Greetings:
No one wants to spend time worrying about matters of student conduct, student crises or other issues of classroom management and disciplinary procedures. But the truth is that situations do arise in the context of every University community, and having policies and procedures in place to address them in a timely, fair and consistent manner greatly minimizes the disruption such incidents can cause in the life of faculty, staff and students.

At Florida Atlantic University, we have a set of guidelines that provide helpful information and resources for faculty in the event of a crisis on campus or with students. It answers questions such as, how can you tell if a student is in trouble, and what resources are available to you and to that student for offering assistance? What rights do students and faculty have when it comes to disciplinary actions? What responsibilities do faculty and University administration have when it comes to ensuring compliance with the Americans with Disabilities Act?

This document also provides a more general overview of the services provided by the Division of Student Affairs, along with contact information and other useful information about campus life at FAU.

We hope you will find the resources contained in this document helpful and informative. If you have any additional questions or concerns, please don’t hesitate to contact us.

Go Owls!

Corey A. King, Ed.D.
Vice President for Student Affairs
Vision
The Division of Student Affairs will be a leader in providing comprehensive and integrated campus life programs and services. We will cultivate a student-centered environment contributing to students becoming socially responsible global citizens with an enduring connection to the University.

Mission
The Division of Student Affairs will provide programs, services and facilities to promote academic success and student development.

The Mission of Student Affairs is accomplished by:

- Developing programs, services and facilities guided by best practices in each functional area.
- Utilizing data to assess student learning, thereby improving programs and services.
- Securing state of the art technological and physical facilities resources.
- Collaborating with students, faculty, staff and external stakeholders.
- Creating, maintaining and disseminating assessments of Florida Atlantic University culture to guide departmental, divisional and campus decision making processes.
- Recruiting, retaining and developing a highly qualified diverse staff.
- Integrating outcome assessments, continuous program improvements, and budget development into an ongoing strategic planning process.

Motto
We're All About Students!

Core Values:
The Division of Student Affairs core values are:
- Adaptability • Competence • Diversity • Innovation
- Collaboration • Commitment • Vision

Core Value Statements:
- We are timely in providing programs, services and facilities to meet the needs of our ever-changing student body.
- We remain current on student issues, concerns, professional practices and expectations by participating in local and national staff development programs and activities.
- We incorporate student feedback and current research to create, refine, and effectively provide distinctive programs, services and facilities that support the academic success of students.
- We value our commitment to the University by serving as role models for current and prospective students in support of its mission and purpose.
- We provide leadership for the future of Student Affairs and the University.
- We maintain the highest professional, social and personal standards of conduct.
- We value and promote an inclusive environment that respects and embraces individual rights and differences.
Office of the Vice President for Student Affairs

Contact Info:
SU Bldg, Rm. 215
(561) 297-3542

This office is responsible for all aspects of student life, promoting a campus culture that embraces academic excellence, social and personal development and civic responsibility.

Campus Recreation

Contact info:
Recreation & Fitness Ctr.
(561) 297-4512

The Department of Campus Recreation enhances the quality of life of the Florida Atlantic University community by encouraging active and balanced lifestyles and to facilitate student learning through participation in Campus Recreation programs, services and facilities. Campus Recreation consists of the following areas:

- Recreation Facilities
- Sport Clubs
- Rope Course
- Aquatics
- Challenge Course
- Community Programs
- Fitness
- Group Fitness
- Intramurals
- Outdoor Recreation

Career Development Center

Contact Info:
SU Bldg, Rm. 220
(561) 297-3533

The Career Development Center (CDC) provides career planning assistance and has the resources and knowledge to help FAU students achieve their career goals. The CDC can be used throughout a student’s academic career at FAU. We have a staff of professionally trained counselors to help students with their career planning, from freshman year through senior year. Career Development Services offered:

- Same Day Advising
- Career Decision Making
- OWL Careerlink job portal
- Co-op/Internship Program
- Career Fairs

Counseling and Psychological Services

Contact Info:
SS Bldg 8, Rm. 227
(561) 297-3540

Counseling & Psychological Services provides FAU students with timely and effective mental health services that allow them to improve and maintain their mental well-being and meet their educational, personal, emotional, and psychological goals. Student Counseling & Psychological Services offered:

- Individual, group and relationship counseling provided by psychologists, mental health counselors, and supervised graduate student trainees
- Psychiatric medication initiation and stabilization during the course of psychological services
- Counseling in life skills and life choices
- Consultation and education for faculty, staff and students regarding mental health concerns
- Training and workshops for faculty, staff and students on mental health related topics

Dean of Students Office

Contact Info:
SS Bldg 8, Rm. 226
(561) 297-3542

The Dean of Students Office exists to assist students in achieving their educational goals by offering assistance with academic matters, health and well-being, leadership and student development with respect and individualized attention. This support fosters student retention, persistence and graduation and also reinforces the mission of Florida Atlantic University’s Division of Student Affairs.

Diversity and Multicultural Affairs

Contact Info:
SS Bldg 8, Rm. 224
(561) 297-3959

The Office of Diversity and Multicultural Affairs promotes the academic and personal growth of traditionally underserved students. The office collaborates with the campus community to create an institutional and
community climate of social justice. We promote access and equity in higher education and offer programs that educate the campus about diversity. We incorporate student learning and development; enhance student overall educational experiences; provide access to academic, social, cultural, recreational and other group activities; provide opportunities for intentional interaction and engagement; and integration.

Finance and Administration
Contact Info:
SU Bldg, Rm. 215
(561) 297-1018

The Office of Finance and Administration has oversight of the division’s finances and human resources function.

International Student and Scholars
Contact Info:
SU Bldg, Rm. 214
(561) 297-3049

International Student and Scholar Services (ISSS) is the primary campus resource on immigration matters pertaining to the F and J programs. ISSS helps ensure all F and J nonimmigrant visa holders maintain legal status and that FAU is in compliance with applicable federal regulations. We facilitate cultural adjustment/transition and meaningful interactions between international students/scholars and the University community and advocate on behalf of international students, scholars and their dependents. We collaborate across the University to advance the recruitment, enrollment and retention of international students. We serve as a resource for cross-cultural communication and international education initiatives at FAU.

Housing and Residential Life
Contact Info:
Bldg 46, Rm. 230
(561) 297-2880

Housing and Residential Life creates a seamless environment of living and learning in a safe and welcoming community. Through the opportunities for leadership, development, civic responsibility, self-exploration and student involvement, we assist in building a lifelong connection between the student and the University. We strive to educate students outside the classroom to provide a collegiate experience that better prepares them for a pluralistic society.

Residence Halls and Apartments:
- Algonquin Hall
- Business Professional Woman’s House
- Gladies Park Towers
- Heritage Park Towers
- Indian River Tower
- Innovation Village Apartments North
- Innovation Village Apartments South
- Parliament Hall
- University Villages Apartments

Leadership Education and Development
Contact Info:
UN 31, Rm. 206
(561) 297-3735

LEAD strives to assist students in taking their skills into the community as evolved leaders. Students will continue to reflect, integrate and expand on what they have learned to improve the worldwide community in which we all live. Staff are committed to providing an atmosphere that fosters learning, personal growth, and exploration of individual and group leadership skills. These skills include the understanding and celebration of diversity which thereby enables their learning to take place.

Marketing and Communications
Contact Info:
SS Bldg. 8, Rm. 223
(561) 297-0910

The Division of Student Affairs Marketing and Communications office facilitates the flow of information about Florida Atlantic University to both external and internal audiences. The office helps maintain the integrity of the FAU brand through collaboration with the university’s Office of Communications. The office increases the awareness of Florida Atlantic University constituencies, including current and potential students, alumni, faculty, staff and the community at large, through both traditional and digital marketing avenues. Other outreach efforts include press releases, social media outlets like Facebook and Twitter, newsletters and other programs and services.

New Student Orientation
Contact Info:
UN 31, Rm. 204
(561) 297-2733

The Office of New Student Orientation offers a supportive, innovative and inclusive environment through which students and their support networks are connected to opportunities for academic and personal development, discovery and lifelong learning. We provide premier programs to varied student populations, including present students through alumni.

Core Areas:
Orientation • New Student Programs • Academic Initiatives
Military/Veteran Affairs
Contact Info:
SS Bldg 8, Rm 226
(561) 297-3547

The Military & Veterans Affairs Office of FAU acts as a liaison between military students and veterans. Florida Atlantic University supports our troops through the Florida Board of Governors’ special initiative, “Service2scholars.” This program helps to transition veterans from active service to academic life.

Owls Care Health Promotion
Contact Info:
SS Bldg 8, Rm. 222
(561) 297-0169

The Office of Owls Health Care Promotion provides wellness education, support and resources for the FAU community. We support student success by fostering academic and personal development, and by encouraging discovery and lifelong learning in a healthy and inclusive environment. We provide creative, student-centered activities and collaborate with interdisciplinary partners in health and wellness. We work to prevent campus health problems in areas such as sexual health, nutrition and healthy eating, exercise, stress management, substance abuse, HIV/AIDS awareness, self-esteem and healthy relationships.

Parent and Family Programs
Contact Info:
SS Bldg 8, Rm. 228B
(561) 297-2733
owlparents@fau.edu

The Owl Parent Association (OPA) provides open communication between FAU parents, students, faculty and staff in all facets of University life.

Partner Campuses
Broward Campuses
LA Bldg, Rm. 109
(954) 236-1236

Northern Campuses
SR 119
(561) 799-8585

Strategic Planning, Assessment, Research & Academic Initiatives
Contact Info:
SU Bldg, Rm. 215
(561) 297-6744

Student Conduct
Contact Info:
SS Bldg 8, Rm. 226
(561) 297-3542

The Office of Student Conduct helps maintain an atmosphere within the University community that is conducive to academic pursuits. Our mission is to promote a safe and secure University community of civility, integrity, student learning and development, as well as responsible, healthy behavior. We are also responsible for fairly implementing the student discipline process.

Student Government
Contact Info:
UN 31, Rm. 215
(561) 799-8521

Student Government (SG) is a body of students that work together to represent and empower the student voice. Florida Atlantic University’s SG models the national government in that there are three branches: executive, legislative and judicial. In addition to being the governing body on each campus, SG represents students’ interest. SG also is one of the largest employees of student on campus. Activity and service fees go toward funding the many student activities that take place on campus.

Student Health Services
Contact Info:
SS Bldg 8-W, Rm. 234
(561) 297-3516

Florida Atlantic University Student Health Services, staffed by a team of dedicated professionals, provides healthcare, prevention, education, outreach and public health services to a diverse student population in a safe, caring and supportive environment. Student Health Services achieved accreditation by the Accreditation Association for Ambulatory Health Care in February 2013.

Student Involvement
UN 31, Rm. 218
(561) 297-3745

Student Involvement encourages student growth through group involvement and meaningful and purposeful participation. Planning, coordination and implementation of quality out-of-class programs, services and activities contribute to the quality of the University community.
**Student Media**

Contact Info:
UN 31, Rm. 207  
(561) 297-0448

The Department of Student Media provides students a chance to gain real world experience in print journalism, television and radio broadcast production. Student Media plays an integral role at FAU by covering its wide range of events and programs. Led by professional advisors, students involved in student media can acquire experience that cannot be found in a classroom. In addition to building resumes, Student Media offers a wide range of paid positions that allows students to focus on their academics while also committing time to producing materials and building portfolios.

**Student Union**

Contact Info:
UN 31, Rm. 203  
(561) 297-3730

The Student Union is the community center for all members of the Florida Atlantic University campus including students, faculty, and staff and visitors. The Student Union provides a central place for students and others to spend time learning, socializing and relaxing while feeling more closely connected to the campus.

**Students with Disabilities**

Contact Info:
SU Bldg, Rm. 133  
(561) 297-3880

The Office for Students with Disabilities (OSD) supports students with documented disabilities in their pursuit of equity and excellence in education. The OSD 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 have access to all areas of FAU campuses. The OSD fosters student self-advocacy and the development of compensatory skills that support independent learning.

**Upward Bound**

Contact Info:
SS Bldg 8, Rm. 224A  
(954) 762-5238

Upward Bound is a partnership with the Broward County School Board and provides academic support, exposure to cultural events, college tours, and ACT/SAT test preparation to its participants. The goal is to increase students’ GPA, standardized test scores, and entrance into college and graduation from college.

**Weppner Center for Service-Learning & Civic Responsibility**

Contact Info:
UN 31, Rm. 218  
(561) 297-3607

The Weppner Center for Service-Learning and Civic Responsibility develops partnerships between the university and community, providing service opportunities to faculty, staff and students; and promotes the link between the curriculum and service fostering civic awareness.

Why volunteer?
- Establish community relationships with organizations
- Make a difference in your community
- Have hours recorded on your transcripts for future employers or graduate school applications
- Meet new people
- Explore careers
- Gain experience in your career field
- Become eligible for nationwide scholarships and on-campus awards
- Create memories with friends and make someone happy
What You Should Know at a Glance

Advising Student Organizations
How do I find out about becoming an advisor for a student organization?
A student organization is defined as a group of ten or more currently enrolled Florida Atlantic University (FAU) students who unite to promote a common interest and who are officially recognized by the Office of Student Involvement & Leadership. They are an essential part of the FAU community and an integral part of the total academic program. A diverse group of organizations is in the best interest of the University and its students, because such groups foster valuable experiences for students that lead to significant learning and development and create a sense of belonging. Student organizations provide valuable services to the University community by promoting leadership development, community spirit, activism, community service, and social and cultural interaction. FAU recognizes the vital contributions of these groups to the quality of life on campus. If you are interested in becoming an advisor for a student organization, please contact the Center for Student Involvement at (561) 297-3735.

Campus Recreation
How much does it cost to use the Campus Recreation facilities?
FAU Campus Recreation offers membership to faculty, staff, alumni association members and family members. Membership rates are monthly, yearly or semester (which are subject to change), plus applicable sales tax. A valid FAU ID card is required for use of the facility. Students attending FAU do not have to pay a fee; they only need their FAU ID. For additional information, contact Campus Recreation at (561) 297-0591 or visit www.fau.edu/campusrec.

Change in Student Behavior
What should I do if a student begins to have significant absences in my class, acts strangely or demonstrates a noticeable change in behavior?
Student Affairs works thoroughly to make sure our faculty and staff and, most of all, our students at FAU, can work and learn in a safe environment. We provide resources such as the Dean of Students Office, Counseling & Psychological Services, and Student Health Services.

If a student begins to have substantial amount of absences, act strangely, or display inappropriate behavior in the classroom, you can always contact the Dean of Students Office at (561) 297-3542. The Dean of Students will meet with the student and will assess if the student needs to meet with the staff at Counseling & Psychological Services, Student Health Services, or another entity if necessary.

Responding to students at-risk: Training Program for Faculty and Staff FAU has implemented an online, interactive 45-minute training called Kognito Interactive for faculty and staff to learn about common indicators of student distress, disruptive behaviors and effective ways to approach at-risk students for referral to the appropriate office. Please log on to MyFAU, click the faculty tab and look for the At-Risk program.

Computer Labs on Campus
Where are computer labs located on campus?
- AC 124: Athletic Center
- BU 201: College of Business
- CM 142: Computer Center
- DM 130: Algonquin Hall
- GP 108: Glades Park Towers
- HP 118: Heritage Park Towers
- IR 111: Indian River Towers
- IV 126: Innovation Village
- LY 201: Library Addition

Counseling Services for Students
What counseling services are available to students and faculty at FAU?
Counseling and Psychological Services (CAPS) at FAU is a caring, confidential service included in the student fees of currently enrolled students. All of our counselors have had training and experience specific to working with college students. CAPS can help you make sense of your problems and create new ways of looking at situations. To get started with CAPS, please call us or stop by to schedule an appointment at (561) 297-3540.

Illness/Injury/Death
If a student has a death in the family, serious illness or injury, what should I do?
The Associate Vice President and Dean of Students in the Division of Student Affairs specifically is responsible for managing the University’s response to a death in the family, serious illness, or injury. In the event this may occur please contact the Dean of Students Office at (561) 297-3542.

Disability Accommodations for Students
How does the University respond to requests for accommodations?
Students who require accommodations from the Office for Students with Disabilities must first apply for admission to Florida Atlantic University as degree seeking or non-degree seeking and be accepted.

Once accepted, the student must register with the Office for Students with Disabilities by submitting an OSD Application for Support Services, which includes a statement indicating a self-report regarding functional limitations and accommodations which have been effective in the past. Additionally, it is the responsibility of the student with a disability to provide the OSD with appropriate written documentation from a licensed professional in the field concerning the specific diagnosis and anticipated academic limitations. The student then meets with a counselor to determine accommodations through an interactive process. All disability-related records are kept confidential and are not released without the student’s written permission. Contact OSD at (561) 297-3880 or TTY (561) 297-0358 or visit our website at www.osd.fau.edu.

Florida Atlantic University | Faculty Guide to Student Affairs
www.fau.edu/student
Disciplinary Records on Transcripts
Do student disciplinary records appear on the academic transcript? Disciplinary actions do not appear on academic transcripts.

Intramural Sports
Is it possible for faculty to participate in intramurals or sport clubs? All Sport Club participants must be current Florida Atlantic University students. FAU faculty/staff members who have purchased a Campus Recreation membership are also eligible to participate, but only students may hold office and vote on club matters. PBSC students may NOT participate in club sport practices, competitions, or other activities.

Residential Living Requirement
Are students required to live on campus? First-year freshmen are required to live on campus. A housing contract must be submitted to the Department of Housing and Residential Life. It is recommended that students apply early for housing.

Sexual Assault
If a student confides in me that he/she has been sexually assaulted, what should I do? Immediately contact Counseling & Psychological Services at (561) 297–3540 or The Dean of Students Office at (561) 297–3542 if a student that has stated that he/she has been sexually assaulted. Both offices are safe and confidential places to make this referral.

Student Code of Conduct
To whom does the Student Code of Conduct apply? Any student registered organization or a person who has submitted an application for admission, housing, or any other service provided by the University, which requires student status, will be subject to the Student Code of Conduct for any action found in violation of the Code.

Student Substance Abuse
What should I do if I suspect a student has a substance abuse problem? For any substance abuse issues, contact the Counseling Center & Psychological Services at (561) 297-3540 or the Dean of Students Office at (561) 297-3542.

Sexual discrimination, sexual harassment, and sexual violence (FAUtitle ix coordinators
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 www.fau.edu/eop.

To download a copy of the Discrimination/Harassment Complaint Processing Form, go to http://tinyurl.com/psfm664.

Reporting Students in Distress
Florida Atlantic University is committed to ensuring the success, education, safety and health of its students and the University community. This commitment has led the University to establish the Student Crisis Awareness Committee (SCAC) and the Student Intervention Team (SIT). These committees serve as a consultation and intervention to the Associate Vice President of Student Affairs and Dean of Students (the University’s single point of contact). The SCAC and SIT will address intervention and management of students exhibiting at-risk and/or dangerous behavior to themselves and/or others.

What is SCAC?
FAU’s Student Crisis Awareness Committee (SCAC) is a powerful support of campus safety and community. The SCAC comprises University staff and faculty who have frequent student contact and who can be a source of information on students in distress and/or at risk.

What is SIT?
In conjunction with the Student Crisis Awareness Committee, the Student Intervention Team (SIT) is another effort in support of campus safety and community. The SIT’s primary function is to take actions on the recommendations of the SCAC and to respond to actual and imminent risk or emergency situations to prevent individuals from harming themselves or others.

How to Refer?
Members of the campus community can refer a student to the SIT by contacting the Associate Vice President and Dean of Students at (561) 297-3542 or by submitting an Incident Reporting Form. The Dean will then present the student’s situation to the SIT and SCAC for discussion and options for assistance. The Incident Reporting Form can be downloaded at https://public-docs.maxient.com/incidentreport.php?FloridaAtlanticUniv.

Managing Classroom Behavior
(1) Statement of Philosophy
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. FAU accomplishes its mission primarily through its students, teachers and researchers, its undergraduate educational programs, its graduate and professional offerings, and its linkages to other educational institutions and in the community.
The University’s Student Code of Conduct is an integral part of the educational mission of the University, emphasizing the development of each individual’s acceptance of his or her own personal and social responsibilities, and ensuring fairness and the satisfaction of certain minimum requirements described in this regulation for all students. Since behavior which is not in keeping with standards acceptable to the University community is often symptomatic of attitudes, misconceptions, and emotional crises, reeducation and rehabilitative activities are essential elements of the student conduct process.

A humanistic approach is employed. The University’s Student Code of Conduct is designed to provide and help maintain an atmosphere within the University community that is conducive to academic pursuits. Serious action against a student, such as separation, is considered and invoked only when other remedies fail to meet the needs of the University’s mission.

The University, however, recognizes its responsibilities to all members of the University community, and the protection of personal and institutional rights and property is a primary focus of the process described in this Regulation 4.007.

Providing Classroom Accommodations

Disability and Accommodations (Public/ Employees/ Students)

I. Introduction (Purpose and Intent)
It is the policy of the Florida Atlantic University System to comply fully with the requirement of the Americans with Disabilities Act of 1990 (ADA), as amended, and all other federal and state laws and regulations prohibiting discrimination on the basis of disability or handicap. No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities of the FAU System, or be subjected to discrimination by the FAU system, as provided by law.

The Office for Students with Disabilities (OSD) supports students with documented disabilities in their pursuit of equity and excellence in education. The OSD 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 have access to all areas of FAU campuses. The OSD fosters student self-advocacy and the development of compensatory skills that support independent learning.

II. Statement of Policy

• Employees
Florida Atlantic University is committed to providing a work environment that is accessible to employees of all abilities. FAU complies with applicable disability legislation that prohibits discrimination in employment practices, which include application procedures, hiring, advancement, discharge, employee compensation, training, and other terms, conditions, and privileges of employment. FAU is cognizant that providing requested, medically documented, reasonable accommodations for qualified individuals with disabilities, enables success for the entire FAU community. The University will gladly provide these accommodations barring an undue hardship.

• Prospective Employees
FAU welcomes the opportunity to discuss with you your particular needs. Applicants and interviewees need to contact the Department of Human Resources to make their accommodation requests known.

• Prospective Supervisor of Employees with Disabilities
When interviewing employees with disabilities, you are not permitted to ask any questions related to an individual’s disability. You may ask a potential employee to explain/demonstrate how they would complete the essential job functions. If you have further questions about interviewing please contact the Department of Human Resources.

• Current Employees’ Responsibilities
Employees with disabilities, who need accommodations, need to follow the procedure listed below so that their requests may be easily expedited:

-- Explain to your supervisor that you are a qualified individual with a disability
-- Provide medical documentation of your disability and your requested accommodations
-- Engage in a dialog with your supervisor in order to develop effective solutions
-- Discuss a range of accommodations as options
-- Complete the Employee Accommodation Agreement Form
-- Update documentation as appropriate and provide new documentation and accommodation requests if your needs change
-- Alert your supervisor if the agreed-upon accommodation no longer proves effective

• Students
A college student with a disability has the right to appropriate accommodations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendment Act 2008. OSD counselors, along with input from the student, make decisions regarding the nature of the academic accommodations. If a student feels as though he or she has been wrongly denied an accommodation or otherwise discriminated against, based on their disability, they may file a complaint with the Office of Equal Opportunity Programs on the FAU campus.

• Students’ Responsibilities
Individuals must be accepted FAU students to receive services through the OSD. Self identification and registration with the OSD is the student’s option and is not mandatory; however, in order to ensure receiving authorized academic accommodations due to a disability from FAU, the student must register with the OSD. In order to complete the OSD registration process, it is the responsibility of the student with a disability to self-report functional limitations of the disability as well as effective prior accommodations. The student must also provide the OSD with appropriate written documentation from a licensed professional in the field concerning the specific diagnosis. The student must
attend an Intake interview with an OSD counselor; at this meeting, accommodations are determined through an interactive process between the student and the counselor.

It is the student’s responsibility to submit the “OSD Semester Request for Services” form, “Testing Accommodations Form,” “Notetaker Request Form,” and any other appropriate forms to the OSD in a timely manner each semester in order to be guaranteed the appropriate accommodations. It is the student’s responsibility to utilize authorized accommodations responsibly and keep in close contact with the OSD personnel. The student is not required to utilize an accommodation authorized by the OSD; however, the student is responsible for keeping the OSD personnel advised of any major changes involving an accommodation.

- Faculty Members’ Rights and Responsibilities
  When a request for an accommodation is received without notification from the OSD, the faculty member should require verification of the disability by referring the student to the OSD to obtain a Letter of Notification.

- Disability Law and Higher Education
  The rights of students with disabilities are protected under Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA).

**University Regulations, Policies & Procedures to Protect Free Speech and Academic Freedom**

**Florida Atlantic University Values Statement**

Florida Atlantic University values an academic environment that facilitates intellectual growth through open and honest expression. The University is committed to excellence at all levels of the educational and creative experience, to success for all students and to development of the capacity to make reasoned and discriminating judgments with respect for differences and diversity in ideas. The University is dedicated to lifelong learning, which encourages the continual use of the mind. The University plays a vital role in the life of the surrounding community, in society and as an engine for economic development.

More specifically, the University commits to:
- Prepare students to fulfill a productive destiny in the workplace and in society;
- Promote academic freedom and an atmosphere of free and open inquiry;
- Recognize and reward superior performance, creativity, innovation and entrepreneurship in all facets of University activity;
- Support all those who rely on the University, such as parents, employers of students and graduates, and community partners;
- Account for the sound use and careful stewardship of the resources provided to the University;
- Provide equal access, equal rights and equal justice, and encourage mutual regard for the rights and liberties of all persons;
- Respect all persons and display civility in all interactions;
- Provide a secure environment for the pursuit of learning;
- Foster community service and social responsibility;
- Promote honesty in all spheres, social and moral development, and ethical standards in all areas of human activity; and
- Assure clear and open communication and sharing of information.

**Faculty Resources**

- 2014-15 Faculty Handbook
  www.fau.edu/provost/files/facultyhandbook.pdf

- Florida Atlantic University Board of Trustees/United Faculty of Florida Collective Bargaining Agreement, 2012-2015

- Florida Atlantic University Faculty Constitution and Bylaws
  fau.edu/ufsgov/Files/UFS_Bylaws.pdf

- Free Speech and Campus Civility
  www.fau.edu/civility

- Regulation 5.009: Florida Atlantic University Grievance Procedure

- Regulation 5.010: Florida Atlantic University Anti-Discrimination and Anti-Harrassment Regulation
  fau.edu/regulations/chapter5/Reg%205.010%2011-16-11%20FINAL.pdf

- Regulation 5.012: Florida Atlantic University Employee Standards and Disciplinary Procedures
  omniupdate.fau.edu/regulations/chapter5/5.012_Employee_Standards_and_Disciplinary_Procedures.pdf

- Handbook of Free Speech Issues

- Policy No. 4.2.2: Florida Atlantic University Designated Public Forums
  www.fau.edu/policies/files/4.2.2_Designated_Public_Forum_Final_10-09_.pdf

- Students in Distress: A Guide for FAU Faculty and Staff
  www.fau.edu/counseling/Students_in_Distress_Guide.pdf

- Regulation 4.009: Health Insurance for International Students and International Scholars
  www.fau.edu/regulations/chapter4/Reg%204.009%203-10-11.pdf