



FLORIDA ATLANTIC UNIVERSITY

College of Education

ADJUNCT FACULTY HANDBOOK

July 1, 2025 – June 30, 2026

Welcome to Florida Atlantic University

This handbook has been prepared to help you learn more about the College of Education (COE) and the Florida Atlantic University (FAU) and to identify available resources and support for your professional practice.

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ABOUT THE DEAN

Charles Dukes, Ed.D., Ph.D., serves as Interim Dean and Professor in the College of Education at Florida Atlantic. He holds a Ph.D. in Experimental Psychology from FAU; and Ed.D. in Special Education and Curriculum and Instruction from Florida International University; a Master's degree in Special Education from the University of Houston and dual Bachelor's degrees in Psychology and Philosophy from Florida Agricultural and Mechanical University.

Previously, Dukes served as Chair of the Department of Curriculum and Instruction, overseeing over 25 degree and certificate programs at both the undergraduate and graduate levels. He also has an appointment as Professor in the Department of Special Education, where he has built a distinguished career dedicated to improving educational outcomes for individuals with severe disabilities. Since joining FAU in 2002, Dukes has served in a range of instructional and leadership roles with the COE. His extensive teaching portfolio spans Special Education-Inclusive education, Positive Behavioral Interventions and Supports Classroom Management and Disability Studies, among others. Additionally, he served as Site Coordinator for the University of Miami Center for Autism and Related Disabilities (C.A.R.D.) Satellite at FAU, strengthening resources and support for students and families affected by autism in the south Florida region.

In addition, Dukes has been in the forefront of publishing scholarly research. His expertise and research interests include social relationship development of people with intellectual disabilities and how to better understand human behavior using evolutionary principles. He has written 30 journal articles, seven book chapters, four encyclopedia entries and presented 69 papers at international and national conferences and 18 papers at regional and local conferences. Dukes is an Editorial Board member of *Teacher Education and Special Education*, *The Journal of Special Education* and *Remedial and Special Education*. Dukes is a member of two professional organizations: TASH (formerly known as The Association for Persons with Severe Handicaps) and the Council for Exceptional Children (CEC) since 1999. He is active in TASH, serving on the review board for the research journal, *Research and Practice for Persons with Severe Disabilities* (RPSD).





Office of the Dean
College of Education
Boca Raton Campus
777 Glades Road, ED 210
Boca Raton, FL 33431
tel: 561.297.3564
fax: 561.297.3616
www.coe.fau.edu

July 2025

Dear Adjunct Faculty,

Welcome to Florida Atlantic University's College of Education! We are delighted to have you join our dedicated educators and scholars community. As an adjunct faculty member, you are now part of a dynamic and collaborative academic environment with over 80 faculty members across five academic departments.

Our college spans three campuses and offers a wide range of academic opportunities, including 10 undergraduate programs, 24 graduate programs, and 9 certificate programs. Across all our offerings, we remain centered on one shared goal: preparing the most knowledgeable, compassionate, and effective educators, school and higher education leaders, counselors, mental health professionals, and speech-language pathologists to serve communities in the state, region, and the world.

Whether teaching in person or online, your role is essential to the high-quality education we provide our students. We value your contributions and are here to support you as you begin your teaching journey with us. Please don't hesitate to reach out if you have any questions or need assistance—our department chairs, staff, and faculty colleagues are all eager to help.

Thank you for bringing your expertise and passion to the College of Education. We look forward to the great work ahead.

Sincerely,

Charles Dukes

Charles Dukes, Ed.D., Ph.D.
Interim Dean and Professor

CD/je

ACADEMIC CALENDAR

The University's academic calendar defines the beginning and ending dates of the semester and summer sessions, as well as critical deadlines associated with them. Classes must be scheduled in conformity with the academic calendar in order to assure that each class meets for the minimum amount of time required by the state. Any deviation from the calendar, such as starting a course later or concluding it sooner than the dates indicated in the calendar must be approved in advance by the dean of the college.

To view current and future academic calendars, please visit:

<http://www.fau.edu/registrar/registration/calendar.php>

PURPOSE OF THE HANDBOOK

The adjunct faculty handbook is provided to facilitate your entry into the college's teaching force and to promote consistency across departments and instructors. Moreover, this handbook details the COE's expectations of you. By accepting this handbook and signing your contract, you agree to abide by the policies/procedures outlined herein.

Much of the material found in this handbook has been obtained from FAU's undergraduate and graduate catalogues, student handbook, and website. Please feel free to expand your knowledge of university policy and procedures by reviewing these references for more extensive information. The department chair and department support staff of the course you are teaching are a useful resource for questions and/or concerns.

MISSION STATEMENTS

Florida Atlantic University Mission

Florida Atlantic University is a public research university with multiple campuses along the southeast Florida coast serving a uniquely diverse community. It promotes academic and personal development, discovery, and lifelong learning. FAU fulfills its mission through excellence and innovation in teaching, outstanding research and creative activities, public engagement and distinctive scientific and cultural alliances, all within an environment that fosters inclusiveness.

College of Education Mission

The mission of the College of Education is to serve the community of Florida Atlantic University by providing effective leadership in areas of research, service and teaching at the local, state, national and international levels, through the initial and advanced preparation of informed, capable, ethical and reflective decision-making professionals. Our faculty and students seek to promote and sustain authentic change, excellence and equity in their respective fields, and in

the organizations and systems with which they are associated. The College's programs reflect changing societal needs and incorporate web-supported delivery systems, current methodologies and research, which bring faculty and students together to improve the quality of education for all in an increasingly diverse, technological, inclusive and global society.

College of Education Academic Department and School Missions

Each academic department and school within the College has established guiding mission statements:

<https://www.fau.edu/education/aboutcoe/missionstatements/>

College of Education Graduate Expectations

Graduates of programs in the College of Education at Florida Atlantic University are informed, ethical, and capable reflective decision-makers.

Informed reflective decision-makers are grounded in the subjects they teach and understand how knowledge in their subject is created, organized, linked to other disciplines and applied to real-world settings.

Ethical reflective decision-makers apply a systematic, rational approach to dilemmas offering difficult choices between competing values.

Capable reflective decision-makers have mastered the skills and competencies that enable them to function in their professional roles. They contribute to the effectiveness and collegiality of the educational environment by working collaboratively with other professionals on policy matters, curriculum development and professional preparation.

STANDING COMMITMENTS

The College of Education at Florida Atlantic University has long-standing commitments to continually improve assessment practices and embrace current technologies.

Commitment to Assessment

The College considers assessment to be a key to student success through the consistent evaluation of established learning outcome measures. To ensure academic student achievement, rigorous assessment requirements are implemented and evaluated. Two of the online evaluation assessment tools used by the College of Education, Canvas and LiveText by Watermark, aid in providing timely student feedback and allow for actionable data in the evaluation of curricular effectiveness.

Commitment to Technology

The College is committed to developing and sustaining technology to support the work of students, faculty and staff. This commitment is grounded in the awareness that teaching and learning processes, including effective research, are increasingly dependent on electronically generated data to make sense of complex educational issues. The adoption of electronic communication systems, assistive technology, and the need to provide equitable access to information systems make it essential for the College to have in place a comprehensive Technology Plan that includes a renewal cycle.

COLLEGE OF EDUCATION

Departments

The College of Education consists of five departments:

- [Curriculum & Instruction](#);
- [Special Education](#);
- [Communication Sciences and Disorders](#);
- [Educational Leadership and Research Methodology](#); and
- [Counselor Education](#).

These departments deliver academic programs and courses to students on three different campuses: Davie, Boca Raton, and MacArthur. The COE has an enrollment of approximately 2,165 students.

Campuses Locations, Maps, and Directions

	Boca Raton College of Education	Jupiter College of Education	Davie College of Education
Location	Boca Raton Campus	John D. MacArthur Campus	Davie Campus
Address	777 Glades Rd, Bldg #47	5353 Parkside Dr, Bldg #12	2912 College Ave, Bldg #52
	PO Box 3091		
	Boca Raton, FL 33431	Jupiter, FL 33458	Davie, FL 33314
Phone	561-297-3570	561-799-8135	954-236-1028
Campus Map	http://www.fau.edu/facilities/osua/maps/BocaRatonMap.pdf	http://www.fau.edu/facilities/osua/maps/JupiterMap.pdf	http://www.fau.edu/facilities/osua/maps/DavieMap.pdf
Google Map Directions	https://google/maps/hdcT8Ue4BEr	https://google/maps/ZdT84DMDqy72	https://google/maps/zj4wARfXFuN2

Boca Raton Campus

777 Glades Road

P. O. Box 3091

Boca Raton, FL 33431-0991

Phone: 561-297-3000

Driving Directions**From I-95 or the Florida Turnpike**

Exit at Glades Road. and go east. FAU will be approximately 1/2 mile on the left after I-95

College of Education Offices

The Education building (ED 47) is located near the corner of North University Drive and West University Drive. The COE administrative support is located on the 3rd floor.

**Broward Campus at Davie**

2912 College Avenue Davie, FL 33314

Phone: (954) 236-1028

Fax: (954) 236-1022

Driving Directions**From I-95 or the Florida Turnpike**

Exit I-595 and go west to Davie Road. At Davie Road make a left and go south to Nova Drive (2nd light). Turn right onto Nova Drive and go west toward College Avenue (1st light). At College Avenue make a left, and the campus will be approximately one block on left.

**College of Education Offices**

The College of Education offices are located in the ES Building.

John D. MacArthur Campus at Jupiter
5353 Parkside Drive
Jupiter, Florida 33458
(561) 799-8135
Fax: (561) 799-2587

Driving Directions

From I-95

I-95 North/South, Exit 58. Go east on Donald Ross Road to Parkside Drive. Turn left onto Parkside Drive, the campus will be on your right.

From Florida Turnpike

If you are taking the Turnpike North, exit at PGA and head east until you get to Central Drive. Turn left onto Central Drive and go North to Donald Ross Road. Turn left onto Donald Ross Road and then make a right onto Parkside Drive, the campus will be on your right.

If you are traveling South on the Turnpike exit onto Indiantown Road in Jupiter. Take Indiantown Road east to Military Trail. Turn right onto Military Trail and head south to Donald Ross Road. Turn right onto Donald Ross Road. Then turn right onto Parkside Drive (after the light). The campus will be on your right.

College of Education Offices

The COE offices are located on the second floor of the EC building (MC-12). The administrative support offices are located in EC 202 suite.



Contact Information

<http://www.fau.edu/education/aboutcoe/documents/coe-org-chart.pdf> (post on COE webpage and update link once updated COE Organizational Chart is approved by Charles)

	Phone	FAU Email
Deans		
Charles Dukes, Interim Dean College of Education	561-297-3357	CDukes
TBD, Interim Senior Associate Dean and Professor College of Education	561-297-2698	
Deborah W. Shepherd, Associate Dean, Office for Academic and Student Services	561-297-3570	DShep
Department Chairs		
Joseph C. Gagnon, Chair Special Education	561-297-3281	JosephGagnon
Elizabeth Villares Sacks, Chair Counselor Education	561-297-1002	Evillare
Robert Shockley, Chair Educational Leadership and Research Methodology	561-297-3551	Shockley
Dale Williams, Chair Communication Sciences and Disorders	561-297-3238	DWilliam
Sabrina Sembiente, Interim Co-Chair Curriculum and Instruction	561-279-6594	SSembiente
Michelle Vaughan-McGovern, Interim Co-Chair Curriculum and Instruction	561-297-6594	MVaughn3

Directors and Ombudsperson		
Traci Catto, Executive Director, Office for School Engagement, Accreditation, Assessment & Analytics	561-297-3576	TCatto
Sheila Walden, Director Office for Accreditation, Assessment & Analytics	561-297-0885	Waldens
Joseph Waters, Director Office for Academic and Student Services	561-297-1082	Waters
Sita Ramnarace, Assistant Director Office for Academic and Student Services	561-297-3570	Ramnarac
Jessica Stupiec, Assistant Director, Graduate Education and Advising and Certification Ombudsperson	561-297-3570	JStupiec
Coordinators		
Kelli Moransais, Coordinator of School Engagement Office for School Engagement	561-297-3970	KWilder2
Melissa Conrad, Coordinator of School Engagement Office for School Engagement	561-297-3353	Conradm

WEBPAGES AND RESOURCES

Florida Atlantic University Webpages

The University has a variety of services offered for students, faculty, and staff. Below outlines a variety of resource webpages for additional information.

- For general contact information: <https://www.fau.edu/about/contact/>
- For a search by department or name: <https://directory.fau.edu/>

Current University Advisories	http://www.fau.edu/advisory
Dean of Students	https://www.fau.edu/dean
Emergency Management	http://www.fau.edu/emergency
Financial Aid	https://www.fau.edu/finaid
Financial Aid Grants	http://www.fau.edu/finaid/types-of-aid/grants.php
Financial Aid Scholarships	http://www.fau.edu/finaid/types-of-aid/scholarships.php
Health Insurance, Student Plans	https://www.fau.edu/graduate/resources/graduate-assistantship-information/graduate-assistant-health-insurance/ and https://www.fau.edu/shs/insurance/
Ombudsperson	https://www.fau.edu/ombuds/
Owl Cards	http://www.fau.edu/business-services/owl-card
Parking & Transportation Services	http://www.fau.edu/parking
Police, University	http://www.fau.edu/police
Registrar, DARS	http://www.fau.edu/registrar/graduation/degree-audit.php
Registrar, General Info	http://www.fau.edu/registrar
Registrar, Graduation	http://www.fau.edu/registrar/graduation/index.php
Student, International	https://www.fau.edu/international
Student Accessibility Services	http://www.fau.edu/sas
Student Employment	http://www.fau.edu/hr/student_employment/jobs.php

Student Government	http://www.fau.edu/sq
Student Health Services	http://www.fau.edu/shs
Student Housing, Residential	https://www.fau.edu/housing
Student Housing, Off-Campus	https://offcampushousing.fau.edu
Student Orientation	http://www.fau.edu/orientation
Testing & Evaluation	http://www.fau.edu/testing
Veteran Affairs	http://www.fau.edu/vets
Weppner Center for LEAD & Service-Learning	https://www.fau.edu/leadandserve

College of Education Webpages and Contact Information

	Phone Number & Room	Webpage
A. D. Henderson University School	561-297-3970	http://adhus.fau.edu
Center for Autism and Related Disabilities	561-297-2055	http://www.fau.edu/education/centersandprograms/card
Communication Disorders Clinic	561-297-2258 ED 413	https://www.fau.edu/education/academicdepartments/csd/clinic
Department of Communication Sciences and Disorders	561-297-6074 ED 413	http://www.fau.edu/education/academicdepartments/csd
College of Education Scholarships	561-297-3570 ED 230	https://www.fau.edu/education/students/scholarships
Department of Counselor Education	561-297-3602 ED 270	https://www.fau.edu/education/academicdepartments/ce
Department of Special Education	561-297-3280 ED 413	https://www.fau.edu/education/academicdepartments/ese
Department of Educational Leadership and Research Methodology	561-297-3550 ED 240	http://www.fau.edu/education/academicdepartments/el
Department of Curriculum and Instruction	561-297-3791	https://www.fau.edu/education/academicdepartments/curriculum-instruction/
Field Placements	<u>Boca Raton</u> 561-297-3570 ED 230 <u>MacArthur</u> 561-799-8627 EC 202	https://www.fau.edu/education/students/oass/fieldexperience
Office of Accreditation, Assessment, and Analytics	<u>Boca Raton</u> 561-297-0885 ED 334 <u>MacArthur</u> 561-799-8629	https://www.fau.edu/education/aboutcoe/oaaa/

Office for Academic and Student Services	<u>Boca Raton</u> 561-297-3570 ED 230 <u>Davie</u> 954-236-1028 ES 202 <u>MacArthur</u> 561-799-8135 EC 202	https://www.fau.edu/education/students/oass/contactunder
Office for School Engagement	<u>Boca Raton</u> 561-297-6001 ED 334 <u>MacArthur</u> 561-799-8629	https://www.fau.edu/education/students/school-engagement/
Student Teaching Program	561-297-3570 ED 230	https://www.fau.edu/education/students/oass/studentteaching

ALIGNMENT OF PROFICIENCIES WITH STATE PROFESSIONAL STANDARDS

Florida Atlantic University Behavioral Indicators

As part of the State University System of Florida, Florida Atlantic University adheres to required core student learning outcomes. In doing so, Academic Learning Compacts (ALCs) are established for the College's undergraduate programs. These student learning outcomes address content knowledge and skills, communication, and critical thinking skills students are expected to master at the completion of a bachelor degree program.

Graduate programs respond to FAU student learning outcomes, as part of the FAU Assessment Plan. Select courses in programs measure student learning using the same "three C's"; content knowledge, critical thinking and communication skills.

On a regional level, the College of Education earns accreditation with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) with a variety of bachelor's, master's, and doctoral degrees. Having this status assures students the rigor provided in their coursework meets the SACSCOC mission, vision, and core values.

Some College of Education programs may also respond to additional student learning standards, as required by specific accrediting and licensing entities. These professional standards vary by program in the college, and can be found on the department page of this handbook.

Academic Assignment

You are to sign your teaching contract prior to beginning your assignment. The letter of intent (See Appendix A) clarifies the conditions of the appointment and is not a guarantee that you will be assigned to teach the course(s). The appointment is contingent upon sufficient enrollment, sufficient budget, and non-availability of regular college faculty to teach. When it has been determined that your professional services will be used, a contract will be processed based on the conditions stated in the letter of intent. University policy allows an adjunct to teach up to two courses each semester (.50 FTE).

Onboarding

As a new employee, you will be asked to get started with your new employee onboarding tasks in Workday, FAU's Human Resource (HR) and Financial Management system. Once you have had confirmation of your hire, you should receive two consecutive emails from workday@fau.edu with a series of steps that should be completed before your first day at work.

- The first email will contain information with your temporary login information. It will contain the URL used only for the onboarding process, and your temporary username.
- The second email will contain the onboarding URL as well, and the initial password to start the onboarding process.

After completing some of the initial onboarding steps, you will receive another email letting you know that your FAUNet ID has been generated and your permanent FAU account is ready to be

activated. Once you receive the activation email, your temporary account information will no longer be valid and you will need to activate your FAU account and set its password to be able to continue any remaining onboarding tasks through the employee Workday portal. Activation of your FAU account also gives you access to many FAU services including your FAU email. The onboarding process is further outlined at <http://www.fau.edu/hr/onboarding>.

Change of Personal Data

Updates in your Workday profile are required of any changes in name, address, telephone number or banking information for direct deposit. Failure to do so could cause a check to be lost or may result in an employee not receiving a Form W-2 for income tax purposes. To update your information, visit <https://workday.fau.edu>. Personal contact information is updated under your Personal Information section. Direct Deposit information is updated under the Payment Elections section. Please also notify the departmental secretary with changes of personal data. For additional information regarding direct deposit, W-2 and form W-4, visit the Payroll website: <http://www.fau.edu/controller/payroll>.

Holidays

No course will meet during any legal holiday observed by the university. Holidays observed by the university can be found on the website: <http://www.fau.edu/hr/holiday-schedule.php>. Adjunct Faculty are not paid for holidays. If there is an exception to this rule, it will be marked on the Request to Pay Form.

Faculty Absence

All Adjunct Faculty members are expected to hold classes for the entire semester on the days scheduled on the Academic Calendar and in the Letter of Intent. The Adjunct Faculty member, must inform the appropriate Department Chair of any necessary absences and classes not held. When an Adjunct Faculty member must miss a class, remuneration for that semester may be adjusted based on the time involved. A Faculty Absence form should be on file in the department office for any missed class. The form to be complete can be found at <https://www.fau.edu/provost/documents/faculty-leave-form-4-11-17.pdf>

PROFESSIONAL EXPECTATIONS

Professionalism

As an instructor, you are representing the college as well as your discipline and the profession. In essence, we believe that you serve as an example for your students. Therefore, we ask that you avoid casual dress in favor of more professional attire and that you maintain the highest professional standards when interacting with your class and individual students (See University Regulation in Chapter 5.011, [University Ethics](#) and Appendix B, Regulation 5.010 [Anti-Discrimination and Anti-Harassment Regulation](#)).

Teaching Excellence

The College of Education hired you because you possess the academic credentials and the commitment to excellence in teaching that are the hallmark of this college. We fully expect you to facilitate learning as well as share current, accurate and useful information with your students as it pertains to the subject matter for which you have been hired to teach.

Academic Rigor

One of our primary concerns is that you challenge your students. Classes in which all students automatically earn A's, represents a learning environment, which may seem void of higher levels of cognitive activity. Your course should require the integration and synthesis of concepts as well as memorization and recognition of facts. As a result of such an approach, your students should have the opportunity to distinguish themselves in your class.

Preparation of the Syllabus

In an attempt to ensure quality and comply with SACSCOC and other accrediting guidelines, use the FAU's syllabus management system called Simple Syllabus. All FAU policies will be preloaded and maintained within the system, so you can focus on preparing for the semester and not on making sure your syllabus has the most up-to-date university and department policies. Most course information, including instructor of record, course number and section, course description, pre/co-requisites, and course location/time/day, will all be pulled directly from the course schedule and placed in your syllabus. Even course materials and book information will be included, based on what was submitted for textbook adoption. The only updating required will be to the course schedule and course policies. Please refer to the syllabus on file with the department to update the course schedule, course policies and COE policies such as LiveTEXT (Watermark). Please include all subsections. Each department link to this guide will identify the contact person for you to secure the most recent syllabus copy. As you prepare your syllabus keep in mind that the syllabus represents a contract between you and the student. As such, it is imperative that you are absolutely clear as to what you expect of your students in terms of both attendance and performance. The current term, credit hours, weighting of assignments, papers, exams, the grading scale and dates when assignments are due are essential elements of your syllabus.

Simple Syllabi Information

- Training and personal appointments are available. Please visit <https://techevents.fau.edu/>.
- Learn more about Simple Syllabus and browse written help documents and videos by visiting https://www.fau.edu/canvas/additional_tools/simple-syllabus/
- For technical assistance, please contact Crystal Barger in OIT (cbarger@fau.edu). General questions can be directed to the Provost's Office at provost@fau.edu.

Students with Disabilities

The following statement needs to be included in your syllabus with reference to students with disabilities:

Students with Disabilities

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at www.fau.edu/sas/.

Student Recordings of Class Lectures

Please see [course syllabus template](#) to include suggested language related to student recordings of course lectures.

Religious Holidays Students

Observing religious holidays will not be penalized. If tests or other assignments fall on religious holidays, accommodations must be made for observant students.

Meet Your Classes

Meeting your class means not only meeting every session, but also being on time and meeting for the entire time scheduled. If for some reason you cannot meet your class, please find a suitable replacement (i.e. from your department or the college) and notify the department office as soon as possible. If it is not possible for you to find a replacement for your class, you must notify the Department Chair. As a last resort, contact the department secretary. *You are not to cancel classes.*

University Closing/Cancellation of Classes

Individual instructors cannot cancel classes due to inclement weather. On rare occasions, such as floods, [hurricanes](#), tornadoes, security emergencies, the University may cancel classes. In the event of an approaching hurricane or other emergency situation, please check the FAU website, <http://www.fau.edu> or current advisories: <http://www.fau.edu/advisory> or call 888-8FAUOWL (888-832-8695).

Instructor Evaluation

University regulations require that the Student Perception of Teaching survey be conducted in all sections of all courses with enrollments of five or more students. SPOT is an anonymous and effective tool given at the end of each semester to help evaluate the quality of instruction and improve the university's education standards. The SPOT is administered online during the last two weeks of the course, except in summer when it is conducted during the last week. Results of the SPOTs are available for individual instructors or can be queried in the aggregate at the IEA website campus office. For more information regarding SPOT, visit <http://www.fau.edu/spot>.

FAU Sexual Discrimination, Sexual Harassment, and Sexual Violence

Title IX of the Education Amendments of 1972 ("Title IX"), a federal law that prohibits sex discrimination in education, provides as follows:

"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...."

Sex discrimination includes sexual harassment and sexual violence, as further described in FAU Regulation 5.010 available at <https://www.fau.edu/ocr9/>.

Regulation 7.008 Anti-Discrimination and Anti-Harassment Regulation

<https://www.fau.edu/regulations/documents/chapter7/regulation-7-008-8-14-2020-final.pdf>

Title IX Contacts and Locations

<https://www.fau.edu/eic/title-ix/>

ACADEMIC POLICIES AND REGULATIONS

This Academic Policies and Regulations section is divided into the following subsections on the website, <https://www.fau.edu/registrar/university-catalog/>. The subsections appear in the following order:

Policies for All Students

- Admission to Professional Programs
- Attempted Hours
- Attendance
- Course Credits and Levels
- Credit Totals Posted on the FAU Unofficial and Official Transcripts
- Drop/Add and Withdrawal
- Enrollment and Awarding of Certificate Programs
- Exceptional Circumstance Withdrawal (Medical Withdrawal)
- FAU Email
- Final Exam Period
- Honors Convocation
- Graduation Procedure
- Commencement
- Institutional Complaint Process
- Intellectual Property
- Policy for the Use of Photographs and Videos
- Religious Accommodation

The Grading System

- Undergraduate & Graduate Grading
- Administrative Notations
- Changes of Grade
- Incomplete Grades
- Grading Information Specifically for Undergraduate Students
- Grading Information Specifically for Graduate Students

Additional Policies for Undergraduate Students

- Undergraduate Student Classification
- Acceleration Mechanisms
- Continuous Enrollment/Catalog Year
- Deadline for Declaring a Major
- Change of Major
- Double Majors
- Excess Hours Surcharge
- Limitation on Repeated Courses
- Repeat Course Surcharge
- Good Academic Standing
- Academic Probation
- Suspension and Dismissal

- Academic Actions for Freshmen
- Returning After Suspension
- Returning After Dismissal
- Deferred Probation, Suspension and Dismissal
- Dean's List
- President's List
- General Education Digital Badges
- Baccalaureate Degrees of Distinction
- Timely Graduation for Undergraduate Students
- Graduation Policy for Undergraduate Students
- Petitions

Additional Policies for Graduate Students

- Academic Appeals
- Academic Progression Plan
- Change of Major
- Continuous Enrollment
- Full-Time Enrollment and Petitions
- Leave of Absence
- Recency of Credits
- Satisfactory Academic Performance
- Time Limit for Completion of Doctoral Degree Requirements
- Transfer Credits
- Withdrawal

Acceleration Mechanisms for Undergraduate Students

- AICE: <https://www.cambridgeinternational.org/>
- AP: <https://apstudent.collegeboard.org>
- CLEP: <https://clep.collegeboard.org/>
- IB: <https://www.ibo.org/>
- Excelsior: <https://explore.excelsior.edu/>
- Military Service College Credit (DSST): <https://www.fldoe.org/policy/articulation/ps-credit-military.shtml> and <https://getcollegecredit.com/>

Student Code of Conduct Regulations

- Responsibility and Discipline
- Code of Academic Integrity
- University Regulations

ADDITIONAL POLICIES AND REGULATIONS

Syllabi

- [Code of Academic Integrity](#)
- [Guidelines for Course Syllabi \(Revised\)](#)

Textbooks

- Ordering
- Adoption

Student Grievances

- [Academic Grievances/Grade Dispute](#)
- Third Party Discrimination and/or Harassment

University Regulations

- [Chapter 1: Organization](#)
- [Chapter 2: Academic Affairs](#)
- [Chapter 3: Educational Delivery](#)
- [Chapter 4: Student Affairs](#)
- [Chapter 5: Personnel](#)
- [Chapter 6: Property and Finance](#)
- [Chapter 7: Miscellaneous Provisions](#)
- [Chapter 8: Tuition and Fees](#)
- [Chapter 9: Health Affairs](#)

ONLINE SETUP AND ASSESSMENT

Accounts and FAUNet ID

The FAUNet ID is the account name you use to login to many of the systems you will utilize in your daily life at Florida Atlantic University, and it is a part of your official FAU e-mail address (e.g., FAUNetID@fau.edu). At FAU we use single-sign on for most of our applications. This means that you will be using the same FAUNet ID and password for most of the applications offered to you as a student, faculty, and/or staff.

For faculty and staff, your FAUNet ID is generated when the onboarding process has been completed within Workday. Prior to logging in to any of FAU's systems with your new FAUNet ID, you will need to **activate** it by visiting the [FAU Account Self-Services](#) portal.

More information regarding Accounts and FAUNetID at <https://www.fau.edu/oit/accounts>.

LiveText by Watermark

The adjunct professor must understand how to use LiveText (Watermark) before teaching any course. For all adjunct faculty that have previously had a LiveText account as a student, please email FAU.LTSupport@fau.edu to inform of your need to be migrated from a student to faculty LiveText account. This will avoid delay of accessing your LiveText course.

Guides are available on the College's website. The Faculty account is provided to the adjunct faculty member at no cost.

Guides

- **Faculty**
<https://www.fau.edu/education/students/livetext/faculty>
- **Student**
<https://www.fau.edu/education/students/livetext/students>

Student LiveText Account

- Purchase a 7-Year LiveText by Watermark Subscription_
https://www.livetext.com/purchase_membership
- Purchase a 1-Year LiveText by Watermark Subscription_
<https://www.livetext.com/misk5/c1/purchase/special/FL-FAU-fem-1yr>
- Application for LiveText Financial Assistance_
<https://www.fau.edu/education/students/livetext/livetextfinancialassistance>

For additional LiveText support, call 1-800-311-5656 or visit <https://www.watermarkinsights.com/>

LiveText is the adopted student performance assessment tool. The college responds to multiple accrediting organizations. One of these accrediting bodies, The Council for the Accreditation of Educator Preparation (CAEP), is a national accrediting body for schools, colleges, and departments of education authorized by the U.S. Department of Education. CAEP reviews how schools, colleges, and departments of education meet rigorous national standards in preparing teachers and other school specialists for the classroom. LiveText specializes in providing the tools to help accrediting bodies support students, faculty and administrators in meeting these challenges and assist in demonstrating and ensuring effective student learning and program enhancement.

Referenced by many students and institutions already using the assessment tools, LiveText is intuitive, easy to use, and very user friendly. With this digital assessment tool, you will be better able to track electronically the assessment of competencies embedded in your critical assignments. You will have opportunities to chronicle practicum experiences, internships, and work-based learning in a professional manner.

Use of LiveText in required courses is not an option for faculty and students working with those courses. All courses that require LiveText need the statement in the "Required Text/Materials" section of the syllabi.

Canvas

Canvas is a valuable tool to communicate with your students, allow for online class discussion, and to post announcements and documents (including your syllabus). Canvas training is required and necessary to utilize this teaching option within your course, as well as to post syllabi, assignments, grades and handouts online. Once you receive your FAU ID, visit <http://techevents.fau.edu> to schedule a Canvas training.

For more instructor information on eGrades Resources, Self-Paced Training Course, Getting Started, Customize Canvas, Organize a Course, Add Course Content, and Additional Resources visit <https://www.fau.edu/canvas/getting-started.php>.

The FAU Help Desk is available for Canvas assistance:

Students

- Call 561-297-3999, press option 2
- FAU Help Desk ticket
<https://helpdesk.fau.edu/TDClient/Requests/ServiceCatalog?CategoryID=5355>

Faculty

- Call 561-297-3999, press option 3
- FAU Help Desk Ticket
<https://helpdesk.fau.edu/TDClient/Requests/ServiceCatalog?CategoryID=5354>

SECURING TEACHING MATERIALS AND EQUIPMENT

Campus Sustainability and Copying Materials

Florida Atlantic University has a special obligation to meet the challenges of sustainability. As educators we play a leading role in training the scientific, social, political and cultural leaders, professionals and policymakers who will make a difference in the world. The values, knowledge and skills instilled by the University will help guide their future decisions and practices with being good stewards of the environment. Promoting sustainability through education, operations and community engagement. One of our missions is to create a culture of sustainability at Florida Atlantic University in which the entire FAU community is aware of, involved with and committed to advancing sustainability through education, operations and community engagement.

To help us fulfill this mission, please limit the number of photocopies used during an academic term. Materials should not be copied for a class with accommodation exceptions. There are a variety of avenues materials can be presented, like in the format of a lecture, transparencies, document cameras, PowerPoint presentations, or electronic transmissions via FAU email, LiveText, or Canvas. Some course materials can be placed on reserve at the library. If the reserve materials exceed several pages, copyright laws usually prohibit reproduction without the author's approval. Consult your librarian in advance should you need to scan/copy materials. For additional library information, see Library Services and Media Center under SERVICES.

Class Maintenance

You are responsible for re-arranging any furniture which has been moved for the class, erasing chalkboards, and picking up any trash. Instructors and students are not permitted to eat, drink, or smoke in the classroom. Any problems with the conditions of the classroom should be reported to the department chair.

Classroom/Facility and Teaching Aids

Generally, you will be able to acquire all necessary facilities and teaching aids (e.g. audio/visual) by requesting them through your department or branch campus office. During the course of the semester, please allow at least one week when requesting special facilities and teaching aids.

Student Accessibility Technology

For accessibility technology accommodations, FAU provides Student Accessibility Services.

- Accessible Text Portal, <https://www.fau.edu/sas/technology/accessible-text/>
- Assistive Technology Locations, <https://www.fau.edu/sas/technology/assistive-technology-locations/>
- ReadWrite Software, <https://www.fau.edu/sas/technology/read-and-write/>

Textbooks

Textbooks are ordered through your department. A desk copy of the book(s) assigned for the course will be lent to the instructor to be returned at the end of the semester.

SERVICES

Accessibility Services

The mission of the Office for Student Accessibility Services (SAS) at Florida Atlantic University (FAU) is to support students with disabilities in their pursuit of equity and excellence in education. The SAS works with FAU faculty and staff to ensure that reasonable accommodations are provided to allow this population of students an equal opportunity to learn in the classroom setting and to have access to all areas of FAU campuses. The SAS fosters student self-advocacy and the development of compensatory skills that support independent learning.

A faculty guide is available to outline regulations, responsibilities, procedures, and confidentiality <https://www.fau.edu/sas/documents/instructor-guide-new.pdf>.

Our comprehensive academic support services include advocacy, academic accommodations, Assistive Technology equipment/software training, Assistive Technology Computer Lab, Learning Strategies training, and an active student organization. SAS has offices across three of FAU's campuses — Boca Raton, Davie, and Jupiter; however, accessibility services are available for students attending any of the six FAU campuses. More information available at <http://www.fau.edu/sas>.

Computer Labs

Computer equipment is available for students, faculty, and staff. Computer Lab assistants are there to help you with basic software systems. Open Computer Labs:

Boca Raton Campus

http://www.fau.edu/oit/labs/open_labs

MacArthur Campus

<http://www.fau.edu/oit/partner-campuses/jupiter>

Broward Campus

<http://www.fau.edu/oit/partner-campuses/davie>

Dining Services

FAU Dining Services offers information on dining memberships, menus, locations, and hours for food and services offered and more information is available at <http://www.fau.edu/dining>.

Library Services

Library services are provided on all campus locations and online <https://library.fau.edu>. For updated campus day and hour availability: <https://library.fau.edu/external-relations/library-tools-success-research-guides>. The libraries offer a wide range of reference and informational services, including instruction on the use of all FAU library collections and those of the nine other State University libraries. Faculty may also use the library services to place materials/assignments pertinent to the course on reserve for students.

Media Center

The Media Center is located on the first floor at the S.E.Wimberly Library Room LY 122, on the Boca Raton Campus. It houses the University's primary collection of audiovisual materials. Formats supported by the Media Center include videotape, CD, CD-Rom, DVD and audiotape. It is an audio-visual facility for student independent study and a media resource for faculty members. Materials in the Center include 16mm films, video cassettes, cd-roms, DVDs, slide sets, compact discs, audio cassettes, and equipment for use in the Center. Frequently asked questions are available <https://library.fau.edu/access-services/media/faqs>

Monday - Friday 8:00 am - 5:00 pm

Saturday & Sunday Closed

Hours vary during semester breaks

Owl Card

The OWL Card is the official picture identification and debit card for the Florida Atlantic community as well as a Library Card. You may visit their website for more information on how to obtain one at <https://www.fau.edu/business-services/owl-card/>. OWL Card Centers are located on all three campuses: <http://www.fau.edu/business-services/owl-card/locations.php>.

Parking and Transportation Services

A parking ePermit may be purchased online after you are hired by opening the webpage <http://parking.fau.edu>. Once on the webpage, click the “Florida Atlantic University Single Sign On” Enter your FAUNet ID credentials and click “Login”. Click on “Buy Permit”, complete all necessary information, ensuring your correct license plate number entered. Your license plate is your permit.

The cost for adjunct faculty is \$38 for fall, \$38 for spring and \$20 for summer and is sold by semester only. Details for red permits are at <http://www.fau.edu/parking/permits.php>. Red permit holders are allowed to park in any of the red or blue lots from 6:00 a.m. to 11:00 p.m. Parking spaces marked in red are designated as faculty/staff spaces. Vehicles are required to park “nose in” in parking spaces. Vehicles with FAU permits are not permitted to park at and pay the meters; they are reserved for visitors only. Parking at a malfunctioning meter is prohibited. Parking on the grass is NOT ALLOWED anywhere on the FAU campuses. *All parking rules and regulations continue to be enforced 24 hours a day, 7 days a week.* For updated and complete Parking Rules and Regulations, visit www.fau.edu/parking.

Technology

Audiovisual equipment, including overhead projectors and VCRs, is available for use in the classroom. AV Services can be reached at AVServ@fau.edu or at the below phone numbers.

Boca Raton Campus

Audiovisual Services, (561) 297-3707

MacArthur Campus

Marc Verdieu, (561) 799-8413

Broward Campuses

Broward Computing Services, (954) 201-6666

EMERGENCY MANAGEMENT SERVICES

Advisory

For emergency services’ plans, training, alerts, and resources: <http://www.fau.edu/advisory>

General Actions

- Ways to Respond to Emergencies
 - [Reporting an Emergency](#)
 - [Reporting a Safety Hazard or Near Miss Incident](#)
 - [Emergency Evacuation](#)
 - [Shelter in Place](#)

Safety Action Guides

The first step in providing for your safety is to be prepared before an emergency arises. These guides provide information so that should an event occur you will have background knowledge to provide for your own safety. The key is to be proactive, be aware of your surroundings, and become an invested member of the University community.

The [Emergency Action Guide](#) covers the hazards below and is available for download on the Owl Ready App (Download now: Android App on Google Play | App Store)

https://play.google.com/store/apps/details?id=com.cutcom.apparmor.fau&hl=en_US:

- FAU Alert System
- Tropical Cyclone
- Medical Emergencies
- Hazardous Materials (HAZMAT)
- Individuals with Disabilities
- Severe Weather
- Fire
- Emotional Distress Response
- Cybersecurity
- Victim Services
- Suspicious Package
- Bomb Threat
- Active Threat
- Suspicious Behavior

Safety App – OWL Ready

Owl Ready is the official preparedness and safety app of Florida Atlantic University. It was developed by the Department of Emergency Management, with assistance from Public Safety, under the University's mission to develop policies, programs, services and informational resources to promote and address preparedness and safety concerning the University community. Download the OWL Ready app in the Android Google Play Store or App Store.

POLICE DEPARTMENT

The Florida Atlantic University Police Department is a full-service law enforcement agency which provides 24-hour protection and services to the University and its more than 30,000 students, faculty, and staff. The Boca Raton campus is currently our largest area of operations which is located on more than 800 acres of land and houses more than 50 buildings. In addition to the Boca Raton campus, we also provide services to the University's partner campuses to include MacArthur, Harbor Branch, Davie, and SeaTech. Additional services and information: <http://www.fau.edu/police>.

Emergencies

For all emergencies regardless of campus, please dial 9-1-1.

Non-Emergency

For non-emergencies contact information for each campus is provided below.

Boca Raton Campus

777 Glades Road C.O. 69

Boca Raton, FL 33431

Main: (561) 297-3500

TDD: (561) 297-2390

Fax-Dispatch: (561) 297-3565

Fax-Records: (561) 297-4888

MacArthur Campus

5353 Parkside Drive S.R.

150W

Jupiter, FL 33458

Main: (561) 799-8700

Duty Officer: (561) 339-0015

Davie Campus

2912 College Avenue Davie,

FL 33304

Security: (954) 236-1140

After Hours: (954) 236-1140

Safety

Additional information for Safety in the FAU Community, including Night Owls, Blue Lights, and Crime Prevention, and Emergency Notification and Evacuation Procedures, visit

<https://www.fau.edu/police/>

- **Blue Light**
<https://www.fau.edu/police/information/blue-lights/>
- **Ride-Along Request**
<https://www.fau.edu/police/services/ride-along/> 561-297-NOWL
(561-297-6695)
- **Crime Prevention**
<https://www.fau.edu/police/operations/crime-prevention/>
- **Emergency Notification and Evacuation**
<https://www.fau.edu/police/clery/>

APPENDIX A: LETTER OF INTENT

COLLEGE OF EDUCATION LETTER OF UNDERSTANDING

Adjunct Faculty Only

Please carefully read the adjunct/new faculty handbook. As pointed out in the handbook, the purpose of this document is to ensure quality and consistency in the delivery of academic courses by adjunct faculty. In an effort to assure that you are informed regarding our policies and procedures, The College of Education requests that you sign below as proof that you have read the handbook. Please be informed that it is your responsibility to contact your department chair, or individual representing the college with whom you have worked for clarification regarding any information presented within the handbook. It is also your responsibility to read and comply with the rules appearing in the university catalog and FAU student handbook.

I _____ have read the College of Education Adjunct Faculty Handbook. If I have questions, I will discuss the matter with my department/college contact person. I understand that I am expected to abide by all the policies and procedures presented in the handbook. Furthermore, I understand that failure to abide by handbook guidelines/policies could result in immediate dismissal or non-renewal.

Signature

Date

Please print or type name

APPENDIX B: REGULATION 7.008 ANTI-DISCRIMINATION AND ANTI-HARASSMENT REGULATION

I. VALUES

Florida Atlantic University ("FAU") is committed to providing a workplace and educational environment that is free from discrimination and harassment. To facilitate compliance with federal, state, and local civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational enterprise, FAU has developed internal policies and procedures that provide a prompt, fair, and equitable process for those involved in allegations of discrimination or harassment. FAU values the dignity of all members of its community.

II. PURPOSE

- A. Florida Atlantic University ("FAU" or University) shall comply with applicable federal, state and local discrimination/harassment laws to provide an educational, employment, and business environment free of all forms of discrimination or harassment. Unlawful discrimination or harassment based upon an individual's race, color, religion, sex, national origin, age, disability, military or veteran status, marital status, pregnancy or parental status, sexual orientation, gender identity or expression, or other protected status is prohibited. Discriminatory conduct in the form of sexual misconduct, including sexual harassment, sexual assault, domestic violence, dating violence, and stalking, is also prohibited. Federal laws covered by this Regulation include Title II of the Civil Rights Act of 1964 ("Title II"), Title VI of the Civil Rights Act of 1964 ("Title VI"), Title VII of the Civil Rights Act of 1964 ("Title VII"), and Title IX of the Education Amendments Act of 1972 ("Title IX"), along with all applicable implementing regulations. This Regulation also covers the Florida Civil Rights Act and any other applicable local, state or federal laws.
- B. This Regulation 7.008 ("Regulation") applies to all FAU students, registered student organizations, applicants for employment, faculty, volunteers and staff (hereinafter collectively referred to as "University Community Members"), as well as third parties providing services to FAU. When a potential violation of this regulation is reported, the allegations will be investigated and addressed promptly and equitably in accordance with the processes detailed in University Policy 1.15 (Prohibited Discrimination and Harassment) and University Regulation 4.007 (Student Code of Conduct).
- C. The Office of Equity and Inclusion ("OEI") shall administer this Regulation. The Executive Director of OEI is the University's Title IX Coordinator. Inquiries regarding the procedures contained in this Regulation should be forwarded to OEI.
- D. It shall be a violation of this Regulation for any University Community Member to deny, deprive, or limit the educational or employment access, benefits, or opportunities of any member of the FAU community, guest, or visitor on the basis of that person's actual or perceived membership in a protected status as defined by law or University regulations and policies.
- E. Activities covered under this Regulation include, but are not limited to, all educational, athletic, cultural and social activities occurring on campus or sponsored by FAU, housing supplied by the University, and employment practices between the University and its employees.
- F. Those found to have violated any term, condition or provision of this Regulation will be subject to disciplinary action, up to and including suspension, expulsion, termination, or separation.
- G. This Regulation shall not be implemented in a manner that restricts or prohibits speech that is protected by the First Amendment or the principles of academic freedom.

III. REPORTING

A. OEI is responsible for administering the complaint and investigation process set forth in this Regulation.

1. Any supervisory employee or other official who has the authority to institute corrective measures on behalf of the University who receives a report, observes or learns of an alleged violation of this Regulation has an absolute and unqualified duty to promptly report the conduct to OEI. Failure to report an alleged violation as required by this Regulation may result in disciplinary action up to and including separation or termination from employment.
2. All employees in the University's K-12 programs are all considered officials with authority to institute corrective measures on behalf of the University for K-12 students and must report any claims of harassment, discrimination, or sexual misconduct to OEI.
3. Reports or allegations of an alleged violation of this Regulation will be processed upon the filing of a written complaint with OEI, consistent with the requirements of University Policy 1.15. In cases where the person making an allegation that they have been subjected to conduct that violates this regulation ("Complainant"), chooses not to file a formal complaint, OEI will take any action it deems necessary and permissible pursuant to applicable law or regulations to attempt to address the situation or prevent further concerns. Such action may include informing the alleged offender ("Respondent") or their supervisor of the potential violation and suggesting behavioral modifications (if necessary).
4. The OEI and Title IX Coordinator contact information is provided below. Any person may report allegations of harassment, discrimination, or sexual misconduct in person, via telephone, or online at FAU.edu/report.

Office of Equity and Inclusion
Florida Atlantic University
Administration Building
777 Glades Road, Room 265
Boca Raton, Florida 33431-0991
dkamm@fau.edu
<http://www.fau.edu/oei/>
(561) 297-3004

B. Any University employee or applicant who believes they have been harassed, discriminated or retaliated against in violation of this Regulation should report the facts and circumstances thereof to OEI, or in the alternative, may report to the appropriate supervisory employee or other official who has the authority to institute corrective measures on behalf of the University, including the appropriate Vice President or Provost, College Dean, or the Director of Human Resources, who in turn must notify the Executive Director.

Any student who believes they have been harassed or discriminated against in violation of this Regulation should report the facts and circumstances thereof to OEI, or in the alternative, may report to another official who has the authority to institute corrective measures on behalf of the University, including the appropriate University Vice President or Provost, the Dean of Students, the Dean of their College, or to their Department Head, who in turn must notify the Executive Director. A complaint of discrimination or harassment not related to Title IX must be filed with OEI within one-hundred eighty (180) calendar days of the alleged act(s) of discrimination or harassment. OEI may process an alleged violation outside of this time limitation in the discretion of the Executive Director.

- C. The filing of a complaint under this Regulation is independent and does not preclude the Complainant from also filing a complaint with federal, state or local enforcement agencies. The filing of a complaint with OEI does not constitute a filing with, or have any effect on the filing time limitations of those external agencies. All Complainants are advised to contact these external agencies directly to learn the filing deadlines and procedures for each agency. Contact information for these agencies is available from the OEI office.
- D. All complaints should contain the name of the reporting party and state the nature of the act(s) complained of, including such details as the name of the alleged offender and the date(s) or approximate date(s) on which the offending act(s) occurred, the name(s) of any witnesses, and the desired resolution(s). Any portion of a complaint file that is exempt from public disclosure under the Florida Public Records law shall remain confidential to the extent permitted by law.

IV. INVESTIGATION

- A. OEI shall investigate all complaints, as permitted or required by law, which contain enough information to substantiate investigation and allege prohibited discrimination or harassment. The investigation may include, but shall not be limited to, interviewing the involved parties and any relevant witnesses. Each party shall have an equitable opportunity to present the names and contact details of witnesses and other relevant evidence. Upon completion of the investigation, a final investigation report shall be prepared which 3 B. includes a summary of the complaint, a description of the investigation, and analysis of the facts and evidence presented based on a preponderance of the evidence standard.
- B. OEI may attempt conciliation or informal resolution before or during an investigation of a complaint, consistent with the requirements of University Policy 1.15. If conciliation or informal resolution is not achieved, OEI shall continue to investigate the complaint, and shall issue a final investigation report.
- C. OEI shall attempt to conclude its investigation and issue its final report within seventy-five (75) calendar days of the filing of the complaint. However, the investigation process may be extended for good cause as determined by the Executive Director.
- D. All University employees have a duty to cooperate fully and unconditionally in a University investigation. This duty includes, among other things, speaking truthfully with OEI and voluntarily providing all documentation and information that relates to the claim being investigated.
- E. The final report by OEI shall be submitted to the appropriate Vice President, Provost or designee if an employee is involved, and/or to the Dean of Students or designee if a student is involved. The Respondent and Complainant will each be notified in writing of the outcome of the complaint, consistent with the requirements of Policy 1.15. Corrective or disciplinary action up to and including dismissal or expulsion will be considered and implemented, if warranted, by the Vice President, Provost or Dean of Students in consultation with the Executive Director. Corrective or disciplinary action may also be considered and implemented if OEI determined the complaint was unfounded and made maliciously or recklessly. All disciplinary action shall be subject to applicable University Regulations and Policies, including but not limited to University Regulation 5.009 (Grievance Procedure), University Regulation 4.007 (Student Code of Conduct), University Policy 1.15, and applicable collective bargaining agreements.

Specific Authority: Article IX of the Florida Constitution; Florida Board of Governors Regulation 1.001; Formerly 6C5-5.012, Amended 11-11-87, 7-5-99, 11-9-05, 6-28-06, 11-16-11, 07-01-15, 6-4-19, 8-14-20. 4

APPENDIX C: CLINICAL/FIELD EXPERIENCE

Field Experience

Many courses within the College of Education require a Field Experience component: <https://www.fau.edu/education/students/oass/fieldexperience/documents/courses-that-require-placement.pdf>. Each county requires students to apply for security clearance and follow specific policies and procedures. In order to incorporate a field placement component into a particular course requirement, the university instructor must contact the [Office for School Engagement](#). These individuals assume the responsibilities as a liaison between the university and the school district offices. Field Placement arrangements *must* be processed through this office. Students cannot assume placement arrangements privately and should not contact the School District Offices directly.

All students requiring a field experience placement must:

- Apply for Placement Each Semester
- Submit Evidence of Security Clearance to our Office Each Semester
- Be Assigned Through the [Office for School Engagement](#)

For additional information please see <https://www.fau.edu/education/students/school-engagement/>