

PALM BEACH ATLANTIC UNIVERSITY

THE NAVIGATOR

Student Handbook
2012-2013

**ENLIGHTENING MINDS
ENRICHING SOULS
EXTENDING HANDS**

This handbook is subject to change. Palm Beach Atlantic University (PBA) reserves the right to make changes without notice. This document is located on the University web site and all changes will be published there (www.pba.edu). *The Navigator* and the Residence Life Handbook are published yearly. All students are subject to the most recent edition, not *The Navigator* of the year of University entry. Students living in campus housing are subject to the most recent edition of the Residence Life Handbook.

It is the policy of Palm Beach Atlantic University that no student shall be subjected to discrimination on the grounds of race, color, religion, gender, national or ethnic origin, age, handicap, or veteran status in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs. The University is authorized under federal law to enroll non-immigrant alien students.

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CAMPUS LOCATION ABBREVIATIONS

BAX – BAXTER HALL
 BOR – BORBÉ HALL
 CBS – CAMPUS BOOKSTORE
 CFA – CHICK-FIL-A
 DFC – DESANTIS FAMILY CHAPEL
 ESC- ENROLLMENT SERVICES CENTER
 FST - FERN STREET THEATER
 FBC – FIRST BAPTIST CHURCH
 FDH – FRASER DINING HALL
 GR – GAME ROOM (STUDENT CENTER)
 GCSR – GREENE COMPLEX
 LLG – GREGORY HALL
 HHG – HARRIET HIMMEL THEATER
 HKP – HELEN K. PERSSON RECITAL HALL
 IM – INTRAMURAL FIELDS
 JOH – JOHNSON HALL
 LVW – LAKEVIEW HALL
 LSC – LASSITER STUDENT CENTER
 MAC – MACARTHUR HALL
 MA – MANGO APARTMENTS
 OCE – OCEANVIEW HALL
 OKE – OKEECHOBEE HALL
 PEM – PEMBROKE HALL
 RSC – RINKER HALL
 RLO – RESIDENCE LIFE OFFICE
 RS – RILEY SIMS CONFERENCE ROOM
 RG – RINKER GREEN
 RH – RESIDENCE HALLS
 RP – RINKER PLAYHOUSE
 RA – RUBIN AREA
 SH – SACHS HALL
 SAMG - SAMARITAN GARDENS APARTMENTS
 SA – STUDENT ACTIVITIES
 SF – STUDENT FORUM
 TOW –TOWERS HALL
 VLR – VERA LEA RINKER HALL
 VC – VOLLEYBALL COURTS
 WL – WARREN LIBRARY
 WFC – WEAN FACULTY CLUB
 WEY – WEYENBERG CENTER
 WEYH – WEYENBERG HONORS HOUSE

DEAN OF STUDENTS' WELCOME



Welcome to Palm Beach Atlantic University! The Student Development Division supports the academic mission of the University by encouraging students to learn **inside the classroom** and **outside the classroom** and the staff of Student Development is here to help you grow and develop intellectually, spiritually, emotionally, socially and culturally.

In addition to **succeeding in your classes**, we hope you will take full advantage of your University experience. We will encourage you to **make connections** with faculty, staff and students. The relationships you make here at PBA will last a lifetime.

We will provide many opportunities for you to **get involved** in student activities, leadership development programs, campus ministries and community service projects. By getting involved on-campus, you will deepen your relationship with God; discover and develop your interests, strengths and values; and gain experience that will prepare you to fulfill God's purpose for your life.

We will expect you to **live by our Community Values System** (outlined in this Student Handbook), so you can live a life consistent with biblical values and become a responsible adult.

If you have any questions, please feel free to contact the Dean of Students Office. We are excited that you have chosen to become a student at Palm Beach Atlantic University, and **we look forward to serving you!**

May God bless your time at PBA!

PBA GUIDING PRINCIPLES

Palm Beach Atlantic University is a Christian liberal arts university. Its purpose is to offer a curriculum of studies and a program of student activities dedicated to the development of moral character, the enrichment of spiritual lives and the perpetuation of growth in Christian ideals. Founded under the providence of God, with the conviction that there is a need for a university in this community that will expand the minds, develop the moral character and enrich the spiritual lives of all the people who may come within the orbit of its influence, Palm Beach Atlantic University shall stand as a witness for Jesus Christ, expressed directly through its administration, faculty, and students.

To assure the perpetuation of these basic concepts of its founders it is resolved that all those who become associated with Palm Beach Atlantic as trustees, officers, members of the faculty or the staff, must believe in the divine inspiration of the Bible, both the Old and New Testaments; that man was directly created by God; that Jesus Christ was born of a virgin; that He is the Son of God, our Lord and Savior; that He died for the sins of all men and thereafter arose from the grave; that by repentance and the acceptance of and belief in Him, by the grace of God, the individual is saved from eternal damnation and receives eternal life in the presence of God; and it is further resolved that the ultimate teachings in this University shall always be consistent with the above principles.

The Mission

Palm Beach Atlantic University desires to prepare students for lifelong learning and leadership by offering excellent undergraduate, graduate and professional programs of study in the Arts, Humanities, Sciences and selected professions. Palm Beach Atlantic

University is a private, independent university dedicated to the intentional integration of Christian principles. As a community of learners, the University provides students with a rigorous educational environment that leads to intellectual, spiritual and personal character development.

CORE VALUES

Palm Beach Atlantic University has identified six core values that are engrained in our community:

Accountability

"Search me, O God, and know my heart; try me, and know my thoughts."

Psalm 139:23 KJV

Excellence

"His divine power has granted to us all things that pertain to life and godliness, through the knowledge of him who called us to his own glory and excellence."

2 Peter 1:3 ESV

Integrity

"He stores up sound wisdom for the upright; He is a shield to those who walk in integrity."

Proverbs 2:7

Love

"Above all, clothe yourselves with love, which binds us all together in perfect harmony."

Colossians 3:14 NLT

Respect

"Show proper respect to everyone: Love the brotherhood of believers, fear God, honor the King."

1 Peter 2:17

Unity

"Make every effort to keep yourselves united in the Spirit, binding yourselves together with peace."

Ephesians 4:3 NLT

CHAPEL

Chapel offers a unique opportunity to bring the whole University community together for participation in the process of personal and corporate transformation through experiences with God. It is a requirement for all full-time students, both undergraduate and graduate, who attend class during the daytime. The program regularly involves students as both participants and leaders in worship of God. The desired results are spiritual formation on the PBA campus, an increased commitment to the Lord, a great sense of campus community, the integration of faith and learning as preparation for service, and an openness to and understanding of various forms of worship.

We seek to provide a balanced program for students, faculty, and staff. In this, we recognize that certain chapels will be of more interest for some students than others. Regardless of the speaker or topic, students are expected to show respect to those leading and attending chapel.

Your assistance is necessary as we strive to promote a spirit of worship and unity. Seeing that God deserves our full attention, we ask that students proceed to their seats in an orderly and timely fashion, that talking is kept to a minimum, that **all electronic devices be turned off**, and that dress is appropriate for a worship setting. In addition, in a manner that communicates courtesy and respect, we ask that the chapel audience be fully engaged in the chapel service.

Chapel is held four times weekly in the DeSantis Family Chapel, Monday through Thursday at 11 a.m., as well as other times, dates and locations are listed on the chapel calendar. A copy of the chapel calendar may be obtained at any time in the Chapel Office and online. Students are expected to attend the chapel for which they register.

Failure of any student to achieve "good standing" (24 chapels per academic year or 12 per semester for students who enter in the spring, leave after one semester, or complete their graduation requirements in December) results in the student being placed on probation or suspension status with the University.

Students who withdraw from a class after the official drop/add period are still considered by the University to be full-time students and are therefore responsible for the chapel requirement.

In an attempt to best facilitate the type of chapel experience and program provided for the student body, it may be necessary to change the location of chapel services on an occasional basis. Students should be aware that seats at these alternative locations may be limited and are available on a first-come, first-serve basis. Students who arrive at chapel after capacity has been reached will not receive credit for that chapel.

CHAPEL ATTENDANCE PROCEDURES

Each student presents his/her student ID card upon leaving the chapel program. At that time, the student has his/her ID card scanned by chapel personnel or "scans out" using the mounted University scanning equipment. Students may present only one ID card upon leaving chapel. Students are expected to be on time for chapel. Students who arrive five minutes after the scheduled starting time for the program will not receive credit for that chapel. Depending on the programming, students who are late may not be admitted into chapel on that day.

It is the responsibility of each student to remember to carry his/her student ID card at all times. Students failing to produce their student ID card upon leaving chapel will not receive chapel credit for that day. If an ID is lost, the student must have applied for a new one from the PBA Card Office and present documentation reflecting this in order to receive credit for that day.

Students who leave during chapel for any reason will not receive credit for that chapel, and are responsible to present a valid form of ID to chapel personnel for official sign out. Monitors write down the student's ID number and name. **Students who display disrespect or dishonesty to chapel personnel may be asked to leave and are subject to disciplinary action. They will not be given chapel credit if they are disruptive.**

Students receive a grade at the end of the fall and spring semesters for their chapel attendance. Chapel is graded on a "pass-fail" basis. Students attending less than 12

chapels during the fall semester will receive a “Y” on their fall grade report, deferring their grade of pass or fail to the spring semester. Students who leave the University at the end of the fall semester will receive a passing grade if 12 chapels have been attended for the semester or a failing grade if they have not accumulated 12 chapel attendances. Returning students who have not attended 24 chapels by the end of the spring semester will receive a fail on their grade report.

Students who enter the University in the spring must attend 12 chapels during the spring semester for a “pass” grade. Beginning the next fall semester, they will be on schedule with the rest of the student body.

Students who anticipate graduating or departing from PBA after the fall semester must attend 12 chapels during the fall. Graduating students who fail chapel will not receive their degree until the chapel deficiency is made up.

Due to ample number of opportunities scheduled for chapel credit each year, no individual absences will be excused. **Students must take into account unforeseen circumstances when planning for the required number of chapel credits each year.** These opportunities are listed in the chapel calendar. Copies are available in the Chapel Office.

Chapel attendance must be regularly checked through myPBA. **If any errors are suspected in the total number of attendances recorded, it is the student’s responsibility to attempt to reconcile them with the Chapel Office within four weeks of the date in question. After that time, no appeals are considered.**

Any appeal a student wishes to make must be submitted in writing to the Chapel Office. An appeal of the Chapel Office’s decision must be submitted in writing by the student to the Spiritual Life Committee (made up of faculty, staff and students). The Committee may ask the student to be present to answer questions before a decision is made. The Spiritual Life Committee’s decision is final.

CHAPEL PROBATION

Probation sanctions are administered during the fall semester for those students who fail to accumulate 24 chapels from the previous academic year or, if entering the University in the spring, a total of 12 chapels. Chapel probation results in a chapel probation fine. The amount of the fine is based on the number of chapel credits below the required number of attendances at the conclusion of the spring semester (\$20 per chapel).

In addition, an assigned amount of church-related-service (CRS) hours must be completed prior to December 1st. The number of CRS required will be equal to two hours for each chapel under the requirement. Failure to complete these hours may result in the student not being able to register for the next semester’s classes. These hours may not be applied toward any Workshop credit. **Students who do not meet the probation requirements will be suspended.**

CHAPEL EXEMPTIONS

Students may request an exemption from chapel on a semester-by-semester basis, if they are commuters working at least 35 hours per week Monday through Friday with a direct conflict at the chapel hour. During the scheduled drop/add period a *Request for Chapel Exemption* form must be obtained from the Chapel Office, located in Okeechobee Hall. **This form must be returned by the drop/add deadline.**

Self-employed students and students employed at family-owned or operated businesses must adjust their work schedules around the chapel hour. Exemptions from chapel for reasons of employment require a signature from the employer and verification of employment hours by the Chapel Office.

Students who find full-time employment after the drop/add deadline must adjust their employment schedules to accommodate the chapel attendance requirement. No exemptions are granted to students who are on chapel probation. These students are required to attend chapel unless they enroll on a part-time basis. In this case, the probation will be reinstated when they return on a full-time basis. No exemptions are granted to students living on campus or in PBA housing.

Students requesting exemption for the spring semester must have accumulated at least 12 chapel credits during the previous fall semester before their exemption request may be considered.

The Chapel Office will give all requests for exemption due consideration. A request does not guarantee an exemption. Decisions of the Chapel Office may be appealed. The appeal must be submitted in writing by the student to the Spiritual Life Committee (made up of faculty, staff and students). The Committee may ask the student to be present to answer questions before a decision is made. The Spiritual Life Committee's decision is final. Appeals regarding exemptions will not be heard subsequent to midterm of each semester.

CHAPEL CONDUCT

It is expected that students will give respect to speakers by refraining from talking and remaining until the program is dismissed. Headphones, newspapers, food, and drinks are not allowed in the chapel. **Hats are not permitted to be worn by male students and must be removed before entering the building.** Students who fail to comply with standards of good conduct will be asked to leave and no credit will be given for that chapel. Students failing to comply with the directions of chapel personnel will be subject to disciplinary action.

WORKSHIP - A TRADITION OF CARING

Workship is a distinctive program that has been at the heart of Palm Beach Atlantic University since 1968. Through Workship, students are encouraged to make a Christian response to human needs by serving in nonprofit agencies, churches, and schools outside the University community and to encourage and help develop a lifetime commitment of serving one's community.

REQUIREMENTS

Every daytime full-time undergraduate student enrolled at Palm Beach Atlantic University participates in Workship. There are no exemptions. The following requirements are for daytime full-time undergraduate traditional students:

1. **Students must complete 45 hours of volunteer community service in a non-profit agency, church, or school per school year.**
2. Students beginning in the spring semester or graduating in the fall semester must complete 23 hours for those semesters.
3. 180 hours are required before graduation, if enrolled four or more years (45 hours per school year enrolled).

4. Verification from a supervisor is required on a Workshop Log or nonprofit agency letterhead stationery. All hours turned in on agency letterhead stationery must include the student's name, student's ID#, amount of hours volunteered, explanation of volunteer duties, a supervisor's signature and contact information of the supervisor.
5. Students may not be supervised by a relative.
6. All hours must be turned in to the Workshop Office by 5 p.m. on **May 1st**.
7. Graduating students must fulfill the 45-hour requirement for each year of full-time attendance prior to graduation. Failure to do so will result in a hold placed on the student's diploma.
8. The following activities do not earn Workshop credit: any activity that benefits PBA including the students, faculty and/or staff; walking or running in a fund raiser; donating goods; raising money; hours campaigning for a political candidate through a for-profit agency; hours in rehearsal for an event that exceeds the total number of hours of the event and meetings in preparation of an event, that does not include participating in the event.
9. Students enrolled as a full time undergraduate at PBA in a joint study program are still responsible to fulfill their Workshop requirement for the school year. (Focus on the Family Institute, Oxford, London semester, study abroad programs etc.)

RETURNING STUDENTS

1. Students may pick up the appropriate forms for recording Workshop hours from the Workshop Office or by downloading from myPBA (<https://my.pba.edu/ics>).
2. Students can find out about service opportunities by coming to the Workshop Office, visiting the Workshop page on myPBA and through the service opportunity e-mails.
3. It is solely the student's responsibility to know what is and is not an acceptable Workshop placement as outlined in *The Navigator*.

NEW/TRANSFER AND RE-ENROLLED STUDENTS

1. All first-year students will be made aware of Workshop policies and receive Workshop paperwork during the required freshmen class. Special sessions may be held for those who are transferring or re-enrolling.
2. Students can find out about service opportunities by coming to the Workshop Office, visiting the Workshop page on myPBA and through the service opportunity e-mails.
3. It is solely the student's responsibility to know what is and is not an acceptable Workshop placement as outlined in *The Navigator*.
4. Students may count community service hours that were completed three months prior to enrollment; May 1 for those entering in the fall semester and October 1 for those entering in the spring semester.

WORKSHIP PROGRAMS

1. Individual assignments offer the student service opportunities in any non-profit agency, church, or school. Information about local opportunities is available in the Workshop office and on the Workshop page of myPBA.
2. Group projects provide an opportunity to work with a small cluster of 10 or more students on short-term projects, which yield immediate results. Students are given the opportunity to sign up for various group projects during each semester.
3. With Workshop approval, clubs and classes can organize and participate in community service projects and receive Workshop credit.

4. Regional, national, and international projects. These projects allow students to participate in short term trips, during weekends and school breaks, where they gain a hands-on awareness of the needs outside the Palm Beach community.

EVALUATION AND GRADING OF STUDENTS IN WORKSHIP

The administration of Workshop grades is modeled after the existing academic process. The evaluation will be noted on the student's University record at the end of each semester as follows:

P/Pass -the student has completed a unit of at least 45 hours during that school year in Workshop, all evaluation criteria have been met and applicable forms have been completed.

F/Fail - the student has not completed the 45 hours of community service. Graduating students who fail will not receive their diploma or transcripts until Workshop hours are completed.

Y/Deferred Grade -at the end of each grading period if 45 hours have not been completed and the student is not required to complete hours that semester.

Probation sanctions are administered for those students who fail to complete their Workshop assignment or submit paperwork by the deadline. In an effort to be fair in assessing sanctions relative to the severity of non-compliance with the University's requirements for Workshop participation, the following adjustments are made for those students who receive "fail" grades: **Students who fail Workshop are placed on Workshop probation for the following semester.**

WORKSHIP PROBATION

Students on Workshop probation are required to complete up to 45 hours of Workshop during the semester in which they are on probation. Students who do not elect to return to classes during the semester of probation must complete Workshop hours either before returning or during the first semester of return. Students on Workshop probation:

1. May not participate in extracurricular activities such as athletics, drama, musicals, talent shows, overseas programs, mission trips or intramural programming.
2. May not hold office or leadership roles in any campus organizations, or apply for or be elected to any leadership position at the University.
3. May not register for classes until all requirements are met.
4. **Must pay a \$10 fine for each hour that is owed, with a maximum fine of \$450. The fine is nonrefundable and nonreversible.**
5. Students who fail Workshop are allowed one semester to make up their hours. If these hours are not completed in one semester, the student is suspended. Students must complete the hours owed up to a maximum of 68 hours in order to return to PBA from suspension.

COMMUNITY VALUES SYSTEM

Palm Beach Atlantic University is an academic community that strives to be characterized by Christian principles **in the classroom and outside the classroom**. While we recognize that there is great diversity among our faculty, staff and students in terms of commitment and belief, we submit ourselves to the example of Jesus Christ.

Faculty, staff and students who choose to become a part of the PBA community agree to adhere to the Community Values System, which embodies Christian ethical and moral standards of behavior. **By registering as a PBA student, you have agreed to govern yourself in accordance with the Community Values System, and you are responsible for your guests.**

Students are expected to live within the *Community Values System* throughout the year, during the fall and spring semesters as well as during the summer and University breaks. In regards to the Community Values System, the term “student” includes all persons taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies, including participants in study abroad and off campus academic programs, (i.e. American Studies Program, Australia Studies Center, Focus Leadership Institute, etc.). This also includes those staying in University residences though not registered for classes.

The Community Values apply at all locations and times. Students must abide by the Community Values in foreign countries, as well as other cities or states in the U.S. regardless of local laws.

Students who withdraw after allegedly violating the Community Values may be prohibited from campus until such time as they resolve the issues via the disciplinary process

If you demonstrate that you do not respect the *Community Values System*, you will be subject to disciplinary action that could include forfeiting your right to pursue an education at Palm Beach Atlantic University.

The violations below marked with an asterisk (*) commonly result in suspension, though the University reserves the right to apply any sanction to any violation, repeated violations or combinations. Multiple violations also may result in suspension.

THE FIVE PILLARS OF OUR COMMUNITY VALUES SYSTEM

ACADEMIC INTEGRITY

*Surely you desire truth in
the inner parts,
you teach me wisdom in
the inmost place.*
Psalm 51:6

Palm Beach Atlantic University values a campus community that encourages personal growth and academic development in an atmosphere of positive Christian influence. We affirm the necessity of academic standards of conduct that allow students and faculty to live and study together. These values can be violated by academic dishonesty and fraud.

Academic Dishonesty

Definition:

Academic dishonesty is the intentional misrepresentation of all or part of one's work to deceive for personal gain, or assisting another to do the same. Academic dishonesty includes, but is not limited to, cheating, plagiarism, fabrication, and submission of work, all or any part of which was developed, in response to the assignment of another professor or was created by a person other than the student submitting the assignment. The university community views academic dishonesty as a serious academic offense and a failure of character and personal integrity. Due to the academic nature of the offense, Faculty, Academic Deans, and the Provost are responsible for determining an appropriate response within the following guidelines:

- (1) The faculty member is responsible for determining that a student has committed academic dishonesty and for communicating in writing with supporting documentation any such incidents with the Dean of his or her school. The Dean will notify the Dean of Students Office who will record the offense in the student's file. On first offense, the student **must** receive a zero grade for the assignment and **may**, at the discretion of the faculty member or the policy of any of the Schools of the University, receive a failing grade for the particular course.
- (2) Upon any further offense during the student's academic career at Palm Beach Atlantic University, the student **will** be placed on Academic Suspension and **may** be expelled. Decisions on expulsions will be made in consultation with the Dean and Dean of Students Office, in accordance with the particular school's policy.
- (3) Students who wish to appeal the decision regarding Academic Dishonesty may file an academic complaint, and the matter will be treated within the established Academic Grievance Policy (see academic catalog).

Computer Misconduct

Definition:

Any violation of PBA Computer or Network Policies, including but not limited to, downloading or sharing of copyright materials, unauthorized access of data, and use of a personal router anywhere on campus.

*Do not lie to one
another, seeing that
you have put off the
old self with its
practices ...*
Colossians 3:9

The Computer and Network Usage Policies are in place to aid in the availability and reliability of the systems. These policies are found at:
https://my.pba.edu/ICS/Departments/Technology_Services/Policies_Procedures_and_Guidelines.jnz

See also the section *Online or Electronic Activity* below.

PROPERTY AND THE ENVIRONMENT

Palm Beach Atlantic University values the rights and privileges of owning and using property, both personal and university, and the benefits of the preservation and maintenance of property and of our natural resources.

Pets

Definition:

The presence of any animal in the residence hall, Campus Apartments, or any campus building.

With the approval of the Dean of Students, dogs used to assist people with disabilities are permitted on campus. (Please see Residence Life Handbook for fish and aquatic exceptions.)

***Setting a Fire/Arson**

Definitions:

1. Intentional or unintentional fire setting without authorization.
2. Arson - Fires set with the intention of destroying property.

Stealing and/or Possession of Stolen or Lost Property

Definition:

Taking or possessing the property of another person or group without permission. Copyright violations of any copyrighted material, PBA or otherwise, is theft. Use of the PBA name, graphics, logo, symbols, etc., is not permitted without prior expressed written permission. The complete policy concerning University copyrights, which students are required to comply with, may be found at <http://www.pba.edu/legal-information.cfm>.

Tampering with Fire Equipment

Definition:

Tampering with, discharging, or removing fire alarms, fire extinguishers, exit signs, emergency call boxes, other emergency alarms or safety equipment. This includes giving false alarms or committing acts that circumvent the effectiveness of fire drills. Use of fog/smoke machines/devices is prohibited.

Vandalism or Destruction of Property

Definition:

Destroying, defacing or damaging property and/or littering.

RESPECT FOR COMMUNITY

Palm Beach Atlantic University values our privileges and responsibilities as members of the University community and as citizens of the community beyond the campus. We value community standards of conduct and the fair administration of standards, including University policies and municipal, state or

*The LORD God took
the man and put him
in the Garden of Eden
to work it and
take care of it.
Gen.2:15*

federal laws.

Aiding, Abetting, or Conspiring/Complicity

Definition:

Being present and knowing another student violates University policy, without taking reasonable action to either leave the situation or confront the other student.

Planning/attempting to commit a violation or enabling another student to do so. When illegal substances, objects or other items in conflict with the Community Values System are present in a room, all occupants may be held responsible.

Students are responsible for their place of residence, on and off campus, and are required to take reasonable steps to ensure that other students follow PBA policy while at their residence. If clear reasonable steps are not being taken, PBA students are required to leave those gatherings and residences.

Committing a City, State, or Federal Crime

Definition:

The breaking of city, state, or federal laws. All students are required to abide by the laws of the local, state and national governments (and foreign governments in the case of travel abroad), and are subject to disciplinary action by the University for any violation thereof. The University will cooperate with all law enforcement agencies as requested.

Computer Misconduct

Definition:

Any violation of PBA computer policies, including but not limited to, exceeding allowed bandwidth, downloading of copyright materials, and use of a router in the residence halls. These policies are found at

https://my.pba.edu/ICS/Departments/Technology_Services/Policies_Procedures_and_Guidelines.jnz.

See also the section *Online or Electronic Activity* below.

Dangerous Practices/Reckless Behavior

Definition:

Activities that endanger the lives or safety of oneself or others. This includes, but is not limited to, students climbing on roofs or hanging from ceilings and ledges of walkways; propping entry doors in residence halls; throwing objects from windows or balconies or elevated walkways; disclosing or giving residence hall door access to unauthorized persons; and use of the PBA Alert Messaging System for non-emergencies.

Disorderly Conduct/Disrespect for Others

Definitions:

*Show proper respect to everyone: Love the brotherhood of believers, fear God, honor the king.
1 Peter 2:17*

1. Disruptive or negative behavior on campus or at any off campus function; intentionally or recklessly interfering with normal school or school-sponsored activities; interfering with emergency service personnel; or obstruction of any reasonable entrance to or exit from any school building or property.

2. Conduct on or off campus that is in conflict with the welfare and integrity of the school or the students; engaging in or sponsoring an activity contrary to the *Community Values System*.

3. Conduct on or off campus that is offensive, rude, annoying, or otherwise demonstrates contempt toward others, or is disruptive of the rights of others. This may include, but is not limited to, yelling at others, especially at authority figures, excessive noise, horseplay and inappropriate practical jokes or pranks (Ephesians 5:21; Romans 12:10; 1 Corinthians 13:4-7).
4. Participation in unauthorized assemblies/demonstrations such as behavior that appears to be calculated to incite a riot or seizing control of any building.

Improper Residence Hall Visitation

Definition:

Visitation by members of the opposite sex in campus housing outside of the established visitation hours and policies. See the Residence Life Handbook for further regulations and hours.

Insubordination

Definition:

Failure to comply with directions given by University officials, faculty and staff (including Resident Assistants) acting in the performance of their duties (i.e. failure to evacuate a building during a fire alarm, refusal to present an ID upon request, failure to appear when summoned for an official meeting) (Hebrews 13:17).

***Dishonesty**

Definition:

Providing false identification or information with intent to deceive. This includes, but is not limited to, lying, forgery, falsification or misrepresentation of documents or instruments of identification, the obstruction of University processes, such as the disciplinary process, or knowingly distorting or misrepresenting information before a disciplinary body.

Possessing Firearms, Weapons, Fireworks, or Explosives

Definition:

Possession, use or storage on campus, **including in a motor vehicle**, of any object designed to inflict injury including firearms, explosive chemicals, ammunition, fireworks, bows, arrows, swords, or any other weapon or an imitation thereof that could be used to cause fear or injury to another person. BB guns, Air Soft guns, paint ball guns, water balloon launchers, and knives with blades of four inches or more also are prohibited. However, students who are licensed peace officers under Florida law may carry firearms. Non-uniformed, off-duty and retired officers are requested to notify the PBA Director of Campus Safety of their intent to carry a firearm while in class as a student of PBA.

Unauthorized Presence, Improper Use

Definition:

Unauthorized entry, presence on, or improper use of any property. This includes the unauthorized use of either University or private property or facilities (i.e. private parties, misuse of the Student Center, soliciting, distribution of advertising materials. See POSTING/ADVERTISING/DISTRIBUTION POLICY below). Intentionally trespassing in areas from which individuals have been banned by previous order.

Violation of Residence Life Policy

Definition:

Intentional or unintentional violation of any policy outlined in the Residence Life Handbook.

SELF-DISCIPLINE

Palm Beach Atlantic University values personal responsibility and recognizes students' needs for physical, intellectual, spiritual, social and emotional wholeness. We value the full development of every student in terms of a confident and constructive self-image, a commitment to self-discipline, and responsible self-expression.

Therefore, prepare your minds for action; be self-controlled; set your hope fully on the grace to be given you when Jesus Christ is revealed.

As obedient children, do not conform to the evil desires you had when you lived in ignorance. But just as He who called you is holy, so be holy in all you do; for it is written: "Be holy, because I am holy."

1 Peter 1:13-16

*Alcoholic Beverages

Definition:

Possession**, consumption* and/or distribution of alcohol on campus or at University sponsored events*** by any student. Possession**, consumption* and/or distribution by any student under the age of 21, regardless of location. Students, regardless of their own age, may not make alcohol available to people under the age of 21. Students are responsible for their place of residence, on and off campus, and are required to take reasonable steps to ensure that other students follow PBA policy while at their residence.

Likewise, it is logical to conclude that at gatherings with many students, some will be underage. Therefore, if clear reasonable steps are not being taken to prevent underage students from consuming alcohol, PBA students are required to leave such gatherings.

*Refusal to take a breathalyzer shall result in the student being held responsible for the violation of Intoxication and will likely result in suspension.

**This includes the appearance of or pictures of any of these, such as holding alcohol containers or the presence of empty alcohol containers.

***The prohibition extends to areas of public access within the bounds of the PBA campus (including the sea wall) or on the grounds of any properties leased or controlled by PBA (including areas of First Baptist Church and parking lots). These also are prohibited at the locations of University-sponsored activities or events sponsored by any University organization or department.

Curfew Violation

Definition:

Failure of resident freshmen or designated residents to be in their rooms at curfew or failure to remain in their residence hall once curfew checks have been completed. Please see the Residence Life Handbook for curfew hours.

Gambling

Definition:

To play a game of chance and/or make wagers, for money and/or any other valuable stakes.

Disorderly Conduct/Disrespect for Others

Definition:

1. Disruptive or negative behavior on campus or at any off campus function; intentionally or recklessly interfering with normal school or school-sponsored activities; interfering with emergency service personnel; or obstruction of any reasonable entrance to or exit from any school building or property.
2. Conduct on or off campus that is in conflict with the welfare and integrity of the school or the students; engaging in or sponsoring an activity contrary to the *Community Values System*.
3. Conduct on or off campus that is offensive, rude, annoying, or otherwise demonstrates contempt toward others, or is disruptive of the rights of others. This may include but is not limited to, yelling at others, excessive noise, horseplay and practical jokes or pranks (Ephesians 5:21; Romans 12:10; 1 Corinthians 13:4-7).
4. Participation in unauthorized assemblies/demonstrations such as behavior that appears to be calculated to incite a riot or seizing control of any building.

***Illegal Drugs**

Definition:

The usage (including but not limited to consumption, injection, smoking/inhalation, etc.), manufacture, possession, or distribution of illegal drugs or significantly mind-altering substances, pharmaceutical and otherwise, (including salvia divinorium, medical marijuana, and synthetic forms of banned substances, including but not limited to, K2, Spice, Black Magic, etc.); inappropriate/illegal use or distribution of any pharmaceutical product, including using a controlled prescription medication belonging to another person; being in the presence of others while the above mentioned drug use is occurring; or possession of drug paraphernalia, including bong. Any student refusing to take a drug test is held responsible for the violation of illegal drugs and will be immediately suspended (See DRUG AND ALCOHOL TESTING below).

***Intoxication**

Definition:

A state of being, **on or off campus**, in which a person experiences a loss of normal use of his/her mental and/or physical faculties due to the use of alcohol. This includes but is not limited to slurred speech, loss of motor coordination, aggression, loss of memory, abusive behavior, or a blood alcohol content of .05 or greater. Refusal to take a breathalyzer test, results in the student being held responsible for the violation of intoxication and likely results in suspension (See DRUG AND ALCOHOL TESTING below).

Tobacco

Definition: The chewing, smoking or other use of tobacco, including, but not limited to, cloves products, electronic cigarettes or "e-cigarettes," in the residence halls, on campus or at University-sponsored functions. Possession or presence of tobacco paraphernalia, such as hookahs, in residence halls, on campus, or at University-sponsored events.

WORTH OF THE INDIVIDUAL

Palm Beach Atlantic University values the intrinsic worth of every student in the University community. Our respect for other individuals includes an appreciation of varying cultural backgrounds, an understanding of different attitudes and opinions, and an awareness of the consequences of actions on the broader University community.

*Cohabitation

Definition:

Living/residing with a non-related person of the opposite sex outside the bonds of marriage.

Dangerous Practices/Reckless Behavior

Definition:

Activities that endanger the lives or safety of oneself or others. This includes, but is not limited to, students climbing on roofs or hanging from ceilings and ledges of walkways; propping doors in residence halls; throwing objects from windows or balconies or elevated walkways; disclosing or giving residence hall door access to unauthorized persons; and use of the PBA Alert Messaging System for non-emergencies.

*So God created man
and woman in His
own image, in the
image of God he
created him; male and
female he created
them.*

Gen.1:27

*For we are God's
workmanship,
created in Christ
Jesus to do good
works, which God
prepared in
advance for us to
do.
Eph.2:10*

Standards of Dress and Personal Appearance

Definition:

1. GENERAL STATEMENT:

A. While recognizing that personal tastes and styles may vary considerably, PBA reserves the right to determine the appropriateness of such style and therefore has established a dress code which is in alignment with the University's mission and which all students are expected to review and adhere to.

B. Therefore, Palm Beach Atlantic University employs a dress code that is based on biblical principles, focused on community, and personally respectful.

C. PBA affirms that our bodies are "temples of the Holy Spirit" (I Corinthians 6:19), and that dress is a tool reflecting reverence to God and respect for our bodies.

D. The University recognizes that not all regulations maintain a specific scriptural basis and that some requirements are employed to assist in developing a healthy community where members are comfortable, respectful and free from the temptation caused by immodestly dressed students.

E. The PBA dress code is designed to establish standards of respect, general modesty, and sensitivity towards others.

- F. Furthermore, PBA believes that learning to dress appropriately is part of the educational process that prepares and empowers students for professional life.
- G. Enforcement of the dress code policy is the responsibility of every member of the PBA community so students should expect to be confronted by any faculty, staff or student if they are out of dress code.
- H. In summary, we believe that modesty in dress encourages a Christ-like view of our bodies, reflects a healthy body image, fosters a Christian community where temptation is reduced, and demonstrates concern for the feelings of others who want to actively participate in our learning environment.

2. **SPECIFIC REGULATIONS:**

A. **Modesty:** Choosing to dress modestly means showing humility as well as respect and sensitivity to self and others. Students shall display mature discernment as to appropriate attire for all University activities, reflecting proper taste, personal modesty and neatness.

B. **Beachwear & Swimsuits:** An attitude of modesty will also extend to beachwear and bathing suits. Revealing swimsuits should not be worn (by either gender) at the pool or at University sponsored events, including but not limited to bikinis (two piece) Tankinis are permissible, provided that the entire torso is covered. Board shorts, for men and women, are acceptable if securely fastened. Furthermore, cover-ups should be modest and in keeping with other dress standards. Finally, **swimsuits should not be visible when worn in University buildings and students should wear cover-ups when going to and from campus or the Flagler Towers pool.**

C. **Footwear:** For health and safety reasons, students are expected to wear appropriate footwear at all times. Shoes must be worn on campus.

D. **Formal wear:** Students are expected to dress modestly for all formal events. Examples of immodest and unacceptable attire include but are not limited to the following: tight, backless, see-through, low in the neckline, exposing cleavage and/or revealing the midriff. Slits in the skirt/dress may be no higher than the knee (See "A. Modesty:" above).

E. **Hats:** Hats should not be worn in the classroom, chapel, and official University meetings.

F. **Shirts:** In general, shirts should be loose fitting and not skin tight. As a general guideline, shirts must be long enough to meet one's shorts/pants. Examples of immodest and unacceptable shirts include, but are not limited to, those that are tube tops, tight, backless, strapless, see-through, low in the neckline, exposing cleavage, undergarments and/or revealing the midriff. Finally, advertising a message that is inconsistent with the lifestyle and mission of the University (alcohol, tobacco, sex, partying, etc.) is not acceptable.

G. **Pants:** must be high enough to meet one's shirt, and should not be skin tight. Rips and tears should not expose under garments nor should they be above the thigh. Furthermore, pajama pants are neither appropriate nor acceptable in University buildings outside of one's residence hall.

- H. **Shorts:** Shorts should be approximately no shorter than the bottom of one's finger tips when standing, should not reveal undergarments, should not be rolled, and if they have a slit, it should go no higher than one's finger tips as well. Rips and tears in shorts should not expose under garments nor should they be above the thigh.
- I. **Skirts:** Skirts must be high enough to meet one's shirt, long enough to reach the end of one's finger tips, and cannot be skin tight. Rips and tears cannot expose under garments. Super miniskirts are not appropriate.
- J. **Undergarments:** including bras, are required to be worn, and should not be visible when sitting or standing.
- K. **Greene Complex:** All participants must adhere to the PBA Dress Code while in the Greene Complex and while participating in Campus Recreation activities both indoors and outdoors. In addition, the following standards will be enforced:
1. Footwear is required in the Greene Complex. Non-marking athletic shoes (i.e. tennis, basketball, court, and jogging or cross trainers) must be worn in all activity areas, except where appropriate for dance and fitness classes as determined by the instructor and/or professional staff.
 2. Only athletic and exercise attire may be worn for all Campus Recreation activities. To maintain the vinyl-covered equipment in the Fitness Center clothing with belts, buttons and/or snaps is not permitted.
 3. Intramural participants may be required to wear clothing and/or equipment that is sport-specific.
 4. As a guideline, women's shorts must be long enough to reach the fingers tips with the arms fully extended. Shorts with slits higher than the fingertips are not permitted.
 5. Shirts are required both indoors and outdoors, and may not be modified to expose a significant amount of skin. Tight tank tops are not permitted for men or women. Straps must be at least 1 inch in width.
 6. Clothing that adjusts during exercise and exposes the breast, midriff and/or buttocks area is not allowed.
 7. Greene Complex staff may request that a patron change clothing or leave the facility if they determine the attire is contrary to the dress code or it creates a health or safety risk.
 8. Please refer to the Campus Recreation's link on myPBA for the most current information on the policies and procedures of the department and the facility.
- L. Generally speaking, anything revealing, tight, backless, strapless, see-through, low cut in the neckline, or revealing in the midriff (in any position), or any article not covering the complete upper torso from shoulder to waist may not be worn on campus or at a PBA event.

***Harassment, Threat, or Abuse**

Definition:

Verbal, written, or mental abuse, threats, blackmail (threatening to reveal information in order to extort something of value), public incrimination, intentional intimidation (including coercing others to withhold information from University officials), defamation of character (slander or libel, via ridicule, rumor, etc.), or stalking. May include a persistent pattern of behavior directed at another individual or oneself that distresses, frightens, or is in some manner inappropriate or threatening. Examples include, but are not limited to, causing a person to believe that the offender may cause mental or bodily harm, hate speech, cyber bullying,* public incrimination, or discrimination based on race, gender, religion, nationality or disability.

*This includes, but is not limited to:

1. Making, storing, sharing or distributing unauthorized audio, video or photographic recordings of a person in a location in which that person has a reasonable expectation of privacy including, but not limited to, shower/locker rooms, residence hall rooms, and restrooms. Undisclosed and unauthorized recording of other individuals and the use of undisclosed or hidden recording devices is prohibited. This does not extend to the disclosed recording of public events or discussions, or those made for law enforcement purposes.
2. Using any means of technology to communicate in a harassing or exploiting manner, such as inappropriate text messaging, the use of social networking sites to force shame on others, etc.

***Physical Assault**

Definition:

Inflicting bodily harm on another person or one's self (striking, choking, etc.); taking any action, forceful or otherwise, for the purpose of inflicting bodily harm on another person or one's self; having an abortion.

Hazing

Definition:

Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization or group. Hazing includes, but is not limited to, pressuring or coercing the student into: violating city, state, or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements; consumption of any food, liquor, drug, or other substance; or other activity that could adversely affect the physical health or safety of a student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced or coerced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal or legitimate objective. **It is not a defense to a charge of hazing that the consent of the victim has been obtained, or that the conduct or activity that resulted in harm of the person was not done as a condition to membership of an organization.**

(Adapted from 2007 FL Statutes: <http://www.leg.state.fl.us/statutes>).

Guidelines for Traditions and Activities:

- Participation in all activities must be completely voluntary. Coercion of anyone is not permitted. Coercion means requiring or inducing participation by pressure or threat, whether implied or stated.
- Activities may not put anyone at risk of harm – spiritual, physical, emotional or psychological.
- Retaliation or harassment (verbal or physical) against individuals who do not participate, or who do not desire to participate, is not permitted.
- Activities may not single out or exclude individuals or classes of individuals. They must involve and accept representatives from all groups.
- Activities should be honoring and affirming of others in the community as brothers and sisters in Christ. It is antithetical to the heart of Christ that students would be subjected to any unnecessary requirements to be welcomed in this community.

***Lewd and/or Indecent Conduct**

Definition:

Indecent, profane and vulgar language, writing, expression, or behavior and/or indecent exposure.

***Unbecoming Conduct**

Definition:

1. Conduct that contradicts biblical standards and/or the *Community Values System*.

2. The appearance of impropriety (as relates to any violation), including, but not limited to, sexually suggestive behavior, staying overnight with a member of the opposite sex or the same sex in a situation that is sexually suggestive, members of the opposite sex present in restricted areas of a residence hall (including but not limited to stairwells, hallways, elevators), or other situations in which the appearance of inappropriate behavior is demonstrated by the student (I Thessalonians 5:22, II Timothy 2:22).

Pornography

Definition:

Viewing, possessing, or producing material that is sexually explicit and/or intended for the purpose of sexual arousal. This includes, but is not limited to video, audio, and print material, including posters, as well as media displayed or distributed on the Internet. Computer checks may be done at any time.

***Sexual Misconduct**

Definition:

Sexual activity that is inconsistent with biblical teaching, such as: sexual activity outside the bonds of marriage, sexual harm*, sexual harassment, and homosexual behavior. Sexual activity includes, but is not limited to, genital area contact and other touching that could lead to sexual fulfillment. This does not mean that all touching not listed here is acceptable. PBA disciplinary officials or bodies reserve the right to determine what inappropriate sexual activity is in accordance with biblical teaching. Since sexual expression is not merely physical, but deeply involves the mind, spirit and emotions, there is a need for sensitivity and caution at every level of intimacy. Prayerful consideration and self-accountability should be exercised concerning intimacy.

*Sexual harm is defined as any activity described here that is either unsolicited or without express permission (consent). Though sexual activity outside the bonds of marriage is wrong, lack of consent presents *additional* immoral behavior. Persons under the

influence of an intoxicant such as alcohol, drugs, or other mind altering substances are incapable of giving consent, regardless of whether or not consent is actually expressed. Impairment due to permanent/temporary emotional, physical or mental disability and being below the age of consent (age 16) are also factors which detract from or make consent impossible. Consent may be withdrawn at any time.

Statement on Human Sexuality

Palm Beach Atlantic University strives to create a learning environment where community members can safely engage with one another in meaningful dialogue about important issues, including those of human sexuality.

Sexuality is a gift from God, who declared it "good" (*Genesis 1:27-28*). Palm Beach Atlantic University affirms the biblical understanding of sexuality:

- Sex is intended for producing offspring (*Genesis 1:28*) and for pleasure (*Proverbs 5:18, 19; Song of Solomon*).
- Sex is explicitly intended for the marital relationship between a man and a woman (*I Corinthians 7:2-5*). The physical and emotional intimacy of sex is designed specifically to unite the couple in a lifelong commitment to each other (*Genesis 2:24; Matthew. 19:5*).
- Sexual relations outside of marriage are strictly forbidden (*Exodus 20:14; Proverbs 5:1-11; 6:23-33; 7:5-27; I Corinthians 6:9*).
- "Sexual immorality" (both heterosexual and homosexual) is strongly prohibited in Scripture (*Romans 1:26-28; I Thessalonians 4:3*) because our bodies are "temples of the Holy Spirit" (*I Corinthians 6:13-20*).

Palm Beach Atlantic University continues to affirm this biblical understanding as a faithful commitment in marriage between a man and woman and purity in relationships outside of marriage. Along with the rest of creation, however, sexuality has been affected by sin (*Genesis 3*). As a result of the Fall of Mankind, sin has a wide impact on our lives and every person struggles with temptation in one form or another. Temptations relating to sexuality include heterosexual sex outside of marriage; homosexual behavior; the perversion of sexuality through pornography, rape, incest, sexual addictions; and all other forms of sexuality that deviate from the biblical standard for sexuality. It is the community expectation that PBA students, faculty, and staff will neither engage in nor promote sexuality that contradicts biblical standards. It is also the community expectation that PBA students, faculty, and staff will exercise sensitivity and not mistreat those who struggle with any temptation.

PBA students, faculty and staff are called to exercise their personal freedom and responsibility within the framework of God's word (*Galatians. 5:13-14; I Peter 2:16-17*) and to treat their own bodies and those of others with the respect and honor due the temple of God (*I Corinthians. 6:20*). It is the University's intention to promote behavior consistent with scriptural principles. Because sexual activity includes more than just the physical body, efforts to protect sexual purity also safe guard the mind, spirit, and emotions. Students with questions regarding these issues are encouraged to avail themselves of opportunities for confidential discussion and support through the Center for Health and Wellness or the Student Success Center. Students who struggle with any issues that violate the *Community Values System* are encouraged to seek support and help under the *Amnesty Policy*, (see below) via the Dean of Students Office, the Student Success Center, the Office of the Campus Pastor or the Center for Health and Wellness.

Student Pregnancies and Sanctity of Human Life

When sexual union occurs outside of marriage, God's heart is grieved. Still, He extends redemptive grace to those who have offended Him. **Should an out-of-wedlock pregnancy occur, an accountability process is required that holds the individuals involved accountable, with the goal of protecting the unborn child.** These students often are placed on a behavioral agreement with requirements for counseling, prenatal care, and other services, designed to facilitate emotional, physical and spiritual growth for the parents and to ensure proper medical care for the child. Students are greatly encouraged to self-report these situations under the Amnesty Policy and begin a new chapter of accountability for themselves and a future for their child.

God has ordained marriage to bring a man and a woman together as the foundation for a new family. He empowers them, through their sexual union, to create new human life. The Bible is clear in its teaching on the sanctity of human life (Psalm 22:10-11; 139:13, 15; Galatians 1:15). Life begins at conception and is precious to God from that very moment.

Unborn children, like others of the most vulnerable of our society, deserve our best efforts to protect them. This fact makes the practice of abortion particularly abhorrent. Students, male and female, who participate in securing an abortion are subject to disciplinary action, typically suspension, by the University.

OFF-CAMPUS DISCIPLINE AND ONLINE OR ELECTRONIC ACTIVITY

All students are expected to conduct themselves in accordance with the *Community Values System* in both campus and community life. Similarly, students living off campus are to abide by the same behavioral expectations and lifestyle standards as those living on campus. Thus, disciplinary action may be initiated against both resident and non-resident students by the University for values violations, which occur either on or off campus.

Students are responsible to adhere to local, state, and federal laws. PBA students charged with or convicted of a criminal act on or off campus are subject to disciplinary action by the University and/or loss of institutional aid. The University disciplinary process does not necessarily await the outcome of criminal charges, and is not subject to challenge on the grounds that civil/criminal charges involving the same incident are not concluded, or have been dismissed or reduced.

Although the University does not seek out off-campus violations, action is taken when an incident is brought to the attention of University officials. Offenses are handled through the discipline process and the response depends on the severity of the values violation.

The proliferation of online communication tools such as social networks (i.e. facebook) and blogs continues to transform the ways in which we communicate and develop community. Palm Beach Atlantic University acknowledges these media as appropriate ways to share information. However, while there are many positives, there are also some concerns and cautions of which we want to make students aware. Our desire is to provide guidance for students as you engage in these forms of communication.

It is important for students to be wise and cautious when posting information on the Internet. At a minimum, we encourage all students to do the following:

1. Do not post your address information.
2. Do not post your phone numbers.
3. Be discerning with the information you **do** post.
4. Understand that any information you post may be viewed by anyone with Internet access.

Please understand that information you post is a reflection of your character and may be subject to disciplinary or legal action, affect current or future employment, or be subject to identity theft. It can also open up opportunities for stalking and other inappropriate behaviors.

It is important to understand that what you post online does not only represent you. Many sites indicate you are a student at Palm Beach Atlantic University. As you know, being a member of this community means there is a significant responsibility to represent the University in a Christ-like manner.

Therefore, students are required to demonstrate living within biblical values and the Community Values System in all forms of expression, including electronic media. This includes, but is not limited to, blogs/blogging, e-mail, instant messaging, Web sites, etc. Statements, activity, and information set forth in these or any other sources of expression may be examined and considered as possible indications of values violations according to the Community Values System.

Students are responsible for all comments posted on their own blogs, site, wall, etc., as well as what they may post on pages of other individuals. If there is inappropriate material posted on your site(s) by other individuals or groups, the University requires you to remove these items. **All such information is public information and is not considered private or protected.**

It is not the intent of the University to monitor what students place on these sites. However, we will respond to issues that are brought to our attention. If inappropriate material is found on your blog, site, etc., you may be held accountable with appropriate consequences. As with all policies, the University encourages students to hold one another accountable.

Should you have questions about what may or may not be appropriate, please feel free to contact the Dean of Students Office.

MATTHEW 18 POLICY

All members of the PBA community are expected to take responsibility for the spiritual and social environment at PBA. Therefore, based on the principles in Matthew 18:15-17, students witnessing values violations are obligated to confront the offending party. If the offending party is repentant and does not repeat the offense, and (as necessary) makes restitution, the matter does not move to higher levels of accountability. The University may however, for the purpose of safety and community well being, impose boundaries and limitations such as the loss of privileges, even after a successful confrontation between students.

If the violation is known to **be illegal or potentially harmful to oneself or others** (including violations involving a pregnancy), then the observing student is **required** to communicate such incidents to the Dean of Students Office. If the violation is not illegal

or harmful, but yet denied by the offending party, or is a repeated offense which had been previously confronted, the observing student is encouraged to find a peer and together, prayerfully meet with the other person again to discuss the concern. If after this meeting, the issue is not resolved and/or the violation still does not cease, the observing student is obligated to inform the offending party that s/he will notify the Dean of Students Office. The confronting student must then report the violation, but can encourage the offending student to self report to Amnesty and may then accompany them. However, the failure of students to follow the Matthew 18 policy does not constitute substantive error of the University Disciplinary Process for students and is therefore not grounds for a review of a disciplinary decision.

It is *highly important* for students to note that it is not likely that Christ intended for believers to confront others constantly for the most minor offenses, nor is that the intention of the PBA administration. To do so would result in something similar to a totalitarian or communistic state or atmosphere. The goal of this policy is a humble and caring willingness to confront each other gently when appropriate. Ephesians' emphasis (chapter 4) on speaking the truth in love should guide us: do we speak the truth to truly help and build up another, or do we do this to simply get something off our chest, or even to harm another? Sometimes love will be silent, other times it will confront—but always with the motive of genuinely helping. This is to be done with a spirit of humility and grace, recognizing that each one of us is in need of God's grace (1 Corinthians 10:13; Galatians 6:1).

Students are not allowed to ignore illegal or harmful values violations. Students concerned with ruining relationships with others who are struggling personally or spiritually should realize that they must not reject or distance themselves from the people who may be involved in such situations, but inform them that they love them enough to take action to help them avoid such situations, even if that means holding them accountable. **Though it is preferred that students confront one another, in situations involving any question of safety, students should report serious incidents through the silent witness program that can be accessed on the Campus Safety homepage:**
[https://my.pba.edu/ics/Departments/Safety and Security/Silent Witness.jnz](https://my.pba.edu/ics/Departments/Safety%20and%20Security/Silent%20Witness.jnz).

The following resources are available to students dealing with these situations who would like further assistance:

- Your Resident Director, Assistant Resident Director or Resident Assistant
- Confidential Counseling: University Counselor: 561-803-2063,
Student_Success@pba.edu
- Center for Health and Wellness: 561-803-2576,
- The Amnesty Program: Amnesty@pba.edu, 561-803-2562,

AMNESTY POLICY

Students who struggle with issues that violate the *Community Values System* are encouraged to seek support and help. Examples include, but are not limited to, pregnancy, drugs, alcohol, pornography, sexual relationships, eating disorders and homosexual behavior. Knowing that many University students who struggle with these issues may fear asking for help because of the potential consequences, PBA has established an Amnesty Policy. This policy allows students who want to receive help and support to work through these issues and accept accountability for these behaviors **without** going through the normal discipline process. Those students who seek help from

Student Development receive appropriate assistance. Students requesting help are asked to abstain from the behavior and may be required to sign a behavioral agreement and/or to seek professional help. **Students must request Amnesty before any disciplinary confrontation, addressing the specific inappropriate behavior(s), occurs. Typical disciplinary confrontations are carried out by staff members, from the offices of Residence Life, RAs included, Campus Safety, Dean of Students Office, or any person specifically designated on their behalf (this includes before notification of required drug or alcohol tests).** Students also must be honest, cooperative, compliant with amnesty requirements, and demonstrate a true desire to change. Students may contact the Dean of Students Office, the Student Success Center, or Center for Health and Wellness to request Amnesty or learn more about the policy. Confidentiality related to Amnesty is fully detailed in the Amnesty Informed Consent Form, which is available in any of the above named offices.

When students request Amnesty, according to the above guidelines, they are not suspended for behaviors they have engaged in prior to their confession. The behavior in violation will have to eventually change for the student to remain at PBA. However, there are instances where a student may be required to withdraw for reasons of safety, or in order to get further help before returning as a student.

DRUG AND ALCOHOL TESTING

In keeping with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989, the unlawful manufacture, distribution, possession or use of a controlled substance is strictly prohibited within the bounds of the PBA campus or any properties leased or controlled by PBA as well as at any PBA-sponsored activity or event.

University officials may conduct drug and/or alcohol testing of students. If a student's drug and/or alcohol test results are positive, the student is responsible for the cost of the test. Drug and/or alcohol tests are conducted without notice in order to ensure accurate testing.

Any student may be drug and/or alcohol tested at any time in order to support the University's drug free amendment. If a student refuses to submit to either of these tests or to sign a release of information form, the University assumes the student is admitting responsibility for a violation and proceeds accordingly: **Any student refusing to take a drug test is held responsible for the violation of Illegal Drugs and is suspended immediately. Likewise, any student refusing to take a breathalyzer test is responsible for the violation of Intoxication and will likely be suspended. Once an individual student has been notified of a requirement for drug testing, any gesture to avoid the test, including but not limited to, the removal of any body hair (to a length shorter than 1.5 inches) or alteration of it, constitutes refusing to take a drug test.**

Positive tests are considered conclusive that a student was in an environment where the respective drug or alcohol activity occurred and/or participated in such activity. Challenges to positive drug tests based on "second hand use/smoke", or similar arguments, are therefore not valid.

Current athletes, as identified by the Athletic Department are regularly drug tested at various times throughout the year in compliance with NCAA standards. Results from NCAA related drug tests are subject to disciplinary action by both the Office of Student Accountability as well as the Athletic Department.

Information about drug and alcohol abuse prevention and PBA's drug-free workplace disclosure is published annually in the University's Annual Consumer Information Report.

ACCOUNTABILITY INCIDENT REPORTS

PBA officials, including Resident Assistants, may write Accountability Incident Reports when they believe a student has violated one or more of the Community Values. If a disciplinary meeting is warranted, PBA officials, or staff, issue the student a written or verbal notice. The incident report is used in the disciplinary process. Campus Safety incident reports also may be used as Accountability Incident Reports.

THE DISCIPLINE PROCESS

The principle of accountability is basic to providing a climate that encourages University students to take responsibility for their actions. All students who violate the *Community Values System* can expect to be held accountable for their behavior. Students can expect to be confronted, counseled, advised, and, when warranted, disciplined. Palm Beach Atlantic University reserves the right to dismiss a student at any time whose conduct is inconsistent with its aims and objectives.

All procedures are subject to the individual circumstances of any given incident, and the University reserves the right to omit any or all steps in this process if the University deems this to be in the best interest of the parties involved.

STUDENT EXPECTATIONS

A student who has been cited on an Accountability Incident Report and thus alleged to be involved in inappropriate behavior generally may expect the following actions, opportunities, and processes that assure fairness in the disciplinary process:

- **NOTICE**
To be informed verbally or in writing of the specific values violation and inappropriate behavior with which the student is accused.
- **PROCEDURES**
To be informed verbally and/or in writing (in *The Navigator*) of PBA's procedures.
- **OPPORTUNITY TO BE HEARD**
To have an opportunity to be heard at a disciplinary meeting before a disciplinary decision is made. See VIOLATIONS NOT WARRANTING TYPICAL DISCIPLINARY MEETINGS below.
- **INFORMATION**
To know the nature of the information supporting the supposed violation.
- **DECISION**
To receive a written or verbal report of the disciplinary meeting decisions.
- **REVIEW**
Where provided for, to have the opportunity to request a review of the disciplinary decision of a University official or disciplinary body in the prescribed manner.

PROCEDURAL FAIRNESS

In order to provide a climate of trust and trustworthiness, the University is committed to the principle of fair process for all students.

VIOLATIONS NOT WARRANTING TYPICAL DISCIPLINARY MEETINGS

In certain cases, the student may receive the disciplinary response on the basis of an informal meeting with a University official.

Likewise, minor disciplinary responses, typically with sanctions below the Disciplinary Probation level, may be assessed without a disciplinary meeting under the authority of the Dean of Students Office or other appropriate department.

Safety of the University community is a priority. If an incident cause concern for the safety of the student or for others, the student may not receive an immediate disciplinary meeting before an interim suspension.

Such cases may include violations that involve violent behavior, probable arrest or behavior and/or crimes considered severe by the PBA community and society in general. Therefore, a student may be suspended temporarily prior to a disciplinary meeting in cases in which University officials find that such a suspension is necessary for reasons relating to the safety and well-being of students, faculty, staff and/or University property.

In some cases, automatic suspension/expulsion without a disciplinary meeting is required as a minimum disciplinary response. The University reserves this option for serious cases.

STUDY ABROAD AND OFF CAMPUS ACADEMIC PROGRAMS

Administrators can make interim disciplinary decisions off campus and/or abroad in lieu of or in addition to the standard disciplinary process in order to maintain the safety of all involved or until further process can be administered.

Students on Disciplinary Probation will not be allowed to participate in study abroad and/or off campus academic programs. Additionally, some disciplinary issues below the disciplinary probation status may warrant administrators to forbid travel abroad. For more information, see "**DISCIPLINARY PROBATION.**"

DISCIPLINARY MEETING

NOTIFICATION

Effective notice of a disciplinary meeting is given in a variety of ways, including but not limited to hand-delivery, campus mailbox, e-mail, voicemail, or verbally, prior to the scheduled meeting. Notice of a meeting that is mailed to students residing off-campus typically is sent to the "Legal Home Permanent" address on file. Notice may be given to witnesses as well as students accused of a values violation. (It is the student's responsibility to ensure PBA has the most recent contact information on file. Students are required to check their PBA e-mail, voicemail, and campus boxes regularly. If PBA has attempted to make reasonable contact and cannot locate the student, the meeting will proceed and the results will be e-mailed to the student (phoned or mailed to the student's legal home permanent address on file.)

APPEARANCE

A student is required to appear at a disciplinary meeting if the student's presence is requested by the disciplinary body or official; this includes witnesses. The student whose presence is requested by the disciplinary body or official will notify the chief student

accountability officer prior to the scheduled time of the disciplinary meeting if an emergency arises and s/he cannot be present. **Any individual refusing to cooperate with a disciplinary body or official is subject to further disciplinary action.** In such a situation, the meeting proceeds through the regular disciplinary process and a response is determined with or without the student present.

Students are not permitted representation by legal counsel. Students may not be permitted to have other persons present in the disciplinary meeting. Disciplinary proceedings include only that degree of formality considered necessary to ensure a well functioning and equitable disciplinary system.

Audio taping may be done at the discretion of the disciplinary body. Deliberations typically are excluded from this recording. This record is the sole property of Palm Beach Atlantic University. Individuals appearing before a disciplinary body must present truthful information. Any individual thought to have willfully presented false or misleading information is subject to additional disciplinary sanctions up to and including suspension.

DECISION-MAKING

The responsibility of the disciplinary body or official is to reach a decision on whether it is more likely than not that the student is responsible for any violation, and recommend or determine an appropriate disciplinary response.

The disciplinary body may consider:

1. Witnesses
2. Mitigating circumstances (e.g. Deuteronomy 22:23-27)
3. Past record of disciplinary action
4. Written documentation
5. Other factors that the disciplinary body considers relevant.

The discipline body or official may address violations that become known or occur after the student has been notified (i.e. violations that are learned of during the disciplinary meeting that were not otherwise known of before. This includes lying during the proceedings), or find the student responsible for a different violation that better describes the inappropriate behavior identified. The disciplinary body or official may choose an alternate sanction for suspendable violations if there is a majority consensus among the Disciplinary Committee that such action would be in the best interest of the University community and the student.

COMMUNICATION OF DECISION

Following the disciplinary meeting, the student is advised, verbally and/or in writing, of the decision. The University reserves the right to, and does regularly, inform faculty, deans, etc. of behavioral violations as needed and in keeping with its mission.

REVIEW

Generally, the student can request a review of the decision of the disciplinary body. Please see the review process below.

FAILURE TO SATISFY DISCIPLINARY RESPONSES

If a student does not fully satisfy the requirements of a disciplinary response by the date specified by the disciplinary body or official, the student is subject to further disciplinary action in the form of sanctions or suspension - **no additional meetings are necessary.** However, the student can request a review. See review process below.

WITNESSES

Any person believed to have knowledge or information regarding a values violation may be required to participate in a disciplinary meeting.

TRADITIONAL DAY UNDERGRADUATE STUDENTS**EVALUATION OF ACCOUNTABILITY INCIDENT REPORTS**

The Dean of Students Office assesses all Accountability Incident Reports to ensure that the reports are fair and appropriate in light of the information.

A student charged with violating a community value or University policy is referred to the appropriate disciplinary body or official. Based on the nature and severity of the offense, the chief student accountability officer may:

1. Choose an alternative resolution method (i.e. mediation, restorative justice, etc.) in lieu of or in conjunction with the options below.
2. Allow the violation to be handled by an appropriate University official(s).
3. Handle the incident personally.
4. Refer the incident to a committee such as a Community Values Panel, Administrative Council or University Discipline Committee
5. Dismiss the matter without disciplinary action.

REVIEW PROCESS

Accused student(s) as well as any faculty member, staff person or student *directly* involved in the incident (witness, victim, etc.) may request a review of a discipline decision. Those requesting a review have until 5 p.m. the second business day after the issuing of a verbal or written disciplinary response, to prepare and submit a request to the office identified below for review of the decision. The request must be made in writing. A review will not take place after the time limit has passed. Neither parents nor legal counsel can submit a request for review or participate in the review process. All reviews are submitted to the Dean of Students Office and then are directed as follows:

Reviews for a student disciplined by a Resident Director, Administrator, or a Community Values Panel are considered by the chief student accountability officer. Reviews for a student disciplined by an Administrative Council or the Assistant Director of Residence Life, Discipline Committee or whose sanctions include suspension or expulsion are considered by the Dean of Students, or the Dean of Students' designee.

A student may request a review based only on the following circumstances which affect the outcome of the disciplinary decision:

1. New information
2. Substantive procedural error
3. The decision imposes inappropriate disciplinary response.

The University Administrator may:

1. Reverse or amend the decision, and send notice to the appropriate parties
2. Submit the matter to the original disciplinary body or official for further consideration or refer it to another disciplinary body or official
3. Affirm the decision.

If the student requests review of a suspension or expulsion, s/he can request permission from the Dean of Students to remain on campus until a decision is made. The Dean of Students, depending on the situation, may approve or deny the request. The student receives a written or verbal notification of the review decision.

There shall be no more than 2 requests for review accepted for any given disciplinary decision. Furthermore, the Assistant Director of Residence Life is the final authority in the review process for decision made by a Resident Director, Administrator or a Community Values Panel. The Dean of Students or the Dean of Students' designee, is the final authority in the review process for Administrative Councils and the chief student accountability officer and for Discipline Committee decisions or where the sanctions include suspension or expulsion.

PARENTAL INVOLVEMENT

Students should expect that their parents or guardians may be made aware of disciplinary investigations, proceedings, and outcomes.

The University also may contact parents in cases when the administration determines that parental contact is in the best interest of the student and the University. PBA reserves this right to encourage families to intervene positively in the lives of our students. We also urge students to call their parents prior to their disciplinary meetings.

However, PBA does not allow parents, relatives, or others to be directly involved in the discipline process for reasons of confidentiality and to foster student development. Parents are notified of all discipline issues when the result is Disciplinary Probation or higher. In addition, PBA reserves the right to contact parents concerning serious alcohol and drug violations. Notwithstanding, PBA may choose not to inform parents in unusual situations, including but not limited to situations where the student is married, independent, or 24 years of age or older, etc.

EVENING, GRADUATE & PROFESSIONAL STUDENTS

The authority to respond to Non-Traditional (Evening, Graduate and Professional) students' disciplinary situations resides primarily with the specific school in which s/he is enrolled (i.e. Lloyd L. Gregory school of Pharmacy for pharmacy students, School of Nursing for nursing students). The process is as follows:

MECHANISM FOR REPORTING AND RESPONDING TO POSSIBLE VIOLATIONS OF THE FIVE PILLARS OF COMMUNITY VALUES

1. Confrontation for Possible Violations of the Community Values is initiated by a University official(s).
2. The meeting is convened by a University official. Legal representation is not permitted at this meeting. **When appropriate, referrals will be made to the Dean of Students Office.** Procedures will then follow *THE DISCIPLINE PROCESS- TRADITIONAL UNDERGRADUATE STUDENTS*.
3. The involved student may choose to submit his or her explanation in writing. S/he may request witnesses and produce materials for consideration.
4. The university official initiating the report(s) shall notify the student verbally and/or in writing of the decision.
5. Sanctions for violation of The Five Pillars of Community Values may include but are not limited to:
 - a. Censure by written letter to be placed in the student's file. Probation for a specified time with written conditions for criteria for release from probation.
 - b. Suspension for a specified time or for an indefinite period with written criteria for re-entry to the school and for standards to be maintained on re-entry.
 - c. Expulsion. The student's official record shall reflect the nature of the expulsion.

6. The dean of the appropriate school will notify the Dean of Students Office who will record the offense in the student's file.

REVIEW PROCESS

1. If the student feels that (1) the report against him or her is insufficiently grounded, (2) a procedural error has been committed which adversely affected the decision, or (3) the sanction assessed is inappropriate to the gravity of the offense, he or she may request a review of the decision in writing within ten (10) working days to the dean of the appropriate school. The reason for review must be clearly stated and justified in the letter.
2. The dean of the appropriate school will review the case, the written review of the student, or organization, or circumstances regarding sanctions.
3. The dean of the school will make one of the following recommendations to be submitted to the Dean of Students in writing:
 - a. Support: Find no substantive error and affirm the decision of the initial committee.
 - b. Reverse: Find that the evidence submitted was not sufficient to establish that a violation(s) as charged was committed.
 - c. Amend: Find procedural errors, which were prejudicial to the student, sufficient to require another meeting. In this event, the matter may again be referred to the initiating university official for a new meeting as previously outlined.

The Dean of Students may affirm, reject or modify the recommendation of the dean. The decision will be final and will be transmitted in writing to the student with a copy of the letter placed in the student's file in Student Accountability.

Typical Responses

Values violations are the behaviors, actions, or attitudes of individuals or groups, on or off campus, which are inconsistent with the Community Values. The list that follows identifies common responses. It is neither complete nor all-inclusive; yet, it provides examples of the types of responses given for violations. PBA reserves the right to biblically demonstrate both grace and accountability in handling disciplinary situations. The severity of the disciplinary response imposed depends, in each instance, on the circumstances of the violation as well as the behavior and attitude of the student. Repeated violations and/or combinations of violations may result in disciplinary action more severe than if only one violation has occurred. Previous violations and student records may be considered in subsequent cases.

Individuals formerly enrolled at PBA may still be subject to the University disciplinary process for violations occurring while they were enrolled in or associated with the University.

RESPONSES - ACADEMIC DISHONESTY VALUES VIOLATIONS

Each faculty member is required to send a record with all evidence of suspected cases of academic dishonesty to the Dean of the school and to notify the Dean of Students Office. Copies of all records, meeting minutes, and response documentation are sent by

the Dean or Provost's Office to the Dean of Students Office to be placed in the student file. Further information can be found in the University catalog.

RESPONSES - NON-ACADEMIC VIOLATIONS

Responses for violations of the *Community Values System* fall into two categories: status and sanctions. "Status" refers to the disciplinary classification assigned to the student, e.g. probation or suspension. (Note: status may be escalated in the case of serious, repeat or multiple violations.) "Sanctions" refer to the various corrective and restorative measures that may be required. Often, students who have violated PBA's *Community Values System* will be assigned both status and sanctions.

Disciplinary Status

OFFICIAL REPRIMAND:

An Official Reprimand is a verbal or written warning that may be given for the first violation of the *Community Values System*. It is also a warning stating that further violations of the *Community Values System* may result in Probationary Warning or above. An Official Reprimand is used as a means to remind students of University standards and/or as a teaching tool.

PROBATIONARY WARNING

Any student found responsible for a *Community Values System* violation by a disciplinary body or university official may be placed automatically on Probationary Warning. This status lets a student know that his or her ability to remain at PBA is in serious jeopardy. Additional violations committed during the probationary period **may result in suspension**. Probationary Warning is for a specified period of time and **affects the following changes to** these nonacademic privileges:

Participating in extracurricular activities, including, but not limited to athletics, overseas programs, mission trips or intramural programming is **allowed**, but **leadership** in these and other organizations/activities is **not allowed** for the period of probation;

In addition, Probationary Warning may be cause for reducing or forfeiting institutional awards or grants (e.g. dean's list, athletic scholarships, student awards, Christian grants and other scholarships).

DISCIPLINARY PROBATION

Any student found responsible for a *Community Values System* violation by a disciplinary body or University official may be placed automatically on Disciplinary Probation. This status lets a student know that his or her ability to remain at PBA is in serious jeopardy. Additional violations committed during the probationary period **will usually result in suspension**. Disciplinary Probation is for a specified period of time and **affects the following changes to** these nonacademic privileges:

1. Participating and/or leadership in extracurricular activities, including, but not limited to athletics, overseas programs, varsity athletics, mission trips or intramural programming is **not allowed** for the period of probation;
2. Off Campus Academic Programs, including Study Abroad Trips, required or not required for academic credit, must be postponed until the period of Disciplinary Probation has been completed.

3. Residence hall privileges are revoked, including but not limited to visitation, overnight guests and may involve a housing reassignment or reinstatement of curfew.

In addition, Disciplinary Probation may be cause for reducing or forfeiting institutional awards or grants (e.g. dean's list, athletic scholarships, student awards, Christian grants and other scholarships).

VOLUNTARY AND INVOLUNTARY WITHDRAWALS

A student may be permitted or required to withdraw from the University without the privilege of return until a time specified by the Dean of Students Office. Students on withdrawal status may be restricted from all University property or attendance at University-sponsored events.

Those violating this provision may be charged with trespassing. The standard institutional policies, published in the catalog, will be applied for the refund of tuition, fees, and room and board.

SUSPENSION

Suspension refers to involuntary, complete separation of the student from the University for a specified length of time, which may include days, the entire current semester and/or the following semester(s). Students on suspension status are not allowed to be on University property or in attendance at University-sponsored events. Those violating this provision may be charged with trespassing. The standard institutional policies, published in the catalog, will be applied for the refund of tuition, fees, and room and board. See *Suspension/Expulsion Procedures* below.

EXPULSION

Expulsion means that the student is permanently separated from the University without the option to return at a later date. Students on expulsion status are not allowed to be on University property or in attendance at University-sponsored events. Those violating this provision may be charged with trespassing. The standard institutional policies will be applied for the refund of tuition, fees, and room and board. See *Suspension/Expulsion Procedures* and *Interim Suspensions* below.

Residence Hall Status

RESIDENCE HALL WARNING

A Residence Hall Warning is a warning stating that further violations of the Community Values System may result in the student being placed on Residence Hall Probation or above.

RESIDENCE HALL PROBATION

Any student found responsible for a Community Values System violation by a disciplinary body or university official may be placed on Residence Hall Probation. This status lets a student know that his or her ability to live on-campus at PBA is in serious jeopardy. Residence Hall Probation is for a specified period of time and students may be restricted from holding office in the residence hall, be placed on a personal curfew, lose the privileges of having an overnight guest, visitation privileges, or sign-out. Probation may result in the student being moved from his/her current housing assignment to another. Further violations while a student is on probation will result in greater disciplinary consequences.

RESIDENCE HALL SUSPENSION

Any student found responsible for a Community Values System violation by a disciplinary body or University official may be placed on Residence Hall Suspension. This status results in the loss of the privilege to live on-campus at PBA for a specified period of time.

Disciplinary Sanctions

ADMINISTRATIVE LEAVE OF ABSENCE

A student's continued enrollment may be withheld for administrative purposes.

ACTIVE AVOIDANCE AGREEMENT

A student may be required to actively refrain from any and all contact with a particular student.

CAMPUS SERVICE

A student may be directed to complete a specified service task or number of service hours. If the student leaves the University prior to completion of the service or does not complete the hours by the specified deadline, s/he will be charged \$10 an hour for every hour of uncompleted service. A student may be given additional sanctions, and/or reappear before a disciplinary body if the campus service is not completed by the assigned time.

EDUCATIONAL RESPONSE

Students may be required to write research papers, conduct interviews, respond to journal articles, or complete other thought-provoking activities in order to learn and grow as a result of their violation.

FINES

Fines may be assessed to a student. The amount of the fine imposed on a student will depend on the severity and circumstances of the offense. In most cases, the collected fine is allocated for student programs, i.e. alcohol and/or other drug prevention and other programs.

HOLD

A hold may be placed on the account of a student who has unfinished business with a University official or department such as campus service hours, educational responses, incomplete PBA medical records, fines, a balance on their account, incomplete Chapel or Workshop requirements, etc. Placement of a hold requires no disciplinary process. A hold prohibits a student from any or all of the following: obtaining a certified transcript, conference of degree, transferring to another university, and/or registering for PBA classes. The PBA Card is also disabled and cannot be used for any type of payment when there is a hold on the account. The hold is lifted when the student resolves the matter(s) that necessitated the hold.

HOUSING REASSIGNMENT

Any student found responsible for a violation is subject to review of their housing placement.

MENTORING

Periodic meetings with a faculty, staff, or peer may be required in order to provide a supportive relationship of trust, accountability, and feedback for the student (Proverbs 18:24; 27:6).

COUNSELING

Regular counseling/guidance sessions by a qualified professional. It is the student's responsibility to pay for these sessions.

RESTITUTION

Restitution may be required to (1) replace, repair, or make specific compensation for property that was damaged, destroyed, or misused, or (2) reimburse an individual for expenses or losses incurred as a result of a violation (labor and materials are included).

SUSPENSION OF PRIVILEGES

For a specified time a student may be suspended from one or more campus privileges, including, but not limited to: loss of having car on campus, loss of intramural or varsity athletic involvement, loss of organizational involvement/ leadership, hall visitation, etc.

OTHER PROBATIONS (ACADEMIC AND NON-ACADEMIC)

All students are required to remain in good standing at PBA in order to receive institutional aid. By definition, a student in good standing is not on any type of probation (i.e., Chapel, Workshop, academic, disciplinary, residence hall). In the case of both Chapel and Workshop probation, students may receive institutional scholarships, but the amount of the scholarship is reduced relative to the number of chapels or Workshop hours missed.

Students who are placed on probation in more than one area (e.g., Workshop, Chapel, discipline, academics, residence hall, etc.) may be subject to additional disciplinary responses during that semester.

ACADEMIC PROBATION

Please see the catalogues at <http://www.pba.edu/catalogs/index.cfm>.

CHAPEL PROBATION

(Please see the section above titled "Chapel," beginning on page 5).

WORKSHIP PROBATION

(Please see the section above titled "Workshop," beginning on page 8).

SUSPENSION/EXPULSION PROCEDURES

A student who has been suspended or expelled, either verbally or in writing, must leave the campus. University officials will indicate a time by which the student should depart from the Residence Halls if the student is a resident. If suspension is enforced, the disciplining body determines the date by which the student must leave campus. If immediate suspension is enforced, the student must leave campus by 5 p.m. of the day after the decision is communicated to him or her, unless specifically given longer.

If the student requests a review of a suspension or expulsion, he or she may request to remain on campus until the Dean of Students decides to repeal or uphold the suspension or expulsion. However, the Dean of Students Office reserves the right to require students to leave campus during the review if University officials believe they pose a concern to the University community.

A student who returns to the campus (including campus-leased, campus-operated or University-sponsored events) after being suspended or expelled without written permission is subject to additional disciplinary action. Student grades and refunds are handled in accordance with the University catalog.

Suspended or expelled students may be required to officially withdraw by going through the official withdrawal process. If a student previously suspended from PBA wishes to return to the University, s/he may be required to meet with a disciplinary body to determine whether the student should be allowed to re-apply.

INTERIM SUSPENSION

If University officials believe that the presence of a student may cause danger, harm or threat to the health, safety, and welfare of other students and/or the University community, the University may suspend the student immediately and for an indefinite period of time. This disciplinary response may be implemented prior to a discipline meeting. This disciplinary response may be continued or converted into other sanctions following a disciplinary meeting.

OTHER UNIVERSITY POLICIES

CHILDREN ON CAMPUS

Palm Beach Atlantic University recognizes that when it comes to childcare, parents of young children face unique challenges in meeting the responsibilities of family life and student life. However, offices and classrooms are not an appropriate place for minor children for the following reasons:

- Children are best situated in environments that are specifically designed and staffed to meet their needs;
- The University is primarily designed as an environment for students and adults;
- Children may get hurt or unintentionally cause harm to others;
- Children in the classroom may disrupt the classroom for both the student with the child and for others in the classroom, and

Children in the classroom create an atmosphere that may not be conducive to achievement of the classroom's goals and objectives.

The University's potential liability is significant, and its insurance will not cover children if they are hurt in the classroom. Therefore, the University's policy is that no children are allowed in the classroom. Children on campus must be supervised at all times by their parents.

DISCRIMINATORY HARASSMENT

Palm Beach Atlantic University is committed to providing an environment in which all persons are safe from harassment and intimidation based on race, color, gender, religion, disability, or national origin. Harassment includes physical conduct or verbal innuendos, which create an intimidating, hostile, or offensive environment. Such harassment is contrary to the Christian standards of conduct expected of all members of the PBA community, including students, staff, and faculty. Students with complaints of sexual harassment should follow the sexual harassment guidelines set forth in *The Navigator*. Any student who has a complaint regarding peer harassment may contact the Dean of Students Office. Upon receipt of the complaint, Dean of Students Office will then notify the appropriate office. Any student who has a complaint regarding faculty/staff harassment may contact the Human Resources Office.

E-MAIL POLICY

Policy Background

In order to keep the campus community interconnected and improve the channels of communication between faculty, administrators, and students, it has been determined that all official electronic communications be done via PBA issued e-mail addresses. A PBA e-mail address is assigned to all faculty, staff and students. The University sends all official communications only to these addresses. Palm Beach Atlantic University expects that students, faculty, and staff will receive e-mail at his or her University provided e-mail address and monitor and read messages on a consistent basis. Failure to access and read University communications does not absolve students, faculty, or staff from knowing and complying with the content of such communications. PBA's accepted communication mechanisms include myPBA, eCollege, webmail, and Microsoft Outlook. PBA e-mail users who redirect e-mail from their official University e-mail address to another electronic address (i.e. via eCollege, AOL, Hotmail) do so at their own risk.

If e-mail is lost as a result of forwarding, it does not absolve the user from the responsibilities associated with communications sent to their official University e-mail address. Most importantly, the success of this e-mail communication plan is dependent upon the support of faculty, staff, administrators, and especially students. Students should not be encouraged to request/propose an alternative e-mail address in class or in eCollege.

E-Mail Policy

PBA E-mail Access

All students, faculty, and staff members will be given an individual PBA e-mail account. This account can be accessed by using the same credentials as logging onto the network. Accounts remain active while enrolled or employed by the university and are deactivated/deleted upon termination of those relationships with the exception of Alumni whose e-mail accounts remain active as long as they are regularly utilized. Alumni accounts not utilized in 12 months (one year) will be purged.

E-mail is read from on campus computers using Microsoft Outlook. The account is accessed with the same credentials used for logging onto the network. Users may also access their e-mail via the internet. This can be done by going to the PBA homepage or myPBA and clicking on the e-mail login link. Users will then be asked for their username and password.

PBA E-mail Usage

All users are encouraged to regularly purge and/or archive their inbox as part of normal operating procedure. This accomplishes two important purposes – reduction of network storage space requirements and redundant backup of archived messages to ensure security of important messages. Archived messages may occupy significant storage space and are not appropriate for saving to individual G: drives or departmental F: drives. Archived messages should be saved to the C: drive on the local computer and

periodically burned to CD or DVD as a permanent archive. Users may call the Helpdesk for assistance with purging or archiving their messages.

With over 8,000 users on the network and our current infrastructure configuration, storage space for e-mail is limited. A set of parameters automatically enforced by the e-mail system is in place to control the amount of e-mail storage and maximize efficiency of the overall system. As the size of individual e-mail boxes grows the following automatic system actions will occur:

Students

- Mailboxes at 50MB – warning from mail server
- Mailboxes at 100MB – cannot send e-mail messages
- Mailboxes at 200MB – cannot send or receive e-mail messages

Faculty/Staff

- Mailboxes at 100MB – warning from mail server
- Mailboxes at 300MB – cannot send e-mail messages
- Mailboxes at 500MB – cannot send or receive e-mail messages

Student e-mail items that have not been accessed in over 1 year will be automatically purged. Exceptions to these parameters are handled on an individual basis.

Periodic purging and/or archiving will avoid triggering these actions. Users should adjust the frequency and structure of purging/archiving activities to ensure that size limits are not exceeded. The Help Desk can assist in development of a purge/archive timeline and process.

PBA e-mail should not be automatically forwarded to non-PBA e-mail destinations. PBA e-mail users who redirect large quantities of e-mails from their PBA e-mail address to another electronic address (i.e. via eCollege, AOL, Hotmail) expose themselves and the University to significant security and network traffic risks.

PBA E-mail Privacy

E-mail privacy is maintained to the maximum extent possible, but not guaranteed. Access of an individual's e-mail account by those other than the individual is limited to authorized law enforcement agencies in the conduct of official investigations and authorized University officials in the conduct of security-related, disciplinary, or other official proceedings. All internal access of an individual's e-mail account must be approved either by the individual account holder or two University vice presidents in writing. E-mail accounts may be archived to other medium and safeguarded as part of ongoing investigations, both internally and those of outside law enforcement agencies. The University reserves the right to modify the policy regarding privacy of individual e-mail at its discretion.

HEALTH INSURANCE

All full-time undergraduate, pharmacy, and international students are required to have health insurance, either the school endorsed accident and illness insurance plan or present proof of comparable coverage, in order to waive the school plan. Most fee related practitioner services in the Center for Health and Wellness are available for a \$10 co-pay (regardless of insurance coverage), to full-time undergraduates and those insured by the student insurance plan. The Center for Health and Wellness does not bill external insurance for services; however, a bill is provided to students for services

rendered in order to facilitate direct patient filing with the student's insurance company. All students, regardless of insurance, are welcome in the Center for Health and Wellness and are notified prior to the rendering of any fee related services.

INTELLECTUAL PROPERTY AND COPYRIGHT POLICY

Palm Beach Atlantic University's Intellectual Property and Copyright Policy protects the rights of University Members and the University with respect to the discovery or creation of Intellectual Property and Copyrights, as those terms are defined in the policy. All full-time and part-time employees of the University, including students engaged in such positions, and students enrolled or otherwise engaged in study at the University and not acting in the capacity of a University employee, are University Members affected by this policy. To determine your rights and responsibilities with respect to your discovery or creation of Intellectual Property or Copyrights, please refer to the Intellectual Property and Copyright Policy, which can be obtained from the Office of the Provost.

MEDICAL AND MENTAL HEALTH EMERGENCIES and Withdrawal

Introduction

Palm Beach Atlantic University cares deeply about the physical and mental health of its students. Therefore, health and counseling services are available on campus. At times however, a student may experience such extreme medical or psychological conditions that the ability to function successfully or safely in the role of a student is significantly impaired. Students are encouraged to prioritize their health and safety and take steps toward recovery, even if academic progress must be delayed. The University will support student-initiated self-care plans and/or initiate action that considers the welfare of the individual student and the University community.

Student Concern Committee

PBA has formed a Student Concern Committee that meets regularly to address student needs. One of the goals of the committee is to provide a safety net for students to ensure their academic and interpersonal success. Anyone in the PBA community may identify students to this committee who may be experiencing problems or encountering obstacles, setbacks, or challenges to their success and retention at PBA. Sometimes there is a crisis or a situation discovered by concerned others that is brought to the attention of the University. In such circumstances, the Dean of Students or the Dean of Students' Designee in consultation with the Student Concern Committee (SCC), will determine what, if any, role the University may need to take to assure the health and safety of a student or the University community.

The SCC is typically composed of the Director for the Student Success Center, the University Counselor, the Disability Services Coordinator, a representative from the Center for Health and Wellness, a representative of Residence Life, and a faculty member. Depending on the emergency or concern, the Dean of Students or the Dean of Students' Designee may appoint other advisors to the committee.

Student situations that might be considered by the SCC include, but are not limited to, the following:

- Acute decline in physical health;
- Suicidal threat, intent and/or behavior; self-injurious behavior;
- Destructive, threatening, or other disruptive behavior;

- Drug and alcohol abuse, including overdose or misuse of over-the-counter or prescription medications;
- Eating disorders which go untreated, are not responding to treatment and/or are posing safety concerns;
- Any physical or mental health problem that points to possible imminent or foreseeable danger to oneself or another member of the University community, or requires intensive monitoring to prevent such danger

In responding to these situations, the SCC reserves the right to determine appropriate response including, but not limited to, the following options:

- Allow the student to remain in school, but require specific mental health or physical health evaluation, within a certain period of time (typically 10 days). The student may be referred to the Center for Health and Wellness, Counseling Center and/or off-campus options (e.g. licensed mental health or physical health care providers, eating disorder or substance abuse programs/hospitals). The student will be responsible for any cost incurred by the evaluation and/or treatment.
- In the interest of gaining a better understanding of the student's ability to function in the University community, the University may require the student to sign appropriate release forms allowing designated PBA staff to consult with the evaluating and/or treating clinician(s) serving the student. Based on the evaluation results, the SCC will determine appropriate next steps, including the possibility of allowing the student to remain on campus if a commitment is made to the recommended treatment plan.
- Invoke a Medical Interim Suspension; encourage a Voluntary Approved Medical Withdrawal; or invoke an Involuntary Medical Withdrawal (see below).
- Notify the student's parent(s) and appropriate University officials (e.g., the student's professors, Registrar's office) about a mental or physical health or safety emergency. Note: University notifications will respect confidentiality, and will share limited information on a need-to-know basis only.

All requirements and conditions determined by the SCC will be outlined in writing in a letter from the Dean of Students or Dean of Students' Designee, and will be electronically sent, delivered or mailed to the student.

Procedures

Medical Interim Suspension

The SCC may invoke a medical interim suspension upon a student's medical or psychological hospitalization, emergency, or during a medical evaluation period. Students who are medically suspended for any health reason are temporarily not allowed to participate in any University activities, attend classes, reside in or visit on-campus student housing, and may not be on campus except to attend a meeting or hearing related to his/her case. This interim period allows time for a student to receive the needed medical and/or psychological care, and for all parties to consider an evaluation of readiness to return to the University. The student must follow the clearance procedures listed below before returning. Students who are medically suspended will be notified in writing and will have the opportunity to address the basis for the decision by contacting the Dean of Students or Dean of Students' Designee.

Approved Medical Withdrawal

Students are encouraged to request a voluntary Approved Medical Withdrawal when

they believe their physical or mental health problems are preventing successful engagement in, and completion of, academic course work; when safety is in question; or when the demands of University life are interfering with the ability to recover from, or adjust to a significant physical or mental health challenge.

Students interested in pursuing a voluntary Approved Medical Withdrawal may wish to discuss this option with medical or counseling service providers at the Center for Health and Wellness, or they may independently initiate the process through the Student Success Center. After the voluntary Approved Medical Withdrawal is granted, the person is no longer considered a student and must immediately leave campus and, if applicable, officially check out of on-campus housing.

An Approved Medical Withdrawal requires that a Student complete the clearance procedures listed below. Students who withdraw independently are not required to follow the clearance procedures. However, these students are encouraged to meet with the director of the Student Success Center upon re-entry to ensure that they are aware of on-campus and community services available to address their needs.

Involuntary Medical Withdrawal

In rare circumstances, the University may determine that a student must be involuntarily medically withdrawn. Those who are medically withdrawn for any health reason are not allowed to participate in any University activities, attend classes, reside in or visit on-campus student housing, and may not be on campus except to attend a meeting or hearing related to his/her case. Examples of situations that might result in an involuntary medical withdrawal include the following:

- Professional evaluations following a medical interim suspension do not support a student's readiness to return;
- A student fails to complete the required assessment during a medical interim suspension;
- A known condition has deteriorated (e.g. a student with an eating disorder), rendering the student to be in possible imminent danger and/or incapable of functioning as a student.

In most cases, these situations can be handled through voluntary approved medical withdrawal; however, if the student is unwilling to pursue an approved medical withdrawal, the SCC may invoke its right to involuntarily withdraw a student. The University will recommend assessment and/or treatment conditions needed to return to PBA. The student must follow the clearance procedures listed below.

If a student believes that a decision for an involuntary medical withdrawal by the SCC is unreasonable or that the procedures used were unfair, the student may request a review of the decision. The request for review must be made in writing to the Dean of Students. Requests should clarify what facts the student believes were not considered, or explain what procedures were unreasonable or unfair. Once notified of the involuntary medical withdrawal, the student has two business days to submit his/her request for review. See Review Process below.

Clearance Procedures

Any student who does not maintain continuous enrollment due to a medical or mental health condition must complete the following clearance procedures before being allowed to return to the University. The following steps are designed to ensure that a health emergency no longer exists and a treatment plan for continuing good health and

safety is in place. Note: Depending on the situation, students may complete these procedures on different timelines. Some students may complete these steps within days of a medical interim suspension notice or other departure circumstance, while others may wait several months before pursuing a return to the University.

1. The student must be assessed by an appropriate professional, whose opinions will be advisory to the University. The professional, who is selected by the student, must be a licensed mental health provider or psychiatrist if evaluating mental health concerns. Further, all providers must be unrelated to the student and must have specialty/credentials appropriate for the condition of concern (e.g., an eating disorder or substance abuse specialist). To make an accurate assessment, before conducting the evaluation the provider must be given information related to the precipitating events that led to the leave. This typically would involve the student signing a release allowing the University (e.g., the Center for Health and Wellness, Counseling Center, or Dean of Students) to share information regarding relevant incidents or concerns, and if applicable, recent hospital records. The Student will be responsible for any cost incurred by the evaluation. The student shall sign a release permitting two-way communication between the provider and the University SCC representatives who are involved in the decision-making and review process.
2. The outside mental health or medical professional must provide an assessment of current functioning of the student and provide written recommendations regarding:
 - a) Given the precipitating events, the student's readiness to return to the academic and co-curricular demands of university life;
 - b) The student's readiness to live in the on-campus residential community;
 - c) Ongoing treatment or testing needs;
 - d) Any conditions or restrictions that the University should impose; and
 - e) The student's readiness to return to competitive sports, if the student is a collegiate athlete. [Note: The University team physician, in consultation with the PBA Director of the Center for Health and Wellness, and/or Counseling Center, will ultimately make the decision regarding athletic involvement but will consider this outside evaluation in making such a determination.]

Note: Documentation of the assessment (conducted within 60 days of the start of the semester the student wishes to return) and documentation of required treatment completion must be provided to the SCC no later than 30 days prior to the beginning of the semester for which the student desires to register.
3. After the evaluation results and treatment documentation have been provided, the student must meet with an SCC representative (typically the director of the Student Success Center or Center for Health and Wellness). The evaluation and the student's own perception regarding readiness to return, the ways in which the outside evaluator's recommendations fit with the realities of student life at PBA and services that are available on campus or in the community will be discussed.

The SCC will meet and consider the outside evaluator's recommendation and the results of the student's meeting with the SCC representative to inform its re-entry decision. Students will receive written notification of the SCC's decision.

Notes:

- There may be occasions in which the SCC requires, and may pay for, an additional evaluation.
- The SCC reserves the right to require the student to comply with a treatment plan recommended by the outside and/or PBA healthcare/mental health professional as

a condition of returning to, or remaining in, the campus community. Review and monitoring of the student's required treatment plan may be assigned to a University designee selected by the SCC. Failure to comply with requirements may result in the University issuing an involuntary medical withdrawal.

- If a student was living on-campus prior to the emergency, approval for return to the University usually includes approval to return to housing. However, a student's on-campus housing status may be restricted if the student's behavior poses a health or safety threat to him/herself or others.
- If a student was required to complete specific treatment (e.g. eating disorder or substance abuse treatment), the student must provide documentation regarding the completion of this requirement.

Financial Hardship

Every effort will be made to consider a student's financial situation and insurance coverage in making referrals for treatment or evaluation. Students who may need additional financial assistance or other consideration in meeting the requirements should contact the Dean of Students

Review Process

The student has until 5 p.m. the second business day after receiving the verbal or written decision to prepare and submit a request to the office identified below for a review of the decision. The request must be made in writing. A review will not take place after the time limit has passed. Neither parents nor legal counsel can submit a request for review or participate in the review process. All reviews are submitted to the Dean of Students.

A student may request a review based only on the following:

1. New information
2. Substantive procedural error
3. The decision imposes inappropriate response.

The University Administrator may:

1. Reverse or amend the decision, and send notice to the appropriate parties
2. Submit the matter to the original decision-maker or official for further consideration or refer it to another official
3. Affirm the decision.

If the student requests review of Involuntary Leave or Withdrawal, s/he can request permission from the Dean of Students to remain on campus until a decision is made

The Dean of Students, depending on the situation, may approve or deny the request. The student receives a written or verbal notification of the review decision. The Dean of Students is the final authority in the review process for Involuntary Withdrawal.

NON-ACADEMIC COMPLAINTS/GRIEVANCES

If a student would like to express a non-academic complaint, the following policies and procedures will be followed:

1. The student should take his/her complaint to the staff member who oversees the program/office/department for which s/he has a complaint. Concerns may be communicated verbally or in writing by the student to the staff member.

2. If the conversation with the staff member proves unsatisfactory to the student, s/he may take the complaint to the staff member's supervisor (director/dean/assistant vice president) in writing. It is the student's responsibility to demonstrate that s/he has already communicated with the staff member who oversees the program/office/department. The director/dean/ assistant vice president will review the student's complaint and provide a response.

If the conversation with the supervisor proves unsatisfactory to the student, s/he may take the complaint to the Dean of Students in writing. It is the student's responsibility to demonstrate that s/he has already communicated with the director/dean/assistant vice president. The Vice President will review the student's complaint and provide a final response.

PARKING

Parking availability on campus and the surrounding area is extremely limited. All vehicles parked in University parking areas **must** display a valid and current PBA Parking decal. Each parking zone will be designated by a color-coded parking decal. Parking will only be allowed in the appropriate zone. Please be observant of the designated parking areas. Due to limited parking spaces available on campus, only one vehicle per student will be allowed to be registered and decaled for on-campus parking. The Campus Safety Department will strictly enforce parking regulations in the designated parking zones. Signs are displayed for each parking lot and a map of the zone parking is available at the Campus Safety office.

Parking decals must be visible. Decals should be placed on the outside of the rear vehicle window, on the driver's side or on the driver's side rear bumper. Proper placement of the decal will help avoid a citation.

Students, faculty, and staff should also be aware of restricted parking areas shared by PBA and neighboring churches and businesses. Several shared parking lots have hours and days of restricted use by PBA, with the most impact being each Wednesday when several lots adjacent to the First Baptist Church are reserved for church use. Please plan for alternate parking on Wednesdays.

Parking Decal Registration is available at the Campus Safety Office in Borbé Hall, or on-line at mypba.edu.

Fees for Parking on Campus:

- **Dixie Garage parking: \$175 per semester.** The purchase of a Dixie garage Permit ensures a parking spot throughout the semester. **Dixie Garage decals are valid ONLY in the Dixie Garage and not in any other parking lots.**
- **All other Parking Decals: No Charge**

Parking is available in clearly posted designated parking lots. Please be aware of the posted designated parking areas and avoid those spaces that are **RESERVED**. The Department of Campus Safety will strictly enforce parking regulations.

Parking Lots

- 310 Okeechobee Lot - Commuter Parking Only
- Borbé Lot - Employee Parking - Commuter Parking after 4:30 pm
- Chapel By The Lake - All Decal Parking (excludes Dixie Garage)
No Parking on Sundays. Vehicles must be moved by 10 pm Saturday.
- Dixie Garage - Permit parking on designated floors. **Dixie Garage Permits must be purchased each semester.**
- Chadborne Lot - All Decal Parking (except Dixie Garage) No Parking on Wednesdays.
- I.M. Lot (intramural Field) - Commuter, Staff, Faculty, and Employee Parking.
Open parking after 7:30 pm
- Rinker Lot - Reserved Parking **Only**
- Lakeview / Towers - Residents only
- Greene / Warren Library Lot - Commuter Parking Only

Lost/ Stolen Decals

Please report lost or stolen parking decals to Campus Safety immediately.

Towing / Immobilization Policy

Any vehicle that does not have a valid PBA Parking Decal is subject to immobilization (booting) or towing. Any vehicle with a valid Parking decal that has three or more violations, or fines that have not been paid, may be immobilized. Immobilization fees are \$65.00.

Payment of Fines – Ticket Appeal

You may appeal a citation **within 5 business days of receiving the citation**. Do this by logging into mypba.edu and visiting the Campus Safety page. Appeals will be reviewed and a decision provided to you by e-mail. If you are found responsible, the applicable fines will be charged to your student account.

The best way to avoid a parking citation is to park only in authorized locations.

Visitor parking permits are available in the Campus Safety Office.

PBA does not enforce parking regulations on any City roadways. The City of West Palm Beach has jurisdiction of all street parking. Please be aware of posted parking signs on city streets.

DIXIE GARAGE PARKING

Parking in the Dixie Garage is reserved for those students who purchase a Dixie Garage Parking Permit. The purchase of the garage permit ensures a parking space on the designated floors. The Dixie Garage is ideal for those residing in Oceanview, Baxter, Rinker, and Weyenberg Residence Halls, and is available for any student who desires a guaranteed parking space any hour of the day. Dixie Garage permits are exclusive to the garage and you must park in the garage only. **Dixie Garage Parking Permits must be purchased for each semester. (\$175 per semester).**

Motorcycles and scooters may park in the designated area on the first floor of the garage.

No campers, boats, trailers, or jet skis can be parked or stored on University-owned or operated premises.

Cars under repair are not to be left in parking lots or garage. Please arrange for the vehicle to be taken to a car repair shop.

The University is not responsible for theft or damage to vehicles. Vehicles may be immobilized or towed for violations of the parking regulations at the expense of the vehicle's owner. Please be sure to lock your vehicle and do not leave valuables where they can be seen.

PBA ALERT MESSAGING SYSTEM

The University utilizes an emergency duress system called "PBA Alert Messaging." The system will only be used in the event of major emergencies such as weather (hurricane, tornado, severe/dangerous storms, etc.) man-made disasters (chemical spills, fires, etc.) and imminent or active campus threats.

The PBA Alert Messaging system will use three methods of communication;

1. Short message service notices (SMS) also known as text messaging sent to cell phones
2. e-mail notifications
3. Pop-up notifications sent out to all faculty, staff and 24-hour lab computers.

The system utilizes software panic buttons (icons on the computer desktop), located on faculty, staff, and 24-hour lab computers. There will be a medical icon (resembles a wheelchair) and a panic icon (resembles a red X). When a panic button is clicked, it will generate an alarm with the location of the department identified within the computer name. The alarm instantly notifies Safety and Security.

Sign Up- Voluntary Registration is Strongly Suggested

The PBA Alert Messaging system uses cell numbers to send alerts via text messages and via e-mail in the event of an emergency. To subscribe to the PBA Alert Messaging System please go to: <http://pba-alert.pba.edu>

Guidelines

The PBA Alert Messaging System will ONLY be used in emergency situations and will not be used to distribute public notifications or solicitations. Use of the PBA Alert Messaging System for non emergencies by students is not allowed and is therefore subject to disciplinary action in accordance with The Navigator.

POSTING/ADVERTISING/DISTRIBUTION POLICY

All postings and distributions on campus MUST be approved.

Where to go for approval to post or distribute information concerning:

Campus Events	request approval at	Student Activities
Housing	request approval at	Residence Life
Employment	request approval at	Career Development, Student Success Center
Off-Campus Business	request approval at	Community Services, Sachs Hall

Where flyers may be posted:

- Designated bulletin boards
- Walls and tables in cafeteria with approval from Aramark Dining Services
- Window across from elevators in Lassiter Student Center
- Commuter Lounge
- Inside kiosks (request permission from Community Services in Sachs Hall)

Where flyers may not be posted

- Any doors
- Any columns indoors or outdoors
- All other windows
- Outside of kiosks
- Front or back of maps/directional signs

Unapproved flyers & flyers posted in unapproved areas will be removed.

REASONABLE ACCOMMODATION POLICY

PBA is committed to providing optimal educational opportunities for all students, including those enrolled or admitted who have disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA).

University policy provides that reasonable accommodations be made for students with disabilities on an individual and flexible basis. It is the responsibility of students with disabilities to seek available assistance from and make their request to the Disability Services Coordinator. In order to determine accommodations for special needs, students must submit an official (on office letter head) assessment that documents the disability. The report must also include how the disability, medical or otherwise, impacts the student, along with recommendations for accommodating the student in the classroom environment. For further information or to schedule an appointment, please contact the Student Success Center (561)803-2063.

ROOM/PROPERTY SEARCH

Palm Beach Atlantic University officials may conduct searches of students' residence hall rooms, as well as any PBA-operated residential facilities. Students' property also is subject to search, including but not limited to, vehicles, book bags, purses, refrigerators, etc.

Searches may be conducted for disciplinary reasons, health and safety purposes, or in order to maintain a positive educational atmosphere. Searches for disciplinary reasons are based on a reasonable belief that a student is using a residence hall room for a purpose that is illegal or is inconsistent with the *Community Values System*. To have reasonable belief is to be given the clear impression that a student is acting in an illegal manner or in a manner which violates the *Community Values System*. Searches will only be conducted after justification has been clearly explained to and authorization to search has been obtained from one of the following university officials:

Dean of Students
 Director of Residence Life
 Director of Campus Safety

Searches will be completed while the Director of Residence Life or a designee is present when the search is conducted by a member of the Department of Campus Safety. The University also may search based on the reasonable belief that a student's property, room or PBA-owned campus apartment contains prohibited, illegal, or inappropriate items such as drugs, drug paraphernalia, alcohol, pornographic materials, or weapons. Consequently, items contrary to the Community Values or which pose a concern for the well being of the University community may be confiscated and may or may not be returned to the owner.

Searches of student property or PBA-owned housing by University faculty or staff may be conducted at any time, without notice, without student consent, and without a search warrant. Computer cache checks may be done at any time.

Because University-operated residential facilities are rented from the University, they are considered campus housing. Therefore, University officials make periodic safety and property inspections.

SEXUAL HARASSMENT

Sexual harassment is considered to be a serious breach of proper Christian conduct. Engaging in sexual harassment of employees or students is prohibited by PBA. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical and expressive behavior of a sexual nature in which:

1. Submission to such conduct becomes a term or condition of an individual's employment or education
2. Submission to such conduct becomes a basis for academic or employment evaluation
3. The conduct creates a hostile or demeaning employment or educational environment.

All students, staff, and faculty are responsible for helping ensure that the University is kept free of sexual harassment. Students should immediately notify the Dean of Students Office if they are experiencing or witnessing harassment. If any student believes that s/he is being harassed by a faculty or staff member, the complaint should be brought to the Office of Human Resources.

Appropriate disciplinary action will be taken against anyone found to have violated this policy. Persons reporting incidents of sexual harassment, assault, or violence are treated with care, concern, and, to the extent possible, confidentiality. Support, assistance, and counseling are available.

Affected individuals are encouraged to seek the assistance of the Residence Life, Center for Health and Wellness, or other Student Development personnel.

STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a Federal law that protects the privacy of student education records by establishing procedures for the authorized disclosure of student records. For further information regarding your rights under FERPA, please refer to the University Catalog.

In order for a student to be approved for graduation s/he must resolve any outstanding charges. The University does not guarantee the award of a degree or the release of transcripts if there are outstanding charges or any unfulfilled terms from a disciplinary violation. The award of degrees and/or release of transcripts is conditional upon compliance with the University's regulations.

In contrast to discipline records, Amnesty records will be disclosed as follows: "Student reported for Amnesty. Did/Did not complete requirements." Requests for further Amnesty information will require a "Full Disclosure Release" or a signed waiver by the student **specifically** requesting Amnesty details.

Retention of Student Development Records

Student Development records are maintained in the Dean of Students Office for a period of seven years after the student's last date of attendance. After the seven-year period,

student files are destroyed and are no longer available for inquiry. The files of students with outstanding or significant disciplinary issues, or associated with such incidents, may be kept in a permanent file indefinitely.

Location of Student Records

1. Academic record – Registrar's Office
2. Counseling record – Student Success Center
3. Disciplinary record – Dean of Students Office
4. Financial aid record – Student Financial Planning Office
5. Medical record – Center for Health and Wellness
6. Incident reports (non-disciplinary) – Campus Safety Office

CAMPUS SERVICES

PROVISIONS ON DEMAND (P.O.D.) EXPRESS

Location: LSC

Phone: 803-2426

Services: P.O.D. offers a variety of fresh food and produce as well as delicious prepared meals and everyday essentials that deliver quality, selection and value.

CAMPUS RECREATION/GREENE COMPLEX

Location: GCSR

Phone: 803-2334

Facilities, Activities & Services: Fitness Center, gymnasiums, indoor track, locker rooms, racquetball/handball courts, group fitness classes, intramural sports, personal training, complementary daily locker use, and event booking. Full time students, faculty, and staff may access the Greene Complex with a current student/staff/faculty ID card.

Memberships for family members, part-time staff/faculty, alumni, and community are sold on an availability basis.

CAMPUS BOOKSTORE

Location: OCE

Phone: 803-2180

Services: PBACard and major credit cards accepted. We stock school supplies, drug store items, snacks, drinks, cards, gifts, PBA clothing, and new and used textbooks for all your courses. Find us online 24/7 at: <http://campusstore.pba.edu/>.

CAMPUS SAFETY

Location: BOR

Phone: 803-2500

Services: Campus security and escorts, Lost and Found, parking decals, and jump starting cars.

THE OFFICE OF CAREER DEVELOPMENT

Location: LSC

Phone: 803-2386

Services: Career development for students from first year to post-graduation. Assistance with major selection, experiential learning, career search and preparation through counseling, special events, career resource library, vocational and strengths-based assessments and networking opportunities. Visit the office for information on full and part-time job placement, internships, graduate schools and careers.

CHICK-FIL-A

Location: GCSR

Phone: 803-2348

Services: Chick-fil-A boasts a menu based on chicken and fresh ingredients, tasty side dishes, enjoyable desserts, and "handmade" preparation techniques from hand-breaded chicken to freshly squeezed lemonade.

DISABILITY SERVICES

Location: Student Success Center, LSC

Phone: 803-2063

Services: Reasonable accommodations for students with disabilities on an individual and flexible basis. Students should submit a recent (within the last three years) professional assessment that documents the disability.

FIRST-YEAR EXPERIENCE (FYE)

Location: Student Success Center, LSC

Phone: 803-2063

Services: Academic advising for first-year, undecided students, including assistance with choosing courses, major and minor, and determining degree plan. Facilitation of PBA Preview, Welcome Week, Freshman Commissioning Service, and other special programs.

FRASER DINING HALL – FRESH FOOD COMPANY

Location: LSC

Phone: 803-2508

Fraser Dining Hall is our all-you-can-eat anytime resident dining facility. Choose from made-to-order international entrées, grill selections, deli sandwiches, salad bar and so much more! Meal service is provided during the following hours:

Breakfast: 7:00 – 10:30 a.m.

Smoothies, fruit, pastries & omelets made to order: 10:30 – 11:00 a.m.

Lunch: 11:00 a.m. – 2:30 p.m.

Soup, salad and sandwiches: 2:30 – 4:30 p.m.

Dinner: 4:30 – 7:00 p.m.

Late night dining options: 7:00 – 10:00 p.m.

We also invite you to experience one of our other **Campus Dining Locations listed above and below** and to check us out on the web at www.sailfishdining.com

Services: Special dietary accommodations, catering, gift baskets, and more...

CENTER FOR HEALTH AND WELLNESS

Location: OCE

Phone: 803-2576

Services: Acute care of illness and injuries, health and Immunization forms, school insurance, health education information, blood pressure checks, crutches, cold packs, ace wraps, medical and counseling appointments, support groups, tobacco cessation assistance, assistance with health related Amnesty issues, and laboratory services.

EINSTEIN BROS BAGELS IN THE WARREN LIBRARY

Location: WL

Phone: 803-2598

Services: It's not just about bagels anymore. Come in for quick tasty lunches – from innovative salads to hearty soups, gourmet coffees, and creative sandwiches.

Catering menus available for all your meeting needs.

MAIL ROOM

Location: LSC

Phone: 803-2190

Services: Campus mail boxes, purchase stamps, and send packages.

REGISTRAR'S OFFICE

Location: Hood Hall

Phone: 803-2072

Services: The Office of the Registrar is responsible for maintaining student academic records; processing graduation audits; veteran's benefits certification and compliance; and planning and facilitating two annual commencement ceremonies. Staff is available to assist students with academic policy related inquiries. Two days are provided each semester to facilitate the ordering of graduation regalia.

RESIDENCE LIFE

Location: 2nd floor LSC

Phone: 803-2555

Services: Student housing (residence halls), community-building, and residential programming.

SAILFISH SERVICES

Location: Corner of Dixie and Okeechobee

Phone: 803-2000

Services: Serves as front desk for: Student Financial Planning, and Student Business. Cash checks up to \$25, request transcripts, print award letters, place money on ID cards, and make payment on student bills.

CENTER FOR CAMPUS CONNECTIONS

Location: LSC

Phone: 803-2550

Services: International Student Advising; Student Activities; Clubs and Organizations; Intercultural Programming; Leadership Development.

STUDENT DEVELOPMENT

Location: 2nd floor LSC

Phone: 803-2553

Services: Student services, disciplinary reviews, and sexual harassment complaints.

TUTORING CENTER

Location: Student Success Center, LSC

Phone: 803-2063

Services: Live, online individual tutoring and essay review through SMARTTHINKING.com

UNIVERSITY COUNSELING CENTER

Location: Okeechobee Hall

Phone: 803-2063

Services: Short-term counseling for students struggling with emotional, relational, familial, academic, and/or psychological stress. With counselor assistance, and if necessary, students are then referred to local, pre-screened counselors and providers for ongoing services. If a student is in immediate danger of harming him/herself or someone else, please call 911.

WARREN LIBRARY

Location: WL

Phone: 803-2226

Services: Because the Warren Library is the central learning space for the university, we offer personal research assistance, book and media resources of over 187,000 and more than 30,000 periodical resources. In addition, we offer interlibrary loan services, access to area academic libraries, computers, internet, e-mail, printing, and copying.

PBACard Give Something Back (GSB):

PBACard can be used for purchases at select off campus locations with funds deposited to your prepaid account through www.onecardgivesback.com/pba. For a list of participating locations please visit the website.

2012-2013

Residence Life Handbook

GUIDE TO COMMUNITY LIVING AT PBA

Psalm 133:1- "How good and pleasant it is when brothers live in unity."

Living in a Christian community is one of the most rewarding and important facets of the PBA educational experience. Community living will provide many opportunities for you to better connect to PBA and establish life-long relationships. You will have numerous opportunities for activities, retreats, Worship, student leadership, and late night conversations. Plus, the convenience of having everything you need within walking distance cannot be beat!

PBA is committed to providing a residence hall experience that focuses on establishing a Christian community of love, respect, fellowship and biblical accountability. The mission of Residence Life is to challenge and support the holistic development of residential students in the context of a Christian learning community that seeks to serve through the unconditional love of Christ. In order to achieve this level of Christian community, the following information, policies, and guidelines have been established to guide on-campus living.

CAMPUS HOUSING

Unless unusual circumstances exist, residence hall living and assignments at PBA are generally reserved to students of traditional college age (age 17-23). Please see "Residency Requirements" section for further details on residency eligibility.

HOUSING POLICIES AND PROCEDURES

Residency Requirements

As part of the University's admission process, each student is required to indicate his/her housing status. All full-time, day undergraduate students are required to live in campus housing, unless such student meets one of the following criteria: **(1)** Student is age 20 or older prior to the beginning of the academic year. A student must reside on campus even if s/he turns 20 during the academic year; **(2)** The student resides with immediate family and commutes to class (immediate family for this purpose is defined as parent[s], legal guardian, grandparent[s], and brother or sister if over 25 years of age); **(3)** The student is enrolled part-time with no more than 11 hours of academic work at the beginning of the fall semester. If a student drops below 12 credit hours during the academic year, the student is responsible for maintaining the housing contract; **(4)** The student is employed and housing is critical to their employment. (Written permission from the student's parents must be on file in the Residence Life Office as well as documentation from the student's employer); **(5)** The student is married (Copy of marriage certificate must be provided).

Returning students who meet any of the above criteria and wish to live off campus must submit an Off-Campus Request Form to the Residence Life Office confirming the reason that they are eligible for exemption from the campus residency requirement. Applications are available in the Residence Life Office, 2nd Floor of Lassiter Student Center. Students who do not meet the above criteria may request an exemption to the policies by submitting an Off-Campus Request Form to the Residence Life Office.

Housing Security Deposits

A \$300 deposit is required prior to registering for housing. Should damage be incurred during a student's residency on campus, fees for the damage may be deducted from the security deposit. Students must complete the proper paperwork when they move out of the residence hall at the end of the contract term and are not planning on returning to the residence hall. Residence Life sends the housing security deposit refund requests to the Business Office after keys have been returned and all damages have been assessed. The Business Office will process refunds and will either credit the student's account balance or the student will be mailed a check for the amount of refund. Forfeiture of the \$300 housing security deposit will occur if a student (1) cancels housing for the Fall session after May 15th (2) moves out of the residence hall during the academic year (including withdrawals) or (3) fails to request the deposit within one calendar year of the last checkout date.

Housing Sign-up Process

Housing selection for the upcoming fall semester is conducted each spring. Students may choose to remain in their hall by choosing to complete the Rollover Housing process due to limited housing this is on a first come first serve basis. If students wish to change halls or rooms on campus, students may complete the Housing Selection process. Details regarding the housing selection process will be disseminated during the January/February all-hall meetings.

All residence hall students are required to participate in the University meal plan. (See the Fraser Dining Hall section for policy regarding exemptions.)

Check-In

The dates for move-in are posted for each academic year on the web calendar and are available by calling Residence Life at 561-803-2555. For those students needing to arrive early for a University-sponsored activity, a request in writing from the advisor or department head must be sent to the Coordinator of Residence Life.

The move-in process includes filling out the appropriate paperwork, and informational sheets, as well as verification of the \$300 housing security deposit prior to receiving your room key. Those who move-in without proper proven authorization can be charged \$50 per day.

Students must have a zero-balance and be registered for 12 credit hours in order to check into campus housing. Students who do not complete the academic check-in process or whose accounts are not cleared (e.g., finances, health forms, registered only part-time, etc.) are subject to displacement from campus housing.

Each Resident Assistant will complete a Room Condition Report (RCR) for each resident student. The RCR provides a detailed assessment of the condition of the room at move-in and prevents students from being charged for damages unnecessarily. It is the student's responsibility to review the RCR for the room. If there are any corrections or additions, the student must contact the RA within 24 hours of the move-in date. When checking out, the RCR will be used to assess the condition of a resident's room. If the condition of the room has changed during the semester, the resident will be held responsible for the repair or replacement of items damaged or missing.

Duration of Residency

Students who live in the residence halls during the fall semester must remain in the residence halls during the academic year for those semesters that the student is enrolled. NO REFUND shall be granted if a student moves out of the residence hall during the academic year.

In the event of withdrawal from the University, the refund of the total housing and meal plan costs are subject to the refund schedule determined by the Business Office.

Break Housing

All residence halls (excluding Mango Apartments) will be closed during Christmas Break. No exceptions will be made for Christmas Break. If residents leave campus during holiday breaks, they are encouraged not to leave any valuables in their rooms. Meals are not served in the dining hall during University breaks. If an unauthorized student is found residing in a residence hall during this time, they will be fined \$50 for each day that they stayed in the hall and will face disciplinary action.

Check-out

Each resident is required to vacate the room no later than 5 p.m. on the scheduled hall closing day as determined by the academic calendar, or 24 hours after their last exam, whichever is earlier. Prior to the end of the academic year, hall meetings will be held to inform students of specific check-out procedures. Students will be asked to sign up for a move-out time at least 72 hours in advance. Appointments with the Residence Life staff are available on a first-come, first-serve basis.

A resident is ready to check out when s/he has removed all belongings from the room/suite, cleaned the room/suite, removed any tape or push pins from walls and completed his/her assigned cleaning duty for the suite. Residents also must ensure that all common areas cleaned by a roommate (who has already checked out) are clean before checking out of the hall. During check-out, the RA will go through the room/suite with each resident and assess the condition of the room against the Room Condition Report (RCR). Both resident and RA will sign the RCR upon completion of move-out. The Resident Director will conduct a final inspection of the hall after all residents have move out of the building. During this inspection it is possible for additional charges to be charged due to unseen damage caused by the occupants.

Failure to complete the move-out process properly by the given date at the end of the semester will result in a fine and the possible forfeiture of your housing security deposit, as well as your privileges to secure campus housing in the future. Please see the Residence Life staff for a complete listing of residence hall damage charges and fines.

After all residents have vacated the room, the residence staff will inspect the room and all hall common areas for cleanliness, property damage, and room inventory. Any damage or fine charges will be posted to the student's account. Students who are assessed damages will be notified via mail of the charges and will have an opportunity to appeal any damage fines. After the room/suite has been assessed, keys are collected and/or card swipes deactivated. Students are required to turn their keys in to the Residence Life Staff during the check-out process. Lost keys, which are not reported until move-out, result in a charge to student's account for re-keying **and** a \$25 fine.

Housing Cancellations

Housing contracts are in place for the entire academic year. A student who decides not to live on campus after having submitted the housing contract must communicate this in writing to the Residence Life Office (fax 561-803-2574 or e-mail reslife@pba.edu). Cancellations made by the deadlines outlined in the housing contract allow the student's

\$300 housing security deposit to be eligible for refund, (provided there are no damages and all conditions are met (please see below). Cancellations made after the deadlines outlined in the housing contract result in the automatic forfeiture of the \$300 housing security deposit and a \$300 penalty. Furthermore, the University will automatically cancel a room assignment and forfeit the money if a student has not claimed the room by the published deadline. (Please see Housing Security Deposit Refund section for more information regarding housing deposit refunds and cancellation penalties.)

The fall cancellation deadline is May 15th. A student may not cancel the housing contract after the start of the fall semester.

Room and Roommate Changes

When living in a community, it is natural that conflict will arise. A vital part of the Christian educational experience in residence hall living is learning to live with one another and resolve the conflict in a biblical manner. In light of this educational philosophy to community living, room changes will only be granted in extreme circumstances. If you are experiencing problems with your living situation, please contact your RA immediately to make them aware of the situation.

If a resident(s) refuses to accept an assigned roommate or attempts to force a roommate out of the room, that student may lose his/her housing privilege and face disciplinary action.

Summer Housing

Summer housing is available to students on a limited basis. The University consolidates students into one residence hall during the summer term. Residents taking a summer class must move-out of their room the day after their last summer class. Summer employees must move-out the day after their employment term ends. Students working through the entire summer may be required to relocate to another room or residence hall in order to make preparation for residents returning for fall semester.

RESIDENCE HALLS

Baxter Hall (women only) is a four-story residence hall located just northwest of the library building. This hall contains 120 suite-style rooms and houses 247 students. Baxter Hall provides lounge areas, computer labs and laundry facilities on each floor. A study room and TV room are provided in the main lobby area.

Mango Campus Apartments (men and women) are located south of the main campus. This area contains 20 private apartments and houses married, non-traditional, and graduate level students.

Flagler Towers (men and women) is a four-story residence hall located on the Intracoastal Waterway, just south of the main campus. This hall contains 47 apartments and houses 237 upper-class students. Flagler Towers provides private kitchens, and laundry facilities on most floors. A computer lab is provided in the main lobby area.

Johnson Hall (women only) is a five-story residence hall located on the Intracoastal Waterway. This hall contains 60 suite-style rooms and houses 120 students. Johnson Hall provides living rooms within each suite. In the main lobby area, residents are able to enjoy a baby grand piano and jukebox in addition to a kitchen facility, computer lab, prayer room, and laundry facilities. All resident rooms and lobby areas in Johnson have wireless connectivity.

Lakeview Apartments (men and women) is a three-story residence hall located on the Intracoastal Waterway, just south of the main campus. This hall contains 35 apartments and houses 80 upper-class students. Lakeview Apartments provide private kitchens and laundry facilities that are coin-operated.

Oceanview Hall (men and women) is a seven-floor building having a residence hall on the top two floors. This building is located directly west of Baxter Residence Hall. The hall contains 92 rooms and houses 196 students. Oceanview Hall provides lounge areas, laundry facilities on each floor and a computer lab in the main lobby.

Rinker Hall (men only) is a five-story residence hall located in the center of campus. This hall contains 60 suite-style rooms and houses 129 students. Rinker Hall provides living rooms within each suite. Students can enjoy a computer lab, laundry facilities and full kitchen area in the main lobby. All resident rooms and lobby areas have wireless connectivity.

Weyenberg Hall (men and women) is a two-story residence hall located in the center of the campus. This hall contains 12 rooms housing 48 honors students and a Faculty-in-Residence. Weyenberg Hall provides a main lounge, kitchen area, and laundry facilities.

Samaritan Gardens Apartments (men only) are two-story residence halls located on the Intracoastal Waterway, just south of main campus. These halls contain 12 apartments and house 48 students. Samaritan Gardens Apartments provide private kitchens and living areas.

Residence Hall Cost Per Semester

Baxter Hall	\$2,150
Flagler Towers	\$2,350
Johnson Hall	\$2,150
Lakeview Hall	\$2,350
Oceanview Hall	\$2,150
Rinker Hall	\$2,150
Weyenberg Hall	\$1,640
Samaritan Gardens	\$2,150

RESIDENCE LIFE STAFF

Every residence hall has a full-time professional staff member called the Resident Director, who supervises a specially selected and trained student staff consisting of an Assistant Residence Director (ARD) and Resident Assistants, (RAs). It is this team of the professional and paraprofessional staff that ensures the hall atmosphere is conducive to the student's academic learning, personal growth and physical well-being.

Our staff has been intentionally selected to help provide a safe and positive experience for all residents. It is important for you to get to know the professional and paraprofessional staff in your living area. Please contact them if you need assistance with anything!

Resident Directors (RDs) are professional staff who must have at least attained a bachelor's degree. The RDs main focus is to foster a safe, Christian community within each residence hall. Resident Directors are available 24 hours a day, seven days a week in case of emergencies. There is always one RD on duty at all times. Since RDs maintain nontraditional business hours due to evening programs, events, and visiting residents, they are in their office during a limited number of hours each day. RDs also are available by appointment if their hours conflict with class times or other obligations.

Assistant Resident Directors (ARDs) are student staff members that have previously served in leadership positions. These individuals have demonstrated excellent leadership and administrative skills that will enable them to assist the Resident Directors, taking on more responsibility than the RA in hopes of preparing them for a future career in Student Development and Residence Life. ARDs also handle RA responsibilities and have residents for which they are responsible.

Resident Assistants (RAs) are student staff members who live on the floor with residents and serve as a resource to residents. In addition, RAs strive to foster a Christian community on their floor and in the hall. RAs have typically lived on campus for at least one semester and are committed to their Christian faith. There is approximately one RA for every 35 residents.

Desk Assistants are student staff members who serve as a resource at the main desk of each residence hall. Desk assistants are available to notify staff in the event of a lock-out, contacting the RA or RD, providing toilet paper or vacuums, checking out game equipment, etc. The services each desk assistant can provide depend on the services available in each residence hall.

COMMUNITY LIVING

Creating Your Home

The first couple days of residence hall living are filled with many exciting challenges and opportunities. It is important to take the time to get to know the Residence Life Staff for your residence hall, your neighbors and roommate, as well as getting settled into your new home. We encourage you to create a place where you feel comfortable. You may rearrange your furniture within the room it was issued to as long as it is returned to the original location before move-out, and you follow any request made by staff for maintenance or safety needs. Please review this handbook as it pertains to appliances, decorating, and important policies with your safety and our community values in mind. Your familiarity with this handbook will help prepare you for a great year living in the residence halls!

Roommate Connections

In most cases, your roommate is someone you haven't met before. It is very important that you take the time to get to know this person. The sooner you start, the sooner you can be on your way to a positive roommate experience. Roommates could have similar personality traits, be from similar geographical locations, have similar academic or career interests, and enjoy the same hobbies. We all know everyone is different, but taking the time to find the commonalities between you and your roommate will be the first step to successful roommate living. Identify each person's most important living preferences: the type of music they like, whether they are a morning person or a night owl, their major, hobbies, sports they enjoy, their faith perspective, and what they want most out of college. Throughout the year, you will encounter differences with your roommate and it is vital to talk them through. The key to resolving them is to communicate with each other directly (leave third parties out of it if at all possible) and be open-minded. Attempt to agree on a compromise.

Roommate Agreements

Residence Life Staff can provide you with copies of roommate agreements if you feel you could use some help getting these conversations going. The agreement will focus your conversation on specific areas to help prevent and resolve roommate conflict.

Roommate Relation Tips

Communicate, communicate, communicate – Honestly, openly, assertively and respectfully, and only to one another. Talk to your roommate early and often about the living environment.

Have realistic expectations – No one is perfect, and your roommate is never going to be like you. Learn to respect your roommate's differences. Be open to try new things and to compromise. Be considerate of personal time and privacy. Don't make assumptions about your roommate. Be courteous. Use "please" and "thank you." Appreciate your roommate. Be aware of noise levels, music preferences, sleep patterns, cleanliness and personal hygiene.

Be courteous - If you ask to borrow your roommate's things, return them in good condition and return them promptly. If your request to borrow an item is denied, don't make your roommate feel guilty or don't get angry. It is your roommate's item to lend or not lend, not yours. Respect your roommate's right to say "no." Be open-minded. Avoid being judgmental. Ask your Resident Assistant for advice.

Tips for Successful Community Living

1. Take care of your dishes and clean up your messes promptly.
2. Do it now versus after class.
3. Clean your room and complete assigned suite areas *prior* to Room Check.
4. Submit work orders and take out the trash when needed, etc.
5. Don't assume someone else did it or will do it.
6. Be a role model of taking responsibility.
7. Always observe quiet hours and courtesy hours.
8. Remember: courtyards, stairwells and garages can be echo chambers.
9. Keep your voices down out of respect for those living near these areas.
10. Refrain from bouncing balls in elevators or hallways – wait until you are outside.
11. Attend to laundry promptly. Laundry left in washers or dryers unattended creates an inconvenience for others waiting for the machines and often will end up on the counter.
12. If you notice the floor is wet or a laundry machine is broken, please let your RA (Resident Assistant), ARD (Assistant Resident Director), or RD (Resident Director) know about the problem.

What to Bring to PBA

Suggested list of items you should bring to PBA:

- | | |
|--|--|
| ▪ Bedding (Extra-long twin sheets, blankets, pillow) | ▪ Toiletries |
| ▪ Alarm Clock | ▪ Laundry Supplies |
| ▪ Umbrella | ▪ Bible |
| ▪ Desk Lamp | ▪ Flashlight |
| ▪ Trash Can | ▪ Room Décor |
| ▪ Class Supplies | ▪ Mini-Refrigerator (4 cu. ft. or less) (one per room) |
| ▪ Cleaning Supplies (living area and bathroom) | ▪ Sunscreen |
| ▪ Cell Phone | ▪ Surfboard/Skateboard |
| ▪ Co-Ax Cable TV Cord | ▪ Modest Swimsuit |
| ▪ Power Strip w/ Surge Protector | ▪ Microwave (one per suite) |
| | ▪ Computer |

What NOT to Bring

List of items that are prohibited in PBA's residence halls

- | | |
|---|-------------------------------------|
| ▪ Pets (only fish in tanks 20 gals. and less are permitted) | ▪ Weapons (including air soft guns) |
| ▪ Router | ▪ Candles and Incense |
| | ▪ Toaster Ovens |

- Toasters (permitted in apartments)
- Grills
- Halogen Lamps
- Space Heaters
- George Foreman Grills
- Any appliance with an exposed heating element

RESIDENCE SERVICES

Appliances

Microwaves and ice machines are provided in most residence halls. Full functioning kitchens, including a refrigerator, are provided in the main lobbies of Rinker, Johnson, and Weyenberg. Most suites in Towers, Lakeview, Samaritan Gardens and Mango Apartments contain an individual kitchen.

Bicycle Racks

Bicycle racks are provided near all residence halls. It is your responsibility to purchase the proper *U-bolt* locking device and register your bicycle with Safety & Security. Bicycles should be stored on a bike rack or Baxter Bicycle Garage and not locked on light poles, trees, or stairwell railings (or any area that impedes traffic and University grounds keeping/maintenance).

Bulletin Boards

Residence Life Staff will keep you informed of events and updates by posting information on hall bulletin boards. Bulletin boards in the residence halls are maintained by the desk assistants. If you would like to post information on the bulletin board, please request permission from the Residence Life Office.

Cable TV

Cable TV is provided in most residence hall lobbies and most residence hall rooms. Residents must provide their own cable-ready TV and cable wires to connect the television to the outlet. Cable TV is not provided by the University in the Mango Apartments. Mango Apartments' residents must contact the local cable company for cable installation. The University is not responsible for uncollected charges when residents set up their own cable service.

The College Cable Services Company provides comprehensive cable service to the Palm Beach Atlantic University campus. More than 60 channels are provided including four local, high definition channels. The cable system also features an Emergency Alert System that alerts students to potential emergency situations or evacuations.

Any work orders involving the cable system should be reported to the Residence Life Office at 561-803-2555.

Computers

Computers are provided in a mini-lab in most of the residence halls. Students may also bring personal computers for network connection in the residence room. Personal computers are not serviced by PBA. Personal computers must have the most recent anti-virus software in order to function on the PBA network. This software can be downloaded for free from the PBA website. PBA provides one Ethernet port per room in Oceanview Hall, Baxter Hall, and Lakeview Apartments; students will need to purchase a non-wireless hub if two or more are used in a room. Wireless access is available to students. Students may not use or set up servers in the rooms. Please check with the Technology Services department for any further specifications or updates to this policy. (E-mail Technology Services at helpdesk@pba.edu or call at 561-803-2027). Computer labs also are available on the second floor of Rinker Hall.

Depositing Money on ID card

Deposit machines are available in the Lassiter Student Center, Greene Complex and Einstein Bros Bagels. The PBACard Office is also available to assist you with placing money on your ID card and is located on the first floor of Okeechobee Hall. In addition to these on-campus services, students may use the PBACard website to place money on their card remotely from any computer. The funds deposited at any of the above locations can ONLY be used on campus.

Health Services

When a student becomes incapacitated due to illness, the Resident Director on duty or the Center for Health and Wellness should be notified immediately. If a student becomes seriously ill or injured, the Center for Health and Wellness can help evaluate whether s/he should remain on campus or return home for a short time. If the student chooses to remain on campus, arrangements can be made for meal delivery and the Residence Life staff will be notified. The Center for Health and Wellness staff may be contacted to determine treatment and/or whether a visit to the hospital is deemed necessary. If the Resident Director on duty cannot be reached, Safety & Security should be called. The University does not have an overnight infirmary and does not provide continuous medical care.

Center for Health and Wellness is available to anyone currently enrolled as a student at PBA. Services include triage by a registered nurse, practitioner treatment of illnesses and injuries, laboratory services, most routine and travel immunizations, blood pressure checks, wellness educational resources, various over-the-counter medications, crutches, ace wraps, cold packs and health education. Full-time Undergraduates and those insured by the student insurance plan have a \$10 co-pay per office visit for practitioner services. All fees may be charged to student accounts or paid by cash or credit card. For prescription medications available in the Center for Health and Wellness, a fee will apply. For a prescription purchased at local pharmacies, using the school insurance, a \$10 or \$25 co-pay may apply, unless the medication costs less than the co-pay. These practitioner and prescription benefits are also available to all students by appointment; however, all Part-time, Graduate, and Evening students will be charged full price for fee related services (see Center for Health and Wellness for a list of fees). All services are by appointment, but walk-ins are also accommodated based on availability.

As dictated by Florida state law, the Center for Health and Wellness also is responsible for maintaining health and immunization records on every student enrolled in classes. Emergency contact information is on file in the Center, and it is important that students keep this information current. Any changes can be reported to the Center for Health and Wellness at 561-803-2576.

All full-time Undergraduate, International, and Pharmacy students are required to have insurance; whether through the school-endorsed insurance plan or comparable coverage (The University requires proof of coverage to waive the school endorsed plan). If a student has the school insurance, the clinic will file the insurance for him/her. The Center for Health and Wellness does not bill outside insurance companies and therefore charges for services are due at the point of service. Any fee related services can be filed by the student with their own insurance company for reimbursement.

Laundry Facilities

Card-swipe washers and dryers are available in each residence hall with the exception of Lakeview Hall and Weyenberg Halls which have coin operated machines. Due to limited laundry facilities and security precautions, use is limited to resident students only. Irons and

ironing boards are not furnished. If you notice washers or dryers in need of repair, please contact the Residence Life staff in your building immediately. Laundry fees are \$1.00 to wash one load of clothes and \$1.00 to dry one load of clothes.

Lobby Areas

All lobbies provide seating areas, study areas and a big screen TV. Some areas provide game equipment and additional seating areas. If you would like to reserve the use of one of these areas, please make a request to the Resident Director of that building.

Lock Out Procedures

If you are locked out, notify the RA on duty. If the RA is not accessible, contact Safety & Security at extension 32500. Contact numbers are posted by each main lobby desk. You will be asked to present a photo identification to be let into your room. Repetitive lock outs will be fined at the Resident Director's discretion.

Maintenance and Repairs

Maintenance problems need to be submitted via the National Plant Services work order link at myPBA. National Plant Services personnel will complete work order requests as needs arise and should leave a note on your door pertaining to the work performed. No work will be performed without a work order.

If an emergency occurs (i.e. severe water leaks, toilets overflowing, heating/cooling failures, roof leak, elevator problems, etc.), call the Resident Assistant on duty immediately. If you cannot reach an RA, call Safety & Security. In emergencies, maintenance personnel will respond to campus to address the problem.

Typically, work in the residence halls and apartments will be accomplished between 9 a.m. and 4 p.m., except in the case of an emergency. National Plant Services personnel will use hall master keys obtained from Safety & Security. Hall and front door master keys will not be issued overnight to tradesmen.

Plant Services staff will knock on the door prior to entering a room and announce themselves. If a student answers the door, the student should not allow entry unless the person is wearing a PBA picture ID and uniform. If no one answers the door, the National Plant Services staff will use a passkey and check for signs of occupancy in their room (students sleeping, showering, etc.). They will announce their presence, calling "maintenance" very loudly at least twice. National Plant Services staff will then prop open the door, accomplish the task assigned, completing the work order. A door tag will be left on the door notifying the residents of the status of the repair and that National Plant Services has been there. They will then lock all doors as they exit the area. If tradesmen leave the room for any reason while completing an assignment, the door will be locked.

Mail

Each resident will be issued a campus mailbox. Campus mailboxes are located on the first floor of the W. G. Lassiter Student Center. Mail is delivered Monday–Friday and is placed in the boxes daily. If you receive a package, a package slip is put in your box. Slips must be signed and presented with photo identification. The campus mailroom allows you to mail packages via FedEx or UPS and purchase stamps during their hours of operation. Regular mail may be sent to: Student Name, P.O. Box 24708, West Palm Beach, FL 33416. Packages may be sent to: Student Name, 900 S. Olive Ave., West Palm Beach, FL 33401.

Off Campus Housing Advertisements

Residence Life posts vacancy ads on the Residence Life Web site at myPBA and in the Residence Life Office on the 2nd floor of the Lassiter Student Center as supplied by local off-site individuals/organizations. (PBA does not endorse any of these postings nor assume any responsibility, either to landlords or current or future tenants, related to these ads or their accuracy.)

Pest Control

PBA utilizes a proactive, integrated approach to pest control. PBA contracts with a local pest control company to stop pests on the perimeter of the buildings. If you identify a pest problem in your living area, please complete an online work order. Residents can assist in pest control by eliminating trash and improperly stored food from the living area as well as maintaining a clean environment.

Pool

A pool outside of Flagler Towers is available for the PBA community. Lifeguard service is not provided; it is the responsibility of residents to supervise the activities of their family, guests or visitors. The resident must accompany guests at all times. Please adhere to the posted rules and guidelines displayed near the pool entrance. All swimsuits worn at the pool should be modest in nature and adhere to the guidelines of the dress code policy in *The Navigator*.

Trash and Recycling Pick Up

Trash containers are located in designated parking lots on campus. Trash is picked up on the weekdays and is emptied on a daily basis. It is the residents' responsibility to dispose of their trash in these pick-up locations. All trash needs to be disposed of in closed trash bags. Recycling bins are for recyclable material only and are emptied regularly. It is the residents' responsibility to ensure their room recycling bins are emptied to the designated pick-up locations.

RESIDENCE LIFE POLICIES

All enrolled PBA students are subject to policies and values listed in *The Navigator*. Residence Life policies are specific for residential students and guests in addition to those expectations outlined in *The Navigator*. Please refer to *The Navigator* for more detailed information regarding our Community Values System.

Alcohol, Drug, and Smoke Free Campus

PBA is an alcohol, drug, and smoke-free campus. This policy mandates that there is to be no form of drugs or alcohol on University property or at University events. Tobacco products may not be used in residence halls, on campus or at University-sponsored functions. Please consult *The Navigator* for the details of the PBA alcohol policy.

Appliances

Electrical Appliances: There are limitations for the load on electrical circuits. Therefore, for a variety of safety reasons, electrical appliance usage must be restricted. With proper care and usage, acceptable electric appliances within student rooms are: coffee pots with automatic shut-off, fans, hair dryers, lamps, stereos, electric razors, radios, televisions and blenders. Toasters and electric indoor grills (i.e. George Foreman grills) are permitted in apartment housing only. One microwave per suite is permitted. (Please communicate with roommates and suitemates about this in advance). The University provides microwaves in the main lobbies of most residence halls.

The following list of appliances is prohibited from all campus housing facilities: electric fry pans, halogen lamps, hot plates, burners, space heaters and any appliance with an exposed heating element.

Refrigerators are allowed in residence hall rooms, but are restricted to one per room. Each refrigerator must meet the following requirements: amperage of 1.5 or less and size of 4.3 cubic feet or less. Refrigerators are provided in all Towers and Lakeview apartments and most Mango Apartment units. (Refrigerators are not provided in some Mango Apartments.) Only one additional refrigerator, meeting above-mentioned specifications, will be allowed in Towers and Lakeview rooms.

Ice machines are provided in most residence hall lobbies.

Kitchens: Facilities for cooking are available in many lobbies and most Towers, Lakeview and Mango Apartments units. It is the responsibility of those using the cooking area to return it to proper order. Cooking is permitted in Towers, Lakeview and Mango Apartments facilities/rooms within the following guidelines: (1) Residents remain in the room during cooking; (2) Residents are considerate of roommates and other residents by promptly cleaning up and controlling food odors.

Babysitting

Students may not provide babysitting services in any University facility including residence halls with the exception of live-in staff apartments.

Billing and Cost

The Business Services Office sets campus housing rates for each academic year. Each semester, the cost for the housing will be billed to the student's account. Payment must be remitted to the Business Services Office.

Candles, Incense, Potpourri Pots

Due to potential fire hazard, candles, incense and potpourri pots are not permitted in any University residence hall. This includes wickless candles or incense.

Cooking

Based on fire regulations and sanitation concerns, cooking is prohibited in student rooms. Cooking must be limited to common areas or kitchens. Students are responsible for cooking in a safe and reasonable manner, as well as keeping the apartment clean and sanitary. This privilege may be taken away if abused. (See also Appliances.)

Courtesy Hours/Quiet Hours

To respect the rights of the University community and the surrounding community, residents are asked to keep noise levels to a reasonable level. Courtesy hours are extended 24 hours a day to all students in campus housing. Quiet hours are from 11 p.m. to 10 a.m. Sunday through Thursday in all residence areas. Quiet hours are from midnight to 10 a.m. Friday through Saturday. It is expected that students will respect the rights of others wanting a quiet environment by keeping noise produced by stereos, instruments, voices, etc. at a reasonable, minimal level. No noise should be heard outside a student's room with the doors and windows closed. Speakers or stereos should not be placed by or facing windows. During finals week, quiet hours are extended to 24 hours a day.

Curfew

The University administers curfew to freshmen residents to protect students and to teach personal discipline during the transition from home to University. The philosophy behind

curfew stresses student safety and health, responsible decision making, and facilitates a successful academic environment for freshmen students. Curfew is intended for traditional first year students therefore, a student who has taken a year out of school before coming to college is still considered a traditional first-year student. A student who is 21 or older and is a freshman is not considered a traditional first-year student and would be exempt from having a curfew. The following are the curfew hours for first-year students:

Sunday through Thursday – 11:30 p.m. to 5:30 a.m. and Friday and Saturday – 1:30 a.m. to 5:30 a.m. Freshmen are to be in their rooms at curfew and remain in their residence halls after curfew. Residence Life staff may ensure compliance of this policy at any time during a student's time on curfew.

Freshmen who successfully complete their first semester without any curfew or disciplinary violations and have at least a 2.5 GPA, may be exempt from curfew their second semester. If disciplinary violations occur second semester then the curfew may be re-instated.

Students with curfew may extend curfew by one hour if required by on/off campus employment. A permanent work pass extends curfew regularly throughout the semester, covering specific days. A student must obtain a Curfew Extension Request form from the Resident Director in order to apply for an extension. A student will not be allowed to extend curfew for work until the request is received and approval granted by the Resident Director, even if the student has been hired and scheduled for such hours already.

Decorations

Residents are not permitted to paint the walls of their room, suites or apartments. Please only use staples, tacks or small nails when hanging items in the residence hall room. Residents will be charged for any damage caused by non-approved adhesives. Alcoholic beverage bottles, posters, and other objects that are inconsistent with the Christian standards of the University may not be used for decorative purposes and may be confiscated following a warning if not removed promptly.

Holiday decorations that are inconsistent with the Christian standards of the University are prohibited. If there is an item in question, please consult with your Resident Director before hanging or displaying the item. Live Christmas trees and canned spray snow are prohibited in campus housing. Christmas lights may only be used between Thanksgiving and Christmas Break and must be turned off when no one is in the room.

Emergencies

In the event of an emergency, please contact Safety & Security at 561-803-2500. Students away from main campus should call 911 first, then Safety & Security. For minor emergencies, the Resident Director on duty can be called 24 hours a day, 7 days a week via Safety & Security. In addition, the Resident Assistant on duty can be called during scheduled duty times by phone. Safety & Security is able to call the Police Department, Campus Health and Wellness staff, Resident Director, or maintenance upon your initial contact with them.

Entry

University officials may enter living units at any time. Every attempt will be made to give the residents prior notice except in the case of an emergency or threat to the health and wellness of any member of the campus community. In order to provide the safest environment for residents, regular fire and safety inspections will be made to ensure that all buildings and rooms comply with local, state, and federal regulations. (Please see Maintenance & Repairs and *The Navigator* for further explanation.)

Facility and Room Care

Residents will maintain reasonable standards of cleanliness and sanitation in their rooms, common areas, and balcony areas for the purpose of a healthy living environment. To help students maintain such reasonable standards, Residence Life staff will inspect rooms regularly for cleanliness and neatness. In addition, Residence Life staff will inspect the rooms and suites for any safety and security infractions. Rooms or suites that fail room inspection may be fined \$25 for the first occurrence, \$50 upon second occurrence. Failing room inspection for a third time will result in a meeting with the Resident Director and possible disciplinary action. Residence Life staff reserves the right to conduct periodic cleanliness and safety and security inspections in all campus housing (See Entry and/or Repairs).

Extra cleaning and/or check-out fines may be assessed for failure to comply with proper procedures. All garbage and recyclable items should be removed from units and discarded in the appropriate receptacles. All trash should be disposed in trash bags, i.e., loose items should not be placed in receptacles. Failure to discard trash in the proper receptacles will result in a warning the first time and a \$25 fine per occurrence thereafter.

Windows and window screens

Some windows in student rooms have screens for safety and comfort. Those screens must remain securely fastened at all times. A fine will be incurred for any screen that is removed and/or missing, regardless of whether the screen is later replaced. Students who throw objects out of windows will be referred to the disciplinary system. Objects deemed inappropriate by staff cannot be displayed in or from windows (anything inconsistent with the Community Values). The use of windows as an entrance, exit or as means to pass objects is strictly prohibited except in emergency situations.

Room Alterations

Any materials that chip or deface the walls are not permitted. Students may only use staples, tacks or small nails to hang decorations on the walls. Alterations of the physical structure or property of the apartments by students is not permitted without the written authorization of a Resident Director. Each resident is responsible for University property and furnishings in his/her apartment. This includes apartment structure, doors, kitchen appliances and bathrooms.

Residents may not make substantive or significant changes to their rooms, including rewiring (i.e., thermostats, ovens, etc.) or building shelves or lofts. Failure to comply will result in significant fines for repair/labor and possible referral to the disciplinary system. Rewiring or tampering with thermostats and ovens poses severe danger to students. Please report any malfunction of these units to maintenance and/or your Resident Director. Do not try to fix these yourselves and risk the safety of yourself and fellow residents.

Students attempting to patch holes in the residence hall rooms or any common areas will be charged the full amount of patching and painting the walls.

Furniture

The University will provide the following items in residence hall rooms: bed, dresser, desk, closet space and window shades. Students may use only the furniture already provided in their room to change the configuration or design of the room. Students will be held responsible for any damage to University property or injury to other persons if they choose to reconfigure their room and furniture. Due to damage that may be incurred to University property, lofts are not allowed in campus housing.

University-owned furniture may not be moved out of or into rooms or apartments. This includes exchanging furniture with another resident or removing items from lobby/lounge or

patio areas. Lobby/lounge and patio furniture is to remain in these areas for everyone to use and enjoy.

Cement blocks, or similar unstable items, may not be used to prop beds. Waterbeds and halogen lamps are not permitted. Any additional furnishings students wish to bring from home must be cleared in writing with the Resident Director to comply with safety codes.

Mango Apartments Only: These apartments are unfurnished. Each campus apartment set-up differs from the next. Apartments are rented based on an as-is condition.

Keys

The following are policies for residence hall and apartment keys: (1) Keys are issued to current residents only; (2) Sub-master keys are issued to the Residence Life Professional Staff only; (3) Keys are to be issued by the Residence Life Staff or Safety and Security staff only; (4) Keys are not to be left unattended; (5) Keys are not to be loaned to any other individual; (6) Keys are not to be duplicated; (7) Each student is required to personally sign his/her key card; (8) Keys are to be returned to the residence hall staff at the end of the year. Failure to turn in keys results in a charge to the student's account for re-keying. Lost keys are to be reported to the Residence Life Office immediately. Lost keys, which are not reported until move-out, result in a re-keying charge to the student's account and a \$25 fine.

Students who lose room keys, at no matter what point during the semester, will be charged for replacements and re-keying at a fee of \$100 because of the number of locks involved in the re-keying process. Any key that is found should be turned in to Safety & Security. All administration, faculty and staff must have approval by the Residence Life Office to obtain residence hall keys. Students found with unauthorized keys will be subject to disciplinary action.

Meal Plans

All residents, with the exception of those living in Mango Apartments, are required to participate in the University meal plan. Only residents of Towers and Lakeview apartments can choose the 75 Block Plan. (Please see Meal Plan section for more information.)

Motorcycles, Mopeds, Bicycles, Inline Skates, and Skateboards

Motorcycles, mopeds, and bicycles are not allowed in residence hall rooms, patios/balconies, stairwells, or hallway areas. Bike racks are located outside each hall. Baxter Hall has a locked bike storage area residents may use. Bicycles should be locked with a U-bolt lock when stored or parked on campus. The University accepts no responsibility for the safekeeping of bicycles. Bicycles left unlocked will be removed by Safety & Security. Motorcycles and mopeds may be parked in areas designated as University parking. Inline skates and other wheeled modes of transportation/recreation are not permitted to be worn or ridden through the residence halls and apartments. When on public sidewalks or streets adjacent to the University, students should exercise good citizenship by being courteous to others who also are biking, skating or walking. Skateboards should not be used inside any University building.

Musical Instruments

Musical instruments may be played only on Mondays and Thursdays from 5 p.m. to 7 p.m. with the exception of acoustic guitars, which are excluded only during quiet hours. **All** instruments should be kept at a reasonable level and should be turned down if a community member, including PBA staff, asks for consideration.

Outdoor Patio Areas

Entryway and patio areas (including balconies) must be kept neat and clean. Therefore, these areas are not to be used as storage. They must be kept clear of indoor furniture and boxes. University-owned furniture is not to be placed on patios, porches or balconies at any time.

Overnight Guests

Guests may stay overnight with the advance approval of the Resident Director under the following conditions: (1) All roommates & suitemates must agree; (2) The person making the request is not under any type of probation; (3) Arrangements have been made in writing with the RA and RD 48 hours in advance of the visit of the evening the guest will stay. **Residence Life Staff Reserves the right to deny permission for overnight guests;** (4) The guest must be at least 12 years of age and of the same sex as the requesting student; (5) Guests may stay up to two consecutive nights in the residence halls without charge. After two nights, there is a \$15 per night charge for guests who remain overnight. This is payable to the Resident Director in advance, accompanied by the completed form. There is a \$50 charge for guests who stay without the approval of Residence Life, in addition to the \$15 per night charge. This policy applies to all non-student and student guests and ensures that an environment conducive to study, privacy and personal needs of all residents are maintained; (6) No overnight guests are permitted during school breaks.

All guests are subject to University Community Values and campus housing policies. Violation of University regulations or the Community Values System by guests will result in disciplinary action for the host and guest, depending on whether the guest is an enrolled student as well as the nature of the violation, including immediate removal of the guest from campus. The presence of unauthorized guests will result in disciplinary action upon the host and loss of this privilege for the remainder of the semester (or future semester if past mid-term). Overnight guests will not be permitted on the weekend immediately preceding finals study week, exam week, spring break, or graduation. Guest privileges may be limited at the discretion of Residence Life, including resident and non-resident guests.

Personal Property/Liability

The University assumes no liability for damage or loss of personal property. This includes damage or loss due to fire, theft, hurricanes, flooding, loss of power (power surge), etc., during the entire term of the housing contract, including all University vacation periods during the year. The University recommends that students not leave valuables in their rooms during vacation periods. If something is stolen or vandalized, report it immediately to Safety & Security.

Students are strongly encouraged to purchase personal property insurance. PBA works with CSI Insurance Agency (www.collegestudentinsurance.com) to provide students with extremely affordable property insurance.

Pets

For sanitary reasons, and for protection of private and school property, pets of any kind (except fish) are not allowed in campus housing. PBA does not allow cats, dogs, birds, rodents or reptiles to be kept in campus housing. This also includes feeding and temporarily keeping animals in or around living areas.

Students may have aquariums. An aquarium is defined as a self-contained ecological tank that houses living organisms in a totally aquatic environment, of up to, but no more than 20 gallons. Some plants and animals that may be found in aquariums include, but are not

limited to: fish, crabs, anemones, corals, various mollusks, algae and other elodea. This does not include amphibians, reptiles or any organisms that live in a semi-aquatic environment.

Policies for having an aquarium are as follows: (1) student is fully responsible for proper maintenance of the aquarium at all times, including holiday breaks; (2) student is financially responsible for any damage which occurs in the room because of the aquarium. Charges will be made to student's account; (3) students with aquariums must respect the rights of their roommates. If the roommate(s) of the aquarium owner complain about the use or misuse of the aquarium, Residence Life Staff have the authority to either modify/restrict use of the aquarium, or remove the aquarium from the room; (4) Should routine inspection by the Resident Assistant reveal that an aquarium is not being properly maintained; the owner of the aquarium will be ordered to improve aquarium maintenance or remove it from the room; (5) Aquariums are limited to personal rooms, and only one per room; (6) Gravel in tanks must be disposed of properly, not dumped down the toilets or in the sinks, or the student will be assessed for damages; (7) Screens or hoods are required on top of the tank; (8) Tanks will be unplugged during official University breaks, and arrangements made for fish to be taken care of in a location other than PBA housing; (9) Only aquatic fish and plants listed in the paragraph above are permissible.

Propping Doors

In order to ensure the safety and security of each resident and their personal belongings, propping doors is prohibited in all campus housing. Students are not to use magnets as a means of keeping doors unlocked. Fines will be levied against those who violate this policy. Residents in Baxter and Oceanview Halls may prop doors only if they are in the room while the door is propped and follow the guidelines set forth by the Resident Director. See Dangerous Practices/Reckless Behavior in the Navigator.

Smoke Alarms/Fire Drills

As a safety measure, each room/apartment is equipped with a functioning smoke alarm. The smoke alarms or fire extinguishers must not be tampered with in any way (i.e., removing the battery, disconnecting, reckless disengaging, etc.) Disciplinary action, up to and including suspension, will take place if students are found to have tampered with any life safety equipment. During the course of the academic year, fire drills will be conducted, as required by law. When an alarm sounds, students are to vacate the building immediately and proceed to the designated area.

Storage

No storage facilities are available on campus.

Subletting

The housing contract and the right of occupancy are not transferable or assignable. Transference of assignment shall result in contract termination and disciplinary action.

Vending/Soliciting

Privately owned business enterprises may not be operated on campus except as permitted by the Development Office. Use of the University facilities or grounds for fundraising by student clubs must be approved by the Student Activities Office.

Video Copyright

Federal copyright law restricts the use of copyrighted video recordings to private showings and prohibits their public performance in common rooms such as lounges or semi-public areas within the residence halls and/or other campus housing facilities.

Visitation

Residents may entertain guests in the common lounge areas in main lobby of residence halls per the Resident Director's discretion. This privilege will be revoked if misused or abused.

Visitation in the room or suite of a person of the opposite sex is permitted during scheduled visitation only, which is:

Baxter and Johnson Halls: Monday, 7 p.m. – 11:15 p.m.

Rinker & Samaritan Gardens: Tuesday, 7 p.m. – 11:15 p.m.

Oceanview Hall: Wednesday, 7 p.m. – 11:15 p.m.

Baxter, Johnson, Oceanview, Rinker, and Samaritan Gardens: Friday and Saturday, 7 p.m. – 1:15 a.m.

Weyenberg Honors House, Mango Apartments, Lakeview, and Towers: Daily 10 a.m. – 2 a.m. During visitation hours, guests in south campus apartments (includes Lakeview, Towers, and Mango Apartments) are allowed in the living room only. For guests in main campus buildings (includes Oceanview, Johnson, Baxter, Weyenberg, and Rinker), bedroom doors are to remain wide open at all times for the purpose of visibility into the room. Visitors must be at least 12 years of age unless the Resident Director gives prior permission. Visitors in all main campus buildings must sign in and leave their ID card or driver's license with the staff on duty while they are in the hall.

Restricted Areas: All elevators and stairwells are off limits to the opposite sex in respective halls, except during visitation. Laundry room doors must be propped wide open if a member of the opposite sex is present during authorized visitation time. Students are told of the restricted areas particular to their residence halls and are held responsible for abiding by these policies as well as insuring that any guests are made aware of these restricted areas. The request must be made in writing 48 hours in advance of the visit. Visitors and overnight guests must sign the visitation log, located at the front desk area. This log will help the Residence Life Staff in case of fire or emergencies. (See Overnight Guests.)

CAMPUS DINING

Dining service is provided by Aramark, an international food service firm. Aramark works with the University administration and Student Government to provide students with a variety of nutritious menu options, weekly meal specials, and monthly theme meals combined with personal service for a pleasant campus dining experience.

Fraser Dining Hall

Day and evening hours are posted outside the Fraser Dining Hall and online at <http://www.sailfishdining.com>. Hours may vary during official University breaks. If a student is unable to dine during the regularly posted hours, a manager of Food Services may be contacted to arrange a sack lunch or dinner. The dining hall is open for service ONLY during the posted hours. Students will not be allowed entry to the dining hall if they arrive after the designated closing time for that meal or without their Campus Identification Card.

Meal Plan Exemptions

Students with valid medical reasons may apply for a meal plan exemption through the Residence Life Office by the drop/add deadline. The student must have a physician submit a written explanation of the medical problem and recommendations for treatment. If Campus Dining Services is unable to provide accommodation of the prescribed diet, an exemption may be granted.

Inappropriate Behaviors

The Community Values System applies to all areas of campus, including all dining facilities.

Meal Plan Options

#1 All Access 7

- Unlimited access to the Fresh Food Company (FFC) Monday - Sunday
- \$50 Dining Dollars
- 1,905.50 + tax
- Available to all campus residents and commuters

#2 All Access 5

- Unlimited Access to the FFC Monday – Friday
- \$200 Dining Dollars
- \$1,854 + tax
- Available to all campus residents and commuters

#3 Block 160

- 160 meals to use whenever you want in the FFC each semester
- \$100 Dining Dollars
- \$1,442 +tax
- Available to all returning students (commuters and residents)

#4 Block 75

- 75 meals to use whenever you want in the FFC each semester
- \$300 Dining Dollars
- \$1,184.50 + tax
- Available to Lakeview and Towers residents

#5 Block 50

- 50 meals to use whenever you want in the FFC each semester
- \$250 Dining Dollars
- \$721 + tax
- Available to all commuter students

#6 Block 30

- 30 meals to use whenever you want in the FFC each semester
- \$250 Dining Dollars
- \$535.60 + tax
- Available to all commuter students

#7 Block 25

- Just want to enjoy meals in our FFC? Purchase the Block 25
- 25 meals to use whenever you want in the FFC each semester
- \$206 + tax
- Available to all commuter students

EMERGENCY PROCEDURES

For those charged with the administration of PBA, there is no issue of greater concern than the safety and security of students. In a community the size of our campus, this task requires the constant concern and vigilance of each member of the community. Someone once said, "A good citizen doesn't rely on government, but rather the government relies on its citizens." The same could be said for the security of our community, which relies upon its members to maintain an informed and watchful eye for themselves and for their fellow members of the community.

This information will help students learn valuable and effective ways to be safe and responsible citizens of PBA. We strongly urge all students to read and become thoroughly familiar with the very helpful information found here.

Personal property insurance is encouraged in case of any emergency that affects the campus. (See also Personal Property and Safety Tips.)

Fire Safety

In the event of a fire emergency in a residence hall, all residents should be familiar with and follow the guidelines listed below: (1) If fire alarm sounds, immediately leave building by means of nearest available exit; (2) If door is hot, remain in room; (3) Block entrance of smoke and heat into room by stuffing towels or blankets around door and air conditioning openings; (4) Stay low near floor to avoid smoke and heat. Cover head with wet cloth if necessary to aid breathing; (5) If necessary, break window. DO NOT exit through upper floor windows; (6) REMAIN CALM. Fire personnel will get to you as soon as possible; (7) If door is cool, open slightly and check for heavy smoke and heat. If clear, proceed to nearest available exit. In light smoke, stay low near floor to avoid smoke and heat; (8) Before leaving, wear shoes and coat; carry wet towel, if available, to aid breathing. If corridor is too smoky to reach stairway, remain in room. Follow instructions as listed above; (9) When leaving building, get clear of entire area; (10) Proceed to the designated assembly area; (11) Report to University official for roster check; (12) Remain quiet and orderly for further instructions. Remember: Use fire exits. Never use an elevator. Keep hallways cleared of bicycles and other large objects so students may exit with haste, if necessary.

Tampering with fire safety equipment and/or initiating false alarms is a violation of state law.

Hurricane Procedures

A hurricane watch is issued whenever a hurricane becomes a threat to coastal areas. Everyone in the area covered by the watch should listen for further advisories and be prepared to act promptly if a hurricane warning is issued.

A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and very rough seas, are expected in a specific coastal area within 24 hours. Precautionary actions should begin immediately.

The Residence Life staff will frequently post updates in the residence halls. The Crisis Management Team will notify the campus community if an evacuation of campus is necessary.

Hurricane Preparation

Develop an evacuation plan in the event that the campus needs to be evacuated. Second, ensure that the Residence Life staff is aware of your hurricane plan and contact information. Dial 32089 on campus, 561-803-2089 locally, or 1-800-400-5076 if calling from outside of the 561 area-code for official notification of cancelled classes, evacuation and return to campus dates.

Check battery powered equipment. Keep cars fueled should evacuation be necessary as service stations may be inoperable after the storm strikes. If there is inclement weather but no need to evacuate, store drinking water in clean bathtubs, jugs, bottles and cooking utensils because the city water system may be contaminated or damaged by the storm.

Secure outdoor objects that might be blown away. Garbage cans, furniture, bikes and many other harmless items become deadly missiles in hurricane winds.

If authorities have not called for evacuation, stay home and remain indoors. Blowing debris can injure and kill. Do not drive unless it is crucial. Contact a Residence Life staff member for assistance if needed.

Evacuation Procedures

The Residence Life staff, along with members of the Crisis Management Team, will notify students if an evacuation is necessary. Students should be prepared to go to the location indicated on the hurricane roster. If this location is not available, try to go to the home of a friend. Students should have the approval of their parents and sign out of the residence hall. If shelter is needed, the University will assist students. Please take the following items: radio (battery-operated), books, snacks, personal hygiene products, blanket and pillow, change of clothing, prescription medication, aspirin or Tylenol, and cards or games.

Tornado Procedures

Seek shelter in the most secure building available. The interior spaces of the lower floors are the safest. Avoid windows and large glass sections. Auditoriums and gymnasiums should not be occupied during a tornado threat. Motor vehicles also offer no protection. Seek shelter by lying flat in a nearby depression, such as a ditch or ravine if no shelter is available. Remember: Tornado watch means conditions are such that a tornado could develop. Tornado warning means a tornado has been detected – TAKE COVER.

Theft and Crime Protection

The following guidelines are provided to help you in securing your personal items as well as yourself in your residence hall room:

- Always lock your door.
- Do not prop open exterior doors or sliding glass doors.
- Before opening your door to a caller, determine who is on the other side of the door.
- Keep all small items of value (including money) out of sight.
- Always keep your room key with you. Do not lend room keys to anyone!
- If your key is lost or stolen, report it to the Residence Hall staff person immediately.
- Report damaged lock mechanisms to your Resident Assistant immediately.
- If you see a suspicious individual in the hall, contact the Residence Hall staff or Security.
- Do not let strangers into your building.
- Put your name and driver's license number on your TV, stereo, iPod, bike and other such items of value. This can be done at Safety & Security with an electric engraver as part of the Operation ID campaign.
- Keep a record of your valuables. List brand, model numbers, and location of your identification.
- Keep curtains and blinds drawn and windows locked when away at night.

CAMPUS SAFETY

Bike Safety

- Always lock your bike. Only U-bolt type locks are authorized for use in securing bikes on campus property. Other devices provide an unsatisfactory level of protection. Bikes found secured with unauthorized devices will, at the discretion of Campus Security, have the device removed and be stored for pick-up by the owner. Individuals who do not conform to this policy cannot operate or maintain a bike on University property.
- Upon request, Safety & Security will permanently engrave your driver's license number on the frame of your bike, as part of the Operation ID campaign.

Car Safety

- Always lock your vehicle.
- Do not leave valuables in plain view.
- Always park your vehicle in a well-lit area.
- Never leave your key in an unattended vehicle.
- If your car breaks down after curfew, call your Residence Hall staff.

Campus Safety

- Free Security Escorts 24/7: DO NOT WALK ALONE. There is safety in numbers. Especially at night, team up with two or more companions or call Safety & Security for an escort. Don't risk it alone.
- Use well-lit and well-traveled routes. Do not walk through dark areas.
- Be aware of what is going on around you.
- If you think you are being followed, cross the street. If the person crosses the street also, move quickly to the nearest occupied building and go inside.
- If walking at night, avoid groups of individuals loitering on the street. Cross the street or go in another direction.
- Make sure someone knows where you are and when you will return to your room. Keep your roommate informed.
- If you are a victim of a crime, contact the Residence Life staff, West Palm Beach Police or a Security Officer.
- Report any crime or suspicious activity you see.
- Students should be wary of people who approach them asking for food, money, or a place to stay. Any approach should be avoided and immediately reported to proper authorities.

FREQUENTLY ASKED QUESTIONS

(More details are found in the policy sections in this Handbook.)

HOUSING

How can I get back on campus if I am currently a commuter student?

All you have to do is pay the \$300 housing security deposit in PBA Central and submit a Housing Application to Residence Life (with proof that the \$300 was paid). At that time, staff will process your request pending housing availability and be in communication with you regarding the status of your application.

How do I get my \$300 housing security deposit back?

Assuming the student has not accumulated damages fees while residing in the residence hall or moved out of the hall during the semester (and violated the housing contract); the student may request a refund of the \$300 housing security deposit by completing the proper paperwork in residence life.

If a student is suspended, s/he will not receive their \$300 back when they leave.

If the student has a current balance, the \$300 will be applied to his or her account as a credit, and s/he will not receive a check.

(See the University Catalog or the section titled "Housing Security Deposits.")

SAFETY AND SECURITY, CLEANING AND ROOM CHECKS

What are basic expectations for room checks and trash disposal?

Room checks are used to help maintain livable conditions in a community setting.

Below are helpful tips of what will be looked for in successful room checks:

- Items considered to be fire hazards should be removed from the room.
- Remove all items within two feet from the front of the A/C unit to prevent blocking of ventilation of airflow.
- Remove all extension cords. Only power strips with surge protectors are permitted.
- All garbage and recyclable items should be removed from units and discarded in the appropriate receptacles. All trash should be disposed in trash bags, i.e., loose items should not be placed in receptacles.
- All items are picked up off floors and furniture.
- All papers, books, etc. are neatly stacked or put away.
- Bathtub/shower, toilet and sink areas should be scrubbed clean.
- Rooms or suites that fail re-inspection may be fined \$25 for the first occurrence. Additional fines and/or disciplinary consequences will result for additional occurrences.

What are your cleaning expectations for the bathroom?

The floor is to be swept and mopped. The inside and outside of the toilet is to be cleaned. The mirror and countertop are required to be wiped down. Soap scum needs to be cleaned out of tub and sink. Mildew needs to be cleaned off ceilings, floors, etc. as needed.

Do you provide us with cleaning supplies?

No, we don't provide cleaning supplies. We do provide community vacuums for each floor in the residence halls.

Can I pass room checks if I clean my half of the room and my roommate doesn't do their half? What if I clean my part of the common areas?

Not usually. The whole bedroom needs to be cleaned. If it is obvious to staff who cleaned their side and who did not, then staff may pass the person who took care of his or her responsibilities. If it is not obvious, then both individuals will be responsible. In the case where someone does not clean their part of a common area, then all residents are held responsible.

Does every residence hall have to do room checks?

Yes, all residence halls and apartments are required to have room checks.

How often do clean room checks occur?

Times of the clean room checks will be determined by each Resident Assistant (RA) for their floor. For more information about clean room checks see your RA.

What happens if I fail room check?

Students will be fined in the event that they do not pass the room inspection. The value of the fine increases with each failed room inspection.

GUESTS

Can I have a guest stay in my dorm overnight?

Yes. **Permission for an overnight guest must be required from the RA and RD 48 hours in advance (they may deny permission).** The guest must be of the same gender as you, and will be required to pay the school \$15 every night after the first two nights if their stay is three nights or longer. The logic behind this amount is that \$15 a night is approximately what a resident spends a night to live in the residence halls. The reason for the charge is to keep visitor numbers at a reasonable amount as residence halls are not hotels. It's important to note that residents are responsible for their guest at all times during their stay, and guests are not permitted during designated special housing periods when halls are closed. Remember to ask your roommate for permission to have a guest stay overnight.

Can my parent or sibling come up to my room during the week?

Family of the opposite sex can only visit their family member during the designated visiting hours or while helping a resident move-in.

Do PBA commuter students have to pay the overnight fee if they stay over?

Yes.

FOOD

What places deliver after curfew?

There are several delivery places in the area. Some include: Papa Johns or Jimmy Johns. You can look up the restaurant online to determine contact information and/or delivery times.

What are the hours of Dining Services?

Day and evening hours are posted at www.sailfishdining.com. Hours may vary during official University breaks. If a student is unable to dine during the regularly posted hours, a manager of Food Services may be contacted to arrange a sack lunch or dinner. The dining hall is open for service ONLY during the posted hours. Students will not be allowed entry to the dining hall if they arrive after the designated closing time.

MAINTENANCE

How do I submit a work order? Where is it located on the web page?

The preferred way is to submit the work order online from the Plant Services web page under the departments tab on myPBA (<https://my.pba.edu/ics>). You may login as a guest.

Helpful tips:

Politely submit a specific request regarding the problem in your room.

Be specific as to what the problem is and where the problem is located. For example, if you have a crack in a window and you have eight windows in the room, specify which window has the crack.

Only mention one problem per work order. (E.g. Do not put that your light is out in the bathroom and your desk drawer is broken in the same work order. Submit one work order for each problem.)

What is the timeframe for getting maintenance work orders fixed?

Work orders can be completed within a couple days to several weeks. Work orders are prioritized based on what is in progress or recently received.

Helpful tips:

Be careful not to assume the work order was submitted by a roommate or suitemate. Sometimes residents think an issue has been turned in by other residents when it has not. Document your work order number. You may retrieve this number by clicking on "Work Request Status" right after you submit the order. It is important to keep this number to check the status of your requests.

Check the status of your work order request by going to the plant services website, clicking on "Work Order Form," then clicking on "Work Request Status." (This page will request that you enter an ID, which is the e-mail address you used to submit the order.) At times, maintenance will need to order a part to complete a project. The timeframe on receiving the part will then directly affect the timeframe in completing the work order.

Complete any work order surveys sent to you to help maintenance track their successes and areas of improvement.

Contact your Resident Director if this protocol does not aid your work orders being completed within a timely fashion.

Can residents control their own air conditioning?

Oceanview, Baxter, Johnson, Rinker, Towers, Lakeview, Samaritan Gardens and Weyenberg all have general controls such as on/off and temperatures within a pre-set range.

COMPUTER

How do I contact the HelpDesk to submit a work order or question regarding computers or to reset a password?

You can e-mail the HelpDesk at helpdesk@pba.edu or call them at 561-803-2027. Please follow the helpful tips under maintenance work orders above.

What is the timeline of my tech services work order being completed?

See the maintenance section above.

MISCELLANEOUS

If I want a flyer to be approved for posting in a residence hall, where do I take it?

The Residence Life Office (on the 2nd floor of the Lassiter Student Center) approves flyers for the residence halls and off campus housing postings only.

What if I broke or lost my Student ID?

You can purchase a new ID at the One Card Office (Information Village). This process will deactivate your lost card so no one will be able to access your account.

Important Numbers:

PBA Safety and Security	561-803-2500
West Palm Beach Police:	561-822-1900
Palm Beach Sheriff:	561-688-3000
Fire/Police/Ambulance:	911
St. Mary's Hospital:	561-844-6300
Good Samaritan Hospital:	561-655-5511
Columbia Hospital:	561-842-6141