

2023/2024

Student Handbook

Florida International University



Florida International University
Student Handbook

Student Life and Development, Division of Academic & Student Affairs
Florida International University, MMC, Miami, Florida 33199

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A History of Florida International University

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the University's students, faculty and staff, and to respond to the mandates of the Florida Legislature.

Changes in policies, regulations and requirements may be made at any time without advance notice. The ultimate responsibility for knowing University requirements and regulations rests with the student. For the latest, up-to-date information please refer to the [FIU website](#).

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FIU Values

Vision:

Florida International University will achieve exceptional student-centered learning and upward economic mobility, produce meaningful research and creative activities, and lead transformative innovations locally and globally, resulting in recognition as a Top-50 public university.

Mission:

Florida International University is an urban, multi-campus, public research university serving its students and the diverse population of South Florida. We are committed to high-quality teaching, state-of-the-art research and creative activity, and collaborative engagement with our local and global communities.

Values:

Florida International University is committed to the following core values:

- Truth – in the pursuit, generation, dissemination, and application of knowledge
- Freedom – of thought and expression
- Respect – for diversity and the dignity of the individual
- Responsibility – as stewards of the environment and citizens of the world
- Excellence – in intellectual, personal, and operational endeavors

Welcome Letters

Letter From Student Life & Development

Welcome new students and welcome back returning Panthers! Florida International University is an incredible institution filled with a diverse and richly talented student body with Worlds Ahead faculty and staff, who are here to guide you along to make this time special and fulfilling. In order to help you get the most of your college experience, we, here in Student Life & Development, strongly encourage you to get involved on campus; from volunteering opportunities, planning university events, traveling the globe, to personal and professional development, there are so many exciting things waiting for you to explore!

There are many reasons for you to get involved at FIU. First and foremost, it is FUN. You should want to connect with other like-minded students who not only want to socialize, but who also have goals to be successful in life. You will find opportunities here to obtain leadership skills and experiences that will be crucial in landing that perfect job when you graduate. You will be able to network with new friends and future professional colleagues. Finally, research clearly shows that students who are involved on campus are more likely to succeed in college. Since the average college graduate will earn \$2-3 million more over their career than those without a college degree, it seems that getting involved is not just fun, but also a wise investment.

So again, welcome! We hope that you will take advantage of all the great resources FIU has to offer, and that you have the great college experience you deserve.

Thank you for your investment in FIU and GO PANTHERS!!!

Jose Toscano

Senior Director of Student Life & Development

Letter From the Interim Vice President for Student Affairs

On behalf of the Division of Academic & Student Affairs, I want to welcome you to the 2022-2023 academic year. At FIU, we offer an exceptional educational experience by providing state-of-the-art degree programs, a variety of co-curricular and experiential activities, and a strong commitment to our role as solutions center for South Florida. We are excited about the year ahead and encourage you to take advantage of the many opportunities you will be presented with over the next few months.

This handbook's purpose is to help you understand the university and its many elements. It outlines the various services, programs, and activities available at our institution, which are designed to enhance the quality of your educational skill set.

As you progress and succeed through the semester, keep in mind that learning occurs both inside and outside the classroom. Campus clubs and organizations provide stimulating and interesting venues for acquiring knowledge. Research opportunities with faculty, campus employment, and internship opportunities with local business and industrial firms provide excellent sources for professional development and personal growth.

FIU has a strong commitment to diversity. As part of FIU's unique student body, I invite you to appreciate, respect, and celebrate the differences of the FIU community. I also encourage you to take advantage of the many programs and activities that occur on campus throughout the year. You may choose to be a spectator or be an active participant and significantly enhance your educational experience through participation.

FIU endorses the Florida Board of Governor's Statement of Free Expression to support and encourage full and open civil discourse and the robust exchange of ideas and perspectives on our campuses. In addition to supporting this legal right, we view this as an integral part of our ability to deliver a high-quality academic experience for our students inside and outside the classroom, engage in meaningful and productive research, and provide valuable public service.

Once again, we welcome you to the 2022-2023 academic year at FIU and hope you will use this student handbook to learn more about all the university has to offer!

Sincerely,

Dr. Charlie Andrews

Interim Vice President for Student Affairs

Division of Academic & Student Affairs

Letter From Student Health and Wellness

Welcome to FIU! The Division of Academic & Student Affairs provides a wide array of programs and services intended to support the personal and academic success of our students. We want all of you to have a positive FIU experience.

The Student Health & Wellness team aims to support the overall well-being of students. We use a multi-faceted approach (i.e., services, programs, trainings, and campaigns) that educates, engages, and empowers the university community to sustain lifelong health and wellness.

During your journey as a Panther, we know that some students may face obstacles along the path toward their academic goals, such as personal distress, anxiety, depression, family emergencies, health issues and more. There are excellent support services on campus to assist students, with the purpose of getting you back on track toward their goals. Our offices can assist students individually, by identifying the appropriate campus resources to best help them.

- To learn more about student health & wellness services and programs, most of which are covered by your health fee, go to the [Student Health & Wellness](#) page.
- Unsure which service is right for you? Contact our [Panthers Care team](#) or 305-348-3396.
- Need to report something to us? Go to the [Report a Concern](#) page.

Paws Up!

Breny DaParre Garcia, Ed.D.

Associate Vice President, Student Health & Wellness

Division of Academic & Student Affairs

Table of Contents

Welcome Letters	5
Table of Contents	9
Academic Calendar	15
Fall 2023 Semester	16
Main Session	16
Session A	18
Session B	19
Session D	20
Spring 2024 Semester	21
Main Session	21
Session A	22
Session B	23
Summer 2024 Semester	24
Session A	24
Session B	25

Part C.....	26
University Course Catalog.....	27
Graduate School.....	29
Mission.....	30
Graduate School Administration.....	32
University Graduate School Policies & Procedures.....	32
Student Conduct and Honor Code.....	32
Pledge.....	32
Add or Change of Degree Program.....	33
Attendance Policies.....	33
Leaves of Absence.....	34
Degree Completion Time Limits.....	34
Full-Time Graduate Student Status.....	34
Good Academic Standing.....	35
Graduation & Commencement.....	36
Graduation.....	36

Commencement.....	36
Readmission	37
Responsible Conduct of Research and Scholarship	37
Ethical Scholarship	37
Responsible Conduct of Research (RCR) Training Course and Exam	39
Financial Support for Graduate Study.....	39
Assistantships.....	39
UGS Fellowships	41
Additional Funding Opportunities	43
Graduate Student Opportunities	43
Graduate Student Resources	45
International Students	46
International Student & Scholar Services (ISSS)	46
Employment.....	47
Diversity	47
Housing & Residential Life	49

General Information.....	53
Mission Statement	53
Diversity Statement.....	53
Housing and Residential Life Rights & Responsibilities.....	54
Important Contact Information.....	57
Safe Living on Campus	59
Housing Policies & Standards of Conduct	68
Policies & Regulations	69
FIU-2501 Student Conduct and Honor Code	70
Standards of Student Conduct	70
Standards of Conduct.....	72
Prevention, Treatment and Assistance Resources	74
Academic Grievance Definitions and Procedures	84
FIU-108 Access to Student Education Records	84
Students with Disabilities.....	85
Forgiveness Policy	88

Repeat Surcharge	89
Immunization Policy	90
Acceptable Forms of Documentation	93
Medical Insurance Policy for International Students	94
FIU Sponsored Health Insurance Plan	94
Regulation on Prohibited Discrimination, Harassment and Related Misconduct Including Sexual and Gender-Based Harassment, Sexual Violence, Dating Violence, Domestic Violence and Stalking	96
1. Reporting Options	96
Parking Rules and Regulations	99
Transportation Information	100
Office of the Ombudsperson	100
Assistance with Solving Problems	101
Complaint Procedures to Oversight Agencies	101
Accreditation	102
Religious Holidays	102
Missed Class Related to Authorized University Events	103

Veterans Information	103
Resources	106
Alma Mater	107
FIU Fight Song	107
MMC.....	109
BBC	111



Academic Calendar



Fall 2023 Semester

Main Session

Event	Date
Classes Start	Monday, August 21, 2023
Last Day to Add/Drop	Monday, August 28, 2023
Labor Day Holiday (No Classes)	Monday, September 4, 2023
Last Day to Drop with a DR Grade	Monday, October 30, 2023
Veterans Day (No Classes)	Friday, November 10, 2023
Thanksgiving (No Classes)	Thursday, November 23, 2023
Thanksgiving Break (No Classes)	November 24-25, 2023
Last Regular Class Day	Saturday, December 2, 2023
Finals Week (Required Class Meetings) *	Monday-Saturday, December 4-9, 2023

Event	Date
End of Term	Saturday, December 9, 2023
Commencement	TBA
Deadline for Faculty to Submit Grades	Wednesday, December 13, 2023
Grades Available for Students	Thursday, December 14, 2023
Degree Conferral Date	Saturday, December 16, 2023
Winter Break 1 (No Classes)	Friday, December 22, 2023
Christmas Day (No Classes)	Monday, December 25, 2023
Winter Break 2 (No Classes)	Friday, December 29, 2023
New Year's Day (No Classes)	Monday, January 1, 2024

*If a final exam is not required, classes are expected to be held during finals week

Session A

Event	Date
Classes Start	Monday, August 21, 2023
Last Day to Add/Drop	Monday, August 28, 2023
Labor Day (No Classes)	Monday, September 4, 2023
Last Day to Drop with a DR Grade	Monday, September 18, 2023
Last Regular Class Day	Saturday, October 7, 2023
Deadline for Faculty to Submit Grades	Wednesday, October 11, 2023
Grades Available for Students	Thursday, October 12, 2023

Session B

Event	Date
Classes Start	Monday, October 16, 2023
Last Day to Add/Drop	Monday, October 23, 2023
Veterans Day Observed (No Classes)	Friday, November 10, 2023
Last Day to Drop with a DR Grade	Monday, November 13, 2023
Thanksgiving Day (No Classes)	Thursday, November 23, 2023
Thanksgiving Break (No Classes)	Friday–Saturday, November 24-25, 2023
Last Regular Class Day	Saturday, December 2, 2023
Deadline for Faculty to Submit Grades	Wednesday, December 13, 2023
Grades Available for Students	Thursday, December 14, 2023

Session D

Event	Date
Classes Start	Monday, December 11, 2023
Last Day to Add/Drop	Thursday, December 14, 2023
Winter Break 1 (No Classes)	Friday, December 22, 2023
Christmas Day (No Classes)	Monday, December 25, 2023
Last Day to Drop with a DR Grade	Tuesday, December 26, 2023
Winter Break 2 (No Classes)	Friday, December 29, 2023
New Year's Day (No Classes)	Monday, January 1, 2024
End of Session	Wednesday, January 3, 2024
Deadline for Faculty to Submit Grades	Thursday, January 4, 2024
Grades Available for Students	Friday, January 5, 2024

Spring 2024 Semester

Main Session

Event	Date
Classes Start	Monday, January 8, 2024
Martin Luther King Day (No Classes)	Monday, January 15, 2024
Last Day to Add/Drop	Tuesday, January 16, 2024
Spring Break (No Classes)	Monday-Saturday, February 26-March 2, 2024
Last Day to Drop with a DR Grade	Monday, March 18, 2024
Last Regular Class Day	Saturday, April 20, 2024
Finals Week (Required Class Meetings) *	Monday-Saturday, April 22-27, 2024
End of Term	Saturday April 27, 2024
Commencement	TBA

Event	Date
Deadline for Faculty to Submit Grades	Wednesday, May 1, 2024
Grades Available for Students	Thursday, May 2, 2024
Degree Conferral Date	Saturday May 4, 2024

*If a final exam is not required, classes are expected to be held during finals week

Session A

Event	Date
Classes Start	Monday, January 8, 2024
Martin Luther King Day (No Classes)	Monday, January 15, 2024
Last Day to Add/Drop	Tuesday, January 16, 2024
Last Day to Drop with a DR Grade	Monday, February 5, 2024
Last Regular Class Day	Saturday, February 24, 2024

Event	Date
Deadline for Faculty to Submit Grades	Wednesday, February 28, 2024
Grades Available for Students	Thursday, February 29, 2024

Session B

Event	Date
Classes Start	Monday, March 4, 2024
Last Day to Add/Drop	Monday, March 11, 2024
Last Day to Drop with a DR Grade	Monday, April 1, 2024
Last Regular Class Day	Saturday, April 20, 2024
Deadline for Faculty to Submit Grades	Wednesday, May 1, 2024
Grades Available for Students	Thursday, May 2, 2024

Summer 2024 Semester

Session A

Event	Date
Classes Start	Monday, May 6, 2024
Last Day to Add/Drop	Monday, May 13, 2024
Memorial Day (No Classes)	Monday, May 27, 2024
Last Day to Drop with a DR Grade	Monday, June 3, 2024
Last Regular Class Day	Friday, June 14, 2024
Deadline for Faculty to Submit Grades	Wednesday, June 19, 2024
Grades Available for Students	Thursday, June 20, 2024

Session B

Event	Date
Classes Start	Monday, June 17, 2024
Last Day to Add/Drop	Monday, June 24, 2024
Independence Day (No Classes)	Thursday, July 4, 2024
Last Day to Drop with a DR Grade	Monday, July 15, 2024
Last Regular Class Day	Friday, July 26, 2024
Deadline for Faculty to Submit Grades	Wednesday, July 31, 2024
Grades Available for Students	Thursday, August 1, 2024

*Fall 2024 Begins Monday, August 26, 2024

Session C

Event	Date
Classes Start	Monday, May 6, 2024
Last Day to Add/Drop	Monday, May 13, 2024
Memorial Day (No Classes)	Monday, May 27, 2024
Last Day to Drop with a DR Grade	Monday, June 24, 2024
Independence Day (No Classes)	Thursday, July 4, 2024
End of Term	Friday, July 26, 2024
Commencement	TBA
Deadline for Faculty to Submit Grades	Wednesday, July 31, 2024
Grades Available for Students	Thursday, August 1, 2024
Degree Conferral Date	Friday, August 3, 2024

*Fall 2024 Begins Monday, August 26, 2024

FIU

University Course Catalog



University Course Catalog

For information pertaining to academic programs, requirements and university departments that provide support to students please visit the FIU Course Catalog. A complete list of classes offered at FIU by college, school, department or program can also be found in the Course Catalog.

- [Undergraduate Students](#)
- [Graduate Students](#)

FIU

Graduate School



Message From Andrés G. Gil

I welcome you to the University Graduate School and encourage you to be an active participant in our dynamic learning environment. The supportive partnership between experienced faculty and curious graduate students generates excitement, creativity and innovation. Your academic and research experience will provide opportunities for your intellectual and career growth and to be actively engaged in strengthening the economic and social welfare of Florida, the nation and the world.

Along with the Graduate Catalog, this handbook will assist you by providing helpful information and reference materials. Please take time to familiarize yourself with the topics.

I hope you have an enjoyable and successful year at FIU.

Andrés G. Gil, Ph.D.

Vice President for Research and Economic Development

Dean, University Graduate School

Mission

The mission of the University Graduate School (UGS) is to advance graduate education as a critical component in the university's generation and transmission of new knowledge, new research, new ideas, and new scholarship that contributes to the resolution of complex national and global problems. The University Graduate School is committed to providing a rich learning environment that attracts and retains outstanding graduate students to work closely with outstanding faculty to advance knowledge, scholarship and innovation. The Graduate School leads and supports the University's graduate programs and ensures adherence to quality standards and graduate policies. It strives to create a learning environment that will ensure the development of graduate students and postdoctoral scholars to prepare them to be future scholars, scientists and leaders in their respective fields.

To fulfill its mission, the University Graduate School:

- Advocates for graduate education
- Assumes responsibility for matters related to graduate education
- Establishes, enforces and reviews graduate policies, procedures and educational best practices to provide ongoing quality assurance in graduate education and maintain the integrity of master's and doctoral programs
- Partners with academic units and graduate students to enhance the effectiveness of graduate education
- Works with academic units to enhance and enrich the interdisciplinary learning and research environments and the graduate culture at the University
- Promotes the professional, scholarly and leadership development of all graduate students
- Provides essential administrative and support services to the University community

Graduate School Administration

- Andrés G. Gil, Vice President for Research and Economic Development, Dean
- Susan Webster, Assistant Vice President for Research, Assistant Dean
- Alla Mirzoyan, Director for Training and Fellowships
- Karla Ortega, Director, Academic Support Services
- Claudia Balzán, Assistant Director, Academic Support Services
- Betty Sigler, Assistant Director, Administrative Services
- Ashley Mendez, Assistant Director, Academic Support Services
- Demi Moro, Coordinator, Academic Support Services
- Brandie Course, ETD Coordinator, Academic Support Services
- Carlos Alvarez Program Specialist, Academic Support Services
- Abraham Marquez, Office Specialist, Academic Support Services

University Graduate School Policies & Procedures

Student Conduct and Honor Code

[View the code.](#)

Pledge

As a student of this university:

- I will be honest in my academic endeavors
- I will not represent someone else's work as my own
- I will not cheat, nor will I aid in another's cheating

All students are deemed by the university to understand that if they are found responsible for academic misconduct, they will be subject to the Academic Misconduct procedures and sanctions, as outlined in the Student Conduct and Honor Code section of this Student Handbook.

Add or Change of Degree Program

A fully admitted, enrolled graduate student may apply to change graduate degree programs without paying an additional application fee. In all other respects, a change of a graduate degree program is handled as a new application and is evaluated as such by the department into which the student wishes to transfer. A “Change of Graduate Degree Program” form and instructions are available in the [Student Forms > Current Student Forms](#) section of the University Graduate School website.

Final approval of a change of graduate program is granted by the Dean of the University Graduate School. It is then submitted to the Office of the Registrar for processing only. International students should contact [International Student & Scholar Services](#) before changing degrees.

Attendance Policies

Individual faculty may establish attendance criteria in classes where they deem it necessary. Academic units may establish their own attendance policies with the approval of the Provost. Students who wish to take a leave of absence for one or more semesters must follow the leave of absence procedures outlined below. Lapses in enrollment for three or more consecutive semesters including summer require that the student apply for readmission subject to the admission procedures, criteria, and policies in effect at the time the reapplication is made. Doctoral students who have achieved candidacy and master’s students with an approved thesis proposal on file at UGS are required to be continually enrolled in three dissertations or one

thesis credit. Students receiving graduate assistantships, however, must be registered for nine credits during the fall and spring semesters and six credits in the summer semester. Doctoral candidates who hold graduate assistantships and have approved candidacy with the University Graduate School, must be registered for three dissertation credits.

Leaves of Absence

Leaves of absence are requested using the Petition for Exception to Graduate Requirements. Leaves of absence must be clearly justified and are approved on a case-by-case basis. The Petition for Exception must be initiated by the student's academic program. The form is available electronically. Please see your academic program regarding this process.

Any student wishing to file a leave of absence must do so prior to the start of the semester in which they are seeking a leave of absence. International students must seek the guidance of the International Scholars and Student Services (ISSS) before submitting a request.

Degree Completion Time Limits

All requirements at the doctoral level, including the successful defense of a dissertation, must be completed within nine years of the start of coursework in the doctoral program. For the M.F.A. degree, all requirements including the successful defense of a thesis must be completed within eight years of the start of coursework in the master's program. For all other master's degree programs, all requirements, including the successful defense of a thesis, where required, must be completed within six years of the start of coursework in the master's program.

Full-Time Graduate Student Status

Full-time status requires that students be enrolled for a minimum of nine credit hours during the fall and spring semesters and six credits during the summer. Doctoral students who have

reached candidacy, which has been approved by the University Graduate School, are considered full-time when registered for at least three dissertation credits per semester. Master's students who have reached candidacy with an approved thesis proposal on file with the University Graduate School and have completed all requirements except for the thesis are considered to be full-time when registered for one thesis credit per term. Students receiving graduate assistantships who have not reached doctoral candidacy, however, must be registered for nine credits during the fall and spring semesters and six credits in the summer semester. Doctoral candidates who hold graduate assistantships and have approved candidacy with the University Graduate School, must be registered for three dissertation credits. Financial aid packages very often require that the recipient be a full-time student. Please reach out to the Financial Aid Office to ensure your enrollment requirements are appropriate. All graduate students are required to be registered every semester in graduate-level credit (s) throughout their graduate academic career. All graduate students must take a minimum of one graduate credit hour per term to maintain active status in the program. Please refer to the University's Graduate Active and Full-time Status Policy.

Good Academic Standing

Graduate students are required by the University to maintain a cumulative grade point average (GPA) of 3.0 or higher. In addition, programs may have additional requirements that limit the number of B- or lower grades, which may be earned either in their required courses generally or in specified courses. Students should check with their program directors concerning this.

A graduate student whose cumulative graduate GPA falls below a 3.0 will be placed on warning, indicating academic difficulty. A graduate student on warning whose cumulative graduate GPA remains below 3.0 in the following semester will be placed on probation, indicating serious academic difficulty. The college or school of the student on probation may indicate the conditions which must be met in order to continue enrollment. A graduate student on probation who's cumulative and semester GPA's fall below a 3.0 will be automatically dismissed from his

or her program and the University. The student has ten working days to appeal the dismissal decision. This appeal must be made in writing to the Dean of the University Graduate School. To appeal, the student must submit a Petition for Exception, which must be initiated by the student's academic program. The form is available electronically. Please see your academic program regarding this process. The dismissal from the university is for a minimum of one year and prohibits students from registering for any courses. After one year, the student may apply for readmission to the University in the same or a different program.

Graduation & Commencement

Graduation

The student can apply for graduation on PantherSoft under Academic Records. Students must be enrolled in at least one graduate credit the semester they apply to graduate. Please note that doctoral candidates must be enrolled in at least three dissertation credits and thesis option master's students in at least one thesis credit. Before applying for graduation, the graduate student should consult with their academic advisor. For thesis option master's and doctoral degree programs, it is of great importance that all the appropriate forms be completed and handed in to UGS, and that the thesis and dissertation Request for Oral Defense be approved by the UGS, by their respective due dates.

- [Access more information regarding deadlines.](#)
- [Read general graduation information.](#)

Commencement

For complete details, procedures, and deadlines, please visit the [Commencement website](#).

Note: Doctoral (PhD, EdD, and DBA) doctoral candidates receive their commencement pass from the University Graduate School. Only doctoral candidates who successfully defend and submit the final copies of the dissertation to the University Graduate School by the established deadline are eligible to participate in the ceremony. [See information for doctoral candidates \(PhD and EdD\)](#).

Readmission

Fully admitted students who fail for any reason to register for three consecutive semesters including summer will be discontinued from their graduate programs. These students may not register for courses during any future term without being readmitted into a degree-seeking program. To apply for readmission, the student must complete a new online graduate application. Prior to completion of the readmission application, it is advisable for master's students to contact their program's academic advisor. Doctoral students must contact their academic department prior to applying for readmission. For doctoral students, academic units must follow the Doctoral Readmissions Procedures.

[Access specific information regarding the readmission process for doctoral students](#). Select the Policies & Procedures tab, then the Admissions tab and select Doctoral Readmissions Procedures.

Responsible Conduct of Research and Scholarship

Ethical Scholarship

FIU is committed to achieving the highest standards of integrity in scientific research and scholarship. This policy includes the conduct of research involving animals and human subjects but extends beyond these important areas. Ethical conduct of research also includes appropriate acknowledgement of contributions to scholarship and research through

appropriate inclusion of collaborators on research papers and patents, careful citation of the research of others, and the honest and unbiased presentation of research results to the research community and the public.

There are notable challenges in the conduct of research on university campuses throughout the U.S. today. These are the result of inadequate preparation of graduate students and others involved in research and scholarship to recognize the accepted standards of scientific and scholarly research or the policies and regulations that govern such research in the U.S. The University Graduate School together with the FIU Office of Research and Economic Development provides workshops and training to researchers and scholars in the FIU community to assist them in recognizing, avoiding, and responding to the various types of ethical conflicts they may encounter such as:

- Plagiarism—the unauthorized use or close imitation of the language and thoughts of another author and the representation that they are one’s own original work.
- Intellectual Cheating—involves a deception (including any academic work or scholarship conducted in one’s academic or professional career) for self-profit. Intellectual cheating may or may not appear to harm others but always advances the perpetrator unjustly.
- Intentional Misconduct—produces scientific results or scholarship with the objective of advancing one’s own standing or career with or without economic gain. It is unethical and violates university policy.

The University Graduate School believes it is essential for the university and the intellectual community at large that our graduate students be fully informed and know how to respond appropriately when they encounter what they perceive to be unethical conduct.

Responsible Conduct of Research (RCR) Training Course and Exam

FIU graduate students who file thesis and dissertation proposals with the University Graduate School (UGS) must provide a training certificate documenting completion of an appropriate, discipline specific RCR training course exam.

Read instructions regarding how to access the training course on the [FIU Division of Research](#) webpage.

Financial Support for Graduate Study

There are several types of financial support available to graduate students. Academic departments offer paid assistantships to their graduate students to perform research, teaching or administrative duties for the department. There are also a limited number of competitive University-wide fellowships, which include Presidential Fellowships, Doctoral Evidence Acquisition Fellowships and Dissertation Year Fellowships. These are overseen by the University Graduate School. Students are nominated for these awards by their programs. In addition, many graduate programs have fellowships directly available. Finally, there are a few need-based federally supported fellowships available to students. Obtain information on eligibility criteria, deadlines, and required forms by visiting the [Financial Aid Office website](#).

Assistantships

Graduate Assistants

Many graduate programs have assistantships available to support graduate students. These generally provide full or partial tuition support and salary and are available on a competitive

basis. A full assistantship requires 20 hours of work per week. The assistantships generally fall into three categories, either teaching (TA), research (RA) or administrative (GA). The awards vary per program, and summer awards have a different rate structure than regular academic year awards. Students interested in applying for an assistantship should contact their graduate program director as soon as possible.

Graduate Assistant Health Insurance

Florida International University provides subsidized health insurance to all graduate assistants holding a full-term appointment of 20 hours per week. All Graduate Assistants are required to participate in this health insurance plan unless their insurance company certifies equivalent coverage. Gallagher Koster will administer the health insurance provided to Graduate Assistants. For information, visit the [Gallagher Koster](#) site.

Work Hours and Outside Employment Restrictions

GA/TA/RA's may not be assigned to work more than 20 hours per week or take on outside employment without the written approval of the Dean of the University Graduate School.

Required Course Loads for GA/TA/RA's

All GA/TA/RA's must enroll for a minimum of nine graduate credit hours in the fall and spring terms, and six graduate credit hours in summer. Please note that those doctoral students who have reached candidacy and have approved candidacy with the University Graduate School, must be registered in three dissertation credits as the tuition waiver will cover those three dissertation credits.

Termination or Curtailment of An Appointment

All students holding an award receive a letter of appointment, which sets forth the conditions under which the award is valid. An appointment may be terminated for a number of reasons. These may include, but are not limited to, failure of the appointee to perform duties specified in the letter of appointment; failure of the appointee to maintain a satisfactory student status; failure of the appointee to make satisfactory progress towards his/her degree; or due to incompetence or misconduct on the part of the appointee.

See additional information regarding [Graduate Assistantships](#) or contact your academic department.

UGS Fellowships

Fellowships for Prospective Students

The Presidential Fellowship is utilized for the recruitment of outstanding Ph.D.-track students to graduate programs at FIU. Each fellowship provides a four-year award package to the fellow.

Veteran's Fellowship provides support to student veterans to pursue their doctoral education at Florida International University. The UGS awards the Veteran's Fellowship once a year in the Fall semester. The Fellowship includes two years of support with a \$24,000 annual stipend plus a tuition waiver and individual health insurance provided that the student veteran does not have leftover tuition funds on the GI Bill. If the student veteran has tuition funds on the GI Bill and health insurance is covered by the Armed forces, UGS will cover the stipend.

The FIU Inclusion Fellowship was created by the University Graduate School to encourage promising undergraduate and master's students who are underrepresented minorities* or people with disabilities, to pursue a Ph.D. degree at Florida International University. The

Inclusion Fellowship will support Ph.D. students in any discipline. Preference will be given to students with prior research experience.

Latin American and Caribbean Graduate Fellowship is designed to promote international education and research between FIU and the countries of Latin America and the Caribbean. The Fellowship includes a \$1,000 annual stipend and a tuition rate reduction to in-state for the academic year.

Fellowships for Current Students

Doctoral Evidence Acquisition Fellowships support doctoral students who have no financial support for evidence acquisition activities or those students for whom their current means of financial support would significantly interfere with or preclude their ability to collect the evidence needed for their doctoral research.

Dissertation Year Fellowships provide support to highly qualified FIU doctoral students during the data analysis and writing phase of their dissertation. It is intended to facilitate the timely completion of high-quality manuscripts and dissertations. Students who are conducting outstanding research in their discipline and have established a notable record of publication during their doctoral studies (in comparison to others in their discipline) are favored in the application process. Dissertation Fellows are expected to graduate within one year after receiving the award.

Provost Degree Completion Tuition Fellowship is intended to facilitate degree completion for Ph.D. students who Graduate Assistantships (Gas) or UGS fellowships or other funding have expired and who are nearing the completion of their degree and are facing extenuating financial circumstances that will prevent them from being continuously enrolled in their Ph.D. program.

Provost Employer Supported Tuition Fellowship is provided for Ph.D. students for whom the employer either pays the assistantship or allocates time for their employee to pursue the degree.

For information regarding Fellowship opportunities, please

- visit the [University Graduate School Fellowships](#) page,
- contact ugsfellows@fiu.edu, or
- call (305) 348-2604.

Additional Funding Opportunities

- [Graduate Funding](#)
- [University-wide Scholarships](#)
- [University Graduate School Fellowships](#)
- [Office of Training and Fellowships](#)

Graduate Student Opportunities

Graduate Advisory Board (GAB)

The GAB is charged with conveying graduate student needs - personal, professional and academic - programming ideas and policy concerns to the UGS. While the Graduate & Professional Student Committee (GPSC) is the recognized advocacy group for graduate students at FIU, the GPSC works with the GAB to gather input from an array of students and disciplines. The structure for the GAB includes student representation from GPSC, various GSOs, SGA and diverse academic disciplines. For more information on the GAB, please

- contact [Claudia Balzán](#) in the University Graduate School,

- call (305) 348-2245, or
- visit the [Graduate Advisory Board website](#)

Graduate & Professional Student Committee (GPSC)

This Committee helps facilitate and enhance the overall graduate student experience, by advancing the University's academic goals, assisting in the expansion of graduate programs, and promoting quality teaching and research efforts. They also work in conjunction with other organizations and departments in order to present educational workshops, coordinate symposiums and scholarly forums, and facilitate funding workshops to assist students with securing funding for professional development and conference travel. For more information,

- stop by MMC, GC 2202,
- call (305) 348-3023,
- send a message to the [GPSC e-mail](#), or
- visit the [GPSC website](#).

Student Government Association (SGA)

The SGA is the governing student body at FIU and advocates for all students at the university. Graduate students can hold senator and other positions within the SGA. For more information on how to get involved with the SGA,

- call (305) 348-2121, or
- visit the [SGA website](#)

UM/FIU Exchange Program

FIU Doctoral PhD students and master's students in the LACC programs have the opportunity to complete up to six credits at the University of Miami as members of an exchange program

between FIU and the University of Miami. The program gives students a larger selection of courses to choose from and allows students at UM and FIU to take advantage of the educational and research opportunities at both institutions. All students who are fully admitted into a doctoral program or LACC Master's program may participate in this program. Students can choose from any course at the University of Miami provided the course is not already offered at FIU and is not a limited access course.

FIU students participating in the program continue to pay FIU tuition and fees for the courses they take at the University of Miami (i.e. they will only be assessed regular FIU tuition and fees). However, some UM fees may apply, if applicable. Students are limited to taking a maximum of six graduate credits within the program. Interested students can find more information and the program application by

- sending a message to [Karla Ortega](#) in the University Graduate School or
- call (305) 348-2455.

Graduate Student Resources

UGS Professional Development Program (PDP)

The graduate student Professional Development Program seeks to assist students in their career development by serving as a gateway to campus resources and providing direct services. The PDP supplements research skills provided by graduate programs with four competencies – academic writing and communication, professoriate training, leadership, and well-being. The PDP complements the efforts of established University resources, such as the Center for Excellence in Writing, the Career and Talent Development Department, and the Center for the Advancement of Teaching. To learn more about the program, visit the [UGS Professional Development website](#).

Center For the Advancement of Teaching (CAT)

The Center for the Advancement of Teaching is dedicated to providing FIU's teaching community-full-time faculty, adjuncts, and graduate teaching assistants-with resources and support needed to encourage the highest quality of teaching and learning throughout the University. Through individual, group, and campus-wide programming, the Center keeps the teaching community abreast of pedagogical developments, maintains and provides a wide array of resources on teaching and learning, and supports teachers in enhancing their teaching. Please visit the [Center's website](#) for more information.

Center For Excellence in Writing (CEW)

The CEW offers individual student consultations. Whether brainstorming, drafting, revising or polishing, writing consultants can assist students with most written projects. The CEW also programs several workshops throughout the year specific to graduate students. For more information, please

- visit the [CEW website](#), or
- call MMC at (305) 348-6634 or BBC (305) 919-4036.

International Students

International Student & Scholar Services (ISSS)

The University maintains an [Office of International Student and Scholar Services](#). The ISSS office provides advisors to help international students with problems concerning visa status, employment, as well as cultural and social concerns, and similar matters. The ISSS office may be reached at

- (305)-348-2421 SASC Room 230 (Student Academic Success Center), or
- at (305)-919-5813 WUC 363 (Biscayne Bay Campus - Wolfe University Center).

The ISSS office maintains the Student Exchange Visitor Information System (SEVIS) of the Department of Homeland Security tracking system for the university. All new and/or transfer international students **must** attend a **mandatory** orientation program before the start of their first semester and **must** report to the ISSS office within the first week of the start of classes.

Employment

The legal regulations governing employment for students with F-1 visas are complex and subject to change. An F-1 student should contact an advisor at the ISSS office to determine under what conditions he/she may seek employment. All forms of employment require the F-1 student to obtain a social security number. Students cannot receive salary money before this number is obtained. The student should contact the ISSS office to obtain application information and materials.

Diversity

The University Graduate School fosters inclusiveness and engagement in a global dialogue that anchors our role as leaders in graduate education. We value respect for the complexities of our global society as it relates to gender, socioeconomic class, race, ethnicity, age, disability, nationality, sexual orientation, religion and cultural identity.

The University Graduate School is committed to recruiting and supporting a diverse and dynamic graduate student community. Through meaningful and strategic programming and services, the UGS provides underrepresented graduate students with the opportunity to reach their full potential in their scholarly and professional endeavors.

In keeping with our commitment to foster an environment of inclusiveness, we offer an array of university-wide services that provide support for our diverse community of students, faculty, and staff:

- [Graduate Fellowships](#)
- [Office of Social Justice & Inclusion](#)
- [Pride Center](#)
- [Veteran and Military Affairs Office](#)
- [Disability Resource Center](#)
- [Office of Study Abroad](#)
- [Division of Diversity Equity & Inclusion](#)
- [University Graduate School](#)
- [Statistical Consulting Services](#)
 - Contact: Statistical Consultant (305) 348-7914
- [Registered Student Organizations Council](#)
- [Counseling and Psychological Services](#)
- [Division of Academic & Student Affairs](#)
- [Office of Research and Economic Development](#)

FIU

Housing & Residential Life



Welcome to FIU Housing & Residential Life!

Welcome home! Live. Learn. Excel. This is our motto which captures the essence of the residential experience here at FIU. Living on campus is an important step toward achieving success. It will provide you with opportunities to learn from people of different cultural backgrounds, to develop new interests and skills, and to prepare for active participation in our vibrant learning community.

Our residence halls promote an environment that is conducive to learning. We offer a variety of educational and social programs to enhance your student experience and provide opportunities to interact with faculty and academic advisors to help you maximize your academic success.

We encourage you to seek out leadership experiences both in the residence halls (Residence Hall Association – RHA, National Residence Hall Honorary – NRHH, Resident Assistant – RA, and Hall Council positions) and throughout the FIU community. Get involved in intramurals, clubs, and organizations – there are endless possibilities!

With more than 3,900 FIU students living in our residence halls, we are transforming lives and inspiring residents to make a difference in the community. Keeping in mind that each student is responsible for our community, all students are accountable for treating fellow residents with respect, dignity, and care.

I am pleased to welcome you to our residential community, and hope that you will actively pursue the many opportunities available for an exciting and rewarding residential student experience at FIU!

Sincerely,

Andrew Naylor

Senior Director, Housing & Residential Life

Residence Hall Association (RHA) Welcomes You Home!

The RHA Executive Board would like to welcome you to an amazing year in your new home at Florida International University.

One of the many important decisions you must make while at the university is where you will live. By choosing to live in the residence halls, you have taken the first step in opening new doors to the many exciting opportunities that come with your on-campus experience! We encourage you to seek out and take advantage of every resource that is made available to you. Attend a faculty program in housing, watch a movie on the lawn, or participate in morning yoga, these are just a few examples of social & recreational programs take place every day in the residence halls. The diversity of programs provides useful and insightful information that is endless & as wide as you can envision. In addition, we would like to encourage you to take advantage of the other resources and organizations that are offered at FIU. Join your hall council, help plan events with RHA, frequent the on-campus comedy shows, attend an athletic event, volunteer in the local community, or play on your hall intramural team. No matter what your interests are, the opportunities are plentiful, and all provide a worthwhile and unique experience.

The RHA provides an array of programs, events, and most importantly, a voice for you. RHA not only acts as the liaison for you within our housing community, but also within the university community via the Student Government Association. Attend our General Assembly meetings where representatives from each Hall Council meet to discuss important issues related to on-campus living. These meetings are open to all residents. We invite you to provide suggestions as to how we can make residential life a better experience during your academic endeavors. For more information or if you have any questions, please send a message via [our RHA office email](#).

Sincerely,

The RHA Executive Board

General Information

Mission Statement

Florida International University Housing and Residential Life supports the mission of the University and the Division of Academic and Student Affairs by providing a living environment which fosters the educational pursuits of a diverse student population. The campus residential community provides unique opportunities for personal growth and development, leadership experiences through student participation in programming and activities, and developing an appreciation of and sensitivity to differences. The facilities and services are designed to provide a supportive and safe environment, accommodating the needs of students.

Diversity Statement

The diversity of our residential community takes many forms. It includes differences related to race, ethnicity, national origin, gender, socioeconomic status, sexual orientation, religion, age and ability. We believe that any form of discrimination against any individual or group is a threat to the welfare of the entire community. We are guided by the principle that celebrating diversity enriches and empowers the lives of all people.

Therefore, everyone who chooses to live in or visit our residential communities must understand that we will not accept any form of bigotry, harassment, intimidation, threat, or abuse, whether verbal or written, physical or psychological, direct or implied.

Our residential communities are rich, alive and dynamic environments, designed to enable all individuals to develop and grow to their full potential. All members of the community are encouraged to live by these principles, so that we can foster a successful living and learning environment.

All members of the community are encouraged to live by these principles, so that we can foster a successful learning environment.

Housing and Residential Life Rights & Responsibilities

Individual / Roommate / Community

Our priority for students living on-campus is to provide opportunities to become leaders serving the local and global communities. The rights and responsibilities are for individual accountability and for peer-to-peer interactions through roommate agreements and within the hall community. FIU believes that while living on-campus students have rights afforded to them. With these rights, residents have reciprocal responsibilities to ensure the same rights for other residents. Staff and personnel will work to educate students regarding these rights and responsibilities and will use them in making decisions regarding student welfare and behavior. It should be understood that FIU Housing and Residential Life (HRL) believes that the primary purpose and intention of a student's room is for studying and for sleep which will take priority over social activities and privileges. Each person living in any space within housing is expected to cultivate this type of environment for themselves as well as the other members of the HRL community.

While living in the residence halls at FIU, residents have the right to:

- Access facilities and programs that support the pursuit of academic success.
- Live in a clean and secure environment (i.e. common spaces, lounges, hallways).
- Be free from unreasonable noise, intimidation and/or harassment.
- Express themselves freely within established guidelines set by HRL staff or designee.
- Have reasonable access to their living accommodations based on published schedule of occupancy.
- Have direct access to staff who provide assistance, guidance, and support to students.

- Enjoy individual freedom regardless of race, ethnicity, gender identity, national origin, disability, age, religion, sexual orientation, or political affiliation.

While living in the residence halls at FIU, residents have the responsibility to:

- Continuously pursue their academics and intellectual growth.
- Adhere to rules and regulations outlined and published by Housing and Residential life as well as the University.
- Keep their assigned unit and associated common area clean and orderly. Clean and orderly is defined as: Free of excess mess, trash, clutter, or anything not deemed acceptable by Housing & Residential Life Staff or designee.
- Contribute positively to the community by participating in educational and developmental activities.
- Respect staff, and rights of students and others within the FIU Community.
- Respect the diverse backgrounds and interests of others who are different from them.
- Comply with reasonable requests made by staff, university officials, and/or fellow students.
- Participate actively in self-governance.

*Adapted and modified from ACUHO-I Statement of Resident's Rights and Responsibilities, Approved 1987, Revised 2002

Students who have roommate(s) must adhere to the outlined individual student's rights and responsibilities. Roommate disputes and/or disagreements will need to be mediated as a first-step approach to resolving the conflict and/or issues.

Students who have roommate(s) should begin by communicating with one other. Topics for discussion should include:

- Class schedules

- Sleep times and preferences
- Study location, times, and preferences
- Sharing belongings and space
- Standard of cleanliness and how cleaning will be managed
- Guests, visitors, and their use of space
- Temperature
- Noise

In order to mitigate conflicts between roommates, roommate agreements will be facilitated with all individuals in the unit or apartment.

- Your RA will initiate the roommate agreement process early in the semester by communicating with all students in the room to determine a time that all roommates are available to complete this process.
- It should be noted that the completion of and participation in roommate agreements are required by all students living within any housing assigned space at Florida International University other than a studio/single-occupancy space.
 - Students failing to correspond with an RA regarding setting up a roommate agreement meeting between all students living in the assigned space will be held accountable for such through the student conduct process.
- It is important to take this process seriously, even if it feels like you will not have any issues with your roommate.
- Once set, you should follow the agreement just like any other policies or expectations.
- As you move through the year, you can work with your RA to address concerns and revise this agreement.
- Housing and Residential Life staff or designees at Florida International University reserve the right to request a modification of a roommate agreement should it be determined that such an action is appropriate.

- Roommate Agreements will be conducted with Housing and Residential Life policies and State, local and Federal laws in mind so as to not arbitrarily condone violations of these.

If there are concerns that come up, take the following steps to address concerns:

- First, communicate with your roommate(s):
 - Respectfully, in person, openly
 - Reference your roommate agreement
- Secondly, if the above does not get resolved, notify your RA of unresolved concerns.
- Participate in a mediated meeting with your roommate(s) and RA.
- Amend your agreement and set guidelines for moving forward.
- Utilize area professional staff, such as your Assistant Residential Life Coordinator (ARLC) or Residential Life Coordinator (RLC), as needed.

Important Contact Information

Housing Office

This office oversees housing operations for all seven complexes. General information, housing agreements, billings, accounting, room assignments, and all other agreement-related business can be handled through this office.

Housing Package Center (HPC)

This center is located at 130 Lakeview. Residents may pick up packages using the parcel locker system 24 hours a day. for additional information, please

- visit the [Housing Package Center website](#), or
- send a message via their [email](#).

Residential Life Office

This office coordinates all Residential Life operations and Residential conduct. Several professional staff members are located in this office, and they are responsible for overseeing the staff programs and services provided to students living on campus.

Housing Office, UT 121

11200 SW 8th Street, Miami, FL 33199
(305) 348-4190

Lakeview South Desk

11040 SW 14th Avenue, Miami, FL 33174
(305) 348-1171

Office of Residential Life, PH 126

1595 SW 112 Avenue, Miami, FL 33174
(305) 348-3661

Panther Hall Desk

1595 SW 112th Avenue, Miami, FL 33174
(305) 348-3982

Housing Facilities Office, LVS 140

11040 SW 14th Street, Miami, FL 33174
(305) 348-1162

Tamiami Hall Desk

11201 S.W. 17th Street, Miami, FL 33174
(305) 348-7444

Parkview Hall Desks

1599 SW 113 Avenue, FL 33174
East: (305) 348-7635
West: (305) 348-7637

University Apartments Desk, Building A

10750 SW 11th Street, Miami, FL 33174
(305) 348-1050

Everglades Hall Desk

1590 SW 111th Avenue, Miami, FL 33174
(305) 348-1328

University Towers Desk

11150 SW 14th Street, Miami, FL 33174
(305) 348-3836

RA on Duty

RAs are on duty whenever the Administrative Offices are closed - evenings, weekends and holidays. The contact information of the RA on duty is posted at the Front Desk.

Housing Online

in order to better meet the needs of our residents, the Department of Housing and Residential Life provides online access to most of your housing needs at [My FIU](#).

When you login online, you will be able to:

- Signup online for future housing
- See your Housing financial account and print out balance and payment receipts
- Update addresses, release of personal information/contact information

Visit [My FIU](#), Select Student Tools, Select Student Housing. If you experience difficulty using the Housing Online Services, please

- e-mail the [Housing Office](#) or
- Call (305) 348-4190.

Safe Living on Campus

It's A Community Responsibility

Emergency Contacts At-A-Glance

Front Desk Numbers for Residence Halls

Residence Hall	Phone Number
Everglades Hall	(305) 348-1328
Lakeview Hall North	(305) 348-1176
Lakeview Hall South	(305) 348-1171
Panther Hall	(305) 348-3982
Parkview Hall East	(305) 348-7635
Parkview Hall West	(305) 348-7637
Tamiami Hall	(305) 348-7444
University Apartments	(305) 348-1050

Residence Hall	Phone Number
University Towers	(305) 348-3836

Important Contact Numbers

Department	Phone Number
University Police Emergency	(305) 348-5911
University Police Non-Emergency	(305) 348-2626
Student Health Care	(305) 348-2401
Counseling/Psychological Services	(305) 348-2277
Victim Empowerment Program VEP 24-hour hotline	(305) 348-3000

Use [FIU’s Anonymous Reporting Form](#) to report any behaviors of concern involving Florida International University students, whether these behaviors occur inside or outside of the classroom setting.

Crime Prevention

Crime can happen on campus just as it can happen in the community. Don't take chances and don't take your safety for granted. You can protect yourself against crime by taking these simple precautions:

- Keep your door locked at all times.
- Always find out who is knocking before opening the door. Look through the peephole or ask who it is before you open the door.
- Never leave your apartment/room door propped open.
- Always close your apartment/room windows when you vacate the apartment/room.
- Do not leave any valuables within reach of an open window.
- Keep your keys safe. Don't lend your key to anyone and don't leave keys lying around.
- If your key is lost or stolen, report it to your Residence Hall/Area Front Desk immediately so that the lock can be changed.
- Have your keys ready before you get to your car door, especially after dark.
- Always report any suspicious activity to the FIUPD.
- Don't walk alone, especially at night.
- Avoid dark paths or shortcuts. Always use public walkways.
- Carry identification at all times.
- Let your roommate(s) know where you are going and when you will return.
- If you are the victim of a crime, report the incident to FIUPD immediately.

“Stay in Place” Policy

This policy is implemented in the event the university declares an emergency (severe weather warning, threat to air quality, etc.) which requires all resident students to remain in the Residence Halls. During such an event the Residential Life staff and the University Police will advise students to remain within their assigned living unit. Once the order is given to “stay in

place” students will not be permitted to exit the building until university officials determine the threat to health and safety to be under control.

Escorted Transportation Services

Parking Service Aides (PSA) provide golf cart transportation service for students and staff Monday-Friday 7AM - 9PM for MMC Campus and 8AM - 9PM for BBC Campus during the regular academic year (Public Safety will provide an escort outside these hours if one is requested). The escort service is staffed by FIU students and staff. If you need assistance, please call (305) 348-3615 and give your name and location. Depending on the volume, at times this service is not available. Priority is given to students who are using the service for their safety versus a means of transportation.

Fire Procedures

How to prepare for a fire emergency: Pre-plan your evacuation route; locate the nearest alarm pull station; locate the nearest fire extinguisher; and become familiar with how to use it appropriately.

Fire drills are conducted regularly. In case of smoke or fire, pull the nearest alarm. Report the location of the fire to University Police at MMC (305) 348-5911. All residents must evacuate the building at the sound of an alarm. Residents are required to follow the direction of university officials during an evacuation. Residents are to assemble at least fifty yards (150 ft.) away from the building. Failure to do so will result in disciplinary action.

Fire Evacuation

All residents must evacuate the building at the sound of an alarm. Residents are to assemble at least 150 feet away from the building. Staff will further instruct students.

Fire Alarms/Fire Equipment

Each residence hall/area is equipped with a fire alarm system that is regularly inspected and approved by the state. Smoke detectors are located in every unit. Emergency lights are located in the hallways and stairwells of each complex. Fire extinguishers are located in the hallways of each residence hall. Residence Hall rooms/suites are equipped with an emergency call box and fire stops in kitchens.

Removing or interfering with the use of fire safety equipment, such as fire extinguishers and smoke detectors, is a third-degree felony under Florida Statute 806.10 and is prohibited in housing. Setting off fire alarms is prohibited by Florida Statute, Section 806.101, and is a misdemeanor. If a resident disconnects or tampers with smoke detectors, fire sprinklers or fire alarms, a fee of \$150.00 will be charged for damages, property loss and or clean-up costs. Items may not be hung from or block fire sprinklers or smoke detectors. Recovery costs associated with damage resulting from activating a sprinkler may be assessed to the responsible individuals.

Severe Weather Warnings

In the case of a severe weather warning, residents should close all blinds and curtains, and stay clear of window openings or doors with glass panels. All electrical appliances should be unplugged. Residents must adhere to the instructions of Residential Life staff members and university officials.

Hurricane Procedures

In the event a hurricane warning is declared by the university, all resident students will be directed to shelter-in-place or evacuate the residence halls and report to the shelter. All students must abide by shelter policies and remain until the university withdraws the

emergency order. Failure to comply with university officials during an emergency event will result in disciplinary action.

Once an emergency is declared, the FIU-HELP (305) 348-4357 line is activated, and information is provided to update the community on the status of the university. In addition, information can also be obtained online at the [Department of Emergency Management website](#).

All resident students are strongly encouraged to establish an evacuation plan in the event the university or Dade County issues an evacuation order. Upon the issuance of an evacuation order, all residents will be directed to seek shelter. Students from the immediate Miami-Dade and Broward areas will be instructed to return home for the duration of the hurricane event. Those resident students from outside the immediate local area (100 miles) will be sheltered in a designated Hurricane Evacuation Center (HEC) along with select personnel. Students staying in the shelter should bring a minimum of a three-day supply of water and food. Once students establish their evacuation plan, the students need to inform their Resident Assistant.

Sample Hurricane Kit

Each student living in Housing should prepare a Hurricane Kit which can be easily accessed in the event of an emergency. Here is a sample of items which should be included in your kit:

- **Water** – at least 1 gallon per person per day for 3 to 5 days
- **Food** – at least enough for 3 to 5 days. Suggested items: non-perishable packaged or canned food, juices, snack foods, non-electric can opener, paper plates, plastic utensils
- **Clothing** – seasonal, rain gear, sturdy shoes. Be sure to include a blanket and pillows, etc.
- **First Aid Kit, Medicines, Prescription Drugs**
- **Toiletries, Hygiene items**
- **Flashlight, Batteries**
- **Cash** – Banks and ATMs may not be open or available for extended periods.
- **Books and Games**

- **Important Documents** – Insurance, medical records, etc. in a waterproof container.

Liability Renter’s Insurance

For the protection of personal belongings, students are encouraged to maintain insurance on items they bring to campus. The university is not liable for damage to or loss of personal property, or failure or interruption of facilities. Students are encouraged to have their own health and personal property loss insurance.

Surveillance Cameras

Housing and Residential Life has surveillance cameras throughout the residence halls and apartments. Cameras are not monitored by the staff.

Security Phones

Phones, identified by a blue light, are located in various locations throughout campus. If you have concerns for your safety, are in danger or would like to have a security escort, simply open the box and follow the instructions posted. The phones are connected directly to University Police.

Student Conduct Procedures

Purpose

The University Student Conduct System serves an important role in protecting the individual rights and interests of university students, developing citizenship, and providing procedural fairness to students accused of violations of the established Student Conduct and Honor Code.

Hearing Officers

Administrative staff in Residential Life are designated as hearing officers and are authorized to administer student conduct hearings and issue sanctions.

Procedures

All student conduct hearings will follow due process requirements and established procedures as stated in the policies and regulations section of this handbook.

Sanctions

The following sanctions may be imposed upon any individual student or student organization found to have violated the Student Conduct and Honor Code.

An explanation of each sanction may be found in the [Student Conduct and Honor Code](#).

- Written Reprimand
- Educational Activities
- Counseling Consultation/Screening
- Restitution
- Administrative Fines
- Restrictions/No Contact Order
- Conduct Probation
- Housing Probation
- Residence Hall Reassignment
- Deferred Housing Contract Termination
- On-Campus Housing Exclusion
- Deferred Suspension
- Suspension

- Expulsion

Housing Policies & Standards of Conduct

Overview

University housing residents are responsible for abiding by all University and Housing policies, regulations and standards of conduct. Housing policies should be read broadly and are not designed to define misconduct in exhaustive terms. Students are responsible for being familiar with and abiding by all policies contained within the **Student Conduct and Honor Code**. The policies listed in this section are provided as a partial summary for Housing residents. Refer to the policies and regulation section of the **Student Conduct and Honor Code** for further explanation. Violation of any Housing policy and standard of conduct, or the violation of the Housing Agreement shall be considered a violation of the **Student Conduct and Honor Code** and may result in disciplinary action, including, but not limited to termination of the Housing Agreement. Items found to be in violation of Housing regulations and/or University policies may be confiscated and/or discarded at the discretion of Residential Life staff. Fines may also be imposed for violation of Housing policies. **Housing Policies are subject to change. For the most up-to-date Housing Policies please refer to the [Housing and Residential Experience website](#).** Residents are responsible for knowing and abiding by all of the Housing policies.

FIU

Policies & Regulations



FIU-2501 Student Conduct and Honor Code

Access the most [up-to-date Student Conduct and Honor Code](#).

Standards of Student Conduct

1. FIU Alcoholic Beverages Regulation (No. FIU-2505)

- A. Access the most [up-to-date version of FIU-2505 Alcoholic Beverages](#).

2. Educational Resources

- A. The Healthy Living Program (HLP) conducts Substance Use and Abuse, Tobacco Cessation, and Alcohol related presentations for the university community. In addition, HLP offers free, confidential consultations on Tobacco Cessation, and other related topics such as how to help a friend with a substance use problem.
- B. The Student Health Services Clinics provides students with free, confidential office visits to see a registered nurse, nurse practitioner, and primary care physician regarding medical symptoms, illnesses and/or injuries that arise from alcohol use/abuse.
- C. The Counseling and Psychological Services Center (CAPS) provides students with free, confidential, office visits to see mental health professionals (psychologists, licensed social workers, mental health counselors, etc.) for issues that may directly or indirectly relate to alcohol and drug use, abuse or dependence. CAPS staff provides lectures and workshops to various student groups on topics related to prevention of binge drinking, and alcohol and drug abuse. CAPS also provides assessment, intervention and referrals (as appropriate) to students who have violated the Drug-Free Campus/Workplace Drug and Alcohol Abuse Prevention Policy.

- D. The Office of Employee Assistance (OEA) assists faculty and staff with personal problems, such as substance abuse, which might affect their job. The OEA office coordinates confidential assessments and provides referrals for employees experiencing problems or seeking educational information.

Sessions are held at Modesto A. Maidique Campus and Biscayne Bay Campus.

University Resources and Contact Information

[Healthy Living Program](#)

Locations: MMC: Student Health Center (Room 180) / Phone: (305) 348-4020

BBC: Wolfe University Center (Room 307) / Phone: (305) 919-5307

[Student Health Services](#)

Locations: MMC: Student Health Center (Blue Clinic) / Phone: (305) 348-2401

BBC: Student Health Center / Phone: (305) 919-5620

[Counseling and Psychological Services Centers](#)

Locations: MMC: Student Health Center Suite 270 / Phone: (305) 348-2277

BBC: Wolfe University Center Suite 320 / Phone: (305) 919-5305

[Employee Assistance Office of Employee Assistance \(OEA\)](#)

Location: Green Library 473

Phones: (305) 348-2469 (MMC & BBC)

3. Tailgating Guidelines

Access [information on game day parking, lot guidelines, tailgating policies, and reservations.](#)

4. Alcohol & Drug-Free Workplace & Campus Policy

Promoting productive practices and safe healthy behaviors.

See the [Drug-Free Campus/Workplace Drug & Alcohol Abuse Prevention Policy](#); FIU #1705.002.

Standards of Conduct

Federal Laws

Drug-Free Schools and Campuses Regulations:

34 CFR Part 86

Public Contracts / Drug-Free Workplace:

41 US Code, Chapter 10

Public Welfare / Drug-Free Workplace Requirement:

45 CFR Part 76, Subpart F

As a condition of receiving funds or any other financial assistance under any federal program, institutions of higher education shall certify that they have developed and implemented an Alcohol & Drug-Free Workplace & Campus Policy.

State Laws

Sale of Alcohol

[Florida Statute 561.01](#)

Sale of alcoholic beverages includes any admission charge, sale of cups, tickets, donations, etc.

[Florida Statute 562.12](#)

The sale of alcoholic beverages without a proper license is unlawful.

Legal Drinking Age

[Florida Statute 562.11](#)

Selling, giving, or serving alcoholic beverages to persons under 21 years of age or misrepresenting the age of another to induce service of alcoholic beverages to persons under 21 years of age is unlawful.

[Florida Statute 562.111](#)

Possession of alcoholic beverages by persons under the age of 21 is unlawful.

Disorderly Intoxication

[Florida Statute 856.011](#)

Endangering the safety of another person, causing property damage, drinking any alcoholic beverages in a public place, or causing a public disturbance while intoxicated is unlawful.

Driving Under the Influence

[Florida Statute 316.193](#)

A person is “under the influence” of alcoholic beverage, any chemical substance set forth in S.

877.111 or any substance controlled under F.S. Chapter 893, when affected to the extent that his/ her normal faculties are impaired or that blood and breath alcohol levels exceed legal thresholds. Operating a motor vehicle while “under the influence” is unlawful.

[Florida Statute 316.1936](#)

Possessing an open container of alcoholic beverage while operating a vehicle, or while present as a passenger in a vehicle is unlawful.

University Policies

The FIU Student Handbook includes policies on alcohol and drugs. The section on “Standards of Student Conduct” outlines disciplinary actions that may be taken for violation of these policies. Each student is encouraged to review this section of the Handbook and become familiar with possible consequences of violating these policies.

In accordance with university policies, appropriate disciplinary action shall be taken regarding any employee who violates the Florida International University Alcohol & Drug-Free Workplace & Campus Policy.

Prevention, Treatment and Assistance Resources

For Students

Counseling and Psychological Services Centers

Phone: MMC: (305) 348-2277 / BBC: (305) 919-5305

Student Health Services

Phone: MMC:(305) 348-2401 / BBC: (305) 919-5620

Student Conduct and Academic Integrity (SCAI)

Phone: (305) 348-3939

[SCAI Email](#)

University Police

Phone: (305) 348-2626

Emergency Number: MMC: 305-348-5911 / BBC: 305 –919- 5911

Victim Empowerment Program (VEP)

Phone: 305-348-2277

[VEP Email](#)

For Employees

Human Resources

Phone: MMC: (305) 348-2181 / BBC: (305) 919-5545

Office of Employee Assistance

Phone: MMC & BBC: (305) 348-2469

Community Resources

Switchboard of Miami

Phone: (305) 358-4357

First Call for Help (Broward)

Phone: (954) 537-0211

Contracts & Grants

The Drug-Free Workplace Regulations requires that Contracts & Grants employees notify their supervisor or other appropriate university representative of any criminal drug statute conviction for a violation, occurring in the workplace, within five (5) days after such conviction.

The university shall notify federal contracting agencies within ten (10) days of having received notice that an employee (identified by position and title) engaged in the performance of a contract or grant has had a criminal drug statute conviction for a violation occurring in the workplace.

Within 30 calendar days of receiving notice of the employee's conviction the university shall take the appropriate personnel action, including the application of appropriate sanctions up to and including termination.

The employee may also be required to participate in a substance abuse assistance or rehabilitation program.

Policy Statement

Florida International University is committed to providing a safe work and educational environment and to fostering the well-being and health of its students and employees. This commitment is jeopardized when any student or employee of Florida International University unlawfully or inappropriately possesses, uses, distributes or sells illegal drugs or alcohol on university premises or at any university sponsored or related activity.

The goal of this Policy is to balance our respect for an individual's rights with the need to maintain a safe, productive, and drug-free environment. The intent of this policy is to send a clear message that illegal drugs and alcohol abuse are incompatible with studying or working at

Florida International University, and to offer a helping hand to those who may need it.

Therefore:

It is a violation of this Policy for any person to possess, sell, trade, distribute or offer for sale illegal drugs or to otherwise engage in the use of illegal drugs on campus or within a 200-foot perimeter of university owned, leased, operated or controlled property.

It is a violation of this Policy for anyone to report to classes, work or related assignments “under the influence” of illegal drugs or alcohol.

It is a violation of this Policy for anyone to use prescription drugs illegally. The legal use of prescription drugs with known potential to impair personal safety should be reported to supervisors or an appropriate university representative.

Violations of this Policy by any student or employee of Florida International University shall constitute grounds for evaluation and/or treatment for drug/alcohol abuse, disciplinary action and/or criminal sanction. **Students:** Disciplinary actions may range from letters of reprimand up to and including expulsion from the university. Such actions shall be in accordance with the applicable “Standards of Student Conduct and Honor Code” and university policies and procedures.

Employees: Disciplinary action may include mandatory referral to the Office of Employee Assistance (OEA) for assessment, letters of reprimand, and progressive disciplinary procedures, up to and including termination.

Students and employees may seek review of any disciplinary actions in accordance with applicable procedures.

In compliance with Federal Drug-Free Schools and Campuses Regulations, Florida International University shall provide annual notification to students and employees regarding this Policy and its alcohol and substance abuse awareness, prevention and rehabilitation programs.

Further, the FIU Substance Abuse Task Force shall conduct biennial reviews of such programs in order to assure their continued conformance with the stated goal and intent of this Policy and the Drug-Free Schools and Campuses Regulations.

Health Risks Associated with Alcohol and Substance Abuse

Productivity, academic performance, work quality, motivation, judgment, and safety may all be adversely affected by an individual's abuse of alcohol and drugs.

There are many physical and mental health risks associated with the abuse of alcohol and other drugs. Further, the effects of substance abuse extend from the user to their family, friends and colleagues. A brief summary of various substances most typically abused, and their psychological and physiological effects is provided below. For additional information visit the [Student Health Clinics website](#).

Alcohol

Statistics show that alcohol abuse is involved in the majority of violent behavior incidents on college campuses including date rape, vandalism, fights and driving under the influence. Alcohol abuse results in:

- Impaired judgment and coordination
- Aggressive behavior
- Impairment in learning and memory
- Respiratory depression, coma, and death when combined with other depressants

Persistent abuse of alcohol can lead to physical dependence, such that sudden cessation of intake usually results in life-threatening withdrawal symptoms, including severe anxiety, hallucinations, tremors, and seizures.

Prolonged alcohol abuse is frequently associated with poor nutrition, brain and liver damage.

Women who drink during pregnancy may give birth to infants with irreversible physical abnormalities and the mental retardation condition termed Fetal Alcohol Syndrome.

Research shows that children of alcoholic parents are more likely to abuse alcohol themselves.

Narcotics

Heroin, Morphine, Codeine, Demerol, Percodan

1. Narcotics initially produce a feeling of euphoria followed by drowsiness, nausea, and vomiting.
2. Users may experience constricted pupils, watery eyes, and itching.
3. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and death.
4. Tolerance to narcotics develops rapidly and dependence is likely.
5. Intravenous injection may cause HIV/AIDS, hepatitis, and cardiac disease.
6. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who may exhibit withdrawal symptoms.

Inhalants

1. Many psychoactive substances are inhaled as gases of volatile liquids. Some commercial products such as paint thinners and cleaning fluids are mixtures of volatile substances, inhalation of which results in a great variety of symptoms.
2. Immediate effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. They may also obstruct airways causing death.
3. Solvents and aerosol sprays may decrease heart and respiratory rates and impair judgment.

4. Amyl and butyl nitrate cause rapid pulse, headaches, and urinary and fecal incontinence.
5. Long-term use may result in hepatitis, brain damage, weight loss, fatigue, electrolyte imbalance, and muscle weakness.
6. Repeated use of inhalants may permanently damage the nervous system.

Marijuana

The effects associated with marijuana use include:

- An increase in heart rate and blood pressure, blood-shot eyes, dry mouth, and hunger.
- Impairment of short-term memory and concentration, altered sense of time, and decreased coordination and motivation.
- Psychological dependence.
- Lung cancer, and chronic lung disease after long-term use.

“Club Drugs” (GHB, Rohypnol & Ecstasy)

1. GHB is an illegal depressant, available as a liquid or powder that is used to cause relaxation and anesthesia. Some of the adverse effects of GHB are listed below:
 - Used to facilitate rape (it is odorless and tasteless; therefore, it can be slipped into someone’s drink without detection) because it causes impairments in judgment, sleepiness and amnesia.
 - Liver failure
 - Seizures which can result in coma and even death
 - Respiratory failure and/or arrest
 - Severe nausea and vomiting
2. Rohypnol, also known as “Roofies”, is a strong depressant drug, commonly known as a “Date Rape” drug.

- When ingested in conjunction with alcohol or other drugs, effects begin within 3 minutes and peak within 2 hours. These effects may persist for up to 8 hours or more, depending upon the dosage.
 - Adverse effects associated with the use of Rohypnol include decreased blood pressure, memory impairment, drowsiness, visual disturbances, dizziness, confusion, gastrointestinal disturbances, and urinary retention.
 - In South Florida, the street names for Rohypnol include, “circles”, “Mexican allium”, “rib”, “roach-2”, “roofies”, “roopies”, “rope”, “ropies”, and “ruffies”.
3. MDMA, also called “Adam”, “ecstasy”, or “XTC”, is a synthetic, psychoactive (mind-altering) drug with amphetamine-like and hallucinogenic properties. Some of the adverse effects of MDMA are listed below:
- Psychological difficulties, including confusion, depression, sleep problems, drug craving, severe anxiety and paranoia
 - Muscle tension, involuntary teeth clenching, nausea, blurred vision, rapid eye movement, faintness, and chills or swelling
 - Increased heart rate and blood pressure
 - Long-term brain damage

Cocaine

- I. Cocaine use produces psychological and physical dependencies. Regular users rapidly develop tolerance which results in the need to take larger doses to achieve the same initial effect.
- II. Cocaine stimulates the central nervous system, and its immediate effects include elevated blood pressure, heart rate, respiratory rate, and body temperature.
- III. Occasional use can cause a runny nose while chronic use can result in ulceration and rupture of the mucous membrane in the nose.
- IV. Injecting cocaine with contaminated needles can transmit HIV/AIDS, hepatitis, and other infectious diseases.

- V. Cocaine use may lead to high-risk behaviors with consequences such as unwanted pregnancies and motor vehicle accidents.
- VI. Cocaine use during pregnancy may result in the birth of a cocaine-addicted baby who may experience withdrawal symptoms shortly after birth, mental retardation, and/or permanent mental and physical disabilities.
- VII. Crack, a concentrated form of cocaine, is extremely potent. Its effects are evident within seconds. Physical effects include heart palpitations, elevated pulse and blood pressure, loss of appetite, insomnia, dilated pupils, tactile hallucinations, paranoia, and seizures. Preparation of freebase, which involves the use of highly volatile solvents, can result in a fire or explosion. Dependency is highly likely.

Amphetamines and Other Stimulants

- I. Symptoms of stimulant abuse include increased heart and respiratory rates, elevated blood pressure, dilated pupils, excessive perspiration, headache, dizziness, sleepiness, anxiety, and loss of appetite.
- II. When consumed in large quantities, palpitations, irregular heartbeat, tremors, loss of coordination, coma, and death may result.
- III. Regular use can lead to an amphetamine psychosis that includes hallucinations, delusions, and paranoia.

Hallucinogens

- I. Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. Physical effects include rapid heart rate, increased blood pressure, dilated pupils, tremors, and insomnia. Psychological effects include panic, confusion, suspicion, anxiety, and flashbacks.
- II. Phencyclidine (PCP) produces dramatic behavioral alterations, memory and speech difficulties, depression, paranoid and violent behavior, and hallucinations. Large doses of

PCP may produce convulsions, heart and lung failure, coma, and death. Inability to perceive pain may allow an individual to cause themselves severe harm.

Anabolic Steroids

Closely related to the male sex hormone testosterone, anabolic steroids may be prescribed for a limited number of medical conditions such as severe burns and certain types of anemia and cancer. However, more than 70 psychological and physical side effects may result from steroid abuse, including:

- Liver disease
- Growth problems
- Bone fusion
- Acne
- Cancer
- Testicular atrophy
- HIV/AIDS (sharing needles)
- Psychological problems
- Rage and uncontrolled anger
- Sexual dysfunction, sterility and impotence

Barbiturates and Tranquilizers

- I. The effects of depressants are similar to those of alcohol.
- II. The use of depressants can cause both physical and psychological dependence. Tolerance may result after regular use. Withdrawal symptoms, ranging from anxiety to seizures and death, result from abrupt termination of abuse.
- III. Women who abuse depressants during pregnancy may give birth to babies who are physically dependent. These babies often have birth defects, behavioral problems, and may develop withdrawal symptoms shortly after birth.

- IV. Large doses can cause slurred speech, impaired coordination, and altered perception. Very large doses can cause respiratory depression, coma, and death. Even small doses of depressants, when combined with alcohol, are likely to produce the symptoms described above.

For more information, contact:

Department of Environmental Health & Safety

Location: CSC 146

Phone: (305) 348-2621

Academic Grievance Definitions and Procedures

The [University's grievance policy and procedure](#) provides students with a means by which to seek investigation and possible resolution of academic grievances, as described on the [FIU Academic Grievances website](#).

1. [Undergraduate Student Academic Grievance Definitions and Procedures](#)
2. [Graduate Student Academic Grievance Guidelines and Procedure](#)

FIU-108 Access to Student Education Records

Florida International University (University) maintains Student education records in a confidential and secure manner in accordance with the Family Educational Rights and Privacy Act (FERPA) codified in 20 U.S.C. section 1232g, and sections 1002.225 and 1006.52, Florida Statutes.

The University will not release or permit access to education records, or the personally identifiable information contained therein, maintained on a Student except as otherwise permitted by law and this Regulation. Responsibility for custody of all Student educational

records and personally identifiable information within them ultimately belongs to the University Registrar. Any University official in possession of education records is required to comply with FERPA and this Regulation. The University Registrar or designated custodian shall ensure that the procedures required by law and this Regulation are in place to control access to and disclosure of Student education records and personally identifiable information contained therein.

FERPA permits a college or university to [let parents of students under the age of 21 know when the student has violated any law or policy](#) concerning the use or possession of alcohol or a controlled substance.

To review the full regulation, please visit: [FIU-108: Access to Student Education Records](#)

Students with Disabilities

Title II of the Americans with Disabilities Act (ADA) prohibits discrimination against persons with disabilities. As a publicly funded institution, FIU is required to ensure that students with disabilities are not barred from participation in a service, program, or activity based on their disability. To that end, the Disability Resource Center (DRC) facilitates reasonable accommodations made available so that students with disabilities have an equal opportunity to enjoy the full array of services, programs, and activities offered. The DRC relies on universal design principles and collaboration with our community of stakeholders comprised of students, faculty, staff, and administrators in creating diverse learning environments that are usable, equitable, inclusive, and sustainable.

Additionally, the DRC provides consultation and implementation of individualized accommodations for FIU students with disabilities on a case-by-case basis.

Some of the academic accommodations facilitated by the DRC include test-taking accommodations such as extended time allotments, the provision of alternative formats for

course materials, access to accessible software and adaptive technology equipment including an array of auxiliary aids and equipment loan out program. Other services provided by the DRC include speech-to-text captioning known as Computer Assisted Real Time transcription (CART), and the provision of American Sign Language Interpreter services.

For more information about the array of services offered by the DRC and how to set up a Welcome Appointment with an Access Consultant, visit the [DRC website](#).

If you identify as a student with a disability and have received accommodation in the past, have a current disability diagnosis, or complaint and are seeking services due to newly acquired disability and would like to pursue academic accommodations, please contact the DRC's MMC or BBC Office using the following information:

- [DRC Email](#)
- MMC
 - GC 190
 - Phone: (305) 348-3532
- BBC:
 - WUC 131
 - Phone: (305) 919-5345

1. Admissions

The Special Admission process is a means by which applicants who do not meet the Florida International University (FIU) undergraduate admission requirements may request special consideration.

A student wishing to be considered for admission to the university under the special admission process must first apply through the standard FIU admission process and be in accordance with all deadlines specified by the Office of Undergraduate Admissions.

Applicants who's educational and/or personal goals for success have been negatively impacted due to disability-related reasons may wish to disclose any documentation to the Disability Resource Center. Applicants with documented disabilities would complete a Disability Eligibility Review Form and submit it directly to the Disability Resource Center to be included as part of their admissions appeal. Once a review is completed, the DRC will send the eligibility review decision directly to Admissions. The Office of Undergraduate Admissions will **not** accept medical documents.

The special admissions committee then reviews all applications on a case-by-case basis. The Office of Undergraduate Admissions makes all final special admission decisions. The undergraduate eligibility criterion for FIU is a competitive admission process. The university is not legally obligated to lower the admission standards.

The Office of Undergraduate Admission will inform the applicant of the university's decision.

2. Course Substitutions

Students with disabilities who are unable to complete the University Core Curriculum requirements should request a course substitution from Undergraduate Studies.

When deemed appropriate, The DRC will support and recommend that the student's request be granted.

Students with disabilities seeking academic accommodations should request them in consultation with The Disability Resource Center. The DRC will determine and recommend accommodations on a case-by-case basis.

3. Student Appeal

Students who disagree with decisions on admissions, testing, and course substitutions may file a complaint under the provisions of the Florida Educational Equity Act, through Office of Civil Rights, Compliance and Accessibility at FIU.

Location: PC321, MMC

Phone: (305) 348-2785

Forgiveness Policy

Graduate courses are not authorized for grade forgiveness.

Grade forgiveness allows students to retake a limited number of classes for a higher grade. Through the forgiveness policy, a student may retake a class to earn a higher grade and raise their GPA if the following conditions are met. The student must:

- Have completed the course earning less than a C- grade
- Retake the course to receive a higher grade
- Submit the Grade Forgiveness Request on MyFIU once the new grade is posted?

Only the last grade received on the last repeat is used to calculate GPA when using the forgiveness policy.

In order for a course to be considered as repeated and adjusted in the GPA:

- The course must be repeated at FIU (e.g., a course taken at MDC cannot be forgiven).
- A new grade must be posted (e.g., students must wait for the end of the semester for grades to be posted).
- The old grade must be a failing grade (e.g., NC, DR, C, B-, B, A- cannot be forgiven).
- The course must be the same course with identical course prefix and course number (e.g., a grade for ENC1102 will not forgive a grade for ENC1101).

- A course taken on a letter grade basis must be repeated on the same basis.
- No additional credit or quality points are allowed on repeated courses unless the course is specifically designated as repeatable (independent study, studio courses, etc.).
- The appropriate academic department must determine whether there are additional restrictions on repeating courses.

The forgiveness policy must be used before a degree is posted.

The course must not be a graduate course.

To view the policy, please visit: [Grade Forgiveness # 1360.030](#).

Repeat Surcharge

Students may repeat courses in which they received a grade of “W,” “DR,” U,” “D,” “NC,” or “F”. Repeated courses may be subject to the Repeat Course Surcharge.

The repeat course surcharge is a fee assessment given to undergraduate courses numbered 1000-4999 taken three or more times at Florida International University. Courses taken in the Fall 1997 term and subsequently thereafter are subject to the repeat course surcharge. The State Legislature mandated these fees under Florida Statute 240.124 and Florida Administrative Code Rule 6C-7.001. The purpose of this surcharge is to prevent students from repeating courses unnecessarily. Please note that a course may be taken twice only without being subject to this surcharge. All students taking undergraduate courses, regardless of classification or residency status, will be assessed the fee.

Certain exceptions are permitted, such as:

- Any coursework taken prior to Fall 1997

- Credits earned through cooperative education, military (course with prefixes AFR and MSL), waivers, audits, and individual study (courses with numbers X900-X999)
- Courses that are repeated as a requirement of a major (except courses repeated more times to increase GPA or meet minimum course grade requirements)
- Courses identified as repeatable (to the limited allowed)
- Courses designed to take multiple semesters to complete
- Courses taken at previous institutions prior to enrolling at FIU
- Any non-fee liable withdrawal or dropped course
- Graduate level courses (courses numbered 5000 level or above)

The repeat surcharge fee may be appealed for reasons related to extenuating circumstances or financial hardship.

To [Appeal the Repeat Surcharge Fee](#), please submit your request by the published deadline on the [Academic Calendar](#). A decision on your appeal will be communicated to your FIU student email address. Failure to provide any supporting documentation will result in an automatic denial of your appeal. Also, please note that repeat surcharge appeals may only be approved once per course.

Immunization Policy

As a prerequisite to registration, Florida International University requires all students to comply with the following immunization policy regulations from the Florida Board of Governors regarding measles, mumps, rubella, meningitis, and hepatitis B immunity:

1. Measles, Mumps, Rubella:

All students born after December 31, 1956, must present documented proof of immunity to measles (Rubeola) and German measles (Rubella), as described below:

Acceptable Proof of Immunity consists of:

- A. Proof of two (2) vaccinations (doses) of MMR (Measles/Mumps/Rubella) received at least 28 days apart or two doses of measles and one Rubella
 - Vaccinations must have been received after your first birthday
 - Vaccinations must have been received in 1969 or later
- B. Proof of immunity by way of a blood test lab result (Measles and Rubella Titer)
- C. A written statement from a physician (M.D. or D.O. only) documenting a diagnosis of measles (Rubeola).? Must include date of diagnosis, be signed by the physician and be on his/her official stationery.? This is acceptable for measles only and does not apply to Rubella

Exemptions:

Students will be exempt from the pre-registration immunization requirement for measles, mumps, and rubella, only if they meet any one of the following three criteria:

1. Students born before January 1, 1957.
2. Medical Exemption: To claim a medical exemption, a letter must be provided from the student's doctor, signed on his/her stationery, stating the medical reason(s) why the student is not able to receive the measles and/or Rubella vaccine(s) and for how long – a permanent or temporary medical condition warranting exemption.
3. Religious Exemption: For details on how to claim religious exemption, please visit the [Immunization website](#).

To prevent delays in the ability to register for classes, all the above documents requesting medical or religious exemptions must be received by the Health Compliance office at least four weeks prior to registration.

Temporary Deferments:

Temporary deferments are acceptable for the following conditions:

1. Documented pregnancy or fertility treatment
2. Documentation of breastfeeding
3. Documented illness

Deferment status requests must be submitted to the Student Health Services at least four weeks prior to registration and the request must be signed by a physician, nurse practitioner or registered nurse and be on his/her official stationery.

2. Meningitis and Hepatitis B:

All students must present documented proof of vaccination/immunity to meningococcal meningitis and hepatitis B as described below:

Acceptable Proof of Immunity consists of:

- A. Proof of one dose of meningitis vaccine and a total of three doses of hepatitis B vaccines
- B. Proof of immunity by way of a blood test lab result (applicable to hepatitis B only)
- C. A written statement from a physician (M.D. or D.O. only) documenting a diagnosis of hepatitis B. Must include date of diagnosis, be signed by the physician and be on his/her official stationery. This is acceptable for hepatitis B only and does not apply to meningococcal meningitis

Exemptions:

Students declining to receive vaccination for meningitis and/or hepatitis B must present a signed waiver of liability acknowledging that they have received and read information pertaining to the disease and despite knowledge of the risks have decided to waive receiving the vaccine. These waivers can be accepted and viewed on [My FIU](#) under the

Student Tools > Student Health > Immunization Waiver > Accept tabs. **Note:** A parent or legal guardian must sign the waiver for any minor under the age of 18. Parents or legal guardians may contact the Health Compliance office or obtain the form by visiting the [immunization website](#).

Acceptable Forms of Documentation

The following documents are acceptable proof of immunity, provided that the dates are acceptable, and the documents are signed and stamped by the health care provider:

- Health Department Records
- Childhood Immunization Records
- School Immunization Records
- Military Service Records
- Laboratory test results demonstrating immunity to the disease

Can't Find Your Immunization Documents?

If the student is certain they have received all of the required or recommended doses of measles and/or Rubella and/or hepatitis B vaccine in the past but cannot obtain written documentation of the actual dates, a blood antibody titer test is recommended to determine immunity to these viral diseases. If students must register and cannot wait for the test results, they can safely receive an MMR vaccine prior to the registration process and a second dose after 28 days--assuming there are no medical contraindications to receiving the vaccine(s) as determined by the physician.

Where can I get immunized?

MMR, meningitis, and hepatitis B vaccines are available for a nominal charge at the FIU University Health Services clinics at both the Modesto A. Maidique Campus and Biscayne Bay Campus. For further information and additional locations, visit the [immunization website](#).

Medical Insurance Policy for International Students

By Board of Trustees and university rule, all international students at FIU in F and J status are required to have medical insurance prior to registration, of which proof must be submitted to the Health Compliance office. Students will **not** be allowed to register for classes without complying with the medical insurance requirement and will receive an “IMI” service indicator (health insurance hold) on their student record, as it appears in Panther Soft. “IMI” service indicators will **not** be lifted until students comply with the FIU medical insurance requirement.

There are **no exceptions** to this rule.

The medical insurance requirement can be met in one of two ways:

- By purchasing the FIU Sponsored Health Insurance Plan
- By submitting an International Student Alternative Health Insurance Compliance Form completed by your current insurance company and approved by SHS.

FIU Sponsored Health Insurance Plan

FIU partners with the State University System’s Insurance Broker, Academic Health Plans (AHP), to provide international student health insurance coverage through Aetna Student Health.

Aetna health insurance plans will only be available for purchase online via the [AHP website](#). For your convenience, plans will be sold annually or per semester in accordance with the academic schedule. Spouse and Child(ren) rates and enrollment will also be available for dependents.

For more information about the health insurance plan requirements for international students, please visit the [Health Compliance website](#).

Alternate Insurance Policy

If you have your own insurance policy, your insurance company **must** complete the [International Student Alternative Health Insurance Compliance Form](#) and email or fax it directly to the FIU Health Compliance office.

Note: FIU Health Compliance will not be able to review any alternative health insurance plan without the [Alternative Health Insurance Compliance Form](#). The guidelines for insurance have been established by the Florida Board of Governors and must be met. Please review the Florida Board of Governors state regulation prior to purchasing any alternative plan. The completed compliance form must verify the following:

- the coverage meets or exceeds the minimum FIU requirements
- the name, address, and telephone number of a claim's agent in the United States
- you are covered under the policy
- your insurance has been pre-paid through current year

The Health Compliance office must receive the International Student Alternative Health Insurance Compliance Form directly from your insurance company. Your policy will be reviewed, and if it complies with the guidelines, you will be cleared to register. If your policy does not comply with the guidelines, you will not be cleared until you provide documentation of insurance coverage which meets FIU requirements or purchase the FIU Sponsored Health Insurance Plan. 55 of 66 Medical Evacuation & Repatriation If the alternate policy is approved, which is subject to Medical Evacuation & Repatriation, the service indicator will not be released until this requirement is met. Students are advised to **not** purchase Medical Evacuation and Repatriation **until** they have proof that the alternate insurance policy was approved subject to it.

Medical Evacuation & Repatriation

If the alternate policy is approved subject to **Medical Evacuation & Repatriation**, the service indicator will not be released until this requirement is met. Students are advised to **not** purchase Medical Evacuation and Repatriation **until** they have proof that the alternate insurance policy was approved subject to it.

Regulation on Prohibited Discrimination, Harassment and Related Misconduct Including Sexual and Gender-Based Harassment, Sexual Violence, Dating Violence, Domestic Violence and Stalking

[FIU-105 Regulation](#) on prohibited discrimination, harassment and related misconduct including sexual and gender-based harassment, sexual violence, dating violence, domestic violence and stalking provides a comprehensive framework for students and employees to resolve discrimination. The link above has the table of contents, policy statement and scope and applicability of the Regulation.

1. Reporting Options

The university is committed to providing reporting options through multiple contact points across campus that are broadly accessible to all university community members. Any individual can make a report under this Regulation to the individuals or to the individuals/departments listed below. The report may be made in person, by telephone, in writing, by e-mail, electronically, or anonymously. All reports will be shared with the Title IX Coordinator and University's Response Team. If the report involves a Minor, the Florida Department of Children

and Families will be contacted as required by Florida Statutes Sections 39.201 and 39.205 and the [University Mandatory Reporting of Child Abuse, Abandonment, and Neglect policy](#).

Below is a list of university employees to which someone could report.

[Ryan Kelly, J.D.](#)

Title IX Coordinator
Office of Civil Rights Compliance and
Accessibility
Phone: (305) 348-2785

[Elizabeth M. Bejar](#)

Senior Vice President Academic & Student
Affairs
Modesto A. Maidique Campus, PC 526
Phone: (305) 348-2797

[Devin Parra](#)

Deputy Title IX Coordinator
Assistant Dean of Students, Office of
Student Conduct & Academic Integrity
Modesto A. Maidique Campus, GC 311
Phone: (305) 348-3939

[Breny DaParre Garcia](#)

Associate Vice President, Student Health &
Wellness
Modesto A. Maidique Campus, GC 211
Phone (305) 348-3396

[Julie Berg](#)

Deputy Title IX Coordinator
Senior Associate Athletic Director
USCBA 202A Phone: (305) 348-2352

[Jennifer LaPorta Baker](#)

University Compliance Officer
Office of University Compliance and
Integrity
Modesto A. Maidique Campus, PC 429
Phone: (305) 348-2216

Below is a list of web-based reporting options.

- [Silent witness](#) : provides confidential reporting to FIU Student Affairs Student Affairs
- [FIU Ethical Panther](#) line: provides confidential reporting to the University Compliance Office. You may also call 1-844-312-5358.

- [FIU's incident reporting website](#): guides you in sharing important information with university offices tasked with addressing and responding to student concerns, student and academic misconduct, discrimination, harassment, sexual harassment and sexual misconduct in the FIU community.

In determining to whom to report, it is important that the Reporting Person understands the consequences of making such a report.

Confidential Resources

The trained professionals designated below can provide counseling, information, and support in a confidential setting. These confidential resources will not share information about an individual (including whether that individual has received services) without the individual's express permission unless there is a threat of serious harm to the patient/client or to others or there is a legal obligation to reveal such information (e.g., suspected abuse or neglect of a Minor). The on-campus professionals are also available to help an individual make a report to the university.

On Campus

Victim Empowerment Program (VEP) Counseling and Psychological Services (CAPS)

MMC: SHC 270, Phone: (305) 348-2277

BBC: WUC 320, Phone: (305) 919-5305

Office of Employee Assistance

MMC: GL473 / BBC: ACI 203

Phone: (305) 348-2469

Student Health Services

MMC: SHC, Phone:(305) 348-2401

BBC: SHS, Phone:(305) 919-5620

The following individuals serve as an ombudsperson to either the students or faculty. These individuals will protect the confidentiality of the student or faculty member to the extent permitted by law. However, they are considered both a Responsible Employee and Campus Security Authority.

Sofia Trelles, Ph.D.

Ombudsperson

Email: ombuds@fiu.edu

Location: GC219

Phone: (305) 348-2797

Lauren Christos

Faculty Ombudsperson

Email: Christol@fiu.edu

Phone: (305) 348-4138

Parking Rules and Regulations

Below are the parking regulations pertaining to students. For complete regulations see [University Traffic and Parking Regulations, FIU-1105](#).

The FIU University Traffic and Parking Regulations regulation is applicable to all persons who operate or park a motor vehicle on the campuses of Florida International University. Every motor vehicle parked in a non-meter space on university property must maintain a valid permit. All Miami-Dade County traffic and parking ordinances which are not in conflict or inconsistent with university regulations shall extend and be applicable to the university's campuses. The Department of Parking and Transportation is authorized and empowered to enforce all university traffic and parking regulations as per Florida Statute Section 1006.66. Copies of the university traffic and parking regulations are available from the Department of Parking and Transportation, and through the [FIU Parking, Sustainability & Transportation website](#). The

university assumes no liability for vehicles parked or operated on university property. The issuance of a permit does not guarantee space availability at a preferred location.

Transportation Information

Shuttles (CATS, GPE, & Panther Mover) are not in service during semester breaks between semesters, only running when classes are in session - Monday to Friday.

We offer many commuting alternatives to campus, as well as within campus. Many of them are free! Please visit the individual sections on the [Commuting to FIU page](#) to see more information on each program.

- **The Golden Panther Express Shuttle (GPE)**
provides transportation between MMC and BBC weekdays
- **The CATS Shuttle**
is a free service that transports between Engineering Campus (EC) and MMC.
- **The Panther Mover**
shuttles students and faculty/staff from the Panther Parking Garage to Primera Casa (PC).
- **The Panther Safety**
program ensures your safety each evening and is a courtesy transport within campus. This service is offered at the MMC and BBC.
- **Metro Passes/Monthly EASY Cards**
are available at a discount for current students.

Office of the Ombudsperson

The Ombudsperson Office acts as an impartial and confidential forum to assist students who have encountered problems or conflicts at the university, particularly problems or concerns not

adequately addressed through normal channels. This may include correcting processes or procedures which hinder resolving the issue or are causing an inordinate delay.

The Ombudsperson may resolve problems through various methods, including investigation, mediation, or making referrals to the appropriate university department for review. For more information or services, please contact the Office of the Ombudsperson

- Call (305) 348-2797, or
- visit GC room 219 at the Modesto A. Maidique Campus.

Assistance with Solving Problems

Students are encouraged to resolve university concerns by contacting the campus office responsible for the area relevant to the complaint. If dissatisfied with the response, the student may contact the relevant area supervisor, director, department chair, or dean for resolution.

Students may also contact the Ombudsperson to seek assistance with solving problems at FIU that have not been properly addressed.

Complaint Procedures to Oversight Agencies

Procedures are in place to allow students to file complaints with the Florida State University System Board of Governors (BOG) as well as the regional accrediting agency, The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

There are a number of venues for making a complaint to the BOG. Different entities will have appropriate jurisdiction to either address or investigate students' concerns. The [BOG Website](#) provides information regarding filing a complaint.

The Southern Association of Colleges and Schools Commission on Colleges complaint procedure states: “SACSCOC expects individuals to attempt to resolve the issue through all means available to the complainant, including following the institution’s own published grievance procedures before submitting a complaint to SACSCOC.” The [SACSCOC website](#) provides information for filing a complaint.

Accreditation

- [Specialized and Professional Accreditation](#)
- [SACS - Regional Accreditation](#)
 - If you have any questions or suggestions contact:
Susan Himburg
Associate V.P. for Academic Planning and Accountability
 - PC 112
 - (305) 348-3233

Religious Holidays

It is university policy that instructors reasonably accommodate students because of observation of religious holy days. The student shall be given a reasonable amount of time to complete coursework and/or assignments missed during their approved absence. The approved make-up assignment must be equivalent in content, type, and grading scale to the missed coursework and/or assignment. If a student feels that an instructor has not complied with this policy, they may file a complaint of discrimination in accordance with FIU Regulation 105.

Because there are some classes and other functions where attendance may be considered essential, the following policy is in effect:

1. Each student shall, upon notifying their instructor at the beginning of the semester, be excused from class to observe a religious holy day of their faith.
2. While the student will be held responsible for the material covered in their absence, each student shall be permitted a reasonable amount of time to make up any work missed.
3. No major test, major class event, or major University activity will be scheduled on a major religious holy day.
4. Professors and University administrators shall not arbitrarily penalize students who are absent from academic or social activities because of religious observances.

Missed Class Related to Authorized University Events

Students may be asked to represent the university at authorized university events or activities during the semester. Participation in such events may interfere with attendance and completion of course work and/or assignments in the students' courses. It is university policy that instructors must afford students a reasonable amount of time to complete course work and/or assignments missed during their approved absence. The approved make-up assignment must be equivalent in content, type, and grading scale to the missed coursework and/or assignment.

Veterans Information

The Office of Veterans and Military Affairs assists veterans, their dependents and spouses who wish to receive their VA educational benefits at FIU. The Office also provides personal benefits counseling, fee deferments, tutorial assistance, and VA work-study positions.

If you are planning to attend the university, please contact the Office of Veteran and Military Affairs prior to the date of entry to fill out any VA educational related paperwork needed.

Training Status Graduates:

Training Status	Number of Credits
Full-time	9 Credits
$\frac{3}{4}$ time	7 Credits
Half time	5 Credits
Less than half time	4 Credits

Training Status Undergraduates:

Training Status	Number of Credits
Full-time	12 Credits
$\frac{3}{4}$ time	9 Credits
Half time	6 Credits
Less than half time	5 Credits

Graduate Summer and Dynamically Dated Courses “mini terms”:

Training Status	Number of Credits
Full-time	6 Credits
¾ time	4-5 Credits
Half time	3 Credits
Less than half time	2-1 Credits

Note: Audited and Zero credit classes are not eligible to be paid through your G.I. Bill.

For additional information regarding other Veterans Educational Programs, please contact the Office of Veterans and Military Affairs:

- visit Modesto A. Maidique campus, “Veterans Tower”, or
- call 305-348-2838.

FIU

Resources



Alma Mater

The Alma Mater is the university's official anthem. It reflects the institution's mission and spirit, and it is traditionally performed at university functions to instill a sense of unity, identity and commitment to our FIU values.

We pledge to thee dear FIU, with voices loud and true.
Alma Mater falter never, shine forever Gold and Blue.
We fly our banners high, ev'ry culture we embrace.
All our love and Panther spirit, young and old we make this place.
We hail together FIU, ev'ry scholar side-by-side.
And we hail to Alma Mater, Alma Mater be our guide!

Lyrics by Belinda Kaitlynn Gunn

FIU Fight Song

We are the Panthers of FIU
The Golden Panthers of FIU
We will continue to fight
with all of our might
for victory for Gold and Blue
We stand together and proudly say
our Golden Panthers go all the way
We'll always strive for victory
blue-blooded through and through
'cause we're F-I-U
Go Go I
Go U

Go F-I-U

Panthers fight!

Panthers fight!

Panthers fight!



MMC

Academic Advising Center

Phone: (305) 348-2892

Campus Life

Phone: (305) 348-2138

Career and Talent Development

Phone: (305) 348-2423

Center for Fraternity and Sorority Enrichment

Phone: (305) 348-5299

Center for Leadership and Service

Phone: (305) 348-6995

Parking and Transportation

Phone: (305) 348-3615

Financial Aid

Phone: (305) 348-7272

FIU Bookstore

Phone: (305) 348-2691

FIU Library Hours

Phone: (305) 348-2479

FIU Public Safety Emergency Line

Phone: (305) 348-5911

Housing Office

Phone: (305) 348-4190

International Student and Scholar Services

Phone: (305) 348-2421

Orientation and Family Programs

Phone: (305) 348-6414

Office of the Registrar

Phone: (305) 348-2320

Office of the Undergraduate Admissions

Phone: (305) 348-2363

Student Government Association

Phone: (305) 348-2121

The Honors College

Phone: (305) 348-4100

Student Health Services

Phone: (305) 348-2401



BBC

Academic Advising Center

Phone: (305) 919-5754

Bayview Student Living

Phone: (305) 919-3777

Campus Life BBC

Phone: (305) 919-5804

Career and Talent Development

Phone: (305) 919-5770

Creative Writing Program

Phone: (305) 919-5857

Parking and Transportation

Phone: (305) 919-5558

Enrollment, Admissions and Financial Aid

Phone: (305) 919-5750

FIU Bookstore

Phone: (305) 919-5580

Hubert Library Hours

Phone: (305) 919-5718

FIU Public Safety

Phone: (305) 919-5559

FIU Public Safety Emergency Line

Phone: (305) 919-5911

International Student and Scholar Services

Phone: (305) 919-5813

Orientation and Family Programs

Phone: (305) 919-6414

Office of the Registrar

Phone: (305) 919-5750

Recreation Center

Phone: (305) 919-5678

Student Government Association

Phone: (305) 919-5680

Student Health Services

Phone: (305) 919-5307

Wolfe University Center

Phone: (305) 919-5800

Campus Addresses

Modesto A. Maidique Campus (MMC)

11200 S.W. 8 Street

Miami, Florida 33199

Phone: (305) 348-2000

Biscayne Bay Campus (BBC)

3000 N.E. 151 Street

North Miami, Florida 33181

Phone: (305) 919-5500

The Engineering Center

10555 West Flagler Street

Miami, Florida 33175

Phone: (305) 348-2522

FIU Downtown on Brickell

1101 Brickell Avenue

Miami, Florida 33131

Phone: (305) 348-0148

FIU Miami Beach Urban Studios

420 Lincoln Road, Suite 440

Miami Beach, Florida 33139

Phone: (305) 535-1463