

EMBRY-RIDDLE Aeronautical University™

DAYTONA BEACH, FLORIDA

600 S. Clyde Morris Blvd. • Daytona Beach, FL 32114-3900

(386) 226-6000 or (800) 222-3728

Admissions: (800) 862-2416

Emergency: (386) 226-SAFE(7233)

2017-2018 STUDENT HANDBOOK

Disclaimer: Applicable rules and regulations may be modified or updated from time to time and will be binding as of the date published. Students and applicants are bound by the terms in effect at the time of any event or occurrence. The online version of the Student Handbook is the official current version of applicable rules, regulations, and procedures and can be found on the Dean of Students website on both ERNIE and daytonabeach.erau.edu.

2017-2018 ACADEMIC CALENDAR

Fall Semester 2017 (August 28 - December 13)

August 21-23	New Student Housing Check-In
August 23-27	Orientation and Registration
August 28	Classes Begin
September 4	Holiday - Labor Day
October 12	No Classes - Industry/Career Expo
October 19-20	Student Fall Break
November 10	Holiday - Veterans Day
November 22-24	Holiday - Thanksgiving
December 7	Last Day of Classes
December 8	Study Day
December 9, 11-13	Final Examinations
December 18	Commencement (visit daytonabeach.erau.edu/campus-life/graduation)

Spring Semester 2018 (January 10 - May 2)

January 8-9	Orientation and Registration
January 10	Classes Begin
January 15	Holiday - Martin Luther King Jr. Day
February 19	Holiday - Presidents Day
March 12-16	Holiday - Spring Break
April 26	Last Day of Classes
April 27	Study Day
April 28 & 30; May 1-2	Final Examinations
May 7	Commencement (visit daytonabeach.erau.edu/campus-life/graduation)

Summer Semester 2018 – Term A (May 10 - June 25)

May 8-9	Orientation and Registration
May 10	Classes Begin
May 28	Holiday - Memorial Day
June 20	Last Day of Classes
June 21	Study Day
June 22 & 25	Final Examinations

Summer Semester 2018 – Term B (June 28 - August 13)

June 26-27	Orientation and Registration
June 28	Classes Begin
July 4	Holiday - Independence Day
August 9	Last Day of Classes
August 10	Study Day
August 11 & 13	Final Examinations

CAMPUS DEPARTMENTS

The online version of the Student Handbook is the official current version of applicable rules, regulations, and procedures and can be found on the Dean of Students website on both ERNIE and daytonabeach.erau.edu.

Bookstore

Location: Building 249

Contact: (386) 226-6062

Hours of Operation: please check the Bookstore's website at www.shoperau.com

The Embry-Riddle University Bookstore carries a wide range of ERAU merchandise from brands like Skull Candy, Nike, Champion, Russell, Camelbak, and Nalgene. Don't see what you're looking for? They are open to suggestions and feedback on new products. The Bookstore offers several textbook formats to meet individual needs—including digital books, rentals, and used textbooks. They strive to offer competitive pricing on textbooks and will beat Amazon and Barnes & Noble pricing by 10%. See store for details.

Come to the University Bookstore and check out the new merchandise and competitive pricing.

Campus Safety & Security

For emergencies on campus, call (386) 226-SAFE(7233) or activate any campus emergency phone.

Administrative Office

Location: Modular 3-175, Aerospace Blvd., next to new Residence Hall

Contact: (386) 226-6490

Hours of Operation: Monday – Friday, 8 a.m. to 5 p.m.

Safety Services Office

Location: exterior southeast corner of the J.P. Riddle Student Center

Contact: (386) 226-6480

Hours of Operation: 24 hours a day, seven days a week

Safety & Security Officers are available 24 hours a day to enforce University rules and regulations, respond to emergencies or criminal incidents, and to assist with personal and property protection. The Department encourages everyone to promptly report emergencies, suspicious activity, and other security-related incidents.

The Department provides regular patrols, safety escorts, property registration, bicycle and motorcycle Lease-A-Lock program, victim services, guest speakers on security topics, and other crime prevention services to the University community.

Information concerning crime statistics and security procedures is available at daytonabeach.erau.edu/about/safety/.

Career Services

Location: J.P. Riddle Student Center, Room 250

Contact: (386) 226-6054, careerservices.erau.edu

Hours of Operation: Monday – Friday, 8 a.m. to 5 p.m.

Career Services offers a variety of services and programs, all focused on preparation for successful careers. The staff provides the following services to students:

- Individual career advisement by appointment
- Resume/cover letter workshops and critique services
- Interview preparation and mock interviews
- Career-related presentations and workshops
- Company information sessions and on-campus interviewing
- The Cooperative Education/Internship Program, which allows students to receive course credit for successfully completing hands-on, relevant work experience
- Access to EagleHire, Embry-Riddle's online career management and job search system
- Career development resources through the Career Services website, EagleHire, our ERNIE Team Site, and literature available in the office
- Spring and fall Industry/Career Expos, which each brings over 100 employers to campus to recruit candidates for co-ops/internships and full-time positions and allow students to speak with prospective employers about careers and gain valuable insight into the aviation, aerospace, and related industries

For more information, visit careerservices.erau.edu. You may also connect with us through Facebook, LinkedIn, Twitter, Instagram, and our *Going Places* blog.

Chaplain's Office and The Center for Faith & Spirituality

Location: Building 267

Contact: (386) 226-6580

Hours of Operation (Chaplain's Office): Monday – Friday, 8 a.m. to 5 p.m.

The Chaplain's Office and The Center for Faith & Spirituality welcome students, staff, and faculty of all backgrounds; encourage them in their lives of faith; and provide them with opportunities to learn more about their own traditions as well as those of their fellow students and colleagues.

There are two chaplains serving the Daytona Beach Campus of Embry-Riddle, Rev. David Keck and Father Tim Daly (Roman Catholic Chaplain). They work with students of all faiths as well as those from no faith tradition.

The Chaplain's Office provides:

- Confidential conversations about life's challenges
- Consultations on religious issues and moral dilemmas on campus
- Discussions about life, the meaning of the universe, and everything

The work of the Center includes:

- Maintaining our five prayer and meditation rooms (open daily from 6 a.m. to 10 p.m.)
- Helping students, staff, and faculty find a spiritual home on campus
- Promoting healthy and respectful interfaith dialogue
- Developing opportunities to live out one's faith through service to the community
- Providing a home for our religious clubs and organizations

Counseling Center

Location: Wellness Center Complex, Building 502

Contact: (386) 226-6035

Hours of Operation: Monday – Friday, 8 a.m. to 5 p.m.

The Counseling Center provides services to educate, empower, and enhance the emotional well-being of students. We believe good mental health is a key component to overall health, and good health is essential to academic success.

Our office provides a comfortable and private setting where you can openly express feelings and explore thoughts, beliefs, and behaviors with a professional counselor. Counseling records are confidential and separate from other university records. Counseling services are short-term in nature. If your mental health needs exceed the scope of our services, staff will refer you to local community resources.

The Counseling Center provides campus-wide wellness promotion and mental health awareness programs and presentations. Daily wellness posts are available on our Facebook page, and mental health assessments and wellness resources are available via ERNIE.

Dean of Students Office

Location: J.P. Riddle Student Center, Suite 256

Contact: (386) 226-6326, dbdos@erau.edu

Hours of Operation: Monday – Friday, 8 a.m. to 5 p.m.

Websites: daytonabeach.erau.edu/campus-life/dean-of-students and [ERNIE > Departments > Daytona Beach Campus > Dean of Students \(Daytona\)](#)

The Dean of Students Office seeks to empowER our students through enhanced experiences and access to opportunities.

The Dean of Students Office serves as advocates, connecting students to resources, and supports the academic mission to promote student success. To prepare students for life as Embry-Riddle Eagles, the Dean of Students Office provides policies and guidelines for conduct in the comprehensive Student Handbook. In addition, the deans administer the student conduct process through the Honor Code found in the Student Handbook. Also the office verifies information for background investigations for security clearance and employment references and adheres to the Family Educational Rights and Privacy Act of 1974 (FERPA) to protect educational records based on the student's preferences.

Under the guidance of the Dean of Students Office, the CARE/BIT Team supports students who are struggling either personally or communally to a degree that warrants monitoring or intervention. The CARE/BIT Team may learn about students through various methods, including direct contact or the Student of Concern form. The goal of the CARE/BIT Team is to connect the student to the appropriate resources to support academic and personal success.

The Dean of Students Office also administers the Absence Verification process. Students who need to temporarily leave the University due to illness, emergency, or death in the family must complete an Absence Verification form and provide supporting documentation. Students should complete the online form ([ERNIE > Dean of Students > Forms](#)); the next step is to attach the supporting information to the online form, submit it to dbdos@erau.edu, or drop it off in the Dean of Students

Office. If needed, students may complete the form in person. The documentation will be reviewed and verified before being sent to faculty.

The Dean of Students Office cannot excuse students from class; however, verification of the reason for the absence will be emailed to faculty if proper documentation is provided. Many faculty require verification of emergencies when a student is absent from class. It is ultimately the student's responsibility to make arrangements with instructors for completing assignments, quizzes, exams, or other requirements. When possible, explain your situation to your professors before you miss class.

Dining Services with Sodexo

Contact: (386) 226-6067

Website: eraudining.sodexomyway.com

Sodexo Dining Services at Embry-Riddle offers a great value and flexible meal plans with many dining options. Menus with nutritional information, hours of operation, and special events are posted on eraudining.sodexomyway.com, Twitter at www.twitter.com/eraudaily, Facebook at <http://www.facebook.com/SodexoERAUDiningServices>, and a call in menu line at (386) 226-6080.

Disability Support Services

Location: Wellness Center Complex, Building 20 (west entrance); DSS Testing Center, Building 253, Room 205

Contact: (386) 226-7916, fax: (386) 226-6071, dbdsinfo@erau.edu, TTY: (386) 226-7915

Hours of Operation: Monday – Friday, 8 a.m. to 5 p.m. (evening and weekend hours by special arrangement); summer hours, Monday – Thursday, 8 a.m. to 6 p.m.

Website: ERNIE > Departments > Daytona Beach > Student Resources > Disability Support Services

The mission of Disability Support Services (DSS) is to guide and support institutional compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act to ensure equal access for students with disabilities. The department is prepared to make reasonable accommodations for students, with documentation supporting their claim, to promote effective participation in their academic and co-curricular objectives. Some of the assistive/adaptive devices offered are Kurzweil 3000 (K3000), LiveScribe Echo Smartpens, recording devices, screen reading devices, speech-to-text software, etc.

Currently enrolled undergraduate and graduate students having one or more documented disability are eligible for services. Please refer to the Disability Support Services website for additional information.

EAGLEcard (Student Identification)

Location: J.P. Riddle Student Center, Room 105

Contact: (386) 226-7578, eaglec@erau.edu, www.erau.edu/eaglecard

Hours of Operation: Monday – Friday, 8 a.m. to 5 p.m.

Students receive their Embry-Riddle ID card (EAGLEcard) during orientation. Replacement cards are available in the EAGLEcard Center on a 24/7 basis for a \$15 fee, which is charged to the student's account. EAGLEcard holders can also manage their accounts and suspend activity on cards through their online ERNIE account.

Students are required to have an EAGLEcard and carry it with them at all times while on University property. Students are required to show their EAGLEcard to University officials upon request. This all-in-one card is non-transferable and is required for accessing meal plans, your student account,

First Year Programs

Location: College of Business, Suite 115

Contact: (386) 226-7073

Hours of Operation: Monday – Friday, 8 a.m. to 5 p.m.

Dedicated to helping students achieve their academic goals, the First Year Programs (FYP) team consists of highly qualified academic advisors, student ambassadors, peer mentors, and tutors who work together with faculty and staff campus-wide to assist students in their transition to university life.

First Year Programs, conveniently located in the College of Business, Suite 115, focuses on the academic success of first-year students through developmental and intentional academic advisement. First Year Programs coordinates and provides academic counseling, grade monitoring, academic intervention strategies, and tutoring, and acts as a liaison for students seeking appropriate sources of information and specialized services on campus. First Year Programs oversees the college success course (UNIV 101) for the campus and coordinates with the Living Learning Program in the residence halls. FYP also oversees the First Generation Student Program and the First Class Program.

Health & Wellness Services

Location: Wellness Center Complex, Building 20

Contact: (386) 226-7917, dbhealth@erau.edu

Hours of Operation: Monday – Wednesday, 8 a.m. to 8 p.m.

(summer hours vary) Thursday – Friday, 8 a.m. to 5 p.m.

Saturday closed

Sunday, 11 a.m. to 5 p.m.

Health Services provides direct care, education, and guidance necessary to help students achieve and maintain good health. Students may come to the center for treatment and consultation with the University Physician, University Aviation Medical Examiner, Physician Assistant, Nurse Practitioner, Registered Nurses, and Insurance Coordinator. In addition, referrals to community health care providers (including FAA medical examiners) are available to students.

IN ACCORDANCE WITH FAA REGULATIONS, FLIGHT STUDENTS SHOULD CONSULT THE HEALTH SERVICES STAFF FOR MEDICAL GROUNDING WHEN ILL OR ON MEDICATION.

All students who are hospitalized or treated for significant health problems should inform Health Services as soon as possible.

Students are required to provide the department with proof of immunity against Measles, Mumps, and Rubella (two doses of MMR vaccine given after the first birthday or laboratory evidence of immunity). School or military records will be accepted if appropriate dates and physician or clinic signatures are evident. Per Florida statutes, chapter 1006.69, students who reside in university-managed housing are required to document proof of vaccination for Meningitis and Hepatitis B disease or sign a waiver declining those vaccinations (see pre-entrance Medical Report for details). A screening test for Tuberculosis will be required for enrolled International students from TB endemic areas.

For after-hours care, students should refer to the Health Services website for up-to-date information and instructions at daytonabeach.erau.edu/about/health-wellness.

If students have a medical emergency, they should seek assistance at a hospital emergency department such as Halifax Health Medical Center, Florida Hospital Memorial Ormond, or local Urgent Care Centers, or call 911.

Absences due to illness or injury are considered a student/faculty concern. Therefore, excuses are not provided by Health Services. Students may sign a release of information form for class absences if an instructor needs verification of a visit to Health Services. The Dean of Students Office may provide absence verification for illness or emergencies, but faculty approve absences.

Please visit our website for further information regarding Health Services and student health insurance at daytonabeach.erau.edu/about/health-wellness.

Housing & Residence Life

Location: Student Village, Buildings 1500 and 1530

Contact: (386) 323-8000 or daytona.housing@erau.edu

Hours of Operation: Monday – Friday, 8 a.m. to 5 p.m.

The Department of Housing & Residence Life offers accommodations to approximately 2,200 students. The residential facilities include a variety of living options, including suites and apartments. There are seven residence halls located on campus and one apartment complex located 1.5 miles south of campus. All facilities are open during the fall and spring semesters but are generally closed during the breaks between semesters, including winter break. However, students wishing to remain on campus during breaks between semesters may apply for break housing and will incur an additional charge. All first-year students (under 21 years of age and with fewer than 28 earned credit hours) are required to live in campus housing for their first full academic year or three academic year semesters if they start in the spring.

The residence hall student staff includes Senior Resident Advisors and Resident Advisors who are trained to advise students, plan special programs to enhance the living environment, and encourage personal and academic growth. Senior Hall Tours Ambassadors and Hall Tour Ambassadors provide tours of their rooms for prospective students and their families each day the University is open and for special visit events. Ten full-time, professional staff members are also available to assist students.

ERRSA, the Embry-Riddle Resident Student Association, is a volunteer governing body that represents the residents and provides special programs. ERRSA has an office for socializing, gaming, etc. on the second floor of the Student Village that is open for students most weekday evenings throughout the academic year. The Department of Housing & Residence Life and ERRSA provide a live-streaming service that allows residents to watch newer movies and TV shows on any Internet-ready device while on campus.

Housing Policies & Procedures are found under the Honor Code & University Policies section.

Immigration Services

Location: Center for Diversity & International Student Services, Suite 200

Contact: (386) 226-6579, dbiss@erau.edu

The Immigration Services Office serves as the main contact for our international students' immigration concerns. This office is here to support our international students by assisting them with their immigration documents to arrive in the U.S. through the point of graduation and later work

authorization. Guidance and support is provided to keep all international students in good immigration standing. We provide additional services such as OPT workshops and health insurance waivers.

International students need to follow all Student and Exchange Visitor Program (SEVP) policies and maintain their status at all times. The Immigration Services Office will assist students in their efforts to understand and follow policies. The Dean of International & Graduate Student Services is the final arbiter of any discrepancies.

Information Technology

Contact: via ERNIE (choose "Need Help?" from the login page), (386) 226-6990, or ITSupport@erau.edu

Hours of Operation: IT Support Help Desk is available 24 hours a day, seven days a week

Information Technology (IT) has responsibility for the planning, implementation, and support of information resources to serve the University's primary functions of instruction, research, and administration.

Embry-Riddle's Network for Information Exchange (ERNIE) helps students find and view information that is important and pertinent. ERNIE provides a one-stop-shop for services such as managing your student account and password, email, access to Canvas courses, unofficial transcripts, class grades and schedules, account balances, and flight schedules. Log on to ERNIE by visiting <http://ernie.erau.edu>.

Other services provided by IT include Embry-Riddle email accounts, computerized labs and classrooms, network storage space for class assignments (accessible through ERNIE), Internet access for on-campus housing, and wireless Internet access in all buildings and residence halls.

Popular Microsoft software titles and anti-virus software are available for free download by visiting the IT web page. Log into ERNIE, under the Departments menu choose *Information Technology*, and then choose *Downloads*.

NOTE: The Computer Use & Security Violations (#6) policy is found in the Honor Code section of this handbook and is one of the violations a student could be charged with; the Information Technology department reviews this policy every year.

Intercollegiate Athletics

Location: ICI Center, Second Floor

Contact: (386) 323-5000, www.erauathletics.com

Hours of Operation: Monday – Friday, 8 a.m. to 5 p.m.

Embry-Riddle sponsors intercollegiate sports for both men and women. Embry-Riddle is a full member of the NCAA Division II and the Sunshine State Conference as of fall 2017. With this new membership, ERAU Athletics will increase to 20 sports, including Baseball, Men's & Women's Basketball, Men's & Women's Cross Country, Men's & Women's Golf, Men's & Women's Lacrosse, Men's & Women's Rowing, Men's & Women's Soccer, Softball, Men's & Women's Tennis, Men's & Women's Track & Field, Volleyball, and co-ed Cheerleading. Athletics at Embry-Riddle has a rich tradition of winning and is eager to compete for championships in the Sunshine State Conference in the 2017-18 season. Student admission to all regular-season home athletic events is free with valid student ID (EAGLEcard).

Students interested in trying out for an intercollegiate sports team can find information about the process by visiting www.erauathletics.com/tryouts. For more information about ERAU Athletics teams, rosters, season schedules, the FLOCK, and game results, visit www.erauathletics.com/teams. Go Eagles!

International & Graduate Admissions

Location: Center for Diversity & International Student Services, Suite 300

Contact: (386) 226-6103

Hours of Operation: Monday – Friday, 8 a.m. to 4 p.m.

The Office of International and Graduate Admissions is responsible for the recruitment and admissions procedures for International undergraduate and all graduate applicants. Students who are interested in obtaining a master's degree are encouraged to apply online at daytonabeach.erau.edu/admissions/graduate/ and to stop by for materials and information on assistantships and scholarship opportunities.

International Student Services

Location: Center for Diversity & International Student Services, Suite 300

Contact: (386) 323-8133, daytonabeach.erau.edu/international-student-services

The International Student Services Office serves as the central point of contact for international students at Embry-Riddle. The office is composed of the following departments: International Undergraduate Admissions, International Graduate Admissions, Immigration Services, Language Institute (ERLI), Global Engagement, and the Office of Diversity & Inclusion. All of these offices work together to enhance the international student experience and contribute to the student's experience and academic success.

Intramural & Recreational Sports

Location: ICI Center, Room 102

Contact: (386) 226-6530

Hours of Operation: Monday – Friday, 8 a.m. to 5 p.m.

The Department of Intramural & Recreational Sports provides a variety of intramural sports and contests with opportunities for team and individual competition. Team activities include, but are not limited to, basketball, volleyball, softball, soccer, and flag football.

We offer a wide range of sports equipment for free checkout at the information desk in the lobby of the ICI Center, everything from basketballs to camping tents. An active EAGLEcard is required to check out all equipment; the requester assumes responsibility for lost, stolen, or damaged items.

Discounts to major theme parks and attractions are frequently available for purchase through the Department.

Embry-Riddle's recreational facilities include:

- Indoor racquetball courts
- Outdoor softball field – artificial turf, no lights
- Outdoor 9-hole disc golf course
- Outdoor/lighted facilities include:
 - Tennis courts
 - Basketball courts

- Track & field complex
- Multipurpose playing fields – natural and artificial turf
- Eagle Fitness Center: weight lifting and cardio equipment, group fitness classes, and shared locker rooms
- Outdoor seasonal/unheated swimming pool
- ICI Center: multipurpose gymnasium, Dr. Jamie Fletcher Fitness Center, and shared locker rooms

Clubs and groups may reserve the fields for games or special events by contacting Intramural & Recreational Sports at (386) 226-6530.

J.P. Riddle Student Center

Contact: Info Desk (386) 226-7950

Hours of Operation: The building is open 24 hours a day. The Info Desk is staffed Monday – Friday, 8 a.m. to midnight; Saturday, 9 a.m. to 3 p.m.; Sunday, 12 p.m. to midnight.

The Student Center has many resources for students. We house the main dining area on campus, as well as Starbucks in the Student Center Courtyard. Offices for the Student Government Association, the Dean of Students, Student Engagement, and Career Services are in the main building. The Hunt Library is located in the Student Center Annex, along with the Registrar's office. We have computers and a printer available for students in the lobby, as well as a small computer lab in the Landing Strip.

Students have leadership roles in the governance and the operations of the facility. The Student Union Advisory Board provides student leadership and guidance to help the facility and services better meet student needs. The Info Desk is managed by students and provides operational support in the following ways:

- Room reservations for student organization meetings
- Pick-up service for tables and chairs reserved for student events
- Check-out service for whiteboards and other study supplies
- Check-out service for recreational equipment

Library

Location: J.P. Riddle Student Center Annex (*We will move to the new Student Union/Library in fall 2018!*)

Contact: (386) 226-7656, library@erau.edu

Hours of Operation:

Fall/Spring: Monday – Thursday, 7:15 a.m. to midnight; Friday, 7:15 a.m. to 6 p.m.; Saturday, 11 a.m. to 7 p.m.; Sunday, noon to midnight

Extended hours during final exam week are posted in the Library and on the website; hours Vary during the summer and holidays.

The Hunt Library provides print and electronic resources to support your academic research, plus *Ask a Librarian* services for assistance. Additionally, the Library offers group study rooms, comfortable seating, quiet areas, computer workstations, a wireless environment, and friendly staff to assist you with your research. The University's IT department supports the computer workstations, and printers are available. Review our website, huntlibrary.erau.edu, for information about our services, resources, and hours.

A valid EAGLEcard is required for all transactions in the Library such as checking out books, using the reserve collection, and borrowing items from the media collection. Borrowers keeping material beyond the due date will be fined \$.50 per day for circulating materials and \$.50 per hour for reserve

materials. Overdue recalled items are fined at \$2.50 per day. A notice will be automatically sent after three days, and the borrower's account will be charged after 20 days if materials are not returned. The Library uses a security system to detect unauthorized removal of materials. Unauthorized removal is considered theft and could result in disciplinary action, probation, or suspension. Additional fines and other details are available on the library website.

The staff of the Hunt Library welcomes you and is happy to assist you in any way we can.

Lost & Found (managed by Campus Safety & Security)

Location: Safety Services Communications Center; outside entrance, front of the J.P. Riddle Student Center, on the southeast corner of the building, Room 105

Contact: (386) 226-6480

Hours of Operation: 24 hours a day, seven days a week

The Safety Services Communications Center is the office to turn in or claim lost items that you may find or lose on campus. It is open 24 hours a day.

Mail Center

Location: Tomcat, 250 Aerospace Blvd.

Contact: Supervisor (386) 226-6017; for questions or further information, call (386) 226-6021

Lobby Hours of Operation:

Service window for package pickup: Monday – Friday, 7 a.m. to 4:30 p.m.

Outgoing U.S. Postal Services window: Monday – Friday, 8 a.m. to 4:30 p.m.

Outgoing FedEx, UPS, and DHL: Monday – Friday, 8 a.m. to 4 p.m.; *cut-off time for international (documents only) is 3:30 p.m.

Closed weekends and all official University holidays.

For your convenience, we have a Mail-N-Go Self-Serve Postal Kiosk in the Mail Center Lobby.

Only students living in campus housing are eligible for a mailbox. Once a student moves off campus, they are required to visit the Mail Center to turn in their key and provide a forward address. The box key must *not* be given to a Resident Advisor or the Housing office; it must be returned directly to the Mail Center – otherwise a \$10 non-return fee will be charged to the student's account.

Mail and package pickup notices are placed in the mailboxes between 8 a.m. and 3 p.m., Monday – Friday, with the exception of official University holiday closures. When a package is received for a student, an email notification is sent, and a pickup notice is placed in the mailbox. The student must present their package notice and student ID at the pickup window in the Mail Center to receive the item. Note: email notification for packages received are still sent even when there's a forward in place – your item will still be forwarded with the exception of Amazon, UPS, and FedEx as the forward service does not apply, so other arrangements must be made with the Mail Center for you to receive packages delivered by those carriers.

Students with a campus mailbox can only receive mail and packages addressed in their name and must include the mailbox number, NOT the dorm room as mail is not delivered to the dorms. Note: if mail or packages are received and are addressed in your parents' or someone else's name, please be sure in the address they C/O your name and again include the mailbox number. *Operating a personal business from the campus mailbox is strictly prohibited.

Office of Diversity & Inclusion

Location: Center for Diversity & International Student Services, Suite 300

Contact: (386) 226-7544, diversit@erau.edu

Hours of Operation: Monday – Friday, 8 a.m. to 5 p.m.

Embry-Riddle's Office of Diversity & Inclusion at Daytona Beach strives to advance the campus community's understanding, commitment, and respect for diversity. Through education, programming, advocacy, and outreach, the office fosters an environment that is both nurturing and supportive for all students, faculty, and staff.

Office of Global Engagement

Location: Center for Diversity & International Student Services, Suite 200

Contact: (386) 226-6634, goglobal@erau.edu

The Office of Global Engagement (OGE) is proud to offer all our students unique and award-winning academic programs, as well as research and volunteer programs abroad. OGE recognizes the unquestionable benefits of international exposure in today's increasing globalization. Embry-Riddle offers its students a wealth of opportunities to study abroad in over 50 destinations spanning five continents. Whether it's as short as a week or a one-month summer adventure or a semester/year-long program, these programs provide students with experiences that will greatly enhance not only their academic and professional lives but also their personal lives.

Students in good academic standing from ALL degree programs, both undergraduate and graduate, from any of our campuses have the opportunity to take courses through our partner universities that will be directly applicable to and count toward their degree programs at Embry-Riddle. These exchanges may be semester or year-long, and most exchange programs are available in English. Additionally, there are programs taught in the language of the host country. Qualified exchange program participants may also have the opportunity to be placed in internships with companies or research labs abroad.

Our innovative and, in many cases, one-of-a-kind summer programs are taught in English by Embry-Riddle professors and host professors throughout the world. Our summer programs are designed to enhance student learning in unique and dynamic ways through academics and opportunities to visit businesses and organizations only open to our students because of Embry-Riddle collaborations and partnerships. Spring brings even more opportunities to globalize. The Office of Global Engagement, in collaboration with various colleges and offices on campus, also offers Volunteer Abroad Programs, Spring Abroad, and IGNITE Abroad Research Programs. These are held over Spring Break.

Our newest initiative, Domestic Away, offers specific opportunities to students through college departments that have identified a domestic program, organization, or location that will provide long-term benefits for their students. The Domestic Away programs focus on a specific aspect to help enhance student learning by taking them to a learning location stateside.

Office of the Registrar

Location: J.P. Riddle Student Center Annex, Second Floor

Contact: (386) 226-6030

Hours of Operation: Monday – Friday, 8 a.m. to 4 p.m.

The Office of the Registrar provides academic support services to students, faculty, staff, and alumni. Some of these services include academic evaluations/academic advising reports, transcript requests, enrollment verifications, applications for graduation, change of address, registration and add/ drop, and withdrawal processing. Our staff are happy to answer any questions you may have concerning your academic records or academic policies. Visit our website on ERNIE.

Office of Title IX Compliance

Contact: (386) 226-7971

Website: daytonabeach.erau.edu/title-ix-compliance

Title IX of the Educational Amendments of 1972 states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” This law protects you from gender-based discrimination in academics, activities, admissions, athletics, employment, financial assistance, housing, and recruitment. Title IX violations include **sexual harassment, sex or gender-based discrimination, sexual violence, including sexual assault, stalking, dating violence, and domestic violence**. Those who have a complaint or who would like information about filing a report should contact the Office of Title IX Compliance.

On-Campus Emergencies

Report emergencies to Campus Safety & Security at (386) 226-SAFE(7233). This line is reserved for emergencies only.

Incidents involving medical emergencies, accidents, injuries, criminal and suspicious activity, or personal safety concerns may all be reported via this number. When an emergency is reported directly to 911, notify Campus Safety & Security as soon as possible so we may facilitate the 911 response. The emergency phones located around campus may also be activated to report an emergency or to request help from Campus Safety & Security. For non-emergencies, call (386) 226-6480.

Parking & Traffic Services

Location: online via ERNIE in the Campus Safety & Security Department section

The University requires that all vehicles (cars, motorcycles, and mopeds) be registered. You may obtain a registration decal online via ERNIE; in addition, you will find a campus parking lot map showing which lots you may park in and the Parking & Traffic Rules and Regulations. To purchase a decal online, sign into ERNIE, select the *Departments* tab, and then select *Campus Safety & Security* under Daytona Beach. Bicycles must be registered, and there is no charge for this registration.

Temporary and visitor permits are available at no charge and may be requested from the Safety Services Office 24 hours a day, seven days a week. Parking citation appeal forms may be accessed via ERNIE.

Motor vehicles must yield to pedestrians and observe all applicable regulations. Obey all traffic regulations and use all safety equipment when operating any motor vehicle on campus. Students are not authorized to park in the Visitor Parking areas.

Vehicles observed committing a parking or moving violation are subject to ticketing with the registered owner being responsible for the designated fine.

Campus Safety & Security also operates a Motorist Assistance Program. Safety Officers will assist with jump starts and flat tire inflation. Please call (386) 226-6480 to speak with the Communications Center.

Students should thoroughly review the Parking Handbook found at [ERNIE > Daytona Beach > Campus Safety & Security](#).

Safety Services Communication Center (managed by Campus Safety & Security)

Location: outside entrance; exterior southeast corner of the J.P. Riddle Student Center, Room 105

Contact: (386) 226-6480

Hours of Operation: 24 hours a day, seven days a week

On-campus EMERGENCIES can be reported by dialing (386) 226-SAFE(7233). We encourage you to program this number in your phone. The Safety Services Communications Center serves as the central contact point between the University and emergency medical services, fire/rescue, and law enforcement agencies. Staff monitor fire alarms, intrusion alarms, and campus Emergency Phones. The Safety Services Communications Center dispatches Safety Officers to emergency and service-related calls on campus 24 hours a day, seven days a week.

Student Employment

Location: Tomcat Annex, Building 260, Room 121

Contact: (386) 226-6320

Hours of Operation: Monday – Friday, 8 a.m. to 5 p.m.

The Student Employment Office (SEO) provides assistance to students seeking part-time employment on or off campus. On-campus employment is available to students regardless of financial need. Once students are registered for classes, they may seek employment by visiting our office or by viewing available positions via our online system. After an on-campus position is offered, students must provide ORIGINAL documentation for proof of identity and employment eligibility to the SEO.

Please visit us at [ERNIE > I want to > View Student Employment Part-Time Positions > On/off campus jobs – Daytona](#).

Student Engagement & Student Union

Location: J.P. Riddle Student Center, Suite 106

Contact: (386) 226-6039, dbstuact@erau.edu

Hours of Operation: Monday – Friday, 8 a.m. to 7 p.m. (fall & spring semesters); Monday – Thursday, 7:30 a.m. to 5:30 p.m. (summer)

Located in the Student Center, our department provides a broad range of opportunities outside the classroom for students to learn and to connect with each other. Some of these opportunities are provided through specific programs and events, while others come through the experience of participating in one of Embry-Riddle's 180 clubs and organizations. We are also committed to experiential learning through employment in the Student Center's operations team, which provides student-run management of the facility and supports all events that are held there.

Our program areas include:

- Student Leadership & Civic Engagement
- Student Organizations
- Fraternity and Sorority Life
- Campus Activities
- Orientation & Communications
- Student Government Association (SGA) and the SGA divisions (Touch-N-Go Productions, The *Avion* Newspaper, and WIKD 102.5 Campus Radio)
- Student Center Operations & Events
- Our department also maintains an online involvement website called ERAU Connection. Through this site, students can find information and join different student organizations. Check out Connection at <https://connection.erau.edu> to find out how to get involved

Leadership

Leadership development occurs across a range of student experiences. Our office provides workshops and advising to help students learn from their roles in student organizations, teams, and group projects. We also provide an annual Student Leadership Conference, as well as the Emerging Leaders program for first-year students.

Civic Engagement

Our Civic Engagement program connects students with volunteer opportunities in the local community. We organize a campus-wide day of service, as well as alternative break programs. Much of the organizing work is done by the Volunteer Network, a group of student coordinators, who organize service events and share service requests from the local community. Students can sign up through Connection to become a Volunteer Network member and receive valuable information about volunteerism at Embry-Riddle and beyond!

Student Organizations

Embry-Riddle has over 180 registered student organizations (RSOs). By getting involved in a RSO, you can learn new skills, try new hobbies, put your classroom knowledge to the test, and have fun. With everything from skydiving to robotics, anime to acapella, our RSOs offer a broad range of opportunities for you, as a student, to pursue your passions.

- We provide support and training to student organizations to help them operate successfully.
- We also help students in creating new organizations.

Fraternity and Sorority Life

Our office supports nine fraternities and five sororities, as well as Order of Omega, a national honor society for fraternity and sorority members. Our values-based organizations promote good scholarship, positive campus relationships, strong brotherhood and sisterhood, campus engagement in other clubs and organizations, and philanthropic service on the local and national level. Our 14 organizations provide a great opportunity for students to become a part of over 45 years of tradition, service, and brotherhood/sisterhood in a growing and vibrant community within the university.

Campus Activities

Our office provides a variety of entertaining social and cultural programs and events. These include weekly programs such as the Departure Lounge (trivia, bingo, and more on Thursdays, 4-7 p.m.), as well as large-scale events such as the fall Homecoming Weekend and Embry-Riddle's big spring spirit week, Blue & Gold Week.

Orientation & Communications

Eagle Takeoff is our new student orientation that occurs at the beginning of each semester. The O-Team is a group of student leaders who introduce new students and their families to the people, places, and programs at Embry-Riddle.

Student Union Media (SUM) is a team of student graphic designers who help student organizations with developing marketing materials and manage the digital signage in the Student Center.

Student Financial Services

Location: Tomcat Annex, Building 260

Contact: (386) 226-6280, SFS@erau.edu

Hours of Operation: Monday – Friday, 8 a.m. to 5 p.m.

Student Financial Services is located on campus or visit ERNIE > Services > Student Financial Services for additional information. Services provided online include:

- Payment deadline information
- Payment options (review payment options on ERNIE > Services > Student Financial Services)
- Cashier services

In order to activate and retain your schedule, full payment or enrollment in a payment plan must be received by the published payment deadline for each term. Please plan accordingly for processing of payment through mail delivery (allow 10 business days) or ERNIE Student Services online payment, which is immediate. Any unpaid balance may result in the loss of classes. A student must be in good financial standing to pre-register for future semesters. Set up your Auxiliary Access in Campus Solutions so others can make payments for you.

Refunds:

Only those students who officially withdraw from all classes through the Office of the Registrar are eligible for a percentage refund as stated in the current University catalog. The effective date of withdrawal, as determined by the Registrar, will govern the amount of refund. Student health insurance cannot be canceled and is non-refundable.

Only students who are in good standing at the time of withdrawal are entitled to a refund. Students who are suspended or dismissed for disciplinary or academic integrity violations, or who withdraw in lieu of judicial action, are not in good standing.

Requests for exceptions to the refund policy should be directed to the Refund Committee in the Student Financial Services department. A request for refund must be submitted 60 days from the date a Change in Registration Form or Clearance Form is filed. All requests are submitted electronically by submitting the Petition for Refund located in ERNIE on the Student Services tab. Requests for refunds due to circumstances clearly beyond a student's control, such as illness, emergency, and so on, must be accompanied by appropriate documentation. Refund requests will be processed within approximately 20 working days, and the student will be notified by email.

Student Government Association (SGA)

Location: J.P. Riddle Student Center, Suite 104

Contact: (386) 226-6045, sgastu@erau.edu

Hours of Operation: Monday – Friday, 8 a.m. to 5 p.m.

The SGA is the campus' governing body of student leaders who represent and advocate for the student population. This includes:

- Student-led committees (progress, environmental awareness, constitution, academic, marketing, and Safe Ride)
- Funding of student organization projects, events, equipment, and travel
- Campus-wide events (student appreciation day, tailgates, SGA speaker series, town halls)
- Representation of student concerns and ideas
- The SGA has executive, legislative, and judicial branches, as well as three divisions: The *Avion* Newspaper, Touch-N-Go Productions, and the radio station WIKD 102.5
 - The *Avion* Newspaper; Student Center, Room 110, (386) 226-6049. Visit the website at www.theavion.com or check out one of the many newsstands on campus
 - WIKD (102.5) Campus Radio; Student Center, Room 111, (386) 226-7056. Listen to WIKD on your radio at 102.5 FM or on the web at www.wikd1025.com
 - Touch-N-Go Productions (Student Programming Board); Student Center, Room 107, (386) 226-6047. Check out their website at touch-n-go.org for the latest event schedule. Events include movies, concerts, comedians, musical groups, lectures, novelties, and other campus activities
- Services for the student body (banner printing; campus recycling program; class ring sales; color/black & white printer service; copier service; free coffee, tea, hot cocoa & candy; fax service; free *News-Journal* newspapers; locker rental; Safe Ride; seasonal airport shuttle service)

Veteran Student Services

Location: Building 509

Contact: (386) 226-6350, dbva@erau.edu

Office Hours of Operation: Monday – Friday, 8 a.m. to 5 p.m.

Lounge & Study Area Hours of Operation: daily, 7 a.m. to 10 p.m.

Website: daytonabeach.erau.edu/military

Veteran Student Services provides, facilitates, and coordinates programs and services to meet the needs of veterans, service members, and their dependents to ease the transition to college life and fulfill their educational goals. The office is staffed with qualified counselors who administer the GI Bill® and other VA education benefits, report enrollment information to authorize appropriate allowances, provide advisory counseling, and act as a liaison between the student and the Department of Veterans Affairs.

Veteran Student Services also provides:

- Academic tutoring for Veterans by Veterans
- Lounge and snack area
- Study areas
- Computers, printers, and Wi-Fi
- Textbook lending
- Notary Public

Contact this office for information and requirements regarding VA education and other VA services and benefits.

HONOR CODE AND UNIVERSITY POLICIES

The online version of the Student Handbook is the official current version of applicable rules, regulations, and procedures; it can be found on the Dean of Students daytonabeach.erau.edu website and ERNIE. If you have questions, we encourage you to ask the Dean of Students Office.

Each student who enters Embry-Riddle Aeronautical University is respected as an adult and is therefore expected to demonstrate a high level of responsibility and maturity. Personal honesty and integrity are fundamental elements of responsible citizenship and are an intrinsic part of the basic character required for productive careers in the aviation, aerospace, and related industries. Students are responsible for knowing and adhering to the Honor Code as well as other campus, University, and department policies and guidelines as outlined in this Student Handbook, on department sites, and via other methods.

HONOR CODE OVERVIEW

Introduction

Embry-Riddle's policies and procedures, as defined in the Honor Code, are established to protect:

- The health and safety of our students, faculty, and staff
- The integrity of our academic learning environment in support of career goals
- The diverse and respectful nature of the campus
- The University's ability to successfully operate and further our reputation within the industries we serve

All Embry-Riddle students are responsible for knowing and adhering to University policies and procedures. As such, students will be held to the standards set forth by the Honor Code and expected to conduct themselves in a professional manner, both on and off campus.

For off-campus behavior, the University may take disciplinary action if a student has allegedly violated an institutional policy and/or is also charged by civil authorities. University disciplinary proceedings may be initiated separately from any civil or criminal action, and the initiation of University proceedings need not wait until the civil or criminal case is decided.

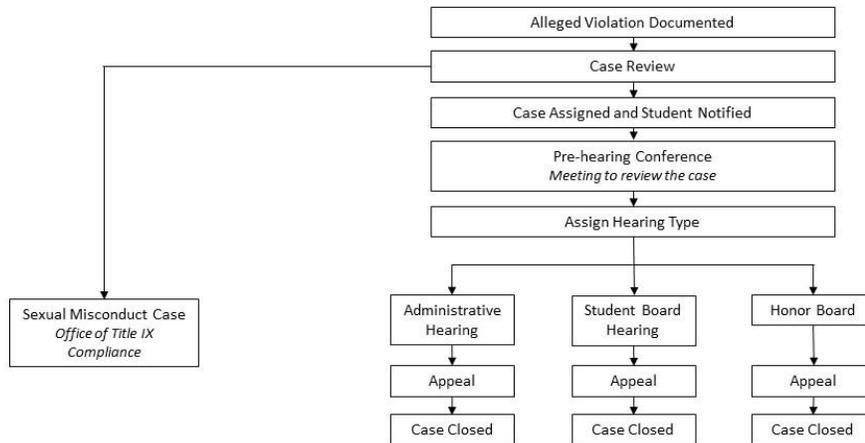
If a student is facing suspension or dismissal or their health and safety are at risk, the University may choose to notify an emergency contact and/or parents/guardians. While students are considered adults, the University prefers to partner with families and guardians in guiding students to success in and out of the classroom. Students have control over who is identified as an emergency contact and who has auxiliary access through Campus Solutions. Please see the *Auxiliary Access: Student Records & Release of Information Policy (FERPA)* or erau.edu/ferpa.

Violations of policies are reported through many methods, but any member of the campus community may officially report a violation of the Honor Code by contacting the Dean of Students Office, Campus Safety & Security, Housing & Residence Life, or the Title IX Coordinator, as applicable.

Honor Code Hearing Process

The Honor Code hearing process is an educational, administrative process and applies preponderance of evidence, which indicates that it is more likely than not that an incident did, or did not, occur. The process does not apply the rules of evidence, the rules of civil or criminal procedure, or the standards of the legal system.

A Hearing Officer has the responsibility to receive and, where appropriate, investigate complaints arising out of a claim that the Honor Code may have been violated. After receiving a complaint, a determination may be made regarding filing charges. Each student charged with a violation will be scheduled for a pre-hearing conference and, if indicated, a hearing. If found responsible for a charge, the student will be subject to disciplinary action through the Honor Code. Any student who leaves the University prior to the resolution of an alleged violation(s) will not be allowed to register for future semesters until the matter has been resolved through the normal Honor Code process. The sanctions imposed will depend on the severity of the violation(s) and/or the student's prior disciplinary record. Evidence presented at a hearing may warrant further investigation and/or disciplinary action.



Student conduct records and reports remain on file in the Dean of Students Office for a period of seven years from final case resolution. Records of suspended or dismissed students are kept indefinitely.

Rights and Responsibilities

As part of their rights and responsibilities, students accused of violating Embry-Riddle policies are entitled to a hearing before a student conduct person or body. Students who have been victimized as a result of Honor Code violations are entitled to all Rights and Responsibilities identified in the hearing process. Responding to requests to meet with officials investigating cases and at pre-hearing conferences is critical to the hearing process and ensures that students have all of their concerns addressed. Failure of students to respond to requests to meet may result in sanctions being levied without students exercising their right to have input considered.

Students will be notified of the hearing outcome officially in writing via their Embry-Riddle email account. It is critical that students involved in an official capacity in a hearing, whether a witness, victim, or accused/respondent, check their email daily, in addition to junk/clutter, to ensure proper notification.

For students who participate in a hearing, the following rights and responsibilities apply:

- The right to a language interpreter, if needed
- The presumption of innocence until responsibility has been determined
- The right to select an advocate for support and/or to assist in preparing for a hearing
- The right to present any evidence on their behalf, including witnesses, written statements, and documentation

- The right to challenge for cause any Student Conduct officer or member of the Honor Board or Student Court
- The right to cross-examine all witnesses
- The right to be found responsible or not responsible solely on the evidence presented at the hearing
- The right to remain silent before or during the hearing
- The right to make a statement on their own behalf
- The right to access all documents, statements, or printed evidence to be used in the hearing
- The right to be notified of the final decision within five working days of the hearing
- The right to request an appeal of a determination of responsibility from the initial hearing body or person

Admission of Responsibility

Students should be aware that solicited or unsolicited admission of Honor Code or policy violation(s) may be used by hearing officers when considering disciplinary action. Any individual may be considered an agent of the University, including faculty, staff, campus safety officers, resident advisors, and/or student employees.

Pre-Hearing Conference

Students will meet with a hearing officer to review the hearing process. The hearing officer will explain the charges against the student, disclose rights and responsibilities, review the appeal process, and answer questions. At this time, students will be given the choice to waive their right to a hearing or request a hearing. Any student facing University suspension or dismissal is automatically assigned to an Honor Board.

If the student chooses to have a hearing, a written notice along with a hearing date and time will be sent to the student's Embry-Riddle email address. If the student is not facing suspension or dismissal, they may waive their right to a hearing. By doing so they accept responsibility for all charges, and the pre-hearing conference hearing officer will offer to transition the pre-hearing conference into an administrative hearing or assign the administrative hearing to another hearing officer. The hearing officer will examine the information available and render a sanction. When students accept responsibility under the administrative hearing, they waive the right to appeal.

If a student fails to attend a scheduled pre-hearing or hearing, the pre-hearing or hearing may proceed in the absence of the student. Failure to appear may constitute accepting responsibility for all charges, and such an absence may not be considered grounds for an appeal. Once responsibility is established, appropriate sanction(s) will be assigned.

In all cases of student conduct, the Honor Code hearing process does not use technical Rules of Evidence and requires a lower standard of proof to reach a decision. This lower standard of proof is known as a preponderance of evidence and indicates that it is more likely than not that an incident did, or did not, occur.

Types of Hearings

- **Administrative:** A student who has been charged with an Honor Code violation, and is not facing suspension or dismissal, can choose a hearing held by hearing officers.
- **Fraternity and Sorority Standards Board:** The Board hears all allegations of Honor Code violations and interprets possible violations of Fraternity Insurance Programming Guidelines (FIPG) standards and Student Engagement & Student Union Policy and Procedures when the

accused is a fraternity or sorority. Each member of the Board is appointed, and there is one representative from each fraternity and sorority council. For more information about this board, contact the Assistant Director of Student Engagement & Student Union for Fraternity and Sorority Life.

- **Honor Board:** An Honor Board hears the cases of students, organizations, or groups that are facing University suspension or dismissal. If the student accepts responsibility, the Honor Board will assign sanction(s). If the student denies responsibility, the Honor Board must determine if the student is or is not responsible and then assign sanction(s), if needed. The Honor Board may render a finding of responsibility on a lesser-related violation, even if not specified in the notice letter. Generally, the Dean of Students hearing officer determines the nature of the violation and whether an Honor Board is the appropriate approach. The Honor Board is composed of student, faculty, and staff representatives. After the decision is delivered, the student may request an appeal directly to the Dean of Students Office.
- **Student Court:** The Student Court is the branch of the Student Government Association (SGA) that hears cases involving traffic and parking violations; personal disputes between two or more students; and cases referred by the Dean of Students Office, Campus Safety, Housing & Residence Life, and Student Engagement & Student Union. For information, visit sites.erau.edu/db-sga/about/court/.

Sanctions

Student conduct sanctions are an educational intervention imposed for violation(s) of the Honor Code and result from the hearing portion of the process. Examples of sanctions are provided in the list below and are not inclusive of all options. More than one sanction may be imposed for any single violation when deemed appropriate. Students are expected to comply with sanctions imposed through the student conduct process. Failure to complete sanctions may result in registration holds, fines, and/or additional sanctions or charges of the Failure to Comply (#10) policy.

- **Conduct Probation:** Conduct probation is a sanction imposed for a specific period of time. The probationary period allows a student to demonstrate acceptable behavior in order to continue enrollment at Embry-Riddle. If an offense is committed during the probation period, action may be instituted that results in suspension or dismissal.
- **Dismissal:** Dismissal is the involuntary and permanent separation of the student from all campuses of the University.
- **Educational and Intervention Strategies:** Work assignments, educational projects, community services, research reports, counseling evaluation, etc. may be deemed appropriate within the mission of the Honor Code.
- **Interim University Suspension:** Interim suspension is a temporary suspension of a student while an Honor Code case is pending. This action will be taken if there is a threat to the health and safety or significant disruption of the University community or its members.
- **Loss of Privileges:** Denial of specific privileges for a specific period of time may be imposed. Privileges may vary but can include access to parking, computer labs, dining facilities, housing, employment, participation in registered student organizations, etc.
- **No Contact:** No contact is a restriction from entering specific campus areas and/or all forms of contact with certain person(s).
- **Parental Notification:** Students may be required to notify their parents as a result of a responsible finding for any Honor Code violation.
- **Residence Hall Suspension or Termination:** Living on campus is a privilege. Suspension or termination from University housing is imposed when a student's presence in campus housing is considered disruptive. An interim housing suspension may also be imposed when

appropriate as determined by the Dean of Students Office, Housing & Residence Life, and/or Campus Safety & Security. Conditions for returning to on-campus housing may be required.

- **Restitution:** Compensation for loss, damage, or injury may be imposed and may take the form of appropriate service and/or monetary or material replacement.
- **Suspension:** Suspension is an involuntary separation of the student from the University for a specific period of time. Readmission to the University may be granted after the suspension period and conditions have been satisfactorily met.
- **Warning:** A conduct warning is a written notice given to a student whose behavior is in violation of the Honor Code. A warning will remain on a student's file for a period of seven years from final case resolution.

Appeals

Students have the right to appeal the determination of responsibility of an Honor Board, Administrative Hearing, and/or Student Court hearing within two (2) working days of receiving the verbal notification of the final outcome delivered by the chairperson. Appeals are granted for only two claims:

- a.) Breach of student's rights
- b.) NEW evidence not available at the time of the hearing

Appeals must be submitted in writing to the initiating office and clearly indicate which claim is being made. In the event that new evidence is brought forward by either the accused, a victim, or other means, Campus Safety & Security will investigate and validate or nullify the new evidence. The Student Conduct officer may reopen a case when new evidence is discovered.

Honor Code

This section provides the codes and policies that students are expected to follow at all times.

1.) Abuse, Threatening, or Bullying Behavior

Any conduct that threatens or endangers the health and safety of a member of the University community, including oneself, on or off University property, or at a University-sponsored or supervised activity is considered abusive or threatening behavior. It includes threats, discrimination, harassment, hazing, coercion, bullying, cyberbullying, blackmail, sexual misconduct, and/or stalking. Reports of abuse/threatening behavior may result in an immediate interim suspension from the University and/or campus housing. Students facing these charges should expect to go before the Honor Board for a hearing.

- **Verbal:** made in person, over the phone, left on voicemail, or other auditory means
- **Physical:** includes, but is not limited to, assault, battery, fighting, false imprisonment, alcohol poisoning, prohibiting a person from freely entering or departing a room or event through physical force or presence or otherwise confining a person, and any unwanted physical contact between individuals or attempts of physical threat
- **Written:** included, but is not limited to, instant messaging, Internet usage, email, cell phone/texting, social networking sites, letters, signs, banners, Spirit Rock, shirts, dry erase boards, or other specific graffiti
- **Retaliation:** action taken against another member of the community who has been identified as a complainant, victim, witness, or University representative alleging misconduct
- **Implied threats:** includes gestures, taunting comments, or any behaviors that create a threatening environment, including threats against the University and/or its property

2.) Academic Integrity

Students are expected to prepare and present their own work to satisfy academic requirements. Embry-Riddle considers academic dishonesty a very serious offense.

The academic integrity violations process is followed in all cases of suspected academic dishonesty. The first offense is handled by the academic department and/or college and may result in the failing of an assignment, failure of the class, or additional educational projects. The second offense will result in an Honor Board hearing for undergraduate and master-level students. Automatic referrals to an Honor Board include instances of broad cheating or students with a combination of academic integrity charges with other violations/student conduct cases; in these cases, the student may face suspension or dismissal. Doctoral candidates should refer to their department and/or doctoral handbook regarding incidents of academic integrity.

Academic integrity violations may include the following:

- **Cheating:** Students may not use unauthorized assistance in preparing assignments, including any oral or written presentations, or taking exams.
- **Fraud:** Students may not gain unfair advantage through deceit or trickery, including falsification of records. A student may be granted prior permission from each professor for double/multiple submissions of identical or substantially similar written assignments to fulfill a requirement in more than one course, covering all terms.
- **Plagiarism:** Students may not plagiarize as it is an act of academic dishonesty and is defined as taking the ideas, writings, and/or words of another and representing them as one's own. Two common forms of plagiarism involve the use of written or oral work

of another person without giving proper acknowledgement and the use of the work of another person as one's own. Over-sharing, which is copying numerical solutions, code, or lab experiments outside of collaborative assignments, is also considered plagiarism.

3.) Alcohol Policy

It is an individual's choice to drink alcohol within the parameters of state law and University policy. However, an individual who chooses to drink retains the responsibility for their behavior and conduct, both on and off campus. Disruptive or destructive behavior sometimes associated with, or as a consequence of, drinking is not an acceptable form of conduct. A person found responsible for illegal use, misuse of alcohol, or inappropriate behavior associated with alcohol use will be subject to action through the Honor Code.

- **Violation of University Policies:** Students who choose to drink are responsible for their behavior and conduct on and off campus. Unlawful possession, use/misuse, or distribution of alcohol on University property or as part of its activities is prohibited. Use and/or possession of alcohol on University property with the exception of approved events and/or Housing & Residence Life policies are prohibited. A student must be 21 years or older to possess and/or drink beer/cider and wine on campus property. Liquor or hard spirits are not allowed on campus at any time.
- **Violation of Alcohol Laws:** Embry-Riddle's policy on the use of alcohol is in accordance with Florida State Law. Students must be at least 21 years of age in order to purchase, possess, or consume alcohol.
- **Distribution:** Distribution of alcohol to anyone under the age of 21 at any time is prohibited.
- **Housing & Residence Life Policies:** Students living in on-campus housing and/or are guests of residents must adhere to the alcohol policy from the 2017-2018 Housing & Residence Life Community Standards.

4.) Bystander Behavior

A student or a group of students who are aware of illegal activities or violations of the Honor Code or policy violations and do nothing to prevent, stop, or report it are in violation of the Honor Code policy. Confidential reports can be filed with Campus Safety & Security or the Dean of Students Office.

5.) Campus Guests

Members of the Embry-Riddle community are responsible for the behavior of their guests, who are defined as visitors to the Daytona Beach Campus, while they are on campus. Minors must be accompanied by an adult at all times. In addition, residential students must abide by all Housing & Residence Life policies on guests, who are defined as those not living in University housing.

6.) Computer Use & Security Violations

Misuse of computing facilities, software, hardware, unauthorized use of another individual's computer account, misuse of one's own computer account, or any violation of the policies for using computing and networking resources at Embry-Riddle is prohibited. Refer to Information Technology Acceptable Use of University Computing Resources Policy (APPM 7.5) found on ERNIE.

7.) Criminal Convictions and Violations

The University expects individuals to follow all rules, regulations, public codes, statutes, and laws and to be respectful at all times.

Students arrested for or convicted of a misdemeanor or felony crime or who have been accused and/or adjudicated as a sexual offender or sexual predator must notify Campus Safety & Security of their status. Proof of final judgment, sentence, or disposition and police report related to the matter must be submitted within 24 hours of arrest and/or judgment or at the time of enrollment into the University, whichever comes first.

Violation of any state or federal criminal code on or off campus is prohibited. Behaviors and violations off campus are referred to the Honor Code at the discretion of University administration.

8.) Disciplinary Sanctions Violations

Failure to comply with sanctions imposed under the Honor Code, Housing & Residence Life community standards, or Embry-Riddle policies results in violation charges that must be completed in order to avoid possible suspension or dismissal from the University.

9.) Disorderly Conduct

An individual may be accused with disorderly conduct for any behavior that can be deemed excessively loud, lewd, indecent, obscene, disruptive, disrespectful, or disturbing the peace. Inciting others to be disruptive and/or inappropriate conduct at Embry-Riddle-sponsored or supervised events are also considered disorderly conduct and may result in immediate removal of any participant or guest at the discretion of the event organizer and/or Campus Safety & Security.

Participation individually or in groups on or adjacent to University property that causes damage to public or private property, injuries to other persons, or disruptions of University operations are prohibited. Students involved in other policy violations as a participant, for example, may be charged with disorderly conduct and participation violations.

10.) Failure to Comply

Failure or refusal to comply with verbal or written requests and directions from University officials acting in an official capacity is a violation of the Honor Code.

All students are required to have student identification (EAGLEcard) and carry it with them at all times while on University property. Each student should be prepared to identify oneself and surrender one's EAGLEcard upon request of a University official, including faculty, staff, resident advisors, and campus safety officers. To better facilitate the compliance request, it is important to check Embry-Riddle email daily.

11.) False Information

Providing false information or withholding information from a University official or during a hearing process is prohibited. This also includes tampering with witnesses in preparing for or during the hearing process.

12.) False Representation & Forgery

The University prohibits misrepresentation of oneself as a representative or agent of the University for personal, non-University business; for misrepresentation of an organization as a representative or agent of the University for personal, non-University business; and for acquiring identification or credit cards of another person or organization for personal, non-University business. This policy includes, but is not limited to, passwords, PIN numbers for

credit/debit cards, and account numbers from bank accounts. Manufacturing false identification cards, driver's licenses, student identification (EAGLEcards), and parking permits is strictly prohibited. Also prohibited are forging, altering, falsifying, destroying, misuse, or unauthorized use or reproduction of a University document; the signature or computer login of University personnel record or identification; or using Embry-Riddle stationery, business cards, or logo.

13.) Fire/Emergency Equipment & Procedures

Students are prohibited from the misuse of, vandalism to, or tampering with fire and emergency equipment, including, but not limited to, fire extinguishers, alarms, hoses, sprinkler heads, smoke detectors, AED devices, MED Club and Campus Safety & Security property, blue phones, and video surveillance equipment; falsely reporting a fire, bomb threat, or other emergency; and in the event of an emergency or drill, the failure to follow the directives of University officials and/or emergency personnel. Knowingly setting fire (arson), unintentionally setting fire, and intentionally setting off the fire alarm are also strictly prohibited.

14.) Fraudulent Business Transactions

Intentional misrepresentation, concealment, or omission of facts, records, checks, or money to the detriment of a person or an organization, on or off campus, is considered a fraudulent transaction and is illegal. This policy includes, but is not limited to, misuse of a credit card, student identification number or card (EAGLEcard), checking account, or an organization's funds; providing a fraudulent diploma or transcript; illegal sale of books to the University Bookstore; mishandling of organizational funds; failing to meet contractual obligations; or signing a contract on behalf of the University or a student organization without proper authorization. Please note, submitting a fraudulent diploma or transcript to a postsecondary institution is also a violation of a Florida Statute.

15.) Harassment

Harassment is defined as any willful, intentional, persistent, or reckless act that knowingly and maliciously harms or taunts another individual or group or conduct that poses a reasonable fear of harm or creates a hostile environment. Harassment can be communicated/conducted via verbal or written words, actions, stalking, cyber-stalking, and threats. Making public personal videos, social media posts, text messages, screenshots, video, or photographs of an individual without consent is also considered harassment. Bullying, intimidating, and stalking may be considered forms of harassment or abuse/threatening behavior. Harassment is not acceptable within the University community. Any such action should be reported to Campus Safety & Security. If harassment or stalking is gender-based, it should be reported to the Office of Title IX Compliance.

16.) Hazing

Embry-Riddle prohibits any form of hazing. Hazing is defined as any action or situation created by individuals, groups, teams, or student organizations – on or off campus – that could cause or has the potential to result in harassment, emotional or physical abuse, harm, embarrassment, anxiety, ridicule, or the violation of a policy, no matter how good the end result or intent. Examples of hazing include, but are not limited to, the following:

- Paddling
- Forced indulgence of alcohol or food
- Forced excessive exercise
- Indecent stunts or dress
- Deprivation of sleep, normal sleep patterns, or adequate study time

- Physical harassment such as pushing, shoving, tickling, yelling, etc.
- Deprivation of normal amounts of food and water
- Individual or group interrogations such as line-ups
- Personal servitude
- Assigning pranks
- Forced or coerced trips, i.e. "kidnaps"
- Encouraging, pressuring, coercing, or rewarding the breaking of laws, regulations, and/or policies

Hazing is prohibited regardless of consent, membership, or affiliation (new or not). Hazing exists regardless of the knowledge and/or endorsement of the group's members, advisor, coach, alumni, or leadership. Any suspicions of the above mentioned activities or any other activities that may be construed as hazing should be reported to the Dean of Students Office, Student Engagement & Student Union, or Campus Safety & Security. For additional information please refer to Florida's Chad Meredith Act; information can be found at hazing.fsu.edu/general-information/florida-law-on-hazing.

17.) Illegal Drugs & Other Substances or Paraphernalia

The health and wellness of Embry-Riddle students are critical to the academic mission and the safety of the entire community, and the types of industries pursued by students often do not tolerate any violations of illegal drug and other substance laws.

Therefore, the University prohibits the unlawful manufacture, attempted manufacture, cultivation, distribution, possession, sale and/or use of illegal drugs and substances, unauthorized prescription drugs, stimulants, hallucinogens, designer and/or synthetic drugs, prohibited drugs and drug-related paraphernalia, other similar non-prescribed agents known to be harmful or habit-forming drugs or chemicals (such as those used in huffing) on University property and/or while attending a business or academic activity, a student organization/athletic activity or trip, while on duty, or while operating a vehicle or machine leased or owned by the University. Any such involvement on or off campus is, therefore, strictly prohibited by Embry-Riddle.

Students accused of violating this policy may go before an Honor Board and, if found responsible, expect sanctions up to and including suspension from the University. Additional sanctions may include required drug testing; a positive finding of a drug test will constitute evidence of drug use and further sanction(s) will be imposed. Ignorance of this policy will not be acceptable as an explanation for putting oneself or others in harm's way.

Having knowledge of the above or being present when a violation occurs constitutes equal responsibility and involvement in the incident. Any suspicion of drug use should be reported immediately to Campus Safety & Security.

18.) Lasers

Lasers are prohibited on campus with the exception of class instruction. Prohibited items will be confiscated by Campus Safety & Security. Additional exceptions to the policy must be approved in writing by the Office of Environmental Health & Safety.

19.) Obstruction & Disruption

Students are prohibited from disruption or prevention of teaching, research, administrative disciplinary proceedings, investigations, meetings, interviews, ceremonies, emergency

responses, other University activities (including public service events), or other authorized activities on University property.

20.) Policy Violation

University, Housing & Residence Life, Student Engagement & Student Union, department, academic, and/or other rules or regulations established by Embry-Riddle must be adhered to at all times.

21.) Recordings

It is prohibited to videotape, audio record, or take pictures of persons using any current or future technologies without their knowledge and/or consent when there is a reasonable expectation of privacy and/or confidentiality.

22.) Sexual Misconduct

Please refer to the Sexual Misconduct section of the Student Handbook or daytonabeach.erau.edu/title-ix-compliance. Sexual Misconduct includes, but is not limited to, sexual harassment, sexual violence, intimate partner violence, stalking, discrimination, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation of any member of the University community.

23.) Solicitation

Solicitation of and by students, student organizations, faculty, and staff for money, goods, or services without authorization from a Student Engagement & Student Union director is prohibited. Door-to-door promotions in the residence halls and fliers on cars are prohibited. Solicitation by non-students is closely monitored and regulated and must also be approved by a Student Engagement & Student Union director.

24.) Student Organizations Violations

All student organizations must adhere to the same policies that individual students are expected to follow. Hearing procedures and rights and responsibilities related to alleged violations by student groups, including fraternities, sororities, and other student organizations, are the same as the hearing procedures and rights and responsibilities for individual Embry-Riddle students.

25.) Theft

Theft or attempted theft, unauthorized possession, misuse, or wrongful appropriation of property, vandalism or malicious destruction, or sale of property not belonging to oneself is strictly prohibited. Parking boots are University property and considered a theft if removed or damaged.

26.) Unauthorized Entry or Use

Use of University facilities, equipment, and vehicles without proper authorization is prohibited, including unauthorized entry or attempted entry; misuse or wrongful appropriation of keys, access codes, and student identification (EAGLEcards); and/or gaining unauthorized access to information, property, or persons. Possession of items used to gain unauthorized entry is prohibited.

27.) Use of Tobacco & Nicotine

Use of tobacco products are not permitted anywhere on University-owned or leased property (including buildings, parking lots, personal vehicles, etc.). Additionally, tobacco products are

prohibited in all University vehicles, including vans, trucks, buses, and all University aircraft. Students are prohibited from using any tobacco product whether in the form of cigarettes, cigars, pipes, dipping/snuff, smokeless cigarettes, electronic cigarettes/vaping, hookahs, or chewing tobacco on Embry-Riddle property.

28.) Vandalism

Destroying, defacing, damaging, or tampering with property on University premises or property of any other person is prohibited.

29.) Weapons

With the exception of law enforcement and Campus Safety & Security Officers, it remains University policy that guns may not be possessed on property owned or controlled by Embry-Riddle Aeronautical University, including parking lots. The student conduct process and administrative policies apply to any violations of this policy.

Possession of weapons and weapon replicas, including but not limited to, firearms, BB guns, air guns, knives, swords, machetes, blow darts, spears, compound bows/arrows, Tasers, brass knuckles, slingshots, martial arts devices, dangerous chemicals, incendiary devices, or other explosive substances including fireworks is prohibited and banned from University property. This policy includes ammunition, any device capable of firing or launching a projectile, or other objects classified or used as weapons with potential for danger or harm. Any exceptions to this policy must be approved in writing by the Director of Campus Safety & Security, including requests from student organizations whose primary function involves the use of weapons or replicas.

POLICIES & PROCEDURES

In addition to the Honor Code, please find policies and procedures that students should review, understand, and follow while a Daytona Beach Campus student.

University departments have policies and procedures to which students should adhere. Policies may be found in ERNIE, websites, or documentation maintained by each area.

Embry-Riddle maintains all University-level policies and procedures through the Administrative Policies and Procedures Manual (APPM). The APPMs are considered the governing policies for many processes found throughout campus.

Administrative Leave/Withdrawal Policy

The University has the highest regard for student health and safety, both physically and psychologically. The University makes every reasonable effort to provide students with appropriate services and accommodations to meet their needs. In some cases, it may be necessary to encourage or require a student to take a leave of absence from the University when it has been determined that their physical or mental health is significantly interfering with their ability to succeed, is negatively impacting the campus community, or is interfering with the educational pursuits of others.

The Dean of Students staff, in consultation with members of the campus CARE/BIT Team, will review individual student cases to determine if a student (a) poses a threat to the health or safety of others, (b) has a medical or psychological condition that cannot be reasonably and/or adequately accommodated in the Embry-Riddle campus setting, or (c) due to a medical or psychological condition, displays behaviors that seriously interfere with the student's ability to function and/or seriously interferes with the educational pursuits of other members of the Embry-Riddle community. When it has been determined that any of these conditions exist, the designated Dean may encourage or require a student to take a leave of absence from the University for a specified period of time. All students will be held responsible for their behaviors, regardless of circumstances.

Animals On Campus Policy

Policy for Animals On Campus:

- Pets and other animals are prohibited on campus in order to provide a safe and a healthful environment for members of the campus community to study, work, and live.
- APPM 1.24 provides all policy information for animals on campus.

Policy for Service Animals:

- The Americans with Disabilities Act guarantees the right of persons with disabilities to be accompanied by their service animals in all places of public accommodation when the animal is accompanied by the handler who indicates the service animal is trained to provide and does provide a specific service to them that is directly related to their disability.
- In general, Embry-Riddle will not ask about the nature or extent of a person's disability and will not require documentation of proof that the animal has been certified, trained, or licensed as a service animal. However, when it is not readily apparent that an animal is trained to do work or perform tasks for an individual with a disability, Embry-Riddle can make two inquiries to determine whether the animal qualifies as a service animal.
- Embry-Riddle may not permit service animals when the animal poses a substantial and direct threat to health or safety or when the presence of the animal constitutes a fundamental alteration to the nature of the program or service.

- Exceptions, considered on a case-by-case basis, could include areas that necessitate protective clothing, mechanical/facility equipment rooms, and areas that present a health or safety risk to the service animal.

Policy for Assistance Animals (including comfort and emotional support animals):

- A request for assistance animals on campus should be made by:
 - A written request to the office of Disability Support Services
 - Documentation of a disability diagnosis
 - Documentation showing the link between the animal and the disability
- The final decision of request will be made by Disability Support Services, and the decision will be forwarded to Housing & Residence Life. Approved assistance animals in University housing must also meet Embry-Riddle requirements/policies for animal health and behavior.

Policies are found on the Disability Support Services ERNIE page or website, daytonabeach.erau.edu/about/disability-support. Specific questions related to an animal on campus can be directed to the Director of Disability Support Services at dbdss@erau.edu or (386) 226-7916.

Auxiliary Access: Student Records & Release of Information Policy (FERPA)

For current information, documents, and processes, visit erau.edu/ferpa.

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, known as the Buckley Amendment, as well as the Higher Education Amendments of 1992, it is the policy of Embry-Riddle Aeronautical University that student educational records will not be released without appropriate authorization. The Act and Amendments ensure students the rights of access to their educational records to review information and to determine the accuracy of the records.

Educational records covered by FERPA include grades, housing information, financial status, results of disciplinary proceedings, etc. FERPA does not apply to medical, disability, and counseling records, which are confidential and protected. Educational records are all records maintained by the University.

Academic records (class schedules, grades, transcripts, etc.) are kept in the Office of the Registrar. Students who wish to have academic records sent to parents, guardians, other institutions, or private individuals must officially request these services in writing through the Registrar each semester.

Unless otherwise requested in writing by the student, directory information may be released without the student's consent. Directory information includes:

- Name
- ERAU email and box address
- Campus, school, or college attended
- Course of study and areas of specialization
- Dates admitted, attended, and graduated
- Enrollment and class status (freshman, senior, full-time, part-time, etc.)
- Degrees sought or earned and dates received or anticipated
- Awards, honors, and special programs or recognitions
- For student athletes and scholarship recipients, the student ID photograph

The following is also included as directory information but is only released for compelling reasons and only with advance approval of the Registrar, Dean of Students, or their designees:

- Permanent or local mailing addresses and telephone numbers

- Non-ERAU email addresses or account information
- Date of birth
- Factual disciplinary history, including the results of disciplinary processes or the fact that action was pending at the time of withdrawal
- Information from public sources

Directory information cannot include a student's identification number or social security number, race, ethnicity, nationality, or gender.

In addition to academic records, the Dean of Students Office maintains student conduct records and reports for a period of seven years from final case resolution, and records of suspended or dismissed students are kept indefinitely. A student must make a written request to the appropriate office and allow a maximum of 45 days for the information to be presented. For the Civil Rights Equity & Sex/Gender-Based Harassment, Discrimination, and Sexual Misconduct Policy record retention, see daytonabeach.erau.edu/title-ix-compliance.

For questions or further information concerning the Family Educational Rights and Privacy Act (FERPA), contact the Office of the Registrar at (386) 226-6030 or the Dean of Students Office at (386) 226-6326.

Campus Communication Policy - *Please check your email daily*

The University officially communicates with students through the University email system. Every student is assigned an ERAU email account. Students should check their email daily, in addition to junk/clutter, to ensure proper notification. Email is considered the central communication point through which an individual student may always be reached by University personnel.

Note: failure to respond to a request from a University official is a violation of the Honor Code.

In addition, students are also required to update their *contact* and *emergency* information in Campus Solutions. In the event of a campus emergency, University officials will communicate with students, faculty, and staff via the RAVE emergency notification system, which includes email and voicemail. Students are strongly encouraged to register for RAVE through the ERNIE portal.

Campus Expression Policy

Freedom of expression and assembly are rights of all citizens, residents, and sojourners in the United States of America. Embry-Riddle expects each member of our campus community to have an abiding interest in the University's well-being and reputation. In most instances, judgment and discretion are sufficient as a guide for action. We ask students to remember that although the United States Constitution guarantees the freedom of expression and assembly, and, by judicial interpretation, campus groups have the right to official institutional recognition, these are not absolute rights. Only recognized and registered student organizations and University personnel are authorized to use University facilities and property for group activities and events. The University, however, reserves the right to regulate the time, place, and manner in which expression and assembly may take place. In all instances, the freedom of expression and assembly on campus must be balanced by consideration for the health and safety of all members of the University community. As specified, guaranteed Constitutional Rights are balanced against the important right to preserve the general welfare.

Computer & Network Policy

Section 7 of the Administrative Policies and Procedures Manual (APPM) outlines important policies related to the use of technology by Embry-Riddle students. These policies include:

- Acceptable Use of University Computing Resources
- Information Security Policy
- Password Security Policy
- Email Policy

Each Embry-Riddle computer user agrees to the Information Technology Acceptable Use of University Computing Resources Policy (APPM 7.5) at the time when the computer account is issued. This policy is subject to change and is reviewed by the Information Technology department each year. All constituents are expected to read and understand the provisions contained within this and all information technology policies. Policies can be found on ERNIE by selecting *Access APPM*.

Discrimination Policy

Embry-Riddle prohibits any form of discrimination based on race, color, national origin, sex, gender identity, gender expression, sexual orientation, disability, veteran status, predisposing genetic characteristic, age, religion, pregnancy status, or any other characteristic protected by University policy or state, local, or federal law. Discrimination is defined as any intentional activity by individual(s), club(s), or organization(s) that could result in harassment; emotional or physical abuse or harm; embarrassment; or ridicule. Any individual or group found responsible for a violation of the Discrimination Policy will be subject to disciplinary action through the student conduct process. Visit daytonabeach.erau.edu/title-ix-compliance for information.

Grade Appeal Process

To challenge a grade for an academic course, students must follow these procedures:

1. Contact the course instructor to discuss the grade dispute and attempt a resolution.
2. If a resolution cannot be decided with the course instructor, contact the department chair responsible for the course in question by providing a written petition outlining the dispute in detail.
3. If a resolution cannot be decided at the department chair-level, the student should then submit the original petition, the written decision from the department chair, and the student's request (in an attached memo) to the Dean of the college responsible for the course. The Dean of the college will render the final decision.
4. The Dean of the college responsible for the course or their designee will notify the student in writing of the final outcome.
5. The deadline to submit a grade dispute petition to this Dean is six weeks from the date the initial grade was issued.

Grievance Policy

It is the policy of Embry-Riddle Aeronautical University to administer its educational programs in a fair, equitable, academically sound manner and in accordance with the appropriate regulations and criteria of its governing board, accrediting associations, and federal and state laws and regulations. Students are provided an opportunity to express any complaint, grievance, or dispute that upon investigation may be remedied.

The Dean of Students Office will provide advice and guidance to students who present grievances or complaints, whether personal or academically-related. Appeals concerning previously assigned grades are specifically processed through the academic administrative chain, beginning with the course instructor. The Dean of Students Office will provide general guidance on the grade appeal process and other academically-related issues.

Students are first encouraged to address their grievance, whether personal or academic, directly with the faculty/staff member concerning the issue. This is considered an informal process and is meant to empower the student to confront the source of their concern, as well as minimize the length of time involved in achieving a resolution. If no agreement is reached, students may choose to put their grievance in writing directly to the next appropriate department head or director with responsibility for the area of concern or may seek assistance from the Dean of Students Office to file and process a formal written grievance. Any student, at any time, may choose to file a formal written grievance with the Dean of Students Office. The Dean of Students Office will follow the following formal process:

- A Dean will meet with the student to provide guidance and document grievances. Students who wish to file an official grievance or complaint should submit a report via electronic means. Students are encouraged to include details, specific information, and a complete description of the issue of contention for review by appropriate staff, department, and/or individuals.
- The written complaint will be electronically filed in the student conduct data management system for record-keeping purposes. A copy of the report will be forwarded to the appropriate Department Chair, Director, or College Dean as appropriate, along with a request for review and follow-up.
- The Dean of Students Office will keep a record of all correspondence regarding student grievance cases as provided by the student to the office.

In the event that a student wishes to file a grievance or complaint against another student, the Embry-Riddle student Honor Code and applicable hearing procedures may be applied (see Honor Code Hearing Process).

When it is appropriate, the Dean of Students Office offers formal mediation services for dispute resolution. Mediation may take place in lieu of Honor Code proceedings but requires commitment on the part of both parties that the process and the outcome are formal and result in a binding contract.

Health Insurance Requirements Policy

All students must have health insurance and provide proof of coverage on an annual basis; insurance coverage must be continuous throughout enrollment at Embry-Riddle. The University recommends that students and/or their parents who are currently insured contact their plan administrator to ascertain benefits and limitations while enrolled at the Daytona Beach Campus. Some plans cover only emergency room care or require extended waits to become established with a local provider; many plans reimburse services received out-of-network at a lower rate or not at all.

All students are automatically enrolled in the University's student health insurance plan with the premium charged to their student account. Students with comparable private insurance may waive out of this plan and have the charges removed from their account by completing an online waiver form (domestic students ONLY). Prior to completing the waiver, we encourage students and/or their parents to review the University's basic student plan and major medical options at www.uhcsr.com. The waiver request must be received and approved by the indicated deadline. Failure to waive the insurance by this deadline will result in the non-refundable insurance premium remaining on the student account. Embry-Riddle is not responsible for insurance waivers that are submitted after the deadline. The waiver is now found online in Campus Solutions:

- 1.) Go to ERNIE, then click on the Campus Solutions icon and log in
- 2.) Go to the Main Menu and select *Self Service*, then select *Student Center*; scroll down to *Finances*
- 3.) Click on *Complete Health Insurance Data* to complete your insurance waiver online
- 4.) If you see the "Waiver Accepted" icon—this means your waiver has been accepted

Note: If you are having issues with your PIN number logging into ERNIE, you may need to reset it to continue with the waiver process.

Veterans still need to do a waiver online and put in their Social Security number for policy number if they are waiving out of the insurance.

International students (with F-1 or J-1 visa) must present their policy in person or via email at the Immigration Services office (Center for Diversity & International Student Services, dbiss@erau.edu). Please be sure to highlight the following items on your policy for the waiver:

- Provide the toll-free telephone number in the United States of your insurance company.
- The policy must have coverage for sicknesses, injuries, medical evacuation, and repatriation of remains.
- The amount of health insurance coverage requirements is a minimum of \$100,000 up to \$200,000. The amount must be in dollars; no other currency is accepted.
- Provide the website address for your insurance company.

Students may contact Health Services at daytonabeach.erau.edu/about/health-wellness. For plan information, visit www.uhcsr.com, go to “find my school’s plan” on the right, enter *Embry Riddle*, select *Daytona Beach*, scroll down to the links, and click for details.

Serving Law Enforcement & Government Agency Requests Policy

It is the policy of the University to facilitate the service of legal documents and requests from government and law enforcement agencies as provided under Florida State Statutes, while maintaining full compliance with the requirements of the Family Educational Rights and Privacy Act (FERPA). All legal documents to be served by law enforcement officers and private process servers directed at University students will be facilitated through the Dean of Students Office and the Campus Safety & Security Department. All legal documents to be served by law enforcement officers directed at University faculty/staff will be facilitated through the Campus Safety & Security Department. All legal documents to be served by private process servers directed at University faculty/staff will be facilitated by the Campus Safety & Security Department and the University Attorney.

Any time a law enforcement officer or private investigator is on campus to investigate/question a student, this person(s) must be directed to contact Campus Safety & Security. If the subject of the investigation or questioning is a faculty/staff member, Campus Safety & Security will assume responsibility and coordinate with the Office of General Counsel as required. No information will be released concerning the subject, except for directory information as provided by FERPA.

In most cases an appointment will be made for the subject of the service to come to the Dean of Students Office or the Campus Safety & Security Department in order to be served the legal documents. When the appointment is made, the person will be notified of the reason for the appointment. It is then up to this person to determine whether or not they will comply with the request. Students should contact the Dean of Students Office or the Campus Safety & Security Department with their decision.

In the event of an emergency, a Safety Officer will locate the subject of the service, indicate to them what is needed, and wait for the person to accept or decline the service. If the person accepts, they will be escorted to the Campus Safety & Security department and given a confidential service of the legal documents.

Trespass Notice Policy

There are circumstances which result in a student being trespassed from campus. Several of these instances are in conjunction with hearing sanctions implemented when a student has been charged with violating a University policy. Interim suspensions, suspensions, and dismissals all include Trespass Orders when they are activated. Students who are on interim suspension, suspended, or dismissed must notify Campus Safety & Security and be granted permission to conduct business on campus. Failure to gain permission may result in an arrest. Campus Safety & Security reserves the right to contact local law enforcement agencies and have a Trespass Order issued when a student's behavior is excessively disruptive and/or repeated attempts to learn the identity of any person on campus is unsuccessful. Additionally, all students are responsible for the behavior of their guests. Non-Embry-Riddle visitors may be asked to leave campus and may be trespassed from University property. The student host(s) may be charged with policy violations as a result of the behavior of their guest(s).

Under the Age of 18 Policy

A student under the age of 18 is required to have a signature from a parent or guardian to participate in certain campus events such as field trips, recreational activities, and sporting events. Attempting to obtain the signature or consent of the student's parent or guardian/sponsor for each and every such event or activity before the student may participate would be burdensome for both the student and the parent or guardian/sponsor, and a student may miss events normally associated with college life.

A waiver form may be signed one time by both the parent/guardian/sponsor and the student to give consent for the student to sign in place of the parent/guardian/sponsor for all activities and events that require written consent. Waiver forms are available in the Dean of Students Office. The waiver expires the day a student reaches the age of 18.

SUBSTANCE ABUSE GUIDELINES

Reference ERNIE.erau.edu/Departments/dean-of-students-daytona/Pages/Alcohol-and-Drug-Assistance-Program for information.

Embry-Riddle has a responsibility to educate and promote healthy, low-risk choices within our student population and to support similar policies found within the aviation, aerospace, and related industries. The University intends to be clear on its position regarding the use, possession, and/or sale of illegal drugs and toward those who have knowledge of violations of any federal, state, and local laws. Additionally, the University will take serious action regarding the abuse of legal substances or the illegal sale of legal substances. The University intends to comply with the Drug Free Workplace Act of 1988, the Drug Free Schools and Communities Act Amendments of 1989, Department of Transportation regulations, and Federal Aviation Administration regulations regarding drug and alcohol abuse. Students who enroll at Embry-Riddle should plan to adopt a healthy, substance-free lifestyle.

Students in specialized programs may be subject to drug testing under FAA, NCAA, and other regulations. Each program will have policies and procedures regarding drug testing, and applicable students are required to understand each rule and consequence of that program. In addition, each program may have additional regulations that must be enforced and could affect a person's ability to participate in the program.

Additional Drug Testing Policies

- Flight Students: refer to the Flight Operations Manual (FOM) for all policies and procedures
- Athletes: student athletes participating in intercollegiate sports and representing Embry-Riddle are subject to drug testing as outlined by the Athletic Department; for information, see the University Director of Sports Medicine in the Athletic Department
- ROTC Cadets: ROTC programs follow Department of Defense regulations
- Aviation Maintenance Science Students: reference the Aviation Maintenance Science Random Drug Testing Program provided by the AMS Department

Local, State, and Federal Legal Sanctions

- Federal Trafficking Penalties: <https://www.dea.gov/druginfo/ftp3.shtml>
- Department of Justice's Controlled Substances Act: <https://www.deadiversion.usdoj.gov/21cfr/21usc>
- State Trafficking Penalties: http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String&URL=0800-0899/0893/Sections/0893.135.html
- State of Florida Crime and Punishment Chart: <http://www.crimeandpunishment.net/FL/chart.html>

Health Risks

There are many potential health risks associated with the use of illegal drugs and the abuse of alcohol.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood of accidents. Moderate doses of alcohol also increase the incidences of a variety of aggressive acts such as violence, sexual misconduct, and drunk driving. Moderate to high doses of alcohol can cause marked impairment in higher mental functions, severely altering a person's ability to learn and

remember information. Heavy use may cause chronic depression and suicide and is often associated with the abuse of other drugs. Very high doses can cause respiratory depression and death.

If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects described. The use of even small amounts of alcohol by pregnant women can damage their fetus.

Long-term heavy alcohol use can cause digestive disorders, cirrhosis of the liver, circulatory system disorders, and impairment of the central nervous system, all of which may lead to death. Repeated use of alcohol can lead to dependence, particularly in persons with one or more parents or grandparents who were problem drinkers. At least 15-20% of heavy users will eventually become problem drinkers or alcoholics if they continue drinking. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions, which can be life threatening.

Abuse of all drugs is health threatening. Examples of how drugs may affect your system include:

- Impairment of short-term memory, comprehension, ability to perform tasks requiring concentration, lung damage, paranoia, and possible psychosis
- Nervous system disorders with possible death that result from an overdose
- Liver damage
- Dependence and addiction

Help & Resources

Embry-Riddle provides support to students seeking help in dealing with drug or alcohol issues. The Counseling Center provides substance abuse screenings. The severity of the substance use will determine whether counseling services are provided on campus or if the student is referred to an addiction specialist in the community. Additionally, students may elect, or be required, as a judicial sanction, to take part in an alcohol education course.

Campus Resources:

- Campus Safety & Security, (386) 226-6480
- Counseling Center, (386) 226-6035
- Dean of Students Office, (386) 226-6326
- Health Services, (386) 226-7917

Community Resources:

- Alcoholics Anonymous, www.aa.org
- Narcotics Anonymous, (818) 773-9999 or www.na.org

2017-2018 HOUSING & RESIDENCE LIFE COMMUNITY STANDARDS

Mission Statement

The Department of Housing & Residence Life at Embry-Riddle Aeronautical University Daytona Beach is committed to supporting students' personal and professional growth as part of their residential experience. We will work to create a positive, safe, and inclusive residence hall community that is welcoming to diversity of all kinds and promotes a culture of academic achievement.

Housing & Residence Life Staff in Your Hall

- *Residence Life Coordinator:* Residence Life Coordinators are full-time professional residence life staff members. They directly supervise the Resident Advisor staff, assist with campus programming, respond to campus emergency situations, and work to create a successful living and learning environment within the residence halls. These master's degree-level professionals are part of the leadership team of the Department of Housing & Residence Life.
- *Resident Advisors:* Resident Advisors are student leaders assigned to each wing/floor of the residence halls. They play an important role in the development of a socially and academically successful residence hall community. RAs conduct programs for residents, serve as academic role models, assist in the enforcement of the Honor Code and campus policies, and support the holistic development of students in the residence halls.
- *Hall Tour Ambassadors:* Hall Tour Ambassadors are student leaders who welcome prospective students and families by providing tours of the residence halls and their personal rooms. HTA recruitment and selection take place in the spring semester. Be sure to speak with an HTA or other Housing & Residence Life staff person for more information.

Resident Rights and Responsibilities

Your Rights

These rights are predicated on the fact that you are responsible for your behavior and that your behavior does not take away from the rights of others.

- Right to privacy
- Right to an environment conducive to academic success
- Right to express yourself openly and freely without oppression/restriction
- Right to have one's belongings and space respected
- Right to a clean and healthy living environment
- Right to sleep during the night undisturbed
- Right of access to one's room at all times
- Right to have guests (as permitted in the Guest Policy) in the space when they will not disturb one's roommates' right to sleep or study
- Right to address issues in the space as needed

Your Responsibilities

- Responsible for knowing the Embry-Riddle Honor Code and Housing & Residence Life Community Standards
- Responsible for your own actions
- Responsible for reporting the actions of others when they violate University and community policies
- Responsible for maintaining a clean and healthy room
- Responsible for making a concerted effort to get to know your room/suitemate(s)

Housing & Residence Life Community Standards

Air Conditioners

Non-Housing & Residence Life issued air conditioning (A/C) units are prohibited in all residence halls. Follow these steps to ensure proper functioning of your unit and to avoid air quality issues.

- Minimum 18" clearance around A/C units
- Keep A/C units operating between 70°-74° F (21°-23° C)
- Leave the A/C units on when away for extended period of time or upon check-out

Alcohol

Please reference the Alcohol (#3) policy in the Honor Code. Only those who are at least 21 years of age are permitted to possess and consume alcohol according to Florida State Laws. An individual who chooses to drink retains the responsibility for their behavior in the residence halls.

- Classification
 - Beer, ciders, wine, and malt beverages are the only types of alcohol permitted on campus.
 - Hard liquor of any kind is prohibited at Embry-Riddle.
 - Common-source containers of alcohol are prohibited (ex. kegs, beerballs, etc.).
 - Participation in drinking games (e.g. beer pong) and other binge drinking behaviors are dangerous and prohibited. Additionally, simulated drinking games (e.g. water pong) are prohibited.
- Possession & Consumption
 - Residents who are at least 21 years of age and have roommates who are younger than 21 are permitted to possess and consume alcohol in their assigned spaces.
 - According to the laws of the state of Florida, persons of legal drinking age may not supply alcohol to those under 21 years of age.
 - Alcohol can only be consumed and stored in bedrooms, suites, and living rooms.
 - Alcohol is not allowed in public/common areas, including but not limited to, lounges, study rooms, hallways, stairwells, courtyards, and/or other areas outside of the residence halls.
 - Alcohol cannot be manufactured anywhere on University-owned property.
 - Paraphernalia is not permitted and is defined as items used in conjunction with unsafe/binge/communal drinking practices. Items include, but are not limited to:
 - Beer bongs
 - Drinking game equipment
 - Alcohol containers used for decoration (prohibited from all residence halls, regardless of resident's age and type of alcohol bottle)
- Confiscation
 - Housing & Residence Life professional staff members and Campus Safety & Security personnel reserve the right to confiscate and dispose of alcohol if it is in violation of any of the aforementioned policies.
 - Additionally, residents may be asked to pour out any alcohol and dispose of the containers properly.
 - Flight and AMS students, ROTC, and athletes are bound to additional regulations; students are responsible for knowing and adhering to each policy as they may face violations beyond the Honor Code (e.g., per the FAA, flight students found in violation of any of the alcohol policies will be grounded immediately upon the alleged violation and may be grounded for a minimum of three months).

Alterations and Furniture

Housing & Residence Life provides furnished rooms and common areas for all residents living in campus housing. The following guidelines are to be followed regarding residence hall furniture, or residents may face fines or referrals.

- Room furniture cannot be altered in any way or moved from one room to another.
- Common area furniture cannot be removed from its location or brought into suites and/or bedrooms.
- Residents may not bring their own bed (frame and/or mattress).
- Beds may only be lofted to the height of the highest rung on the bed end and can only be adjusted/lofted by University staff.
- Residents cannot elevate their beds using purchased loft kits, cinder blocks, or any other means.
- Additional locks may not be added to any doors within the residence halls. All doors must be accessible in case of emergencies.

Animals

- Pets
 - Non-predatory fish are the only pets permitted.
 - Fish tanks cannot exceed ten gallons.
 - Fish are not permitted to be left in the residence halls during break periods.
- Service & Assistance Animals
 - All assistance animals must be approved by the Disability Support Services director. Service animals are allowed.

Bicycles

Bicycles are not permitted to be stored in the residence halls. Bicycles can only be stored/locked onto provided bike racks adjacent to most residence halls and campus buildings. If a bicycle is locked onto something other than a bike rack (e.g. light pole, bench, stair rail, etc.), it may be removed by Campus Safety & Security. Housing & Residence Life encourages that all bicycles be registered (free service to all students) with Campus Safety & Security via Parking on ERNIE.

Lease-A-Lock Program: Campus Safety & Security allows you to lease the safest motorcycle and bicycle locks possible for a one-time \$36 fee, refundable upon return of the undamaged lock. You can also choose to buy the lock for the same price. Additional information is available in the Safety Services Office in the Student Center.

Cleanliness

It is the responsibility of the resident to maintain a clean and healthy environment in their assigned room and bathroom, additionally supporting the community by respecting one another and keeping common areas and lounges clean when in use. Custodial services provided by the University are meant to maintain the facility and are there to augment daily cleaning by the residents.

Communicable or Contagious Illness

Residents must immediately report any suspected case of communicable or contagious illness to Health Services. Residents diagnosed with a communicable disease that poses to be a health threat to other residents may be relocated to an alternate room on campus until determined to no longer be contagious. Staff will make every effort to maintain privacy of a resident who has knowledge of testing positive for any communicable disease. The temporary relocation process may be initiated by University staff or by resident disclosure.

Courtesy and Quiet Hours

Courtesy hours are defined as times when noise of any kind is disruptive to a resident and/or community outside of designated quiet hours. Any reasonable request from a fellow resident or staff member must be honored. Quiet hours are defined as a time when all residents must keep the volume of all noise to a minimum, so as not to disrupt fellow residents and/or the community. There are specified quiet hours for evenings and weekends and special study/quiet hours during exam times:

- Sunday – Thursday, 10:00 p.m. to 8:00 a.m.
- Friday – Saturday, midnight to 10:00 a.m.
- Exam Week: 24 hours a day, seven days a week quiet hours starting at 10:00 p.m. on the night of the last day of classes through 8:00 a.m. of the day after the final examinations period

Damages and Vandalism

Destroying, damaging, or tampering with property on University housing owned or leased properties or property of any other person is prohibited. Also see Honor Code Vandalism (#28) policy. Residents may be held responsible (financial or otherwise) for damages to University property. Note: Publicity items created by staff members, including but not limited to, bulletin boards, materials on bulletin boards, and signage are University property.

Decorations

Residents are encouraged to add personal touches to their rooms such as posters, pictures, and other decorations. However, they must abide by the following:

- No items are allowed to be hung from the ceiling, sprinkler heads, exposed pipes, or smoke detectors.
- Windows cannot be covered and items cannot be placed in windows.
- Painter's tape & damage-free adhesives are less likely to damage walls. Use of stickers, decals, putty, nails, screws, hooks, or adhesive foam pads on walls or ceilings often yield facility damage.
- Painting of any residence hall or University property is not allowed.
- Due to potential fire hazards, no items may cover or obstruct light fixtures. Lights must be kept free from any/all materials.
- When posting decorations in common areas (e.g. outside of doors), use good judgment. Embry-Riddle reserves the right to remove any materials that it deems inappropriate.
- No live cut trees are permitted in the residence halls.

Electrical Appliances and Extension Cords

- Mini-refrigerators that do not exceed 4 cubic feet are permitted with no more than one per resident (in addition to the one provided)
- Microwaves that do not exceed 1000 watts are permitted with no more than one per resident (in addition to the one provided)
- Freezers (stand-alone/ice chests, not attached to refrigerator) of any kind are prohibited
- Extension cords/power strips
 - Cannot exceed 10 feet in length
 - Must be an UL-approved three pronged extension cord
 - Cannot impede safe traffic
 - Must have a built in circuit breaker and surge protector
 - Only one outlet strip may be used per outlet and cannot be plugged into another power strip

Housing & Residence Life reserves the right to ask residents to remove electronics if they prove to be a burden on the electrical system.

Failure to Comply and Identify

See the Honor Code Failure to Comply (#10) policy. Housing & Residence Life student staff, including Resident Advisors and Hall Tour Ambassadors, acting in an official capacity are considered University officials.

Fire Safety

Residents who set off the fire alarm system are subject to be charged with violating this policy and the Honor Code Fire/Emergency Equipment & Procedures (#13) policy.

Residents and their guests are required by state law to evacuate a building in the event of a fire alarm. Residents must adhere to directives of University officials and/or emergency personnel and report to the designated area(s). During an evacuation, the building is not to be reentered until proper authorization is given.

Guests

Residents are responsible for informing their guests about the Housing & Residence Life Policies and the Honor Code since guests are subject to Embry-Riddle rules and regulations. Hosts will be held accountable for any violations of Housing & Residence Life and/or Honor Code policies by their guests.

- A room/suitemate's right to privacy, sleep, and study take precedence over the rights of a host to have a guest.
- Overnight guests are not allowed during break times or during the first or last two weeks of each semester.
- All guests in the residence halls must be at least 18 years of age, unless the guest is an underage student currently enrolled at Embry-Riddle. (Requests for exemptions/approvals can be requested from Housing & Residence Life.)
- Housing & Residence Life staff reserve the right to ask guests to leave if the number of people exceeds fire safety requirements and/or guests begin to pose a community disruption.
- Residents cannot provide their key(s) and/or student ID (EAGLEcard) to their guest(s).
- Cohabitation by anyone other than the individuals assigned to that suite and/or room is prohibited. This includes residents and non-resident guests.
- Doolittle: Guests must use the single use restrooms in the first floor lobby.

Harassment

Reference and review the Honor Code Harassment (#15) policy.

Health & Safety Inspections

Residence halls and other facilities on the Daytona Beach Campus are the property of Embry-Riddle Aeronautical University. Therefore, the University reserves the right to enter and/or search residence hall rooms and common areas for the purposes of inventory, fire protection, sanitation, health and safety, maintenance, and enforcement of policies and regulations. Inspections for sanitation, health and safety, or maintenance are done routinely and may be done with or without advance notice.

Illegal Drugs

Residents alleged to have violated or found responsible for violating the Honor Code Illegal Drugs & Other Substances or Paraphernalia (#17) policy are subject to dismissal or suspension from University housing without refund.

Keys, Locks, and Doors

Keys must be in your possession at all times and can never be given to anyone else for any reason. All room keys are the property of Embry-Riddle; therefore, no resident may duplicate keys. Residents are responsible for the security of their room.

- Lost keys are to be reported to Housing & Residence Life and a \$50 fee will be assessed per lock changed
- Lockouts:
 - \$15 fee is assessed per lockout
 - Business hours: Go to the Housing & Residence Life office
 - Afterhours and weekends: See the RA-on-Duty
- Doors:
 - Exterior doors (including Chanute front doors) are never to be propped
 - Tampering with card readers is prohibited. Those alleged to be violating this policy are subject to the student conduct process
 - Doolittle: Bathroom doors are never to be propped

Missing Student

Students who reside in University-managed housing are subject to certain missing student notification procedures. Anyone suspecting that a student has been missing for the past 24 hours must immediately notify Campus Safety & Security. An officer will respond to any report and begin an immediate investigation. Campus Safety & Security's response will include notification to the Daytona Beach Police Department if the investigation confirms the subject is missing. If the missing student is under 18 years of age and not emancipated, Embry-Riddle will notify the custodial parent or guardian.

As a residential student, you may identify a contact person(s) who the institution will notify if you are found missing. This contact person information is communicated to Housing & Residence Life as a part of your housing contract application process. The information provided will be kept confidential by the department and will be accessible only to authorized campus officials and law enforcement involved in the missing person investigation.

Musical Instruments

Musical instruments may be played as long as they are not distracting to others and the player is abiding by the courtesy/quiet hours policy.

Pest Control

Residents are prohibited from using store bought insecticide as it counteracts the insecticide used by the Campus. If in need of assistance, contact the Housing & Residence Life office (during business hours), submit a Housing Maintenance Work Request form (located on ERNIE), or contact the RA-on-Duty.

Postings & Solicitation

- All signs, posters, and other advertisements must be approved by Student Engagement & Student Union and Housing & Residence Life prior to posting and/or distribution.
- Organizations can bring their pre-printed and pre-approved (must have the Student Engagement & Student Union approval stamp) material(s) to the Housing & Residence Life office for dispersal in the residence halls.
- Solicitation of any kind is not permitted in University-owned or leased properties.

Prohibited Items

- Alcohol and other drug paraphernalia (see Alcohol & Illegal Drug policies)
- Ammunition, including airsoft
- Candles, incense, and any item with an open flame; candles used for religious practices are permitted by first obtaining permission from Housing & Residence Life
- Cooking appliances with open heat source/element, excluding Apollo, Chanute, O'Connor, and Stimpson Halls
- Darts and dart boards
- Explosives, including fireworks
- Flammable substances, including gas and oil
- Fog/smoke machines
- Freezers (stand alone, not those included in approved mini-fridges)
- Halogen lamps
- Home theater systems, including subwoofers
- Hookas/sheesha
- Hoverboards, smart boards, and self-balancing boards
- Lasers outside of a classroom environment
- Live-cut trees
- Personal space heaters
- Shopping carts
- Slack/tension lines
- Toxic materials (chemicals, fuel, lighter fluid, etc.)
- Toy guns, including Nerf and water
- Vaporizers, vaporizer fluids, and any electronic smoking devices
- Weapons
- Wireless routers, switches, and network hubs (permitted in Chanute Complex)

Please note: Housing & Residence Life professional staff and Campus Safety & Security reserve the right to confiscate any item(s) or substance(s) that are in violation of Housing & Residence Life policies and the Honor Code.

Recording, Audio and Visual

It is prohibited to videotape, audio record, or take pictures of persons using any current or future technologies without their knowledge and/or consent when there is a reasonable expectation of privacy and/or confidentiality. See the Honor Code Recordings (#21) policy.

Room Search

Residence halls and other facilities on the Daytona Beach Campus are the property of Embry-Riddle Aeronautical University. Therefore, the University reserves the right to enter and/or search residence hall rooms and common areas for the purposes of inventory, fire protection, sanitation, health and safety, maintenance, and enforcement of policies and regulations. To preserve the resident's privacy, other than routine room inspections, searches are conducted only when reasonable belief has been established that a Housing & Residence Life regulation/policy or state/federal statute has been violated. These regulations and policies may include, but are not limited to, alcohol, drugs, sexual misconduct, theft, and weapons. After reasonable belief has been established, the procedure for searching a room is as follows:

- The resident will first be asked to cooperate with the room search. If the resident refuses and reasonable belief has been established, the University will proceed and conduct the search without the consent.
- An attempt will be made to have a resident of the room present in order to carry out the search. Any resident(s) present will be informed of the purpose of the search.
- The search will be conducted by members of Campus Safety & Security with Housing & Residence Life staff members present during this time.
- Rooms/suites will only be searched with the residents assigned to the space.
- Illegal substances or other contraband materials found during the course of the search will be confiscated, inventoried, and stored with Campus Safety & Security. These items may be used as evidence in an administrative judicial process on the campus and/or criminal prosecution in the local community.
- In incidents of imminent danger or extreme emergency, the preceding procedures may be suspended. For further information, contact Housing & Residence Life, Campus Safety & Security, and/or the Dean of Students Office.

Severe Weather

- Information and instructions will be communicated to you from the University via RAVE alert system, campus outdoor siren, University email, and/or ERNIE/Embry-Riddle websites.
- Shelter-in-Place: Shelter-in-place is used for any type of emergency where it is safer to secure yourself in the current location. The situation may be weather-related or because of a hostile situation. If in the residence halls, safely and quickly proceed to an area without windows/glass (typically interior halls and bathrooms) until the advisory is lifted and communicated by the University.
- See the University Safety Quick Reference Guide for more information.

Sports and Leisure Equipment

Due to the potential damage caused by these items, residents are required to use these items in an appropriate outdoor space. Items with wheels, including but not limited to, bicycles, skateboards, rollerblades, and/or scooters may not be used anywhere in the residence halls. Additionally, balls, racquets, hockey sticks, flying-disc, remote-controlled devices, and similar items may not be used anywhere in the residence halls.

Housing & Residence Life professional staff and Campus Safety & Security officers reserve the right to confiscate these items if they are used inappropriately.

Use of Tobacco & Nicotine

Smoking in and/around University-owned and leased housing properties is prohibited. Embry-Riddle Aeronautical University recognizes the need to ensure an educational and work environment that is reasonably free from various health hazards. In keeping with our core value of making our environment safer for everyone, the University prohibits the use of any tobacco product whether in the form of cigarettes, cigars, pipes, dipping/snuff, smokeless cigarettes, electronic cigarettes/vaping, hookahs, or chewing tobacco. It is the policy of the University that tobacco products will not be allowed anywhere on University-owned or leased property (including buildings, parking lots, personal vehicles, etc.). This includes the use of electronic smoking devices. Those alleged to have violated this policy are subject to the student conduct process. Review the Honor Code Use of Tobacco & Nicotine (#27) policy.

Vacancies

Unless otherwise indicated all rooms are double occupancy. If after the room change and consolidation period a vacancy exists in a room, the Department considers that bed space available for use. It is imperative that vacant spaces are kept clean, empty, and move-in-ready to welcome a new resident. This includes leaving the other bed, dresser, and desk vacant and clear of belongings. When possible the Department will notify residents of new roommates, however there may be times when notification does not occur. Residents may not deliberately intimidate, reject, and/or discourage potential roommates from occupying the vacancy.

Weapons

Possession of weapons and weapon replicas, including but not limited to, firearms, BB guns, air guns, knives, swords, machetes, blow darts, spears, compound bows/arrows, Tasers (conducted electrical weapons), brass knuckles, slingshots, martial arts devices, dangerous chemicals, incendiary devices, and/or other explosive substances including fireworks is prohibited and banned from University property. This policy includes ammunition, any device capable of firing or launching a projectile or other objects classified or used as weapons with potential for danger or harm. Any item used in conjunction with the intentional attempting to harm oneself or others will be considered a weapon under this policy.

Residents alleged to have violated or found responsible for violating the Honor Code Weapons (#29) policy are subject to dismissal or suspension from University housing without refund.

Windows

Residents cannot remove rivets/pins and/or screens from windows. Rivets are provided for safety and security reasons. Entering/exiting via windows, hanging items outside of the window, throwing or disposing of objects through the window, and using a window for anything but its designed intent is prohibited. Decorations cannot cover and/or be placed in windows.

SEXUAL MISCONDUCT

Civil Rights Equity & Sex/Gender-Based Harassment, Discrimination and Sexual Misconduct Policy and Resolution Procedure

Embry-Riddle Aeronautical University affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise and does not permit discrimination or harassment in its programs and activities on the basis of race, color, national origin, sex, gender identity, gender expression, sexual orientation, disability, veteran status, predisposing genetic characteristic, age, religion, pregnancy status, or any other characteristic protected by University policy or state, local, or federal law.

Reports of discrimination, harassment, and/or retaliation should be made to the Title IX Coordinator promptly, but there is no time limitation on the filing of grievances, as long as the responding party remains subject to the University's jurisdiction. All reports are acted upon promptly while every effort is made by the University to preserve the privacy of reports. Reports of discrimination by the Title IX Coordinator should be reported to the respective chancellor at each campus.

All alleged violations of this policy are subject to resolution using the University's Resolution Procedure. The Resolution Procedure is applicable regardless of the status of the parties involved, who may be members or non-members of the campus community, students, student organizations, faculty, administrators, and/or staff. The University reserves the right to act on incidents occurring on-campus or off-campus when the off-campus conduct could have an on-campus impact or impact on the educational mission of the University.

The University's Civil Rights Equity & Sex/Gender-Based Harassment, Discrimination and Sexual Misconduct policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic freedom. Academic freedom extends to topics that are pedagogically appropriate and germane to the subject matter of courses or that touch on academic exploration of matters of public concern.

The University uses the preponderance of the evidence standard (also known as "more likely than not") for determination of whether a violation occurred. In campus resolution proceedings, legal terms like "guilt," "innocence," and "burdens of proof" are not applicable, but the University never assumes a responding party is in violation of University policy. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources. Please visit the Daytona Beach Title IX website to find the policy, procedures, and online reporting form: daytonabeach.erau.edu/title-ix-compliance.

Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the Title IX Coordinator:

Office of Title IX Compliance
600 S. Clyde Morris Blvd.
Daytona Beach, FL 32114
386-226-7971

YOUR SAFETY & SECURITY

Mission Statement

The mission of Embry-Riddle Aeronautical University's Campus Safety & Security Department is to make every effort to promote and maintain a safe campus environment for all members of the campus community and to provide quality service so that each person is afforded the opportunity to achieve their academic and professional goals as they work and learn in our educational community. Accordingly, Campus Safety & Security is actively engaged in collaborating with students, parents, employees, and the community to provide a safe environment and to treat every individual with respect, fairness, and compassion.

While no campus can guarantee the complete safety of its community, we can work together to provide the safest possible environment. We encourage all University community members to take responsibility for their own safety and security. By accepting this responsibility, members of the University community assist in maintaining a safer and more secure campus environment.

Campus Sex Crimes Prevention Act

Information concerning sexual offenders or predators as required by the *Jacob Wetterling Crimes Against Children and Sexually Violent Offenders Registration Act* can be accessed at the following Florida Department of Law Enforcement website, <http://offender.fdle.state.fl.us>.

Civil Rights Equity & Sex/Gender-Based Harassment, Discrimination and Sexual Misconduct Policy

For information, see daytonabeach.erau.edu/title-ix-compliance.

Annual Campus Security Report

The Annual Campus Security Report is available at the Safety & Security website, daytonabeach.erau.edu/about/safety/. This report includes campus and related crime statistics for the previous three calendar years and features campus security policies, procedures, and safety recommendations. For a paper copy of the Annual Campus Security Report, contact the Campus Safety & Security Department at (386) 226-6490.

Remember, prompt reporting of emergencies, suspicious conditions, or crimes is important. Call us at (386) 226-6480 or use (386) 226-SAFE(7233) for emergencies.

Traffic Rules and Regulations

The policies found in the Campus Parking & Traffic Rules and Regulations Handbook applies to all members of the faculty, staff, student body, and guests of the university. It is essential that every member of the University understand and comply with these regulations. A copy of the Campus Parking & Traffic Rules and Regulations Handbook can be found online by signing into ERNIE, selecting the *Departments* tab, and selecting *Campus Safety & Security* under *Daytona Beach*. Many accidents can be avoided by adhering to pedestrian right of way, the directional signage around campus (both permanent and temporary), and the rules pertaining to the safe use of personal transportation devices.

For your convenience, the following regulations from the Campus Parking & Traffic Regulations Handbook are printed below:

- *Pedestrian Right of Way*: All vehicles, including cars, trucks, vans, motorcycles, mopeds, bicycles, roller blades, and skateboards must yield the right of way to pedestrians. The speed limit on campus is 10 mph at all times.

- *Operating Vehicles Off Roadway:* All private cars, trucks, vans, motorcycles, and mopeds are strictly prohibited on any campus sidewalk, unpaved pathway, field, lawn, or landscaped area. University/service, maintenance, emergency, and delivery vehicles may be required to access some areas by these means in the performance of their duties.
- *Personal Transportation:* Bicycles, roller-skating, rollerblading, and skateboarding are prohibited within 50 feet of all university facilities. Bicycling, roller-skating, rollerblading, and skateboarding inside university facilities is strictly prohibited.
- *Directional Signs and Road Markings:* All vehicles must travel only in the direction indicated by traffic signs or markings on the roadway.
- *Seat Belts:* Vehicle operators and passengers must wear seat belts when the vehicle is in motion, in accordance with Florida State Law.
- *Temporary Directions and Closings:* When required, safety and traffic control barricades may be erected to direct pedestrians and vehicle traffic. Do not move or bypass these barricades.
- *Obeying Officers:* Embry-Riddle Safety Officers may be required to give verbal instructions or directions that are contradictory to written regulations. These verbal instructions or directions must be followed.

2017-2018 ACADEMIC CALENDAR

Review [SchedulER](#) for comprehensive event information. Additional events are sponsored throughout the year, and since events may change, see [SchedulER](#) for up-to-date information.

8/23/2017	Fall Orientation & Registration, through 8/25/2017
8/24/2017	Welcome and Convocation
8/25/2017	WIKD Paint-U
8/26/2017	TNG Comedy Show
8/28/2017	Fall Classes Begin
8/28/2017	TNG Hypnotist
8/29/2017	Bonus Buck\$ Fall Kick-off
8/31/2017	Safety Fair and Staying Safe in Daytona Event
9/1/2017	TNG Comedy Show
9/6/2017	Meet the Greeks
9/7/2017	Activities Fair
9/7/2017	Departure Lounge
9/7/2017	TNG Comedy Show
9/8/2017	TNG Mission Improvable
9/13/2017	Field of Hope (10 a.m. - 3 p.m., West Lawn)
9/14/2017	Service & Faith Fair (11 a.m. - 2 p.m., Flight Deck)
9/14/2017	Departure Lounge
9/19/2017	Co-op/Internship General Information Session for Spring 2018 Opportunities
9/21/2017	Student Employment Fair
9/21/2017	National Hazing Prevention Week Speaker
9/22/2017	TNG Casino Night
9/22/2017	National Hazing Prevention Week, through 9/27/2017
9/28/2017	Global Engagement Fair
9/28/2017	Departure Lounge
10/1/2017	O-Team Recruitment Month
10/5/2017	National Depression Screening Day
10/5/2017	Departure Lounge
10/12/2017	Industry/Career Expo (9 a.m. - 4 p.m., ICI Center)
10/12/2017	Homecoming, through 10/14/2017
10/12/2017	TNG Outdoor Movie
10/12/2017	eagleNIGHT Networking Reception
10/13/2017	Tri Sigma Farmer's Market
10/13/2017	Eagle Block Party
10/13/2017	TNG Comedy Show
10/14/2017	Ashely Guindon 5K
10/14/2017	Soccer Tailgate, King & Queen Crowned
10/14/2017	TNG Homecoming Concert
10/14/2017	Fly-in and Static Display (Q Hangar) for Homecoming
10/26/2017	Departure Lounge
10/28/2017	Admissions Open House
10/30/2017	Greek Week, through 11/3/2017
11/1/2017	Leaves of Gratitude, stop by the Counseling Center through 11/22/2017
11/3/2017	TNG Comedy Show
11/4/2017	Day of Service
11/9/2017	Departure Lounge
11/16/2017	Departure Lounge

11/29/2017 Bonus Buck\$ Auction
 11/30/2017 Departure Lounge
 12/1/2017 Tri Sigma Farmer's Market
 12/7/2017 TNG Stress Relief Day
 12/7/2017 ERRSA Late Night Breakfast
 12/8/2017 Study Day
 12/13/2017 Lift Off for Fall Graduating Students
 12/18/2017 Commencement
 1/5/2018 Fraternity and Sorority Life Retreat, through 1/7/2018
 1/8/2018 Spring Orientation & Registration, through 1/9/2018
 1/10/2018 Spring Classes Begin
 1/18/2018 Activities Fair
 1/19/2018 Emerging Leaders Retreat, through 1/21/2018
 1/19/2018 Meet the Greeks
 1/23/2018 Co-op/Internship General Information Session for Summer 2018 Opportunities
 2/2/2018 Family Weekend, through 2/4/2018
 2/4/2018 Super Bowl LII Party
 2/7/2018 Industry/Career Expo (9 a.m. - 4 p.m., ICI Center)
 2/9/2018 SGA Election Packets Available
 2/11/2018 Random Acts of Kindness Week (RAK), through 2/17/2018
 2/24/2018 Student Leadership Conference
 2/28/2018 SGA Election Packets Due
 3/23/2018 International Day of Happiness Campaign
 3/24/2018 Blue & Gold Week, through 3/30/2018
 4/2/2018 SGA Elections, through 4/6/2018
 4/3/2018 Pinwheel Project
 4/7/2018 Admissions Preview Day
 4/13/2018 World Fest (TBD)
 4/17/2018 SGA Banquet
 4/18/2018 Student Involvement Awards
 4/20/2018 World Fest (TBD)
 4/25/2018 Denim Day Campaign
 4/26/2018 ERRSA Late Night Breakfast
 4/27/2018 Study Day
 5/2/2018 Lift Off for Spring Graduating Students
 5/7/2018 Commencement
 5/8/2018 Summer A Orientation & Registration, through 5/9/2018
 5/10/2018 Summer A Classes Begin
 5/22/2018 Co-op/Internship General Information Session for Fall 2018 Opportunities
 6/21/2018 Study Day
 6/26/2018 Summer B Orientation & Registration, through 6/27/2018
 6/28/2018 Summer B Classes Begin
 8/10/2018 Study Day