Rental and Use of College Facilities

College facilities may be made available to non-College affiliated individuals and entities for rental for meetings, presentations, entertainment programs, educational programs and other uses that promote a stimulating artistic or intellectual environment and further the College's mission.

Fees

College facilities may be rented for a fee. Fees are determined by the Dean of Administrative Services and are based on the type of College facility being rented and whether the College is required to utilize any resources as part of the rental. The Dean of Administrative Services is responsible for determining rental fees. Fees must be paid ten (10) business days in advance of the event.

College-affiliated entities are not required to pay a fee for use of College facilities. However, College-affiliated entities may not serve as proxy entities for outside entities to operate on campus. College-affiliated entities that wish to co-sponsor campus events with outside individuals or entities must seek the advice and consent of the administration. While the College recognizes the benefits of partnerships and collaboration with non-College entities, the logistical and financial responsibilities of student-sponsored events must reside with a recognized student organization and its leadership corps.

Application

Individuals and entities desiring to rent or use College facilities must submit a signed application no less than fifteen (15) fifteen business days in advance of the desired rental date(s). Applications may be obtained from the Dean of Administrative Services.

Applicants will be required to provide, among other things, the following information:

1. Name, address, phone number, and e-mail address of applicant;
2. The facility to be rented;
3. Dates and times the facility is needed;
4. Name of event;
5. Purpose of event, including an agenda;
6. Approximate number of attendees;
7. Security measures or needs;
8. Audio visual needs;
9. Proof of insurance of the type and amount equal to or greater than that of the College. The applicant must also provide a certificate of insurance liability naming the College as an additional insured;
10. Information on the applicant's ability to organize and manage the event in a manner consistent with College standards and requirements; and
11. An executed College Facility Rental and Use Agreement

Prohibited Activities

The following is a non-exhaustive list of prohibited activities for which applications will not be accepted or approved:

1. Activities that will disrupt or interfere with safe College operations;
2. Activities that could potentially threaten the physical safety of any individual or result in damage to College facilities;
3. Political and religious events;
4. Fundraising activities unless authorized by the College President;
5. Activities conducted primarily for the purpose of making a profit for the sponsoring organization which is not of general interest to the College community;
6. Activities which could be construed by the public to be educational courses or other activities sponsored by the College when, in fact, they are not so sponsored; and
7. Activities that fall outside the mission of the College.
8. Consumption of food and beverages unless authorized by the College President;

Permitted Activities

Requests for use of College facilities will be considered for the following types of activities, subject to the limitations stated elsewhere in this policy:

1. Activities of a broad educational or informational nature benefiting College students and the College community;Programs with artistic, cultural, or entertainment content, which may appeal to College students and the College community;
2. Charitable events that benefit the College;
3. College student-initiated events approved by the administration; and
4. Events conducted by Federal, State, and Local Government that are in furtherance of the College's mission.

Application Review

Upon submission of a completed application (including all required attachments), the Dean of Administrative Services will review the application to determine whether to approve or deny the rental request. As part of the review, in addition to considering the application, Management will also consider the following:

1. Specific priorities and policies established for the requested facility;
2. Prior commitments of the facility for regular educational program use;
3. Suitability of the requested space for the particular type of event proposed;
4. Whether the event is in furtherance of the College's mission, including the potential impact on the College's status in the community;
5. NFC resources required to support the event; and
6. Impact of the event on the operation of the College.

Applications will be approved or denied within five (5) business days of the College's receipt of an application. Incomplete applications will be returned to the applicant and not reviewed until all required submissions are provided.

NFC Co-Sponsorship

When an academic or administrative department agrees to co-sponsor an event organized primarily by or for an outside group, several requirements must be met, including the following:

1. It becomes the responsibility of the department to work directly with the organization to plan, coordinate and participate with all aspects of the event.
2. The department or organization that proposes to co-sponsor an event must apply for approval. NFC academic departments must receive approval from the administration.
3. NFC student groups, faculty and staff must receive approval from the administration.

Depending on the nature of the event, usual rentals fees may be totally or partially waived at the discretion of administration.

SACSCOC 13.7

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Access to Facilities** **Number**: 3.20

Authority: Florida Statutes 1001.64, 1001.65

Date Adopted: 1998
Date Revised: February 17, 2004
June 16, 2020

OPR: Administrative Services

POLICY:

The President, or designee, shall establish procedures to prohibit unauthorized access to College facilities.

SACSCOC 13.8

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Application for Contracts and Grants** **Number**: 3.21

Authority: Florida Statutes 1001.64, 1001.65

Date Adopted: 1998
Date Revised: February 17, 2004
January 18, 2022

OPR: Administrative Services

POLICY:

It is the intent of the District Board of Trustees that the College will actively seek contracts and/or grants from private and public sources which would enable the College to better fulfill its mission. The President, or designee, will be responsible for the development of procedures to ensure that only those contracts and/or grants which are compatible with the mission of the College are sought and to ensure that the College meets the accounting and reporting requirements of the contacts/grants awarded.

SACSCOC 5.2.a

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Audit Requirements for District Support Organizations**

Number: 3.22

Authority: Florida Statutes 1001.64, 1001.65

Date Adopted: 1998
Date Revised: February 17, 2004
January 18, 2022

OPR: Administrative Services

POLICY:

Direct Support Organizations of the College which receive monies to be used for the support of the College, will, at the expense of the organization, provide an annual audit. The College will be provided a copy of the audit report which will be presented to the District Board of Trustees and submitted to the Office of The Auditor General in accordance with GASB (Governmental Accounting Standards Board) Rule 34.

SACSCOC 13.2.a

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Employment of Consultants and/or Guest Lecturers** **Number**: 3.23

Authority: Florida Statutes 1001.64, 1001.65

Date Adopted: 1998
Date Revised: February 17, 2004
January 18, 2022

OPR: Administrative Services

POLICY:

The President, or designee, is authorized to employ consultants and/or guest lecturers as an asset to the educational processes of the College.

SACSCOC 6.5

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **College Support for the Foundation** **Number**: 3.24

Authority: Florida Statute 1004.70
SBE Administrative Rule 6A-14.0247

Date Adopted: 1998
Date Revised: February 17, 2004
January 18, 2022
OPR: Administrative Services

POLICY:

1) Pursuant to Statute 1004.70, the North Florida College District Board of Trustees shall annually certify the North Florida College Foundation, Inc., a non-profit Florida Corporation, as a direct support organization to NFC. Board action shall take place at the May meeting. Inherent in that certification, the Board of Trustees authorizes the Foundation to utilize College-owned property, facilities, and personal services, on the condition that the President in his judgment determines that the activities fall within the mission of the College. The President will monitor Foundation activities to ensure that they comply with pertinent laws and rules and that such usage be for the good of the College, its students and its faculty, subject to the provisions in the above-cited legal authority.

2) In order to assure that the Board of Trustees is provided complete and timely information regarding the activities of the Foundation, a member of the Board of Trustees and the college President shall serve as voting members of the Foundation Board of Directors and as liaisons to the Board of Trustees.

3) The Director of the Foundation shall report to the President or his designee and shall provide complete and timely information on all Foundation matters upon request by the President or Board of Trustees.

4) The Foundation shall submit an annual audit by an independent Certified Public Accountant to the District Board of Trustees for review and acceptance. A copy of the audit will be submitted to the Auditor General of the State of Florida as required under the GASB (Governmental Accounting Standards Board) Rule 34.

SACSCOC 5.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Campus Safety and Security**	**Number**:	3.25
Authority:	Florida Statute 1001.64, 1001.65		
Date Adopted:	October 19, 2004		
Date Revised:	June 16, 2020		
OPR:	Administrative Services		

POLICY:

The President, or his designee, is authorized to, and given responsibility for, creating procedures which provide a safe and secure environment on the North Florida College campus for staff, students and the community.

SACSCOC 13.8

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**College Computing Resources**	**Number**:	3.26
Authority:	Florida Statute 1001.64, 1001.65		
Date Adopted:	October 19, 2004		
Date Revised:	September 21, 2021		
OPR:	Administrative Services		

POLICY:

The President, or his designee, is authorized to, and given responsibility for, creating, monitoring and enforcing procedures in the area of College Computing Resources; to include Acceptable Use Policies, Guidelines for use of Electronic Mail and the Internet, Disaster Recovery and System Security.

SACSCOC 5.2.a

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Intellectual Property – Staff**	**Number**:	3.27
Authority:	Florida Statute 1001.64, 1001.65		
Date Adopted:	October 19, 2004		
Date Revised:	September 21, 2021		
OPR:	Administrative Services		

POLICY:

All content (Intellectual Property) created for College use shall be considered property of the College. When a staff member creates forms or processes for College work it shall be the right of that staff member to use the material as long as he or she desires, and as long as the material is consistent with desired outcomes associated with College procedures and processes.

When the College agrees to compensate a staff member for the production of intellectual property, the parties involved will create an individually written Intellectual Property Agreement (IPA) between the College and the creating staff member involved. This IPA shall specify the additional compensation to be awarded to the staff member, the investment cost to the College for production of the materials, and the specific conditions applicable to the production and future use of the property. A copy of all agreements shall be supplied to the NFC District Board of Trustees.

When a staff member enters into an IPA to produce intellectual property for the College, the ownership of the property and the distribution of revenues, if any, generated from the marketing of the property, shall be as specified in the IPA.

If the staff member enters into an IPA to create intellectual property and subsequently terminates employment with the College, the staff member retains the right to the materials as specified in the IPA. If there was direct compensation to the staff member for the development of the material, and if the staff member receives any revenues for the sale of developed materials, the staff member shall compensate the College to the extent determined by the original IPA for the development of the material. The College shall maintain the right to use these materials as specified in the IPA.

SACSCOC 6.4

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Contracted Courses**	**Number**:	3.28
Authority:	Florida Statute 1001.64, 1001.65 SBE Administrative Rule 6A-14.054(7)		
Date Adopted:	April 20, 2004		
Date Revised:	September 21, 2021		
OPR:	Administrative Services		

POLICY:

The President is authorized to negotiate tuition fees for courses and programs contracted by external agencies and companies which vary from the tuition fee approved annually as an integral part of the College's Operating Budget. Such negotiated fees may exceed the full cost of instruction. The courses and programs of instruction funded from negotiated fees which exceed the cost of instruction shall not be reported for state funding purposes.

SACSCOC 5.2.a

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**College Employee Reporting of Fraud, Irregularities, Abuse, Other Illegal Acts, and Suspected Misconduct**	**Number**:	3.29
Authority:	Florida Statute 1001.64, 1001.65		
Date Adopted:	June 16, 2009		
Date Revised:	January 18, 2022		
OPR:	Administrative Services		

POLICY:

1. The Office of Administrative Services is responsible for the review of operational functions within all departments of the college to insure compliance with District Board of Trustees Policies and Procedures, State Board of Education Rule and Florida Statutes regarding finance. Additionally, all levels of management within the college that hold responsibility for managing budgets, grants, or the use of college property are responsible for monitoring compliance to legislative rules, statutes college policies and procedures within their departments. Within the Administrative Services Division, the internal appraisal function is a review process of operational issues to aid management in the safeguarding of College resources. It is a managerial control activity which measures and evaluates the efficiency and effectiveness of other controls. In addition, this function may investigate allegations of fraud, irregularities, abuse, illegal acts and suspected misconduct of College employees.
2. The Office of President has designated the following positions where any of the specified issues may be reported.

    a. Chief Financial Officer
    b. Director of Human Resources and Contracted Services

Employees reporting suspected wrongdoing are protected under Federal and State law from retaliation by management and other employees. Reporting anonymously is also encouraged for reporting but requires sufficient details of wrongdoing to allow investigation.

Allegations are reviewed to determine the probability that the alleged acts could have occurred. This review will be conducted under the direction of the Chief Financial Officer with the knowledge of the President. Investigations will result in referrals to the proper law enforcement agency when evidence suggests that a criminal activity may have occurred or is occurring that warrants a criminal investigation.

SACSCOC 13.8

NORTH FLORIDA COLLEGE
PROCEDURE MANUAL

Title:	**Red Flag Identity Theft Prevention Program**	**Number**:	3.30
Policy Reference:	3.30		
Date Adopted:	June 16, 2009		
Date Revised:	Janaury 18, 2022		
OPR:	Administrative Services		

PURPOSE:

The purpose of this procedure is to outline an Identity Theft Prevention Program in compliance with the Federal Trade Commission's Red Flags Rule, which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. This program is designed to detect, prevent, and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of this program. The program shall include reasonable policies and procedures to:

1. Identify relevant red flags for covered accounts the College offers or maintains and incorporate those red flags into the program;
2. Detect red flags that have been incorporated in the Program;
3. Respond appropriately to any red flags that are detected to prevent and mitigate identity theft; and
4. Ensure that the Program is updated periodically to reflect changes in risks to customers and to the safety and soundness of the College from identity theft.

The program shall, as appropriate, incorporate existing policies and procedures that control reasonably foreseeable risks.

DEFINITIONS:

Identity theft means fraud committed or attempted using the identifying information of another person without authority.

A covered account means an account that a creditor offers or maintains, that involves or is designed to permit multiple payment transactions.

A red flag is a pattern, practice or specific activity that indicates the possible existence of identity theft.

COVERED ACCOUNTS:

North Florida College has identified the following covered accounts:

1. Refund of credit balances on a student account.
2. Deferment of tuition payments.
3. Tuition payment plan agreements.

PROCEDURE:

Identification of Relevant Red Flags

The following risk factors are identified for covered accounts:

1. The types of covered accounts as noted above;
2. The methods provided to open covered accounts – acceptance to NFC and enrollment in classes requires all of the following:
    a. common application with personally identifying information
    b. high school or college transcripts
    c. official entrance placement scores

    Awarding of scholarships and grants requires all of the following:
    a. application for financial aid and requested documentation
3. The methods provided to access covered accounts:
    a. Disbursements obtained in person require picture identification
    b. Disbursements obtained by mail can only be mailed to an address on file.
4. North Florida College's previous history of identity theft.

The following red flags are identified for covered accounts:

1. Documents provided for identification or documentation appear to have been altered or forged;
2. The photograph or physical description on the identification is not consistent with the appearance of the student presenting the identification;
3. A request is made from a non-college email account;
4. A request to mail something to an address not listed on file, and
5. Notice from customers, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with covered accounts.

SACSCOC 13.8

Detection of Red Flags

The program will detect red flags relevant to each type of covered account as follows:

1. Refund of a credit balance on a student's account – the refund check can only be mailed to an address on file. In the rare cases that refund checks are picked up in person, picture identification will be required. It will be considered a red flag if the picture on the ID does not appear to be authentic or does not resemble the student.
2. Deferment of tuition payment – requests must be made in person by the student and are only available after presentation of valid documentation of permission to bill a third party or valid paperwork to document eligibility for veteran's education benefits. Deferment for veterans will require a signed agreement of payment and picture identification. It will be considered a red flag if the picture on the ID does not appear to be authentic or does not resemble the student and if the eligibility documents appear to be altered.

3. Tuition payment plan - requests must be made in person by the student and are only available after completion of a college issued application form (including student signature) and picture identification. It will be considered a red flag if the picture on the ID does not appear to be authentic or does not resemble the student and if the eligibility documents appear to be altered.

Response

The program shall provide for appropriate responses to detected red flags to prevent and mitigate identity theft. The appropriate responses to the relevant red flags are as follows:

1. Deny access to the covered account until other information is available to eliminate the red flag:
2. Contact the student:
3. Change any passwords, security codes or other security devices that permit access to a covered account:
4. Notify law enforcement; or
5. Determine that no response is warranted under the particular circumstances.

Oversight of the Program

Responsibility for developing, implementing and updating this program lies with the Chief Financial Officer in cooperation with the Dean of Enrollment Services. The DAS will be responsible for the program administration, for reviewing any staff reports regarding the detection of red flags, for determining which steps of prevention and mitigation should be taken in particular circumstances, and for periodic evaluation and changes to the program.

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Naming Campus Facilities**	**Number**:	3.31
Authority:	The District Board of Trustees of North Florida College		
Date Adopted:	March 15, 2022		
Date Revised:	October 20, 2026		
OPR:	President		

I PURPOSE:

This policy is to create a standard for all donor naming opportunities throughout North Florida College:

- To govern naming of physical entities (buildings, facilities, and grounds, or portions thereof) owned by North Florida College; naming non-physical entities (departments, units, institutes, and centers) and non-endowed funds.
- To ensure namings are consistent with the College's values and mission.

Honorary namings are not covered by this policy and are reserved for the NFC Board of Trustees.

II POLICY:

A. For facilities and programs, all namings shall be directed and managed through the NFC Foundation. The NFC Foundation is responsible for identifying and managing the inventory of naming opportunities.

B. Naming opportunities for facilities and programs must be approved first by the NFC Foundation Board of Directors. The NFC Foundation Board of Directors will then submit a recommendation to the NFC Board of Trustees for their review and approval.

C. Requests for exceptions to any portion of this Policy will be submitted to the Director of Resource Development, who will make the recommendation to the NFC Foundation Board of Directors for approval.

D. Naming gifts will constitute a significant portion of the total cost of the facility or program to be named and will either:

a. Provide funding for the total cost of the facility or program, or
b. Provide funding for that portion of the total cost which would not have been available from any other source.

E. Gifts that establish "seed funding" can be named funds, but the program or project resulting from "seed funding" will be a separate naming opportunity.

F. Internal budgets cannot be used, transferred, or applied to a pledge in order to meet a gift fund minimum.

G. Naming of a College facility or program does not confer donor control over the use of the named entity (for example, determining the recipient of how a named space will be utilized).

H. Naming of a College asset or entity must be made in accordance with this Policy and related procedures.

III PROCESS

A. For new namings, the donor must exhibit an image and demonstrate integrity consistent with the mission and values of the College.

B. Naming requests must be accompanied by supporting documentation that outlines the donor gift and terms and the specific program, space, or facility to be named and submitted to the Director of Resource Development, who will prepare the request for review.

C. All gift agreements for naming gifts must contain a clause that describes when the College would remove the name associated with the gift. In the event of removal of a name, the College will have no obligation to return any contributions already received.

D. College programs, departments, and locations may not bear the name of a for-profit corporation or entity.

E. Named funds must meet minimum fund thresholds. For donor-funded rooms and spaces, the recommended gift minimum is determined by the project cost or replacement cost, current marketable value, and location.
    a. Minimum gift values may be changed at any time at the sole discretion of the College.
    b. Pending agreements may be subject to the new funding levels.

IV NAMING TYPES:

A. Naming gifts fall into the following categories: facilities and program naming.

B. Facilities and Program Namings
   a. Naming gifts are limited to the life/use/existence of the facility or program.
   b. To determine the appropriate minimum amount needed for a naming opportunity, the NFC Foundation will estimate the full and true cost of a new facility or program, including but not be limited to equipment needs, research funding, benefits and full or partial support staff, operations and maintenance, etc.
   c. Naming opportunities may include new facilities that are to be constructed or acquired, and existing facilities, including those that are undergoing renovations.
   d. In determining the name to be given to a facility, the NFC Foundation will give deference to the stated preference of the donor who provides the naming gift.
   e. A naming opportunity for a facility will require an irrevocable agreement with the NFC Foundation assuring that the gifts will be received in a reasonable period of time relative to the construction or renovation of the facility.
   f. Natural items such as trees, shrubs, and plants shall not be named.
   g. A named gift for a program should provide adequate annual income to support that program's financial needs. New programs must be vetted by the appropriate department leadership before conversations proceed with the donor.
   h. The program, as opposed to the specific person (such as a faculty member or scholarship recipient), is supported by the fund.

C. Status of contribution at the time of naming
   a. When naming is in consideration of a financial contribution, the gift must be received by the NFC Foundation, or its future receipt must be assured through an executed agreement before the naming action may be taken.
   b. Pledges to be paid over a period of time (typically up to five years) are acceptable for a current naming opportunity if the donor and NFC Foundation have executed a pledge payment agreement for the total amount. Pledges extending beyond five years must be reviewed and approved by the NFC Foundation Board of Trustees.
   c. A naming conferred in recognition of a pledge is contingent on fulfillment of that pledge and will be approved on that condition. The physical placement of a naming will only occur after at least 75% of the funding commitment is received.
   d. If a pledged gift is to name new construction, renovation, or other projects with cash-flow considerations, the timing of the pledge payments should be such that sufficient current dollars are available to cover project costs.
   e. Irrevocable planned gifts may occasionally generate namings and must be approved by the Director of Resource Development, who will recommend action to the NFC Foundation Board of Trustees, taking into account current budget and funding needs for the facility or program. Irrevocable planned gifts will be credited at their face value, with particular emphasis being given to the predictability of

the long-term value of the irrevocable deferred gift.

f. Combinations of revocable planned gifts and cash may occasionally generate naming opportunities under certain circumstances and must be approved by the Director of Resource Development and the NFC Foundation Board of Trustees. In assessing whether to approve the naming opportunity, the NFC Foundation will take into consideration the nature of the combination request, the cash flow requirements of the requesting facility or program, the predictability of the long-term value of the revocable deferred gift component, and the predictability of its receipt.

D. Duration and modification of namings

a. The duration of a donor's name on any facility ordinarily continues for as long as the facility is used in the same manner for which the naming occurred. Upon demolition, replacement, substantial renovation, re-designation of purpose, or similar modification of a named facility, the NFC Foundation may decide in its sole discretion that the naming period has concluded.

b. The duration of a donor's name on any program ordinarily continues until the program is discontinued, at which time the NFC Foundation may recommend to the NFC Board of Trustees to conclude the naming period.

c. When the naming period is deemed concluded, the NFC Foundation should make all reasonable efforts to inform the original donors, or their surviving family members, in advance of the term conclusion.

d. The duration of physical donor recognition is contingent upon the life cycle of the facility or program, and once the life cycle has ended, the physical donor recognition can be removed with approval from the NFC Foundation.

e. The duration of a naming associated with current use fund ends when the fund has been fully spent.

f. The naming agreement must specify the period of time for which the facility or program will be named. At the end of the naming duration, the name shall expire.

g. Renaming

    i. Any proposal to rename a facility or area or to add a second name in recognition of a gift shall be reviewed by the Director of Resource Development, who will recommend action to the NFC Board of Trustees. The review shall include any gift documents pertaining to the original gift and related naming, as well as gift documentation pertaining to the subsequent gift and proposed renaming.

    ii. When the donor's naming period has concluded, the facility or program may be renamed, with the original name removed, in recognition of new

gifts, subject to any specific terms and conditions set forth in the original agreement.

iii. If a donor requests a change to the name of a facility or program (e.g., due to divorce or corporate merger), the NFC Foundation will consider the request.

h. Removal of naming approval

The College reserves the right to remove a naming on reasonable grounds, with no financial responsibility for returning any received contributions to the donor. The NFC Board of Trustees must approve any proposed removal. Appropriate grounds to remove a naming include, but are not limited to, the following:

i. If the donor's reputation, actions, or behavior no longer align with the College's values or mission.

ii. If the donor or benefactor fails to maintain payments on a pledge upon which the naming was bestowed. In such an instance, the naming may be removed after a prorated period of time that reflects the pledge payments received by the NFC Foundation, taking into account the estimated useful life of the program or facility or the term of years covered by the naming agreement, as applicable; or

iii. If a planned gift upon which the naming was bestowed does not result in the value agreed upon.

E. Responsibilities for costs

a. The College reserves the right to engage outside legal counsel or other professional advisors when deemed necessary by the College or the Foundation. The College or Foundation shall ordinarily bear the costs of such services. However, if the need for outside counsel arises from the donor's requested terms, the complexity of the donated asset, or other circumstances unique to the proposed gift, the College or Foundation may require the donor to bear or reimburse all or a portion of the associated professional fees, subject to the donor's prior written agreement.

b. Donor recognition, including signage, plaques, and other commemorative displays, shall be designed, approved, installed, maintained, and, when necessary, replaced at the discretion of the College and the Foundation. Unless otherwise provided in the gift agreement, the costs associated with donor recognition shall be the responsibility of the Foundation or the College and may be included in the project budget. The Foundation and the College reserve the right to modify the design, location, or materials of donor recognition to ensure consistency with institutional standards and campus needs.

c. If the donor requests a sign or recognition to be changed, and if the College agrees to such a change, all replacement signage and other related costs shall be at the donor's expense.

F. Physical naming recognition

a. Naming signage shall not be approved until the actual naming has been approved by the

NFC Board of Trustees.

b. Naming signage shall not be installed until approved by the Office of Communications and the NFC Foundation.
c. Naming signage standards shall conform to all College branding standards. Signage reflecting a corporate or organizational naming of a facility may not include the donor's logo or other components of branding. Corporate or organizational branding in this Policy applies only to donor-funded namings and does not apply to leased spaces or other contractual business relationships.
d. No statues or significant works of art recognizing a donor's gift or to honor a person shall be commissioned or installed without following College Policy or without approval of the Office of the Communications and the NFC Foundation.
e. No publicity of the naming shall be released to the public until it has been approved by the NFC Board of Trustees.
f. All gift minimums for donor recognition, which include public displays, signs, donor walls and mounted objects that recognize a donor, shall be predetermined by the NFC Foundation.
g. All mounted naming signage that has not been properly approved is subject to removal.

V DEFINITIONS

A. "Gift agreement" means deeds of gift, grant agreements, or statements of understanding that document the donor's intent and the College's agreement to honor that intent.

B. "Planned gifts" are charitable contributions arranged during a donor's lifetime that are typically realized by the Foundation at a future date or involve non-cash assets whose value may not be immediately determinable. Planned gifts may include bequests, trusts, life insurance policies, retirement account designations, real estate, and other complex assets. Proposed planned gifts, particularly those with an estimated value exceeding $50,000, shall be evaluated in accordance with the Foundation's Planned Gift Acceptance Guidelines and reviewed on a case-by-case basis.

CHAPTER 4: EMPLOYEE SERVICES

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NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Equal Employment Opportunity**	**Number**:	4.00
Authority:	Title VII of the Civil Rights Act of 1964**;** Title IX of the Educational Amendments Act of 1972; EOC Genetic Information Act of 2008 (GINA). Florida Statute 760.10; 1000.05 1001.64; SBE Administrative Rules 6A-14-0287; 6A-14.0247;		
Date Adopted:	1998		
Date Revised:	August 19, 2025		
OPR:	Employee Services		

POLICY:
In order to provide equal employment and advancement opportunities to all individuals, employment decisions at North Florida College will be based on merit, qualifications, and abilities. North Florida College does not discriminate in employment opportunities or practices on the basis of race, ethnicity, color, religion, sex, national origin, age, disability, pregnancy, marital status, genetic information or any other characteristic protected by law.

North Florida College will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.
Initial and continuing notification of this policy and the identification, location, address and phone number of the Civil Rights Compliance Officer will be provided by various means which
will include handbooks, postings, and on the Intranet.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of his/her immediate supervisor or the Employee Services Officer. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including, termination of employment.

Any individual who believes he/she has been discriminated against or has been harassed by an employee, student, or other third party is encouraged to use the Complaint/Grievance Procedure. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

Complaints filed with the Civil Rights Compliance Officer should be forwarded to:

Civil Rights Compliance Officer, North Florida College, 325 NW Turner Davis Drive, Madison, FL 32340 Telephone Number: 850-973-9403

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Immigration Law Compliance**	**Number**:	4.05
Authority:	Florida Statute 1001.64 SBE Administrative Rules 6A-14.0287; 6A-14.0247 Immigration Reform & Control Act of 1986		
Date Adopted: **Date Revised:**	March 16, 2004		
OPR:	Employee Services		

POLICY:
North Florida College employs only United States citizens and aliens who are authorized to work in the United States and does not discriminate on the basis of citizenship or national origin.

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**North Florida College Ethics Policy**	**Number**:	4.06
Authority:	Florida Statute 1001.64 SBE Administrative Rules 6A-14.060		
Date Adopted:	September 21, 2021		
Date Revised:	New Policy		
OPR:	Campus-wide		

POLICY:

Introduction

Conducting oneself in an ethical manner is a core principle to which every North Florida College employee and representative of the College is required to adhere. No policy can spell out all of the circumstances in which ethical conduct is required. However, this policy reaffirms the College's commitment to ethical conduct and provides some basic information to assist College employees in understanding what is expected of them.

General Ethics Expectations

All employees of North Florida College are expected to perform work responsibly and in furtherance of the wellness of our students and the College as a whole, treat all people with dignity and respect in the course of their duties, and act with integrity in all interactions on campus and when representing the College.

Ethical Conduct Towards Students

All employees are expected to adhere to the laws and regulations governing their profession. Additionally, North Florida College employees shall at all times refrain from:

1. Intentionally exposing students to disparagement, insult, or ridicule;
2. Take actions that would be detrimental to the education of any student; or
3. Give students preferential treatment in exchange for personal gain.

Ethical Conduct Towards Other Employees

All employees are expected to treat each other with civility, respect, and professionalism while at work. Additionally, employees are required to respect each other's property and bodily integrity while at work.

Ethical Conduct in Reporting and Work Product

All employees are required to be truthful when required to prepare, compile, and report on data relevant to their position with the College, regardless of whether the report is to North Florida College or an outside entity. All work product produced by College employees is presumed to have been created ethically and truthfully.

SACSCOC 1.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Reference Checks** **Number**: 4.10

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0247; 6A-14.0287

Date Adopted: 1998
Date Revised: May 20, 2003

OPR: Employee Services

POLICY:

It is the policy of North Florida College to check references listed on the Application for Employment and Resume, as well as conduct a criminal background check through law enforcement agencies. An employee may be dismissed if information is later found to have been omitted, falsified, or misleading in any respect (regardless of the time that has passed) from the Applications/Resume. North Florida College will provide employment verification upon written request (signed by the employee). The college shall comply with requests for information under the Public Records Act F.S. 119.

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Employment Applications**	**Number**:	4.15
Authority:	Florida Statute 1001.64; SBE Administrative Rules 6A-14.0247; 6A-14.0287		
Date Adopted:	1998		
Date Revised:	October 15, 2013, April 20, 2021		
OPR:	Employee Services		

POLICY:

Individuals seeking employment at North Florida College are required to submit an NFC Application for Employment. All information provided on the application and resume must be true and accurate. If at a later date, the application and/or resume of a person that was hired is found to have purposely omitted or falsified information, or information, which would mislead NFC in any respect, this action may be used as grounds for immediate termination.

Letters of recommendation and similar documents from current NFC Trustees, Administrators and the College Attorney will not be accepted from any individuals seeking employment, nor should any of the above persons be listed as references on applications, and/or resumes.

Applications of individuals that were not selected for a posted position will be kept in an Active File for six (6) months. The application will automatically be considered should the same position become available in that six (6) month time frame. Unsolicited applications are held for 30 days.

SACSCOC 5.5

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Criminal Background Checks and Fingerprinting**	**Number**:	4.16
Authority:	Florida Statutes 1001.64; 1001.65; 1012.32; 1012.465; 435.04(2)		
Date Adopted:	September 19, 2006		
Date Revised:	February 17, 2015, April 20, 2021		
OPR:	Employee Services		

POLICY:

All prospective new employees of North Florida College, including Adjuncts, OPS and Part-time employees, will be required to undergo and pass statutory Level 2 criminal background checks, including fingerprinting, before they are hired.

Information obtained from criminal background checks will be reviewed by the Executive Director of Employee Services, who will work in consultation with the appropriate Dean or Vice President in making recommendations to the President regarding employment decisions.

Because of the public nature of our institution and possibility of direct contact with high school students, all employees are required to complete a level 2 background screening which includes fingerprints. The President, based upon information and research from Employee Services, will make a determination of the status of any current employee whose background check discloses a conviction of a crime involving moral turpitude. Current employees whose employment status is adversely affected by a criminal background check will have the right to appeal.

The College will pay for the cost of all Level 2 screenings. On an annual basis, the HR Office will verify the Criminal Record status through Clerk of the Court's Comprehensive Case Information System (CCIS) on all full and part-time employees.

North Florida College will consider the criminal record of each employee/prospective employee in its entirety. However, no prospective employee shall be refused employment, and no employee shall be terminated, based solely on his/her arrest record. There must be a guilty finding, regardless of adjudication, or a plea of nolo contendere or guilty to one or more of the "disqualifying" criminal offenses enumerated in the statutory Level 2 screening standards, found in Section 435.04(2), Florida Statutes.

SACSCOC 5.5

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Notification of Social Security Number Collection and Use for Employees**	**Number**:	4.17
Authority:	Florida Statute 119.071(5)		
Date Adopted:	March 15, 2009		
Date Revised:	April 20, 2021		
OPR:	Employee Services		

POLICY:

In compliance with Florida Statute 119.071(5), North Florida College issues this notification regarding the purpose for the collection and usage of Social Security Numbers for employees and job applicants.

NFC collects Social Security Numbers in order to perform the College's duties and responsibilities. NFC will maintain the privacy of Social Security Numbers and shall not release them to unauthorized parties. Social Security numbers are collected for the following HR Functions:

- Completing an Employment Application/Packet
- Completing and processing the Federal I-9 (Department of Homeland Security)
- Completing and processing Federal W4, W2, 1099 (IRS)
- Completing and processing Federal Social Security Taxes (FICA)
- Processing and Distributing Federal W2 (Internal Revenue Service)
- Completing and processing quarterly Unemployment Reports (FL Dept of Revenue)
- Completing and processing Florida Retirement Contribution reports (FL Dept of Revenue)
- Workers Comp Claims (FCCRMC and Department of Labor)
- Completing and processing Direct Deposit Files (Banks selected)
- Completing and processing 403b and 457b contribution reports

- Completing and processing group health, life, vision and Dental coverage enrollment
- Completing and processing various supplemental insurance deduction reports
- Other reports that are required by law/statue plus any in-house computer programs that are required to process the above forms/reports

Providing a Social Security number is a condition of employment at NFC.

All Social Security Numbers are protected by Federal regulations and are not to be released to unauthorized parties.

SACSCOC 5.5

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Personal Appearance**	**Number**:	4.20
Authority:	Florida Statute 1001.64 SBE Administrative Rules 6A-14.0287; 6A-14.0247		
Date Adopted:	1998		
Date Revised:	March 16, 2004 September 21, 2021		
OPR:	Employee Services		

POLICY:

During business hours and when representing the College, employees are expected to dress in a manner appropriate to their position. Any writing or graphics that are considered offensive will not be permitted.

SACSCOC 6.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Internal Job Posting** **Number**: 4.25

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0287

Date Adopted: 1998
Date Revised: February 18, 2003, April 20, 2021

OPR: Employee Services

POLICY:

North Florida College provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time, part time and adjunct job openings are posted, although based on the needs of the College, the faculty and staff, and the service district, the President reserves the right to not post a particular opening.

Job openings will be posted in the employee newsletter, on the bulletin board located at the bookstore, and on the Intranet. Each employee will have until the cut off date to apply. Each job posting notice will include the dates of the posting period, job title, department, location, job summary, essential duties, and qualifications (required skills and abilities).

SACSCOC 5.5

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Employment Vacancies**	**Number**:	4.26
Authority:	Florida Statute 1001.64 SBE Administrative Rules 6A-14.0247; 6A-14.0287		
Date Adopted: **Date Revised:**	1998 April 20, 2004, April 20, 2021		
OPR:	Employee Services		

POLICY:

Upon approval of the President, employment vacancies will be filled in accordance with established North Florida College procedure.

SACSCOC 5.5

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Security Inspections** **Number**: 4.27

Authority: Florida Statutes 1001.64
SBE Administrative Rules 6A-14.0247; 6A-14.0287

Date Adopted: April 20, 2004
Date Revised: April 21, 2021

OPR: Employee Services

POLICY:

North Florida College prohibits the possession, transfer, sale, or use of illegal drugs, alcohol, firearms, explosives, or other improper materials on its premises.

Desks, lockers, offices, and other storage devices that are provided for the convenience of employees, remain the sole property of North Florida College and can be inspected at any time, with or without notice, by an agent or representative of North Florida College. To facilitate enforcement of this policy, North Florida College or its representative may conduct inspections when persons enter or leave the campus, which may include opening packages and other containers.

SACSCOC 13.8

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Drugs and Alcohol** **Number**: 4.28

Authority: Florida Statutes 1001.64
SBE Administrative Rules 6A-14.0247; 6A-14.0287

Date Adopted: April 20, 2004
Date Revised: April 20, 2021

OPR: Employee Services

POLICY:

Illegal use, possession, sale of alcohol or controlled substance by any employee while on College property or in attendance at a College function is grounds for disciplinary action up to and including discharge.

SACSCOC 13.8

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Access to Personnel Files**	**Number**:	4.30
Authority:	Florida Statutes 1001.64; 240.337 SBE Administrative Rules 6A-14.0247; 6A-14.0287		
Date Adopted:	1998		
Date Revised:	February 18, 2003 September 21, 2021		
OPR:	Employee Services		

POLICY:

North Florida College will maintain personnel files on each employee and as such these files are considered the property of North Florida College. Employees shall have access their personnel files, but must follow the proper procedure as listed in procedure manual. The college shall comply with requests for information under the Public Records Act F.S. 119.

SACSCOC 6.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Time Keeping**	**Number**:	4.35
Authority:	Florida Statute 1001.64 SBE Administrative Rules 6A-14.0247; 6A-14.0287		
Date Adopted:	1998		
Date Revised:	February 18, 2003 September 21, 2021		
OPR:	Employee Services		

POLICY:

Nonexempt NFC employees are required to record and certify time worked. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination.

SACSCOC 6.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Pay Days**	**Number**:	4.40
Authority:	Florida Statute 1001.64 SBE Administrative Rules 6A-14.0247; 6A-14.0287		
Date Adopted:	1998		
Date Revised:	February 18, 2003 September 21, 2021		
OPR:	Employee Services		

POLICY:

The President of North Florida College has the authority to establish a payroll schedule that meets the needs of the College.

SACSCOC 5.2.a

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Pay Advances** **Number**: 4.45

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0247; 6A-14.0287

Date Adopted: 1998
Date Revised: February 18, 2003
September 21, 2021

OPR: Employee Services

POLICY:

North Florida College does not provide pay advances on unearned wages to employees. Payments on earned wages will be paid according to established pay schedules.

SACSCOC 13.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Safety**	**Number**:	4.50
Authority:	Florida Statute 1001.64 SBE Administrative Rules 6A-14.0247; 6A-14.0287		
Date Adopted:	1998		
Date Revised:	February 18, 2003, April 20, 2021		
OPR:	Employee Services		

POLICY:

North Florida College requires its employees, students, and visitors to comply with applicable Local, Federal and State laws, as well as all safety procedures established by the College.

SACSCOC 13.8

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Employee/Student Policy on Pandemics**	Number:	4.54

Authority: 42 U. S. Code §247d
Section 381.00315, Florida Statutes
Section 1001.64, Florida Statutes
United States Centers for Disease Control and Prevention
United States Department of Health and Human Services

Date Adopted: May 19, 2015
Date Revised: April 20, 2021

OPR: Employee Services

POLICY:
A pandemic occurs when three conditions are met: (1) A new virus subtype emerges; (2) the virus infects humans across the globe; (2) and the virus gains efficient and sustainable transmission from human to human. Pandemics are a part of human history and often strike without any notice.
It is expected that all pandemics can have worldwide impact with an unpredictable timeline, spreading quickly from one area to another. If a severe pandemic occurs, major disruptions are likely for health care, transportation, infrastructure, education, suppliers and other public services. Physical facilities will not be damaged but will need vigilant attention to maintain operation. High absenteeism will affect the delivery of services and goods, nationally and internationally.

North Florida College's (College) primary goals with respect to pandemic planning are as follows:

1. To reduce illness and death;
2. To minimize social disruption and economic losses; and
3. To ensure the College's ability to continue core and critical functions in the event of a pandemic.

In the event of a declaration of a public health emergency in Florida by the State Health Officer or the Secretary of the Department of Health and Human Services due to a pandemic, North Florida College will recommend/employ the following:

Non-pharmaceutical Interventions (NPIs)
Social distancing, isolation, quarantine, and public health education and practices employed to reduce individual risk of contracting the disease
(i.e., hand washing, cough etiquette) comprise the list of NPIs that could be employed in a pandemic situation. While the effectiveness of any of these strategies for preventing the spread of illness is unknown, employment of a combination of NPIs, as deemed appropriate for the college setting, may slow the spread of disease.

Social distancing refers to taking action to discourage close social contact between individuals. This includes maintaining a distance of four to six feet between yourself and others, avoiding casual contact such as handshakes, and cancellation of classes and events. This intervention will be most effective when instituted early in the pandemic and before infection takes hold in the educational community.

Early pandemic events swept across the country in 3-4 weeks, at a time when fewer people traveled and modes of transportation were more limited and slower. In today's highly mobile society, the window for taking action may be limited to a few days.

Isolation refers to separating individuals with illness from the general population and restricting their movement within the general population until they are no longer contagious. Plans for isolating ill students will be the job of local, state, and federal agencies.

Quarantine is the separation and restriction of movement of those who are not ill but believed to have been exposed. The duration of quarantine will be dependent upon the length of the incubation period and period of contagion prior to onset of symptoms. Both the incubation period and period of viral shedding are difficult to know prior to the actual emergence of the pandemic virus.

Quarantine requirements may change based on new information or a different strain of a virus. Planning for quarantine must take into account some of the same factors as isolation. Enforcement of a quarantine is an issue that will be the responsibility of local, state, and federal agencies.

Public health education should communicate accurate, clear information regarding the reduction of personal risk. The messages should be consistent with those being issued by other public health authorities and crafted in advance to meet the needs/concerns of various campus audiences, including students, staff, faculty, parents, and members of the surrounding community.

Adherence to Federal, State, and Local Laws and Regulations

In the event any virus or disease that is part of a pandemic infects any member of the College, the College will follow all Federal, State, and local laws and regulations for controlling and responding to the virus and/or disease.
Through our Continuity Of Operations Plan for pandemics, the College will strive to reduce the impact of a pandemic and enhance the College's preparedness for all future disasters.
To protect the safety of the College community, all faculty and staff are required to immediately report, to the Executive Director of Employee Services, any of the following:

1. Travel to, or planned travel to, known pandemic virus infected areas as identified by local, state and federal health agencies.

2. Contact with persons who have traveled to pandemic virus infected areas as identified by local, state and federal health agencies, where the faculty or staff knew, or reasonably should have known, of such travel.

Faculty and staff members violating this policy will be subject to disciplinary investigation, and possible action, up to and including termination of employment

Employees with questions or concerns about this policy or resources for specific diseases or serious illnesses may contact the Employee Services Department for information and referral to appropriate services and resources.

The Director of Employee Services can be contacted at:

Director, Employee Services, 325 NW Turner Davis Drive, Madison, FL 32340

Phone: 850-973-9487

SACSCOC 5.5

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Work Schedules** **Number**: 4.55

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0247; 6A-14.0287

Date Adopted: 1998
Date Revised: March 18, 2003

OPR: Employee Services

POLICY:

Work schedules for employees vary throughout the College. Supervisors will inform employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Break periods, if approved by Department Supervisor, are fifteen (15) minutes each morning and fifteen (15) minutes each afternoon. Break periods are not designed for the purpose of shortening the day, but for a moment of relaxation and renewal. Break periods may not be accumulated or added to any other vacation or leave schedule.

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Volunteer Services** **Number**: 4.56

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0247; 6A-14.0287

Date Adopted: March 15, 2005
Date Revised:

OPR: Employee Services

POLICY:

It shall be the policy of the Board to accept voluntary donations of time, goods and services offered by a donor without monetary compensation.

A volunteer shall be any person who donates time or services to the College without monetary or material compensation.

1. *Volunteers recruited, trained or accepted by the College shall not be subject to any provisions of law relating to employment, hours of work, rates of compensation, leave time, nor any employee benefits except as stated below.*
2. *Only in special circumstances, volunteers may be covered under liability protection provided by the College. In order to be eligible, the volunteer must have written prior approval from the appropriate Vice President or Dean and approval of the President. In addition, if approved, the volunteer may be reimbursed for travel (or use of College vehicle), meals and lodging in accordance with rates established by College policy.*
3. *Volunteers shall comply with all Board policies, Florida Board of Education Rules, and Florida Statutes.*
4. *Volunteers shall be considered as unpaid independent volunteers and shall not be entitled to unemployment compensation or workman's compensation insurance.*
5. *Volunteers shall be under the supervision of college employees.*
6. *With approval of the Supervisor, employees who are "exempt" from the Fair Labor Standards Act may voluntarily donate professional time and/or service for the benefit of the College or students.*
7. *With approval of the supervisor, "non-exempt" employees may voluntarily donate time and/or services unrelated to their regularly assigned jobs for which they are entitled to be paid.*

8. *College employees shall not use College time for volunteer service without approval of the President.*

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Telecommuting Policy** **Number**: 4.57

Authority: Florida Statute 1001.65
SBE Administrative Rules 6A-14.0261

Date Adopted: April 17, 2007
Date Revised:

OPR: Employee Services

POLICY:

Telecommuting is a work arrangement in which some or all of the work is performed at a work site other than the NFC Service District. The President of North Florida College has the authority to establish telecommuting arrangements if it serves the best interest of the College.

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Duty Day Calendar and Holidays**	**Number**:	4.60
Authority:	Florida Statute 1001.64 SBE Administrative Rule 6A-14.0287		
Date Adopted:	1998		
Date Revised:	February 17, 2004 and March 16, 2004 April 21, 2026		
OPR:	Employee Services		

POLICY:

North Florida College will grant paid holiday time off to full-time and regular part-time employees. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

The College campus will be closed on Fridays starting the week after graduation and ending as determined in the Duty Day calendar. Non Faculty employees will continue to work the required 37.5 hours per week, but hours will be condensed into four (4) days (Monday – Thursday).

Duty-day calendars for the succeeding year (to include summer hours) will be presented by the President to the Board for approval of the Board, along with the College Calendar.

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Contracts for Administrative, Instructional and Professional Staff** **Number**: 4.61

Authority: Florida Statute 1001.64; 1012.855
SBE Administrative Rules 6A-14.0411

Date Adopted: 1998
Date Revised: January 20, 2009

OPR: Employee Services

POLICY:

The President, or other officials as he/she may designate, is authorized to serve as the Board's agent in negotiations for contracts with administrative, professional and instructional personnel.

The regular full time employment of administrative, instructional or professional staff will be accomplished by the action of the Board. The President will submit a recommendation for each position to be filled. Following Board approval, a contract will be tendered.

Contracts

Appointments of administrative and professional personnel will normally be made at the February District Board of Trustees meeting preceding the contract year.

Appointments of faculty members will normally be made at the March District Board of Trustees meeting preceding the beginning of the contract year.

Continuing Contracts

Continuing Contracts - If the Board so desires, the Board may enter into continuing contracts with the instructional staff pursuant to State Board of Education rules for community colleges.

Qualifications for Continuing Contract:

Qualifications for Continuing Contracts are in accordance with State Board of Education Rule 6A-14.0411. The provisions of rule 6A-14.0411 shall apply to all employees, regardless of their date of hire.

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Employment Categories and Definitions**	**Number**:	4.62
Authority:	Florida Statute 1001.64 SBE Administrative Rules 6A-14.0247; 6A-14.0287		
Date Adopted:	1998		
Date Revised:	January 20, 2009, April 20, 2021		
OPR:	Employee Services		

POLICY:

Employment Categories

North Florida College defines employment classifications as follows:

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws.

NONEXEMPT employees are entitled to compensation for overtime under the specific provisions of federal and state laws.

EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws.

An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by the President.

In addition to the above categories, each employee will also be classified as:

REGULAR FULL-TIME EMPLOYEES - Those who are not in a temporary or introductory status and who are regularly scheduled to work North Florida College's full-time schedule. This category of employee is eligible for North Florida College's benefit package, subject to the terms, conditions, and limitations of each benefit program.

GRANT FUNDED FULL-TIME EMPLOYEES - are those who are regularly scheduled to work North Florida College's full-time schedule but are paid by grants. This category of employee is eligible for benefits offered by North Florida College as determined by the President.

REGULAR PART-TIME EMPLOYEES are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule, but at least 20 hours per week.

OPS (Other Personnel Services) employees are those who are hired for a short period of time, usually less than 7 months, and are not eligible for any benefits, except as mandated by federal or state rules or statutes.

Definitions:

Board – The District Board of Trustees for North Florida College.

Faculty - An employee whose primary duty is delivery of instruction and is on an Instructional Contract.

Librarian: Supports the College mission and goals by providing appropriate learning resources services and a suitable variety of academic resources – print and non-print, including necessary equipment – so that students, faculty, and staff can effectively utilize the library in pursuit of their educational goals.

Counselor: Provides counseling services for students in support of the College mission and goals designed to facilitate student intellectual, personal, ethical, and social development.

Administrator – An employee with academic credentials and/or professional training who is on a contract, normally a department head or above.

Professional Staff –An employee with academic credentials and/or professional training who is on a contract.

Career Staff - A full-time or part-time employee who is not on contract.

Adjunct - A person who teaches class on an as needed basis and has a contract for a set period of time.

Contract – A contract for employment to work during a fiscal year that is signed by faculty, administrators, and professional staff. The contract must be presented to the Board for approval.

Continuing Contract – Awarded to faculty members who have met all of the requirements set by NFC Policy Number 4.61.

Overload Contract – Pay provided to a full-time faculty member who teaches beyond his/her required normal workload as approved by the President.

Stipend – An amount of money paid for the performance of additional responsibilities.

Acting – A person appointed to fill in temporarily for a budgeted position due to the absence of the employee normally filling that position.

Emergency Hire - A person hired for a position that must be filled immediately. This position is filled for a stipulated period of time. For this type of hire, the normal search committee process is not used.

Probationary Status– The probationary period of an employee for the first six (6) months of employment. During this period, the employee is not covered by the grievance and appeals policy.

Dependent – An employee's spouse (unless legally separated or divorced), children (includes unmarried natural, newborn, adopted, foster or step children under age 25 who are dependent upon employee and are listed as an exemption on the employee's most current income tax return). This also includes children under age 25 for whom the employee has been court appointed as legal guardian or legal custodian.

Interim – A person appointed to a budgeted position for a stipulated period of time.

SACSCOC 5.5

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Interim Appointment of Personnel by President** **Number**: 4.63

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0247; 6A-14.0287

Date Adopted: 1998
Date Revised: April 20, 2021

OPR: Employee Services

POLICY:

In an emergency, the President is authorized to employ full-time instructional, professional, and administrative personnel on an interim basis. Such appointments will be subject to the approval of the Board of Trustees at the next regular meeting.

SACSCOC 5.2.a

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Smoking / Tobacco Products**	**Number**:	4.65
Authority:	Florida Statute 1001.64 SBE Administrative Rules 6A-14.0247; 6A-14.0287 Florida Clean Indoor Air Act		
Date Adopted:	March 18, 2003		
Revised:	September 13, 2011, April 20, 2021		
OPR:	Employee Services		

POLICY:

In keeping with NFC's intent to provide a safe and healthful work environment, smoking or use of tobacco products is prohibited inside all college buildings and college vehicles. Smoking means the use of tobacco products through pipes, cigars and cigarettes and the use of simulated smoking products such as e-cigarettes regardless of whether they contain tobacco. Supervisors of employees occupying College facilities may approve an outside-designated smoking area for that facility. There will be no smoking within 20 feet of doorways, sidewalks, or any other common area. Signs will be posted prohibiting smoking except in designated outside smoking areas.

This policy applies equally to all employees, students, and visitors.

SACSCOC 13.7

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Employee Policy on Disease and Serious Illness in the Work Place**

Number: 4.66

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0247; 6A-14.0287

Date Adopted: June 15, 2004
Date Revised: April 20, 2021

OPR: Employee Services

POLICY:

Employees with disease or serious illnesses, such as tuberculosis (TB), hepatitis, cancer, heart disease, and HIV/AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by his/her condition. North Florida College supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, North Florida College will make reasonable accommodations in accordance with all legal requirements to allow qualified employees with disease and serious illnesses to perform the essential functions of their jobs. The College will post this policy by appropriate public means.

It is the employee's responsibility to notify his/her immediate supervisor, the Employee Services Department or any official of North Florida College if he/she has a disease or serious illness and desires an accommodation in order to continue working.

Medical information on individual employees will be treated confidentially. North Florida College will take reasonable precautions to protect such information from inappropriate disclosure and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

The College will evaluate each employee's notification of personal disease or serious illness on an individual basis. A College committee consisting of the Employee Services Director and the Disability Specialist in the Office of Student Disability Services shall be responsible for acting upon and administering the policy on disease or serious illnesses. The committee will evaluate implications of each notification in light of the employee's job description and the latest information on the condition that is available. The committee will meet as needed to consider any requests or notifications relevant to the employee policy on disease or serious illness in the workplace and recommend appropriate action as required by state and federal law.

Employees with questions or concerns about this policy or resources for specific diseases or serious illnesses may contact the Employee Services Department for information and referral to appropriate services and resources.

The Director of Employee Services can be contacted at:

Director, Employee Services, 325 NW Turner Davis Drive, Madison, FL 32340

Phone: 850-973-9487

SACSCOC 6.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Firearms and Weapons Prohibitions** **Number**: 4.67

Authority: Florida Statute(s) 790.001, 790.06, 790.115, 790.25

Date Adopted: April 15, 2014
Date Revised: April 20, 2021

OPR: Employee Services

POLICY:
Statement of Purpose:
A safe and secure environment is a priority for fulfilling the mission of North Florida College. North Florida College is committed to maintaining a campus that is free of violence. This obligation includes eliminating from the campus community recognized hazards that contribute to violence or serious harm.
Under Florida Law, firearms and other weapons, as defined in Section 790.001, Florida Statutes, are prohibited on College property. No person, including the holder of a concealed weapons permit, may possess a firearm on the campus of North Florida College, except that a person who can lawfully possess a firearm, may possess a firearm or other weapon in his or her locked vehicle on campus, if the firearm or other weapon is securely encased, or is otherwise not readily accessible for immediate use.
The prohibition in this policy does not apply to weapons carried by federal, state, county and municipal law enforcement officers, armed security officers and bank transport agents employed by North Florida College.

SACSCOC 13.8

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Use of Equipment and Vehicles** **Number**: 4.70

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0247;
6A-14.0287

Date Adopted: 1998
Date Revised: August 20, 2013

OPR: Employee Services

POLICY:

REQUIRED OBEDIENCE TO TRAFFIC LAWS. – It shall be the policy of North Florida College to require drivers of college vehicles to comply with all traffic laws, rules, and regulations while operating college vehicles on all state-maintained highways, county-maintained highways, municipal streets and alleys, and wherever vehicles have the right to travel. Any violation(s) received while driving a College Vehicle must be reported to Senior Management within two (2) business days.

Employees are expected to exercise care and follow all operating instructions, safety standards, and guidelines when using North Florida College property. All vehicle discrepancies should be reported to the Maintenance Department. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment.

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Personnel Data Changes** **Number**: 4.75

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0247; 6A-14.0287

Date Adopted: 1998
Date Revised: February 18, 2003

OPR: Employee Services

POLICY:

It is the responsibility of each employee to promptly notify the Employee Services Department at NFC of any changes in personnel data, such as: Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status changes.

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Performance Evaluation**	**Number**:	4.80
Authority:	Florida Statute 1001.64 SBE Administrative Rules 6A-14.0247; 6A-14.0287		
Date Adopted:	1998		
Date Revised:	April 15, 2003, April 20, 2021, May 19, 2026		
OPR:	Employee Services		

POLICY:

North Florida College will conduct annual performance evaluations for all full and Part-time employees. Special evaluations may be submitted at any time. The evaluation period will be established by the President. New employees will receive an evaluation at six (6) months to coincide with the six (6) month probationary period.

SACSCOC 5.5

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Business Travel Expenses** **Number**: 4.85

Authority: Florida Statutes 1001.64
SBE Administrative Rules
6A-14.0287; 6A-14.0247

Date Adopted: 1998
Date Revised: November 18, 2003, April 20, 2021

OPR: Employee Services

POLICY:

North Florida College will reimburse employees for business travel expenses in accordance with the State of Florida guidelines. All business travel must be approved in advance.

SACSCOC 13.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Emergency Closings** **Number**: 4.90

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0287;
6A-14.0247

Date Adopted: 1998
Date Revised: March 18, 2003, April 20, 2021

OPR: Employee Services

POLICY:

At times, emergencies such as severe weather, fires, power failures, can disrupt College operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during non-working hours, appropriate public communications will be made to notify all staff and students of the closing.

Employees will be paid at their regular rate of pay if the College is closed due to an emergency. Employees in essential operations (as identified by the President) may be required to work on a day when the College is officially closed.

Individual employees who choose not to report to work when the College is open will be charged vacation leave.

SACSCOC 13.8

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Internet / Computer Usage**	**Number**:	4.95
Authority:	Florida Statute 1001.64 SBE Administrative Rules 6A-14.0287; 6A-14.0247		
Date Adopted: **Date Revised:**	March 16, 2004		
OPR:	Employee Services		

POLICY:

The equipment, services, and technology provided to access the internet/computer remain at all times the property of North Florida College. As such, North Florida College reserves the right to monitor internet traffic/computer usage, and retrieve and read any data composed, sent, or received through online connections and stored in computer systems.

Data that is composed, transmitted, accessed, or received via the internet/computer must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive. The internet/computer shall not be used for personal gain.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the internet/ computer is expressly prohibited.

Abuse of the internet/computer access provided by North Florida College may result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Visitors in the Workplace**	**Number**:	4.100
Authority:	Florida Statute 1001.64 SBE Administrative Rules 6A-14.0287; 6A-14.0247		
Date Adopted:	1998		
Date Revised:	September 22, 2009		
OPR:	Employee Services		

POLICY:

Visitors on campus are expected to comply with applicable Local, Federal and State laws, as well as all rules and safety procedures established by the College.

No visitor or vendor is allowed to display or sell any merchandise or services anywhere on campus without the written permission of the College President (or designee). If approved, the Visitor/Vendor must have an appointment and will be directed when and where the sales will be authorized. At no time will the sale of merchandise or services interfere with the operation of the College.

Visitors/Employees that bring their minor children on campus are responsible for their conduct and safety. Disruptive children and/or adult in charge will be asked to leave.

If an unauthorized individual (someone that has been instructed not to return to campus by either the President or the Police) is observed on North Florida College's premises, employees should immediately notify security.

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Use of Phone and Mail Systems and Supplies**	**Number**:	4.105
Authority:	Florida Statute 1001.64 SBE Administrative Rules 6A-14.0287; 6A-14.0247		
Date Adopted: **Date Revised:**	March 16, 2004		
OPR:	Employee Services		

POLICY:

Employees making personal calls may be required to reimburse NFC for any charges resulting from their use of the telephone.

Stationary, envelopes, supplies, and postage that are paid by North Florida College is not authorized for personal use.

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Administrative Pay Corrections**	**Number**:	4.110
Authority:	Florida Statute 1001.64 SBE Administrative Rules 6A-14.0287; 6A-14.0247		
Date Adopted:	1998		
Date Revised:	March 16, 2004, April 20, 2021		
OPR:	Employee Services		

POLICY:

In the event there is an error in the amount of pay to an employee, it is the employee's responsibility to notify the Business Office of the error so that corrections can be made as quickly as possible.

SACSCOC 13.4

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Health Insurance** **Number**: 4.115

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0247; 6A-14.0287

Date Adopted: 1998
Date Revised: April 15, 2003

OPR: Employee Services

POLICY:

North Florida College's health insurance plan provides employees and their dependents access to medical insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

* Regular full-time employees only.

OPS, part-time employees, and adjuncts are not eligible for the Health Insurance Plan as mandated by the Consortium.

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement.

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Annual Leave**	**Number**:	4.116
Authority:	Florida Statute 1001.64		
Date Adopted:	1998		
Date Revised:	April 21, 2015, April 20, 2021		
OPR:	Employee Services		

POLICY:

Annual Leave

Regular full-time and part-time employees will earn annual leave. Employees with contracts for a specific number of days or specific months less than one year (e.g. 164 days, 190 days, 210 days, 230 days, 9, 10, or 11 months) as well as Adjuncts and OPS employees shall not accrue annual leave.

Annual leave is earned when an employee completes more than half the month (16 days). If an employee terminates before or hired after the 16th day of the month, annual leave will not be accrued for that month.

Regular employees in twelve-month positions will earn annual leave as outlined below. Twelve-month employees who work less than full-time will earn annual leave in proportion to the time they work; that is half-time employees will earn one-half of the annual leave that full-time employees earn, three-fourth time employees will earn three-fourths of the annual leave that full-time employees earn, etc.

Grant Funded/Special Funding Positions – New employees and current employees filling grant-funded/special funding positions on or after July 1, 2015, will earn annual leave pursuant to this policy, but will not be paid for any such annual leave which is unused at the end of the grant period or when such employment ends, whichever occurs first. Grant funds may not be expended to pay for such accrued annual leave after the end of the grant period, or when the affected individual is no longer in a grant funded/special funding position. Exceptions to this policy may be made for grant-funded/special funding positions who are selected to fill Fund I (regularly established) positions with no break in service, or as approved by the President of the College or his/her designee.

Annual leave will be computed as follows:

One (1) full day of annual leave will be granted for each calendar month of service or major fraction of a calendar month of service for the first five (5) years of service.

The first month following the completion of five (5) years of service and each succeeding month of service thereafter will be computed at the rate of one and one-quarter (1 ¼) days per month.

The first month following the completion of ten (10) years of service and each succeeding month of service thereafter will be computed at the rate of one and one-half (1 ½) days per month.

Years of service for accruing annual leave shall be cumulative and need not be continuous. Persons previously employed at the College under a nine, ten or eleven month contract shall be given credit for years of service under such contracts when their employment status switches to a twelve-month basis.

Prior full-time service at another Florida public Community or State College will be used in determining the monthly rate of annual leave.

No employees shall accumulate more than forty-four (44) days of annual leave by January 1st of any year. Annual leave credits earned in excess of forty-four (44) days in a calendar year shall be used by December 31st. Any excess annual leave not used by that date will be transferred to sick leave. All annual leave transferred to sick leave shall be without compensation and cannot be used in the calculation of terminal sick leave payout.

If an employee terminates, the College is authorized to pay unused annual leave based upon his/her current approved rate of pay, except that no terminal annual leave pay may exceed thirty (30) days. In case of death, payment will be made to the beneficiary, estate, or as provided by law.

Pay while on annual leave will be granted to the employee based upon his/her current approved daily rate of pay.

SACSCOC 6.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Sick Leave**	**Number**:	4.120
Authority:	Florida Statute 1001.64, 1012.865		
Date Adopted:	1998		
Date Revised:	February 1, 2019, April 20, 2021		
OPR:	Employee Services		

POLICY:

Full-time and regular part-time employees earn one (1) day per month sick leave (Regular Part-time employees earn sick leave on a pro-rated basis). Any full-time regular employee who is unable to perform their duties at the College on account of personal sickness, accident disability, or extended personal illness, or because of illness or death of the employee's father, mother, brother, sister, husband, wife, child, or other close relative or member of the employee's own household, and who consequently has to be absent from work shall be granted leave of absence for sickness by the President or by the President's designated representative. Paid sick leave can be used in minimum increments of one-quarter hour. The following provisions shall govern such sick leave:

a. At the beginning of employment, each employee will be credited with the number of sick days they will earn during the next twelve months. The member shall be entitled to earn no more than one day of sick leave times the number of months of employment during the year of employment. Such leave shall be taken only when necessary because of sickness as herein prescribed. Upon termination of employment, the employee's final compensation shall be adjusted in an amount necessary to ensure that sick leave with compensation shall not exceed the amount of earned sick leave.

b. There is no limit on the number of days of sick leave an employee may accrue except that at least one-half of this cumulative leave must be established at North Florida College. Employees that were employed in another Florida University/Community College, or state agency immediately before being employed by NFC may transfer in previously accumulated sick leave at the rate of one (1) hour for each hour earned at NFC. A letter with the earned amounts must be submitted from the previous employer before credit can be given.

c. A regular employee may use two (2) days of their accrued sick leave for personal reasons and two (2) days of their accrued sick leave for emergencies each fiscal year. Leave for personal reasons and emergencies shall be non-cumulative. Sick leave must be used after a regular employee is absent for more than four days for personal reasons in any twelve-

month period. Sick Leave may not be used to extend a Resignation, Termination, or Retirement Date and is only to be used when an employee must be absent from work on account of personal sickness, accident disability, or extended personal illness, or because of illness or death of the employee's father, mother, brother, sister, husband, wife, child, or other close relative or member of the employee's own household, except when approved by the President due to extenuating circumstances (ex. inpatient in a hospital, Hospice care, etc.).

d. Any regular employee who finds it necessary to be absent from their duties because of personal sickness, accident disability, or extended personal illness, or because of illness or death of the employee's father, mother, brother, sister, husband, wife, child, or other close relative or member of the employee's own household, shall notify his or her immediate supervisor, if possible, before the opening of the College on the day on which he/she must be absent or during the day except for emergency reasons recognized by the Board as valid. Any employee shall, before claiming and receiving compensation for the time absent from his or her duties while absent because of sick leave as prescribed in this section, make and file a written leave request which shall set forth the day or days absent, that such absence was necessary, and that he/she is entitled or not entitled to receive pay for such absences in accordance with the provisions of this section; provided, however, that the President may require a certificate of illness from a licensed physician or from the County Health Officer.

e. Any regular employee having unused sick leave credit shall receive full-time compensation for the time justifiably absent on sick leave; provided that no compensation may be allowed beyond that provided in this section.

f. A calendar month of service or a major fraction *(16 or more days)* of a calendar month of service must be rendered as a regular full-time or regular part-time employee to earn sick leave.

g. Grant Funded/Special Funding Positions – New employees and current employees filling grant-funded/special funding positions on or after February 1, 2019, will earn sick leave pursuant to this policy, but will not be paid for any such sick leave which is unused at the end of the grant period or when such employment ends, whichever occurs first. Grant funds may not be expended to pay for such accrued sick leave after the end of the grant period, or when the affected individual is no longer in a grant funded/special funding position. Exceptions to this policy may be made for grant-funded/special funding positions who are selected to fill Fund I (regularly established) positions with no break in service, or as approved by the President of the College or his/her designee.

h. Terminal pay for Sick Leave: Accumulated days of sick leave shall be limitless. Terminal Pay shall be as follows:

(i) During the first three (3) years of service, the daily rate of pay multiplied by 35 Percent times the number of days accumulated sick leave.

(ii) During the next three (3) years of service, the daily rate of pay multiplied by 40 percent times the number of days of accumulated sick leave.

(iii) During the next three (3) years of service, the daily rate of pay multiplied by 45 percent times the number of days of accumulated sick leave.

(iv) During and after the tenth (10th) year of service, the daily rate of pay multiplied by 50 percent times the number of days of accumulated sick leave.

(v) During the next 20 years of service, the daily rate of pay multiplied by 50 percent plus up to an additional 2.5 percent per year for each year of service beyond 10 years, times the number of days of accumulated sick leave.

i. Years of service for terminal pay for sick leave earned is cumulative and need not be continuous.

Effective July 1, 2001 for all Senior Administrators (does not include regular Administrators, Professional Staff, Faculty or Career Staff):

For unused sick leave accumulated before July 1, 2001, terminal leave pay will be paid as listed above.

For unused sick leave accumulated on or after July 1, 2001, terminal payment may not exceed an amount equal to one-fourth of the employee's unused sick leave or 60 days of the employee's pay, whichever amount is less.

If the employee has an accumulated sick leave balance of 60 days or more on June 30, 2001, sick leave earned after that date may not be accumulated for terminal-pay purposes until the accumulated leave balance as of June 30, 2001, is less than 60 days.

SACSCOC 6.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Sick Leave Pool**	**Number**:	4.125
Authority:	Florida Statutes 240.319; 240.343 (6)		
Date Adopted:	January 15, 2002		
Date Revised:	July 11, 2005, April 20, 2021		
OPR:	Employee Services		

POLICY:

Eligible full-time employees of North Florida College (**NFC**) may participate in a Sick Leave Pool (**SLP**) which allows participants to pool accrued sick leave for disbursement to a participating employee in need of sick leave in excess of the amount he/she had personally accrued. The SLP will be administered by a committee selected from the pool participants.

All procedure that was previously included in this policy was removed and placed in the Procedure Manual effective July 11, 2005.

SACSCOC 6.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Medical Leave** **Number**: 4.126

Authority: Florida Statutes 1001.64; Family Medical Leave Act 1993
SBE Administrative Rule 6A-14.0247

Date Adopted: 1998
Date Revised: April 20, 2004, April 20, 2021

OPR: Employee Services

POLICY:

North Florida College provides medical leaves of absence (up to 12 weeks) without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Employees in the following employment classifications are eligible to request medical leave as described in this policy:

*** All full and part-time employees (does not include OPS or Adjuncts)**

Eligible employees may request medical leave after working at least 1250 hours during the past 12 months. Exceptions to the service requirement will be considered to accommodate disabilities.

Any employee that is out of work for three (3) weeks due to illness or injury will be automatically placed on Family Medical Leave retroactive to the first day they were out. After all of the employees accrued Sick and Vacation time has been used, the remainder of the 12 weeks will be unpaid. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the unpaid portion of the leave and will resume upon return to active employment. As required by law, NFC will continue to pay for Single Health Insurance (full-time only) up to 12 weeks. At that time, the employee is responsible to pay his or her own insurance. If the employee does not return to work at the end of the 12 week period, the College is authorized to collect the amount of insurance premiums paid during the 12 weeks of absence.

SACSCOC 6.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Family Medical Leave** **Number**: 4.127

Authority: Florida Statutes 1001.64; Family Medical Leave Act 1993
SBE Administrative Rules 6A-14.0247; 6A-14.0287

Date Adopted: 1998
Date Revised: April 20, 2004, April 20, 2021

OPR: Employee Services

POLICY:

NFC provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider. Eligible employees may request medical leave after working at least 1250 hours during the past 12 months.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Eligible employees may request up to a maximum of 12 weeks of family leave within any 12 month period. Any combination of family leave and medical leave may not exceed this 12 week maximum limit. Employees will be required to first use any accrued paid leave time before taking unpaid family leave. After all of the employees accrued Sick and Vacation time has been used, the remainder of the time will be unpaid (12 weeks total). Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the unpaid portion of the leave and will resume upon return to active employment. As required by law, NFC will continue to pay for Single Health Insurance (full-time only) up to 12 weeks. At that time, the employee is responsible to pay his or her own insurance. If the employee does not return to work, the College is authorized to collect the amount of insurance premiums paid during the 12 weeks of absence.

Married employee couples may be restricted to a combined total of 12 weeks leave within any 12 month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health

condition. Employees in the following employment classifications are eligible to request medical leave as described in this policy:

*** All full and part-time employees (does not include OPS or Adjuncts)**

SACSCOC 6.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Domestic Violence Leave Policy** **Number**: 4.128

Authority: Florida Law HB 55 Effective: July 1, 2007
SBE Administrative Rule 6A-14.0261

Date Adopted: September 18, 2007
Date Revised: May 18, 2021

OPR: Employee Services

POLICY:

Employees may be granted up to three (3) days of Leave (paid or unpaid) in any 12 month period if the employee or a family or household member of an employee is the victim of domestic violence. In order to be paid for this leave, the three (3) days of leave will be deducted from the employee's sick leave or vacation. If the employee has no accrued sick leave or vacation available, the leave will be unpaid.

SACSCOC 6.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Pregnancy – Related Absences**	**Number**:	4.130
Authority:	Florida Statutes 1001.64 SBE Administrative Rules 6A-14.0247; 6A-14.0287		
Date Adopted: **Date Revised:**	1998 April 20, 2004, May 18, 2021		
OPR:	Employee Services		

POLICY:

North Florida College will not discriminate against any employee who requests an absence for medical reasons associated with pregnancy. Such leave requests will be evaluated according to the Medical Leave policy.

Requests for time off associated with pregnancy and/or childbirth, such as bonding and child care, not related to medical disabilities for those conditions will be considered in the same manner as other requests for Family Medical Leave policy.

SACSCOC 6.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Section 125 (Cafeteria Plan)** **Number**: 4.135

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0287

Date Adopted: 1998
Date Revised: February 18, 2003

OPR: Employee Services

POLICY:

North Florida College offers a Flexible Benefit Plan or Cafeteria Plan, for employees who wish to pay for certain Medical and Dependent Care benefits with Pre-Tax Dollars. This money is deducted *"before"* taxes are computed, so **no Federal tax is paid on this money**.

The maximum amount of Qualifying Medical/Dental Care expenses is $2,600 dollars per plan year.

The maximum amount of Dependent Care expenses is:

Single Employee: $2,500 per plan year

Married Employee: $5,000 per plan year (if spouse is employed)

Any money not used during the plan year will be forfeited.

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Workers' Compensation Insurance** **Number**: 4.140

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0247; 6A-14.0287

Date Adopted: 1998
Date Revised: March 16, 2004, May 18, 2021

OPR: Employee Services

POLICY:

North Florida College provides a comprehensive workers' compensation insurance program at no cost to *all* employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Neither North Florida College or the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by North Florida College. Subject to applicable legal requirements, workers' compensation insurance provides lost pay benefits after a short waiting period or, if the employee is hospitalized, immediately.

SACSCOC 6.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Military Leave**	**Number**:	4.145
Authority:	Florida Statutes 1001.64; 115.07; 115.09; 115.14 SBE Administrative Rule 6A-14.0247		
Date Adopted: **Date Revised:**	September 16, 2003 May 18, 2021		
OPR:	Employee Services		

POLICY:

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled workday after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA, and will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

SACSCOC 6.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Jury Duty** **Number**: 4.150

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0247; 6A-14.0427; 6A-14.0287

Date Adopted: 1998
Date Revised: May 18, 2004, May 18, 2021

OPR: Employee Services

POLICY:

When on jury duty or when subpoenaed as a witness when not a principal in the litigation, full-time and part-time employees (does not include Adjunct or OPS) shall receive court related leave with pay (for the hours that the employee was scheduled to work) and will be able to keep any fees earned. The College will not be responsible for meals, lodging or travel. When a principal in personal litigation, an employee shall not receive court related leave. When involved in litigation on behalf of the College or due to action in line of duty as an employee, College personnel shall be considered on duty (no matter the length of days required) and shall turn over to the College any fees received from the court.

Jury Duty in excess of 30 working days**:**

The College will pay up to 30 working days jury duty leave. After 30 working days, the employee may use his/her accumulated leave, and shall request an unpaid jury duty leave of absence.

SACSCOC 6.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Employment Outside the College**	**Number**:	4.155
Authority:	Florida Statute 1001.64 SBE Administrative Rules 6A-14.0247; 6A-14.0287		
Date Adopted:	1998		
Date Revised:	May 18, 2021		
OPR:	Employee Services		

POLICY:

Employees of North Florida College are expected to devote their full time, energy, and efforts to their employment with the College. Employees may accept outside employment provided the outside employment does not impair the effectiveness of the College employee. All employees are expected to notify their immediate supervisor in writing of their intentions before accepting outside employment.

SACSCOC 6.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Tuition Waiver and Reimbursement** **Number**: 4.160

Authority: Florida Statute 240.319
SBE Administrative Rule 6A-14.0247

Date Adopted: 1998
Date Revised: June 18, 2002, May 18, 2021

OPR: Employee Services

POLICY:

Employee: North Florida College will waive NFC tuition for up to six (6) semester credit hours per term for full-time or part-time regular employees (does not include OPS, Adjuncts or employees on a leave of absence) upon completion of six (6) months of employment with prior supervisory approval. Employees must maintain a grade of "C" or better in courses taken in order to receive a tuition waiver. If conditions as outlined above are not met, the College will seek repayment of tuition costs as set forth in procedures established by the NFC administration. No additional courses will be allowed until the employee has paid the outstanding debt.

Dependents: North Florida College will waive tuition for dependents of full-time or part-time regular employees (does not include OPS, Adjuncts or employees on a leave of absence) who have been employed by the College for six (6) months. Dependents must maintain a grade of "C" or better in courses taken in order to receive a tuition waiver. If conditions as outlined above are not met, the College will seek repayment of tuition costs as set forth in procedures established by the NFC administration. No additional courses will be allowed until the employee has paid the outstanding debt

Tuition Reimbursement at Schools other than North Florida College

Tuition reimbursement will be available to full-time regular employees who have completed 12 months of employment (does not include OPS, Adjuncts or employees on a leave of absence) and who seek to improve skills or education for the purpose of enhancing job performance and which serves the best interests of the College by pursuing an advanced degree or training at institutions other than North Florida College.

Tuition reimbursements of this nature requires prior approval of the President, a minimum grade attainment of "C" or equivalent standard and an agreement to remain as an employee of the College for a minimum of one (1) year after reimbursement of said education/training. The amount of cost reimbursement will be determined each year in accordance with available

funding. If conditions as outlined above are not met, the College will seek repayment of tuition costs as set forth in procedures established by the NFC administration.

SACSCOC 6.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Employment of Relatives** **Number**: 4.165

Authority: Florida Statute 1001.64
State Board of Education Rules 6A-14.0247;
6A-14.0287

Date Adopted: 1998
Date Revised: May 18, 2021

OPR: Employee Services

POLICY:

1) Relatives of North Florida College employees may be employed by the College as long as:

   a) The relative's influence at the College is not used to obtain the position for the other relative.

   b) Neither relative is placed in a supervisory position over the other.

   c) Neither relative occupies an administrative position which could directly influence the area in which the other relative is employed. These criteria should be made perfectly clear to each relative prior to the time of employment.

2) It is preferred that a husband – wife combination not be employed within the same academic departments; however, this is a preference and not a rule.

3) This rule pertains to regular employment only; OPS employment of relatives can be accomplished at the discretion of the appropriate supervisor only with approval of the President.

SACSCOC 6.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Leave of Absence (Non Medical)** **Number**: 4.170

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.043; 6A-14.0247; 6A-14.0287

Date Adopted: 1998
Date Revised: February 17, 2004, May 18, 2021

OPR: Employee Services

POLICY:

Leaves of absence are granted to employees, in accordance with State Board of Education Regulations.

The President of the College or his/her designee shall be authorized by the District Board of Trustees to approve all leaves except Sabbatical and Extended Professional Leave, which must be specifically authorized by the Board. Leaves shall not be granted for more than one year.

(1) Professional Leave: Professional Leave may be granted to employees to engage in activities for their professional benefit or as a contribution to the field of education, in accordance with State Board of Education Regulations. The President of the College may grant Professional Leave with pay up to thirty working days if the budget of the College permits.

(2) Extended Professional Leave: (For extended leave beyond thirty working days.) Professional Leave may be granted by the District Board of Trustees upon the recommendation of the President, in accordance with State Board of Education Regulations 6A-14.043. Extended Professional Leave may be granted when the absence will not impair the operation of the College and when an appropriate replacement can be employed. Such Professional Leave may be granted with or without pay, at the discretion of the Board of Trustees.

(3) Personal Leave: The District Board of Trustees has authorized the President of the College to grant Personal Leave without pay for a period not to extend thirty consecutive days.

(4) **Sabbatical Leave:** Sabbatical Leave may be granted to Administrators, Faculty and Professional Staff by the District Board of Trustees upon the recommendation of the President of the College:

a. Sabbatical Leave will be granted according to the following provisions:

(1) Personnel with at least seven years of service at North Florida College may request a Sabbatical Leave of up to one academic year at one-half pay, provided that additional graduate study associated with College duties or other areas of potential College duties, as determined by the President of the College, is pursued.

b. Personnel for whom Sabbatical Leave has been granted are obligated to:

(1) Sign a contract for the year following the Sabbatical Leave, or

(2) Return the amount of compensation paid to the employee during the sabbatical leave to the College should the contract for the year following the Sabbatical Leave not be honored.

(3) The following restrictions shall be placed upon Sabbatical Leave:

(a) The period of time for which Sabbatical Leave is granted shall count as regular service for the purpose of retirement.

(b) <u>The Sabbatical Leave may be funded at less than half salary if approved by the Board of Trustees.</u>

SACSCOC 6.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Consolidation, Reduction and Elimination of Programs; Reductions of Staff**	**Number**:	4.175

Authority: Florida Statutes 1001.64, 1001.65
SBE Administrative Rule 6A-14.0411

Date Adopted: 1998
Date Revised: November 16, 2010

OPR: Employee Services

POLICY:

The Board possesses the authority to consolidate, reduce and eliminate programs within the institution, and to reduce faculty and staff on a continuing or annual contract, in accordance with provisions of the Florida K-20 Education Code and Rules of the State Board of Education. The following policy is promulgated to provide guidance whenever it appears that a consolidation or reduction of programs, or a reduction in staff, appears necessary. In promulgating this policy, it is the intention of the Board to retain the authority granted to it to the fullest extent permitted by law.
To the extent not already possessed pursuant to the Florida Statutes, the rules of the State Board of Education and/or Board Policies, the President is hereby delegated the authority to take all necessary actions to implement this policy and to make recommendations to the Board relative to the reduction of faculty and staff, the selection of continuing and annual contract personnel who are to be retained, on a continuing or annual contract, or terminated, and the selection of faculty and staff who will be selected for termination as a result of a consolidation or reduction of the college's programs.

Reduction of Faculty and Staff
The President shall possess the authority to initiate the reduction of faculty and staff of the College. When approved by the Board, the President shall implement faculty and staff reduction as may be necessary to reduce expenses, or for any other lawful reason.

Consolidation, Reduction or Elimination of Programs
Whenever the Board is required to or does consolidate, reduce or eliminate a program, the Board may determine on the basis of the following criteria which College employees on a continuing or annual contract shall be employed for service at the College, in what capacity and whether retention will be pursuant to an annual or continuing contract: successful performance of duties,

and demonstration of professional competence, educational qualifications, efficiency, compatibility, character, capacity to meet the educational needs of the community, the length of time the duties and responsibilities of the positions in question are expected to be needed and any other lawful criteria. Any employee no longer needed may be dismissed. The decision of the Board shall not be controlled by any previous contractual relationship. Those possessing a continuing contract shall not be given preference over those who possess an annual contract; rather, the overall needs of the College will be given preference. In the evaluation of the above factors, the decision of the board shall be final.

Personnel who are to be terminated will be identified and notified as soon as possible. Faculty possessing a continuing contract who are to be terminated because of a consolidation, reduction or elimination of a program or academic area shall receive notice as soon as practicable after the decision is made to consolidate, reduce or eliminate the program or academic area.

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Sexual Harassment** **Number**: 4.179

Authority: 1001.64 FS, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments Act of 1972

Date Adopted: April 15, 2014
Date Revised: November 19, 2019, January 19, 2021

OPR: Employee Services

POLICY:

Sexual harassment constitutes discrimination on the basis of sex and is a violation of this Policy. North Florida College will not tolerate such conduct. Any employee or student who is found to have violated this Policy will be disciplined, up to and including Discharge/Expulsion.

Definitions

A. Sexual harassment is defined as:

Conduct including but not limited to, an employee's or a student's unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, sexually related jokes, and/or display of pornographic material in the workplace or an academic or student setting, including any North Florida College sponsored event, when:

(1) Submission to or rejection of such conduct is made explicitly or implicitly a term or condition of an individual's employment or an individual's treatment;

(2) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating a sexually intimidating, hostile or offensive working or academic environment.

Employee Relationships

This Policy applies to all employees of North Florida College. No employee shall engage in sexual harassment.

A. In the supervisor-employee context, the term sexual harassment has a broader impact. The fundamental element of such behavior is the inappropriate personal attention,

including romantic and/or sexual relationships with an employee by a supervisor or other employee who is in a position to affect an employee's career advancement or working conditions. The supervisor-employee relationship is professional in nature; inappropriate behavior is unprofessional and undermines the workplace. This unprofessional behavior is subject to discipline.

B. This Policy applies to consensual as well as non-consensual supervisor-employee or employee-employee sexual and/or romantic relationships where the supervisor or employee is in a position to affect another employee's career advancement or working conditions.

C. Supervisor-employee or employee-employee relationships should at all times be professional. Any supervisor-employee, or employee-employee conduct which unnecessarily or unreasonably creates a sexually intimidating, hostile or offensive working environment, or is otherwise in violation of the rights of others, is inappropriate and unacceptable, and will subject the offender to discipline.

Student Relationships

This Policy applies to all students. No student shall engage in sexual harassment.

A. Students should at all times be respectful of the rights of others. Any conduct by a student that creates a sexually intimidating, hostile or offensive environment for another student violates this Policy and will subject the offender to discipline.

B. Students having a consensual sexual and/or romantic relationship with an instructor/employee who is in a position to determine a student's grade or otherwise affect a student's academic progress or environment will be subject to discipline.

Instructor/Employee-Student Relationships

This Policy applies to instructor/employee-student relationships.

A. In the instructor/employee-student context, the term sexual harassment also has a broader impact. The fundamental element of such behavior is the inappropriate personal attention, including romantic and/or sexual relationships with a student by an instructor/employee who is in a position to determine a student's grade or otherwise affect the student's academic progress or environment. Since the instructor/employee-student relationship is one of professional and client, inappropriate behavior is unacceptable and unprofessional, and seriously undermines the atmosphere of trust essential to the academic setting.

B. This Policy applies to consensual as well as non-consensual instructor/employee-student romantic and/or sexual relationships, where the instructor/employee is in a position to determine a student's grade or otherwise affect a student's academic progress or environment. This Policy will be strictly enforced with the severest penalty imposed.

C. This Policy is not intended to apply when an instructor is legitimately exercising academic freedom in teaching in the classroom when the subject matter taught or discussed is appropriate to the course being taught. Nevertheless, the instructor-student relationship should at all times be professional, and any conduct by an instructor which unnecessarily or unreasonably creates a sexually intimidating, hostile or offensive academic environment in violation of the rights of others is inappropriate and unacceptable, and any offender will be subject to discipline.

D. An instructor/employee having a consensual romantic and/or sexual relationship with a student where the instructor/employee is in a position to determine a student's grade or otherwise affect a student's academic progress or environment will be subject to discipline.

RETALIATION

It is a violation of this Policy to retaliate against any person who has filed a complaint or who has complained about sexual harassment to his/her supervisor, to any other supervisor or manager of North Florida College, or to any other person, entity, or any human/civil rights agency. It is also a violation of this Policy to retaliate against any person (including witnesses) involved in the investigation of a complaint of sexual harassment.

HOW TO REPORT

If sexual harassment and/or retaliatory actions occur, they should be reported immediately to the Ombudsman; a member of Management or to the HR Department, and/or in the case of instructors, to the Department Chair. Forms for reporting such actions will be available from all of the offices listed below, as well as academic Department Chairs. Any such reports will be investigated immediately, using prescribed procedures. Sexual harassment and/or retaliatory actions will be dealt with through appropriate disciplinary action, and steps will be taken to prevent the recurrence of such conduct.

Student Ombudsman:	David Paulk	850-973-9418	paulkd@nfc.edu
Employee Ombudsman:	Philip Wilkerson	850-973-9455	wilkersonp@nfc.edu
Management:	Dean Micah Rodgers	850-973-1604	rodgersm@nfc.edu
	Dean Kay Hogan	850-973-1605	hogank@nfc.edu
	Dean Jennifer Page	850-973-1603	pagej@nfc.edu
Employee Services	Director, Tyler Coody	850-973-9448	coodyt@nfc.edu
Campus Safety/Security:	Director, Larry Akers	850-973-9477	akersl@nfc.edu

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Harassment**	**Number**:	4.180
Authority:	1001.64 FS, Title IX of the Educational Amendments Act of 1972		
Date Adopted:	1998		
Date Revised:	April 15, 2014		
OPR:	Employee Services		

POLICY:

North Florida College is committed to a collegial work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in an atmosphere that promotes equal opportunities and prohibits discriminatory practices, including all forms of unlawful harassment. Therefore, the College expects that all relationships among persons at the College will be businesslike and free of bias, prejudice, and harassment. In keeping with this commitment, North Florida College maintains a strict policy prohibiting harassment of employees based on race, color, sex, religion, national origin, age, disability or other protected status by other employees, vendors, contractors, or guests. Harassment involves actions or words, including jokes or comments, in the presence of an individual or group which are based upon or involve the protected status of that individual or group. Racist jokes are a classic example. Harassment can be overt or subtle. It is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Notification of Appropriate Staff

Individuals who believe they have been the victim of harassment or believe they have witnessed harassment should discuss their concerns with either their immediate supervisor, or the Human Resource Officer. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the College's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

Timeliness in Reporting Harassment

The College encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. If at all possible, complaints or concerns should be reported within 60 calendar days from the date of harassment.

Protection Against Retaliation

The College will not tolerate retaliation against an individual for reporting harassment or assisting in providing information relevant to a claim of harassment. Acts of alleged retaliation should be reported immediately in accordance with the approved Complaint Procedure and will be promptly investigated.

Responsive Action

Misconduct constituting harassment will be dealt with in accordance with the approved Complaint Procedure.

False and Malicious Accusations

False and malicious complaints of harassment will subject an individual to appropriate disciplinary action. No individual will be subject to disciplinary action for complaints that are made in good faith, even if the complaints are deemed unfounded.

The Director of Employee Services can be contacted at:

Director, Employee Services

325 NW Turner Davis Drive, Madison FL 32340

Telephone: 850-973-9487

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Stalking** **Number**: 4.181

Authority: Florida Statute 784.048

Date Adopted: October 18, 2011
Date Revised:

OPR: Employee Services

POLICY:

Statement of Purpose:
North Florida College is determined to provide a campus environment free of violence for all members of the campus community in order to ensure the fundamental purpose of learning in the college environment. Stalking disrupts the ability and right to learn, and the sense of security and safety one should feel on our campus. For this reason, North Florida College does not tolerate stalking, and will pursue the perpetrators of such acts to the fullest extent possible. North Florida College is also committed to supporting victims of stalking through the appropriate provision of safety and support services.

Definition:
Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear, or which causes substantial emotional distress in such person, and serves no legitimate purpose.

Stalking is a crime in the State of Florida, Florida Statute 784.048, and is subject to criminal prosecution. All students, faculty and staff (full-time or part-time) perpetrating acts of stalking will be subject to disciplinary action. This can include suspension, expulsion, or termination of employment from North Florida College, simultaneously with criminal prosecution. Stalking may be a basis for disciplinary action under this policy even when criminal prosecution does not occur.

Stalking is a crime perpetrated on men and women of all races/ethnicities, religions, ages, abilities, sexual orientations, and sexual identity. It is a crime that can affect every aspect of a victim's life. Stalking often begins with phone calls, emails, social networking posts and/or letters, and can sometimes escalate to violence.

Stalking Behaviors:
Stalking includes any behaviors or activities occurring on more than one occasion that collectively instills fear in a victim, and/or threatens his or her safety, mental health, or physical health, and/or cause substantial emotional distress in such person and serves no legitimate purpose. Such behaviors and activities may include, but are not limited to, the following:

Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, written letters, gifts, or any other communications that are undesired and place another person in fear, and/or cause substantial emotional distress in such person, and serves no legitimate purpose.

• Use of online, electronic, or digital technologies, including but not limited to the:
- ✓ Posting of pictures or information in chat rooms or on Web sites
- ✓ Sending unwanted/unsolicited email or talk requests
- ✓ Posting private or public messages on Internet sites, social networking sites, and/or school bulletin boards
- ✓ Installing spyware on a victim's computer
- ✓ Using Global Positioning Systems (GPS) to monitor a victim

• Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim

• Surveillance or other types of observation, including staring or "peeping"

• Trespassing

• Vandalism

• Non-consensual touching

• Direct verbal or physical threats

• Gathering information about an individual from friends, family, and/or co-workers

• Threats to harm self or others

• Defamation – lying to others about the victim

Any individual who believes he/she has been or is being stalked is encouraged to use the Complaint/Grievance Procedure as specified in the NFC student/employee handbook. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

Complaints filed with Director of Campus Safety and Security should be forwarded to:

Director of Campus Safety and Security, North Florida College, 325 NW Turner Davis Drive, Madison, FL 32340 or email at stalker@nfc.edu

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**TITLE IX of the Educational Amendments of 1972**	**Number**:	4.182
Authority:	20 U.S.C. §1681; 34 C.F.R. §106.31		
Date Adopted:	November 17, 2015		
Date Revised:			
OPR:	Employee Services		

POLICY:

Title IX

Title IX of the Education Amendments of 1972 ("Title IX") was created to protect individuals in federally funded education programs or activities from sex-based discrimination. 20 U.S.C. §1681. Title IX states, in pertinent part, as follows:

> no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by a recipient which receives Federal financial assistance.

20 U.S.C. §1681; 34 C.F.R. §106.31.

Title IX protects all students and employees at NFC from sex discrimination, including sexual misconduct.

Policy Statement

Sexual misconduct involves acts which NFC will not tolerate as they are forms of discrimination that violate the norms of society and the expectations of NFC. NFC is committed to providing the NFC community with a positive environment free of sexual misconduct. NFC will not permit discrimination in any of its programs and activities or employment on the basis of sex, sexual orientation, or gender.

This policy and NFC's Title IX Procedures address NFC's responsibility to provide students and employees with a non-discriminatory environment in compliance with Title IX, the Violence Against Women Reauthorization Act, Title VII of the Civil Rights Act of 1964, and the Florida Educational Equity Act.

It is the policy of NFC to implement preventative measures to curb acts of sexual harassment and sexual violence through education and training. NFC will also provide services and programs to assist victims of sexual misconduct.

Violations of this Policy may result in discipline up to and including termination from employment or expulsion from NFC. Submission of false or bad faith complaints may also subject individuals to discipline up to and including termination from employment or expulsion from NFC.

NFC strictly prohibits retaliatory actions being taken against an individual for raising issues of sexual misconduct or participating in NFC's investigation related thereto. Retaliation includes subjecting an individual to adverse action, treatment, or conditions, or intimidating, threatening, or in any way discriminating against an individual as a result of the individual's filing of a complaint or participating in a Title IX investigation.

Applicability and Statement of Jurisdiction

This policy is applicable to students, employees, and third parties when such third parties are within NFC's control.

Title IX Procedures

NFC's President shall adopt procedures to implement the terms of this policy and the requirements of Title IX.

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Accessibility and Digital Compliance**	**Number**:	4.183
Authority:	ADA Title II (42 U.S.C. §§12131-12134); Section 504 (29 U.S.C. §794); Section 508 (29 U.S.C. §794d); 28 C.F.R. §35.200		
Date Adopted:	October 20, 2026		
Date Revised:			
OPR:	Employee Services		

POLICY:

North Florida College is committed to providing accessible digital information, technologies, and services for students, employees, and the public. The College shall incorporate accessibility into the development, acquisition, maintenance, and delivery of digital content and technology and will work to improve the accessibility of existing digital resources.

The College shall establish procedures necessary to implement this policy and ensure compliance with applicable federal and state laws.

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Problem Resolution Process** **Number**: 4.185

Authority: Florida Statute 1001.64
State Board of Education Rules 6A-14.0247;
6A-14.0287

Date Adopted: May 21, 2002
Date Revised: May 18, 2021

OPR: Employee Services

POLICY:

North Florida College is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from North Florida College supervisors and management.

North Florida College strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism. Initial and continuing notification of this policy will be provided by various means, which will include handbooks, postings, and on the Intranet.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally, or informally, for voicing a complaint with North Florida College in a reasonable, business-like manner, or for using the problem resolution procedure.

Applicant for Employment

Any applicant that feels they have been discriminated or harassed may contact the Director of Employee Services within 60 calendar days from the date that the alleged discrimination or harassment occurred.

The Director of Employee Services can be reached at:

Dir, HR, 325 NW Turner Davis Drive, Madison, FL 32340 850-973-9487

SACSCOC 6.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Progressive Discipline**	**Number**:	4.190
Authority:	Florida Statute 1001.64 SBE Administrative Rules 6A-14.0247; 6A-14.0287		
Date Adopted:	1998		
Date Revised:	February 17, 2004		
OPR:	Employee Services		

POLICY:

It is the policy of North Florida College to administer equitable and consistent progressive discipline for unsatisfactory conduct in the workplace.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a documented verbal warning; a second offense may be followed by a written warning; a third offense may lead to a suspension and/or termination.

It is recognized that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Employment Termination** **Number**: 4.195

Authority: Florida Statute 1001.64
SBE Administrative Rules 6A-14.0247; 6A-14.0287; 6A-14.0411

Date Adopted: 1998
Date Revised: April 17, 2018

OPR: Employee Services

POLICY:

Termination of NFC employment includes the following:

1. Resignation – voluntary employment termination initiated by an employee.
2. Discharge – involuntary employment termination initiated by the College.
3. Retirement – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the College.

Employees wishing to resign will inform their supervisor, in writing, of their intention to resign:

Non-Exempt Employee:	At least two (2) weeks (10 working days) notice prior to the intended date of termination
Exempt Employee:	At least four (4) weeks (20 working days) notice prior to the intended date of termination

At its sole discretion, the College may waive these or any other timeframes for providing notice and accept any employee's resignation immediately without requiring notice.

Spring break, Winter break and Holidays will not count towards notice days. Such resignations should be forwarded to the President through the Director of Employee Services. Depending on the situation, the President may decide that it is not necessary for the employee to work out the required notice. If the required notice is not submitted, the employee will not be eligible for re-employment.

The President receives resignations through the Office of Employee Services (with a copy to the Immediate Supervisor). The President advises the Board of Trustees of all Faculty, Professional

and Administrative Staff resignations. Unless specified otherwise by the College, all terminated employees shall participate in an exit interview.

The College is not obligated to give Career Staff employees, not recommended for continuation during or at the end of their six (6) month probationary period, reasons for their employment not being continued. The employee is not entitled to an appeal.

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Suspension and Dismissal** **Number**: 4.200

Authority: Florida Statute 1001.64
SBE Administrative Rule 6A-14.0411

Date Adopted: 1998
Date Revised: November 19, 2019

OPR: Employee Services

POLICY:

1) **INSTRUCTIONAL, PROFESSIONAL, AND ADMINISTRATIVE PERSONNEL:** Any member of the instructional, professional, and administrative staff may be suspended or dismissed by a majority of the Board's members upon recommendation of the President. The power to suspend for a period not to exceed seven days, with pay, during which efforts are being made to assemble the Board, is delegated to the President. When a majority of the Board has approved the President's summary suspension of an individual, the process outlined in State Board of Education Administrative Rule 6A-14.0411will be pursued.

2) **TECHNICAL / CLERICAL PERSONNEL:** Technical/clerical employees may be dismissed from the College for any of the following reasons:

   a) Insubordination
   b) Failure to perform assigned duties.
   c) Gross and/or negligent conduct
   d) Inability to perform assigned duties.
   e) Willful neglect
   f) Physical or verbal abuse to fellow employees, students or visitors of the College.
   g) Being detrimental to the educational program of the College.
   h) Committing any illegal act on College property.

   Technical/clerical employees not recommended for continuation at any time after their probationary period shall be entitled to a hearing. The President shall notify the employee of the charges against him/her, in writing, at least ten (10) days prior to this hearing. The President shall within a reasonable time decide the matter and notify the person of his/her decision in writing. The President or his designee may reprimand. Only the President may place the employee on probation, suspend the person from College service, or use such other corrective measures as appear to be appropriate and in the best interest of the College.

New technical/clerical employees, not recommended for continuation prior to the end of their probationary period, shall not be given reasons for their employment not being continued and shall not be entitled to a hearing.

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Benefits Continuation (Cobra)**	**Number**:	4.205
Authority:	Florida Statute 1001.64 SBE Administrative Rules 6A-14.0247; 6A-14.0287		
Date Adopted:	1998		
Date Revised:	May 20, 2003		
OPR:	Employee Services		

POLICY:

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under North Florida College's health plan when a "qualifying event" (as defined in Statute) would normally result in the loss of eligibility.

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Return of Property** **Number**: 4.210

Authority: Florida Statute 1001.64
SBE Administrative Rule 6A-14.0287

Date Adopted: February 17, 2004
Date Revised:

OPR: Employee Services

POLICY:

Employees are responsible for all North Florida College property and materials issued to them or in their possession or control. Employees must return all North Florida College property immediately upon request or upon termination of employment. Where permitted by applicable laws, North Florida College may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. North Florida College may also take all action deemed appropriate to recover or protect its property.

CHAPTER 5: STUDENT AFFAIRS

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NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Student Publications**	**Number**:	5.00
Authority:	2003 Florida Statutes: 1001.64; 1001.65		
Date Adopted:	1998		
Date Revised:	February 17, 2004		
OPR:	Dean of Enrollment and Student Services		

POLICY:

The College endorses the principle of freedom of the press and the concomitant responsibilities. Therefore, the President is authorized to:

A. Ensure that the overriding guideline applicable to student publications and other mass media supported by College funds is one of quality and responsibility relating to the freedom to learn, to dissent, and to speak freely and be heard; and

B. Ensure that students who participate in College publications are aware of their responsibility and accountability in regard to the definitions of decency, libel, and legality.

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Student Records** **Number**: 5.01

Authority: 2003 Florida Statutes: 119.07(1); 1002.21; 1002.22; 1006.52

Date Adopted: 1998
Date Revised: February 17, 2004
January 21, 2020
October 20, 2020

OPR: Dean of Enrollment and Student Services

POLICY:

Students 18 years of age and older have rights regarding their student records, including right of access, right of waiver of access, right to challenge and hearing, and right of privacy, in accordance with the provisions of applicable State of Florida and United States statutes. Parents of students under the age of eighteen have rights regarding the records of their children in accordance with State of Florida and United States statutes. North Florida College's on campus procedures ensure students' records are kept confidential, along with institutional data, and are secured when not in use. Student records can only be retrieved and/or edited by appointed personnel, certifying integrity of records.

SACSCOC 12.5
SACSCOC 1.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Student Rights and Responsibilities** **Number**: 5.02

Authority: 2003 Florida Statute 1006.50 (1)

Date Adopted: 1998
Date Revised: August 19, 2008
January 21, 2020
OPR: Dean of Enrollment and Student Services

POLICY:

The responsibility to become familiar with and to abide by College regulations and acceptable standards of conduct is assumed by students upon registration at the College. Students failing to observe College regulations or to maintain acceptable standards outlined in the Student Code of Conduct on campus or at College sponsored functions or facilities are subject to disciplinary action. Disciplinary action by the College may proceed while criminal proceedings are pending and shall not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

Upon registration, students are entitled to the freedoms and/or rights published in the College catalog and Student Handbook provided their exercise is accomplished in accordance with College procedures and does not result in disruption or disturbance.

Student Rights and Responsibilities

1. Right to a quality education
2. Right to freedom of expression:
   The basic freedoms of students to hear, write, distribute, and act upon a variety of thoughts and beliefs are protected. Freedom of expression carries with it the responsibility for seeing that the essential order of the College is preserved.
3. Right to hold public forums
   The College desires to create a spirit of free inquiry and to promote the timely discussion of a wide variety of issues provided the views expressed are stated openly and subject to critical evaluation. Restraints on free inquiry will be held to a minimum and will be consistent with preserving an organized society in which peaceful democratic means for change are available. Guest lecturers or off campus speakers sponsored by the student groups may appear on the College campus following approval by the President.
4. Right to peacefully assemble
   Existing laws, statutes and policies shall be observed. Student gatherings must not

disrupt or interfere with the orderly operation of the institution.

5. Right to a fair and impartial hearing
6. Right to participate in Student Government and its process
7. Right to be a member in authorized student organizations
8. Right of personal respect and freedom from humiliation and control
9. Right to make the best use of your time and talents and to work toward the goal which brought you to College
10. Right to ask about and recommend improvements in policies that affects the welfare of students
11. Right to appeal College decisions through established procedures

SACSCOC 12.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Student Services**	**Number**:	5.03
Authority:	2003 Florida Statutes: 1001.64; 1001.65; 1004.65(6)(c)		
Date Adopted:	1998		
Date Revised:	November 17, 2009 October 20, 2020 October 21, 2025		
OPR:	Dean of Enrollment and Student Services		

POLICY:

The Dean of Enrollment and Student Services is responsible to the President of the College for providing leadership, oversight, and strategic direction for all areas related to student services. This includes, but is not limited to, programs and services that support student access, engagement, development, and program progress. The Dean ensures that all student services functions align with the institution's mission, comply with applicable policies and regulations, and contribute to a positive, welcoming, and supportive campus environment aimed toward successful program completion.

SACSCOC 12.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Gender Equity Reporting** **Number**: 5.04

Authority: 2003 Florida Statute: 1006.71

Date Adopted: 1998
Date Revised: February 17, 2004
September 21, 2021
OPR: Dean of Enrollment and Student Services

POLICY:

The College shall develop a gender equity plan in accordance with State of Florida statutes, federal Title IX requirements, and the Florida Educational Equity Act. The plan shall include consideration of equity in sports offerings, participation, availability of facilities, scholarship offerings, and funds allocated for administration, recruitment, comparable coaching, publicity and promotion, and other support costs.

The District Board of Trustees of the College shall annually evaluate the president on the extent to which the gender equity goals have been achieved.

SACSCOC 13.6.a

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Student Handbook**	**Number**:	5.05
Authority:	Florida Statute 1006.50		
Date Adopted:	1998		
Date Revised:	August 19, 2008 February 15, 2022		
OPR:	Dean of Enrollment and Student Services		

POLICY:

The College shall provide its students with an up-to-date Student Handbook that specifically includes, but is not limited to:

- A comprehensive calendar that emphasizes important dates and deadlines
- Student Rights and Responsibilities
- Student Code of Conduct
- Appeal processes available to students
- A roster of contact persons within the administrative staff available to respond to student inquiries
- Information related to HIV and AIDS (Acquired Immune Deficiency Syndrome) education and sites from which AIDS education information may be obtained

The Handbook shall also delineate legal and institution-specific sanctions to be imposed upon students who violate the law or institutional policies regarding controlled substances and alcoholic beverages.

SACSCOC 12.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Prohibition of Hazing** **Number**: 5.06

Authority: 2003 Florida Statute: 1006.63

Date Adopted: 1998
Date Revised: August 19, 2008
February 15, 2022
OPR: Dean of Enrollment and Student Services

POLICY:
The College expressly prohibits hazing. Hazing, as defined in State of Florida statute, means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. Such term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health or safety of the student, and also includes any activity which would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the student.

Students engaging in hazing are subject to disciplinary action and penalties delineated in the Student Code of Conduct published in the Student Handbook. Discipline and penalties may include the imposition of fines; the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines; and the imposition of probation, suspension, or dismissal. Organizations engaging in hazing will have the organization's charter revoked and the organization will cease to operate on or off campus under the sanction of the College.

All penalties imposed by the College shall be in addition to any penalty imposed for violation of any of the criminal laws of this state or for violation of any other rule of the institution to which the violator may be subject. The policy shall apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing.

The College shall provide a copy of such policy, rules, and penalties to each student enrolled and shall require the inclusion of such policy, rules, and penalties in the bylaws of every organization operating under the sanction of the institution.

SACSCOC 13.8

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Meningococcal Meningitis and Hepatitis B Information**

Number: 5.07

Authority: 2003 Florida Statute: 1006.69

Date Adopted: 1998
Date Revised: February 17, 2004
September 21, 2021
OPR: Dean of Enrollment and Student Services

POLICY:

The College shall provide detailed information concerning the risks associated with meningococcal meningitis and hepatitis B and the availability, effectiveness, and known contraindications of any required or recommended vaccine to every student, or to the student's parent if the student is a minor, who has been accepted for admission.

SACSCOC 8.2.c

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Military Service**	**Number**:	5.08
Authority:	2003 Florida Statute: 1004.07		
Date Adopted:	1998		
Date Revised:	February 17, 2004 September 21, 2021		
OPR:	Dean of Enrollment and Student Services		

POLICY:

Any student enrolled in courses at the College shall not incur academic or financial penalties by virtue of performing military service on behalf of our country. Such student shall be permitted the option of either completing the course or courses at a later date without penalty or withdrawing from the course or courses with a full refund of fees paid. If the student chooses to withdraw, the student's record shall reflect that the withdrawal is due to active military service.

SACSCOC 8.2.c

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Student Ombudsman**	**Number**:	5.09
Authority:	2003 Florida Statutes: 1006.51; 1002.21(6)		
Date Adopted:	February 17, 2004		
Date Revised:	August 19, 2008 September 21, 2021		
OPR:	Dean of Enrollment and Student Services		

POLICY:

The College shall maintain a student ombudsman office and published procedures for students to appeal to the office regarding decisions about the student's access to courses and credit granted toward the student's degree, in accordance with the provisions of State of Florida statutes. Detailed information concerning the procedures is included in the Student Handbook and the College catalog.

SACSCOC 8.2.c

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Religious Beliefs and Observances** **Number**: 5.10

Authority: 2003 Florida Statute: 1002.21(4)

Date Adopted: 1998
Date Revised: February 17, 2004
September 21, 2021
OPR: Dean of Enrollment and Student Services

POLICY:

Students shall be provided reasonable accommodations for religious practices and beliefs in regard to admissions, class attendance, and the scheduling of examinations and work assignments, in accordance with the provisions of applicable State of Florida statutes and State Board of Education rules. The student handbook shall contain a grievance procedure for students to seek redress when they feel they have been unreasonably denied an educational benefit due to their religious beliefs or practices.

SACSCOC 8.2.c

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Expulsion, Suspension, and Discipline of Students** **Number**: 5.11

Authority: 2003 Florida Statute: 1002.21(3); 1006.60; 1006.61; 1006.62

Date Adopted: 1998
Date Revised: November 17, 2009
September 21, 2021
OPR: Dean of Enrollment and Student Services

POLICY:

Students may be expelled, suspended, or otherwise disciplined by the Dean of Enrollment and Student Services after notice to the student of the charges and a hearing on the charges, in accordance with the procedures outlined in the North Florida College Student Handbook. Procedures in the Student Handbook shall be consistent with applicable State of Florida statutes and State Board of Education rules.

SACSCOC 8.2.c

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Student Code of Conduct**	**Number**:	5.12
Authority:	2003 Florida Statute: 1006.50; 1006.60		
Date Adopted:	1998		
Date Revised:	August 19, 2008 September 21, 2021		
OPR:	Dean of Enrollment and Student Services		

POLICY:

The College shall publish, in the Student Handbook, a Student Code of Conduct consistent with State of Florida statutes. The Student Code of Conduct is to be reviewed annually by the Dean of Enrollment and Student Services, the Director of Student Services, and designated student representatives. Changes to the Student Code of Conduct are to be presented to the District Board of Trustees for approval prior to inclusion in the subsequent Student Handbook.

SACSCOC 8.2.c

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Student Organizations**	**Number**:	5.13
Authority:	2003 Florida Statute: 1001.64; 1001.65; 1004.65		
Date Adopted:	1998		
Date Revised:	February 17, 2004 November 16, 2021		
OPR:	Dean of Enrollment and Student Services		

POLICY:

Organizations seeking recognition as College organizations and desiring to maintain such recognition must follow procedures and meet standards established by the Student Government Association (SGA). All student organizations are expected to adhere to all college policies, the procedures pertaining to this policy, and city, state, and federal laws. Procedures for recognition as a College organization are included in the **Student Handbook.**

SACSCOC 12.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Academic Dishonesty** **Number**: 5.14

Authority: Florida Statutes: 1001.64, 1001.65; 1006.60
SBE Administrative Rule: 6A-14.0247

Date Adopted: 1998
Date Revised: August 19, 2008
November 16, 2021

OPR: Dean of Enrollment and Student Services

POLICY:

The College does not condone or tolerate instances of academic dishonesty. Procedures for cases of alleged academic dishonesty are outlined in the Student Handbook and College catalog.

SACSCOC 12.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Athletic Eligibility**	**Number**:	5.15
Authority:	2003 Florida Statutes 1001.64; 1001.65; 1006.70; 1006.71 FCCAA and NJCAA Guidelines/Policies		
Date Adopted:	1998		
Date Revised:	February 17, 2004 November 16, 2021		
OPR:	Dean of Enrollment and Student Services		

POLICY:

Eligibility for participation in intercollegiate sports is contingent upon student compliance with certain minimum academic requirements prescribed by the Florida Community College Activities Association. Student-athletes shall meet the minimum standards set forth by the FCCAA. Additionally, student-athletes in receipt of scholarship assistance shall be required to meet the FCCAA second year eligibility standards to remain on scholarship. Student-athletes failing to meet second year eligibility standards shall forfeit the athletic scholarship.

SACSCOC 5.2.b

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Campus Crime Statistics Report** **Number**: 5.16

Authority: 2003 Florida Statute: 1006.67

Date Adopted: 1998
Date Revised: February 17, 2004
November 16, 2021

OPR: Dean of Enrollment and Student Services

POLICY:

The College shall prepare an annual report of campus crime statistics for submission to the Department of Education. The College shall prepare a report of crime statistics for the most recent 3-year period. The report shall be updated annually. The institution shall give notice that this report is available upon request. The report shall be submitted in a format prescribed by the Department of Education.

SACSCOC 13.8

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Discrimination Against Students Prohibited**	**Number**:	5.17
Authority:	Title VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments Act of 1972; EEOC Genetic Information Act of 2008 (GINA); Florida Statute: 1000.05		
Date Adopted:	1998		
Date Revised:	May 17, 2011; June 17, 2014, November 16, 2021		
OPR:	Dean of Enrollment Services		

POLICY:
North Florida College is dedicated to the concept of equal opportunity and access to all programs and activities. In accordance with federal and state laws, and College policy, NFC does not discriminate in any of its policies, procedures or practices on the basis of age, color, gender, sex, religion, ethnicity, national origin, race, marital status, genetic information, physical or mental disability or any other characteristic protected by law.

Inquiries or complaints regarding equity issues of any nature may be directed to:

Equity Coordinator
North Florida College
325 N.W. Turner Davis Drive
Madison, FL 32340
Telephone: 850-973-2288

SACSCOC 12.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Graduation Requirement Substitution, Waiver, or Modification for Students with Documented Disabilities**

Number: 5.18

Authority: 2006 Florida Statute: 1007.263; 1007.264; 1007.265; 1008.29(6); 1009.40
SBE Administrative Rules 6A-10.040, 6A-10.041, 6A-20.111; and 6A-10.0311

Date Adopted: May 18, 2004
Date Revised: 2007
November 16, 2021
OPR: Dean of Enrollment and Student Services

POLICY:

Students with documented disabilities may request reasonable substitutions or modifications of requirements for standardized assessment and graduation, as well as part-time enrollment for State financial assistance. Procedures for documenting disabilities can be obtained from the Office of Student Disability Services.

Further information is available in NFC Policy 2.16A for students seeking associates degrees and NFC policy 2.16B for students seeking PSAV certificates.

SACSCOC 12.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Extended Testing Time for Students with Documented Disabilities**

Number: 5.19

Authority: Americans with Disabilities Act 42 U.S.C. 12101 et seq and Section 504 of the Rehabilitation Act of 1973, as amended 29 U.S.C. 794 34 CFR Part 104.

Date Adopted: May 18, 2004
Date Revised: August 19, 2014, November 16, 2021

OPR: Dean of Enrollment and Student Services

POLICY:

The College will provide extended time as an accommodation for eligible students with documented disabilities. Documentation must be presented to the Student Disabilities Services Director for approval. A new request for testing accommodations must be made each semester. Extended test time will be considered as time and a half of standard testing time unless specifically noted and justified by Student Disabilities Services.

SACSCOC 12.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Testing Aids for Students with Documented Disabilities**

Number: 5.20

Authority: Americans with Disabilities Act Title II 42 U.S.C. 12101 et seq and Section 504 of the Rehabilitation Act of 1973, as amended 29 U.S.C. 794 34 CFR Part 104.

Date Adopted: May 18, 2004
Date Revised: August 19, 2014
November 16, 2021

OPR: Dean of Enrollment and Student Services

POLICY:

The College will allow provision of testing aids for standardized and classroom testing as reasonable accommodations for students with certain documented disabilities. In all cases, the accommodation request must be made to the Office of Student Disability Services with appropriate documentation at least two weeks prior to the test. The testing accommodation may be negotiated with the instructor or approved by the standardized test publisher/distributor. In cases where the recall of certain skills or information is considered an essential function or an alteration to the curriculum, no aids will be allowed.

SACSCOC 12.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Service Provision for Students with Temporary Disabilities**

Number: 5.21

Authority: Federal Definition of Disability Section 504 of the Rehabilitation Act of 1973, as amended 29 U.S.C. 794 34 CFR Part 104.

Date Adopted: May 18, 2004
Date Revised: August 19, 2014
November 16, 2021
OPR: Dean of Enrollment and Student Services

POLICY:

The College will not provide accommodations through the Office for Student Disability Services for students who have disabilities of short duration (i.e. broken bones, pregnancy, hospitalization, etc.). If the student is unsure that the situation meets the criteria of a disability, as defined in State of Florida and United States Statutes, the student is encouraged to schedule a meeting with the Office of Student Disability Services to discuss the situation. Students with temporary disabilities are also encouraged to meet with their instructors to discuss temporary needs.

SACSCOC 12.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Service Animals as an Accommodation for Students with Disabilities** **Number**: 5.22

Authority: Americans with Disabilities Act Title II 42 U.S.C. 12182; 28 CFR 36.201 and Section 504 of the Rehabilitation Act of 1973, as amended 29 U.S.C. 794 34 CFR Part 104.

Date Adopted: May 18, 2004
Date Revised: August 19, 2014
November 16, 2021

OPR: Dean of Enrollment and Student Services

POLICY:

The College will recognize the need for service animals. Service animals are defined as dogs or miniature horses that are trained to perform tasks for people with disabilities. Under ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices.

When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff will direct the inquiry to the Director of Student Disability Services who will then follow through with the appropriate inquiry. The student is responsible for all actions and behaviors of the service animal and maybe asked to remove the animal if (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken. In the case of a miniature horse, if the animal fails to meet the requirements set forth by the Department of Justice (http://www.ada.gov/service_animals_2010.htm).

SACSCOC 12.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Personal Care Attendants as an Accommodation for Students with Disabilities**	**Number**:	5.23

Authority: Americans with Disabilities Act Title II 42 U.S.C. 12101 et seq

Date Adopted: May 18, 2004
Date Revised: November 16, 2021

OPR: Dean of Enrollment and Student Services

POLICY:

The College and the Americans with Disabilities Act (ADA) as amended (Title II 42 U.S.C. 12101 et seq) define personal care attendants as a personal service. The College does not provide services of a personal nature. Personal care of any kind is the student's responsibility.

SACSCOC 12.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Campus Transportation as it Relates to Students with Disabilities** **Number**: 5.24

Authority: Americans with Disabilities Act Title II 42 U.S.C. 12101 et seq

Date Adopted: May 18, 2004
Date Revised: August 19, 2014
November 16, 2021

OPR: Dean of Enrollment and Student Services

POLICY:

The College and the American with Disabilities Act as amended define transportation as a personal service. Transportation to and from campus and to and from classes on campus is the student's responsibility. The College has a reasonable number of parking spaces available to individuals displaying a current parking permit for disabled issued by the Division of Motor Vehicles. Occasions of college-sponsored student transportation to activities will be addressed on an individual basis and will comply with state and federal guidelines.

SACSCOC 12.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Audio Recording as a Note Taking Mechanism for Students with Disabilities**	**Number**:	5.25

Authority: Americans with Disabilities Act Title II 42 U.S.C. 12101 et seq and Section 504 of the Rehabilitation Act of 1973, as amended 29 U.S.C. 794 34 CFR Part 104.

Date Adopted: May 18, 2004
Date Revised: August 19, 2008; August 19, 2014
November 16, 2021

OPR: Dean of Enrollment and Student Services

POLICY:

The College will provide a student with an appropriate disability class notes in an auditory format including lectures and classroom discussions. The instructor should be informed that the recording is taking place. Any instructor who would like to discuss recording in his/her classroom is encouraged to contact the Office of Student Disability Services.

SACSCOC 12.2

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Intellectual Property: Students** **Number**: 5.26

Authority:

Date Adopted: October 19, 2004
Date Revised: November 16, 2021
OPR: Dean of Enrollment and Student Services

POLICY:

Academic work completed by students is the intellectual property of the student unless one of the following conditions is met:

1) An agreement between the student and NFC is signed which grants the College the exclusive or shared rights to the intellectual property of the student.
2) The student's work was part of a more comprehensive work for which the College owns all or part of the intellectual property. The student must be informed in writing of such an agreement prior to the initiation of such a project.

Academic work is defined as work by a student to complete course requirements using College resources for which the student has paid tuition and/or fees. Work created by students employed by the College while performing duties associated with such employment is considered to be the intellectual property of the College unless an agreement stating otherwise is completed.

SACSCOC 10.1

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Prohibition of Drugs and Alcohol**	**Number**:	5.27
Authority:	Florida Statute 1001.64 SBE Administrative Rules 6A-14.0247, 6A-14.0287		
Date Adopted:	September 16, 2008		
Date Revised:			
OPR:	Dean of Enrollment and Student Services		

POLICY:

Students and employees are subject to discipline for the unlawful possession, use or distribution of drugs or alcohol or controlled substances as defined in Florida Statute 893.147, by any student or employee while on school property or in attendance at a school function. This constitutes grounds for suspension, expulsion or imposition of other disciplinary action. Institution-specific sanctions are in addition to legal sanctions imposed.

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Tobacco Use/Smoking Policy**	**Number**:	5.28
Authority:	Florida Statute 1001.64 SBE Administrative Rules 6A-14.0247, 6A-14.0287 Florida Clean Indoor Air Act		
Date Adopted: **Date Revised:**	September 16, 2008 September 13, 2011 November 16, 2021		
OPR:	Dean of Enrollment and Student Services		

POLICY:

In keeping with NFC's intent to provide a safe and healthful work environment, smoking or use of tobacco products is prohibited inside all college buildings and college vehicles. Smoking means the use of tobacco products through pipes, cigars and cigarettes and the use of simulated smoking products such as e-cigarettes regardless of whether they contain tobacco. Students and staff who wish to smoke may do so only in designated areas. There will be no smoking within 20 feet of doorways, sidewalks, or any other common area. Signs will be posted prohibiting smoking except in designated outside smoking areas.

Those using smokeless tobacco products (example: chewing tobacco; snuff; etc..) on campus are prohibited from spitting in areas where students and staff are walking or are gathered. The improper use of tobacco products on campus property is grounds for disciplinary action. Violation of the policy may result in referral to appropriate campus personnel for disciplinary action.

SACSCOC 12.3

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title:	**Notification of Social Security Number Collection and Use**	**Number**:	5.29
Authority:	Florida Statute 119.071(5)		
Date Adopted:	March 17, 2009		
Date Revised:			
OPR:	Dean of Enrollment and Student Services		

POLICY:

In compliance with Florida Statute 119.071(5), North Florida College issues this notification regarding the purpose for the collection and usage of Social Security Numbers.

NFC collects your Social Security Number in order to perform the College's duties and responsibilities. To protect your identity, NFC will maintain the privacy of your Social Security Number and shall not release your Social Security Number to unauthorized parties. Each student at NFC will be issued a unique student identification number which is used for educational purposes, including access of your college records.

Federal Legislation relating to the Hope Tax Credit requires that all postsecondary institutions report the Social Security Number of all postsecondary students to the Internal Revenue Service. This IRS requirement makes it necessary for community colleges to collect the Social Security Number of every student. A student may refuse to disclose his/her Social Security Number to NFC, but refusing to comply with the federal requirement may result in fines established by the Internal Revenue Service.

In addition to the federal reporting requirements, the public school system in Florida uses the Social Security Number as a student identifier. This use is authorized in Florida Statute 1008.386. It is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the transition from one educational level to the next.

All Social Security Numbers are protected by Federal regulations and are not to be released to unauthorized parties.

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Credit for Online Courses** **Number**: 5.30

Authority: 2015 Florida Statute: 1004.0961
SBE Administrative Rule 6A-14.0304

Date Adopted: September 15, 2015
Date Revised: October 20, 2020

OPR: Dean of Enrollment and Student Services

POLICY:

The College recognizes the value of a massive open online course (MOOC) as an alternative mode of learning, especially for developing skills in reading, writing and mathematics. However, MOOCS cannot be directly transferred to the College for credit granting purposes. Students seeking credit for a MOOC must communicate with the institution offering the MOOC, and if applicable and appropriate, request that the institution consider awarding that institution's credit for the completed MOOC. All such institutional credit awarded on that institution's transcript will be evaluated for award of transfer credit by NFC, pursuant to NFC's transfer credit practices, which includes the student appeals process.

Other ways MOOCS can produce college credit at NFC are through the American Council on Education (ACE) recommendation for credit or the MOOC may contribute to credit earned through the evaluation of prior experiential learning.

SACSCOC 10.8

NORTH FLORIDA COLLEGE
POLICY MANUAL

Title: **Admissions** **Number**: 5.31

Authority: 2003 Florida Statutes: 222.17; 1000.21; 1001.64; 1001.65; 1003.43; 1007.263; 1009.21; 1009.97
SBE Administrative Rule 6A:14.0247

Date Adopted: 1998
Date Revised: February 17, 2004
October 20, 2020, November 18, 2025

OPR: Dean of Enrollment and Student Services

POLICY:

A) DEGREE SEEKING STUDENTS: The following admission requirements are applicable to degree seeking students to the extent not inconsistent with applicable Florida statutes, State Board of Education rules, and/or specific resolutions of the District Board of Trustees.

1) Students holding a valid secondary school diploma from an accredited school and are approved by the College administration.

2) Students who have successfully passed the General Education Development (GED) examinations and are approved by the College administration.

3) Students who have not graduated from high school but who are enrolling under Early Admission provisions.

4) Adults, 25 years of age or older, who do not possess a high school diploma, a general education diploma, or high school equivalency certificate may be conditionally enrolled for college credit work. Such persons will retain conditional status until they have completed 12 semester hours of credit with at least a 2.0 average.

   EXCEPTION: Mature adults in this category who have successfully completed twenty-four (24) credit hours of academic work at North Florida College (overall 2.0 GPA or better) under the non-degree seeking students status may be admitted to full time. A.S. degree – seeking status based on past successful academic performance.

5) Any adult may take non-credit, continuing workforce education, and/or community education courses.

B) NON-DEGREE SEEKING STUDENTS: The following admissions requirements for non-degree seeking students are hereby approved to the extent not inconsistent with applicable

Florida statutes, State Board of Education rules, and/or specific resolutions of the District Board of Trustees.

1) A non- degree seeking student is a student of demonstrated academic ability or potential who does not meet the regular requirements for admission to degree seeking status or who does not intend to earn a degree.

2) This category may include:

a) Mature adult students admitted by appropriate test score.

b) High school students admitted part-time or in summer school and taking courses for credit in escrow.

c) Students who attend classes for credit and do not intend to earn a degree. Non-degree seeking students who enroll in courses for the purpose of meeting employment requirements, increasing job skills, or personal satisfaction.

3) If the non-degree seeking student wishes to change program or degree status, the student must meet the admissions requirements for the program or degree he/she wishes to change into.

4) Once the non-degree seeking student earns twenty – four (24) credit hours, the students automatically becomes a degree seeking student and must meet all requirements of the degree seeking student status.

C) STUDENTS FROM NON-ACCREDITED AND FOREIGN INSTITUTIONS: In addition to regular admission requirements, the following requirements for students from non-accredited and foreign institutions are applicable to the extent not inconsistent with applicable Florida statutes, State Board of Education rules, and/or specific resolutions of the District Board of Trustees.

1) Students from non-accredited secondary institutions will be accepted on a provisional basis until an overall grade point average of 2.0 is achieved in the first 15 hours of academic work.

2) Students who have graduated from a foreign secondary school, but whose records are unobtainable for political reasons, may be admitted by special permission of the College administration.

3) Students transferring to the College from non-accredited institutions of higher education will be admitted in full standing. However, no course work or grades earned from the non-accredited institution shall be transferred to North Florida College or used in the GPA for graduation from North Florida College, until after fifteen (15) semester hours of course work has been completed at North Florida College and the courses completed at the non-accredited institution are evaluated for equivalency as to content and level of instruction.

4) Foreign students must be approved for admission by the College administration and meet all requirements of federal and state law pertaining to admission of foreign students. The administration will consider the admission of a foreign student only when the following conditions have been met:

a) The applicant must supply the Office of Enrollment Services with the official test results from the Test of English as a Foreign Language (TOEFL), or equivalent.

b) The applicant must provide, if politically possible, officially translated copies of academic work in secondary and postsecondary schools.

c) Sponsors of the applicant must complete a personal interview with the Director of Enrollment Services prior to the admission decision.

5) In cases where an applicant's native language is not English, the College must ascertain whether or not assistance is necessary in English and whether or not registration in English as a Second Language (ESOL) coursework is appropriate. Since English is the medium of instruction in classes, the applicant must demonstrate mastery of English to benefit from instruction before being admitted.

G) TRANSFER STUDENTS: The following admissions requirements for transfer students are applicable to the extent not inconsistent with Florida statutes, State Board of Education rules, and/or specific resolutions of the District Board of Trustees.

1) The College accepts credits transferred from other U.S. Department of Education recognized accredited colleges and universities.

2) Students eligible to return to the institution of origin may be admitted to North Florida College upon receipt of their transcript and approval of the College administration.

3) Students not eligible to return to the institution of origin must petition for admission to North Florida College. Valid and clear reasons for admitting the student under these circumstances must be given before such a petition will be considered.

4) Transfer students with less than an overall 2.0 (C) grade point average, according to North Florida College computation, must submit application and transcript(s) for review by the College administration prior to final admission. Transfer students admitted to North Florida College with less than an overall 2.0 (C) grade point average are placed on academic probation.

5) Students transferring to North Florida College are accepted on the basis of the grade point scale at North Florida College rather than grade point scale at previous institutions.

6) Transfer credit may be awarded for those elective courses in which a grade of "D" or higher was attained. No course in the general education core may be transferred with a grade less than "C".

7) Transfer students are not required to present a high school transcript if a record of high school credits is on the transcript from the previous institution.

8) Transfer students must achieve on overall grade point average of 2.0 in order to graduate from North Florida College.

9) Any student must achieve a grade point average of 2.0 by the end of the initial 12 credit hours of coursework or be placed on academic probation.

10) In the valuation of transfer credit, consideration will be given for differences in hour requirements on the basis of the intent of the general education requirements at North Florida College.

H) TRANSIENT STUDENTS: The following admission requirements are applicable to the extent not inconsistent with applicable Florida statutes, State Board of Education rules, and/or specific resolutions of the District Board of Trustees:

1) A student enrolling at North Florida College and attending on the approval of another college or university, and who intends to return to that institution, will be considered a transient student. An application, a statement of good standing from the college to which the student is returning, and permission to enroll in certain courses at North Florida College are required. The permission statement must be in the student's record prior to graduation.

I) REQUIREMENTS FOR RE-ADMISSION: The following re-admission policy is applicable to the extent not inconsistent with applicable Florida statutes, State Board of Education rules, and/or specific resolutions of the District Board of Trustees.

1) Former students not in attendance during the previous year must submit a new application and other information as required by the Office of Enrollment Services. Any former student who withdraws with a cumulative or overall average of less than 2.0 may be readmitted on academic probation.

SACSCOC 10.5