



GENERAL INFORMATION

Americans with Disabilities Act

Everglades University complies with the Rehabilitation Act of 1973 (Section 504) requiring that no qualified handicapped person will be excluded by reason of the handicap from enrolling in a course of instruction. Students wishing to avail themselves of special adjustments/accommodations under the Americans with Disabilities Act must disclose special needs at time of enrollment. Accordingly, every effort is made to make reasonable adjustments/accommodations. Certain programs may require manual dexterity. Please consult campus Admissions Offices for further information.

For physically challenged students, Everglades University campuses are either located on ground level or have appropriate elevator service with ramps and designated parking to facilitate easy entry. Restrooms are equipped with wide doorways and bars to ensure wheelchair accessibility.

The following individual is Everglades University's Section 504 Coordinator:

Dr. Jayne Moschella, Vice President of Academic Affairs

Everglades University

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Telephone (561) 912-1211; Toll-free (888) 772-6077; Fax (561) 912-1191

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Equal Opportunity Statement

Everglades University admits students of any race, color, and national or ethnic origin. The University's policy of equal opportunity employment and affirmative action, consistent with Federal policy, is that no person shall, on the grounds of race, creed, color, handicap, national origin, sex, age, political affiliation, sexual orientation, marital status, or belief, be excluded from any training, be denied the benefit of, or be subjected to discrimination in any hiring practice or activity at the University.

STUDENT DISCIPLINARY/COMPLAINT GRIEVANCE PROCEDURES

EQUAL OPPORTUNITY/AMERICANS WITH DISABILITIES ACT/FERPA COMPLAINTS

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Everglades University complies with the Family Education Rights and Privacy Act-1974 (Public Law 93-380) concerning student records. Student information will only be released to any person, agency or legal authority as required by subpoena/legal process or by consent of the student (or eligible parent). Information will only be released on a consent basis where the student or eligible parent has provided written consent, signed, dated and specifying the information to be released, the reason for release and the name(s) of persons to whom the information is to be released.

A student who feels they have not been treated fairly under the University's stated federal policies has the right to file a written complaint. A complaint should be submitted to the Vice President of the University. These procedures apply only to complaints received in writing.

- A complaint is submitted in person, by U.S. mail, or by fax. Complaints may not be submitted by email. Complaints should be dated.
- All written complaints will be acknowledged by the University within 10 business days of receipt of the complaint. The date of receipt should be marked on the complaint.
- Within 15 business days after acknowledging receipt of an Equal Opportunity, Americans with Disabilities, or FERPA complaint, the Vice President will inform the complainant regarding the institutional response to the written complaint.
- Students have the right to file a grievance with the University in the event they are not satisfied with the University's response.

The steps to request a grievance are as follows:

Grievance Policy and Procedures

Introduction

The Grievance Committee Panel is a standing committee that meets as needed. The voting members of the committee/panel consist of two (2) faculty members, two (2) staff members, and one (1) student. The voting members of the committee/panel should be non-biased participants. The Director of Student Services is the facilitator of the grievance hearing and is a non-voting member of the proceedings.

Purpose

The Grievance Committee/Panel exists as a mechanism to provide a fair hearing for students. The goal of the Panel is to ascertain if Everglades University's policy has been adhered to. The Panel will hear evidence, ask questions, review the catalog/handbook policies, deliberate and render an advisory ruling that, upon approval by the President, will become binding upon the administration as well as the student who filed the grievance.

Request for Grievance Committee

The "Request for a Grievance Committee" form may be obtained from the Director of Student Services at any time during normal business hours. The request form contains the name of the student requesting the grievance process, the date, space for a narrative explanation of the problem/reason for the grievance, name and relation of anyone that will be attending the grievance process with the student and a signature blank.

All "Requests for a Grievance Committee" by a student should be submitted to the Director of Student Services.

Grievance Process and Procedures

- Complete a "Request for a Grievance Committee" form. The form must be signed and dated with a full explanation of the problem/reason for the appeal concerning the student. The form must include the names and relation of any additional people to be there on behalf of the student. The student may bring legal counsel to the hearing but legal counsel cannot speak on behalf of the student. The student must represent them self and present his/her case to the panel.
- The "Request for a Grievance Committee" form must be submitted to the Director of Student Services.
- Upon receipt of the "Request for a Grievance Committee," the Director of Student Services will schedule the hearing within 10 business days of receipt of the request.
- The Director of Student Services will return a copy of the Request form to the student with the bottom portion completed to indicate date, place, and time of the Hearing.
- On the day of the appeal the Director of Student Services will present a brief introduction of the student requesting the appeal as well as members of the panel who will hear the issues. The Director of Student Services will also provide a brief overview of the nature and chronology of the proceedings.
- The student will have ten (10) minutes in which to present his/her views, documentation, and/or other evidence in opposition to the position or action taken by the University.
- During the presentation of the student, members of the panel will have the opportunity to ask questions and view any documentation provided by the student.

- A representative of the University will have ten (10) minutes in which to present the position of the University and/or the basis for the action taken by the University.
- Following the conclusion of the presentation by the University representative, both the student and the representative of the University will have the opportunity for a three (3) minute rebuttal. The student will be permitted to rebut first and the University second.
- Following the rebuttal, the Director of Student Services will ask for final questions.
 - a) The student will be instructed as to the date that they can expect notification of the Grievance Panel's decision.
 - b) Then the student and the University representative will be excused.
- The members of the panel will deliberate. This decision will be forwarded to the President for approval. Absent extenuating circumstances, the student requesting the hearing will be notified of the decision within seventy-two (72) hours (3 Business Days).