



Masters Student Handbook

Crummer Graduate School of Business | Rollins College
1000 Holt Avenue Winter Park, FL 32789-4999
Crummer.Rollins.edu

2023-2024



Crummer

Graduate School of Business
Rollins College

On behalf of President Grant H. Cornwell, Dean Anil Menon, and the Student Success Team, welcome to the Crummer Graduate School of Business at Rollins College.

The faculty, staff, and current students at Crummer will be a valuable asset to you as you familiarize yourself with the program and the Central Florida area. If you have any questions or concerns regarding student life, course work, or any other items important to you please stop by the Student Services Office immediately. We look forward to working with you on your academic journey.

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wseyfried@rollins.edu

407-691-1374

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407-646-1509

Francine Chase, Assistant Registrar

fchase@rollins.edu or crummerregistrar@rollins.edu

407-646-2415

For a complete listing of Crummer faculty and staff, please visit us online at:

Faculty: <https://crummer.rollins.edu/faculty>

Staff: <https://crummer.rollins.edu/contact-us>

Frequently Called Numbers

Roy E. Crummer Graduate School of Business 407-646-2405

graduate-business@rollins.edu

<https://crummer.rollins.edu/>

Student Services 407-646-1195

<https://crummer.rollins.edu/current-students/>

Center for Leadership Development 407-646-2336

<https://crummer.rollins.edu/centers-excellence/leadership-development/>

Center for Advanced Entrepreneurship 407-691-1125

<https://crummer.rollins.edu/centers-excellence/advanced-entrepreneurship/>

Career Resource Center 407-646-2210

mbacareercenter@rollins.edu

<https://crummer.rollins.edu/careers/>

Edyth Bush Institute for Philanthropy and Nonprofit Leadership Center
407-975-6414

<https://crummer.rollins.edu/centers-excellence/philanthropy-nonprofit-leadership/>

Alumni Relations 407-691-1220

crummeralumni@rollins.edu

<https://crummer.rollins.edu/alumni/>

Bookstore 407-646-2133

<https://www.rollins.edu/bookstore/>

Student Account Services (SAS) 407-646-2252

sas@rollins.edu

<https://www.rollins.edu/sas/>

Financial Aid 407-646-1863

finaid@rollins.edu

<https://www.rollins.edu/financial-aid/crummer-financial-aid/index.html>

Olin Library

407-646-2521 (Circulation) 407-646-2507(Reference)

askolinlibrary@rollins.edu

<https://www.rollins.edu/library/>

Office of Student and Family Care 407-646-2345

care@rollins.edu

<https://www.rollins.edu/dean-of-students/index.html>

Campus Safety 407-646-2999

campussafety@rollins.edu

<https://www.rollins.edu/campus-safety/>

Crummer

Graduate School of Business

Rollins College

Rollins Mission Statement

Rollins College educates students for global citizenship and responsible leadership, empowering graduates to pursue meaningful lives and productive careers. We are committed to the liberal arts ethos and guided by its values and ideals. Our guiding principles are excellence, innovation, and community.

Rollins is a comprehensive liberal arts college. Rollins is nationally recognized for its distinctive undergraduate and selected graduate program. We provide opportunities to explore diverse intellectual, spiritual, and aesthetic traditions. We are dedicated to scholarship, academic achievement, creative accomplishment, cultural enrichment, social responsibility, and environmental stewardship. We value excellence in teaching and rigorous, transformative education in a healthy, responsive, and inclusive environment.

Accreditation

Rollins College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, master's, and doctoral degrees. Rollins College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Rollins College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA, 30033-4097, by calling 404-679-4500, or by using information available on the SACSCOC website (<http://www.sacs.org>).* Rollins obtained its SACSCOC accreditation in 1927 and has had no lapses in accreditation. Rollins' accreditation was last reaffirmed in 2015; and the College's Fifth-Year Interim Report was accepted by SACSCOC in 2021. Rollins' next reaffirmation of accreditation will take place in 2025.

Rollins College also holds additional program-level accreditations, approvals, or memberships. The College's undergraduate and graduate business programs are accredited by The Association to Advance Collegiate Schools of Business (AACSB International). The undergraduate music program has been a full member of the National Association of Schools of Music since 1931. The chemistry program has received approval by the American Chemical Society since 1974. The undergraduate and graduate programs in education and teaching are approved by the Department of Education of the State of Florida, and the graduate counseling program is accredited by the Council for Accreditation of Counseling and Related Educational Programs. Additionally, the College's Cornell Fine Arts Museum is accredited by the American Association of Museums.

Rollins also holds institutional memberships in the Association of American Colleges and Universities, the American Council on Education, the National Association of Independent Colleges and Universities, the Council of Independent Colleges, Associated Colleges of the South, the College Entrance Examination Board, the Florida Association of Colleges and Universities, the Association of Governing Boards of Universities and Colleges, and Independent Colleges and Universities of Florida, Inc.

**The contact information for SACSCOC is provided to enable interested constituents to ask questions about Rollins' accreditation status. Inquiries about Rollins College, such as admission requirements, financial aid, educational programs, etc., should be sent directly to Rollins College and not to the Commission's office. The Commission is to be contacted only if there is evidence that appears to support that Rollins is not in compliance with a requirement or a standard of accreditation.*

AACSB International (The Association to Advance Collegiate Schools of Business)

The Rollins College Crummer Graduate School of Business is internationally accredited by the Association to Advance Collegiate Schools of Business. AACSB-Accredited schools have the highest quality faculty, relevant and challenging curriculum, and provide educational and career opportunities that are not found at other business schools. AACSB Accreditation represents the highest standard of achievement for business schools worldwide. Fewer than 5% of the world's 13,000 business programs have earned AACSB Accreditation. AACSB-accredited schools produce graduates that are highly skilled and more desirable to employers than other non-accredited schools.

In addition, the Executive Doctorate in Business Administration (EDBA) was the first EDBA in the state of Florida to be accredited by AACSB.



Graduate School of Business
Rollins College

Crummer Mission Statement

The mission of the Rollins College Crummer Graduate School of Business is to develop global business leaders and innovators through a high quality, integrated, experiential education that prepares them to add significant value to their organizations and communities.

CRUMMER STUDENT MISSION

The Crummer student community values a culture of honesty and mutual trust.
As representatives of our college, we expect all members to respect and uphold these core values at all times.

Mission

We, the students of the Crummer Graduate School of Business,
develop leadership, cultivate teamwork, embrace diversity, endorse service,
and, above all, preserve excellence in all our endeavors.

Leadership

We develop leadership by encouraging students to listen,
take initiative, and accept personal accountability.
We strive to maximize our potential as effective leaders and followers.

Teamwork

By working together, we achieve success.
We value ideas and input from each of our classmates.
We will act with integrity to build relationships that actively enhance our learning.

Diversity

As individuals contributing to a business community, we
respect, appreciate, and embrace cultural differences.
The multiplicity of backgrounds and experiences strengthen
our program and student community.

Service

We value our graduate education. It is our responsibility to share
our time, our talents, and the knowledge we have gained with
the Crummer School, the Rollins community, charitable causes,
and the global business community.

Excellence

We will not accept carelessness or complacency.
As a community of scholars, we expect that each of us will
capitalize on our strengths; strive to overcome our weaknesses
and contribute our personal best in all undertakings.

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Billing and Payments

FoxPay is the official online student account and payment system for Rollins College. Students can access [FoxPay](https://rollins.college/studentpay) at <https://rollins.college/studentpay> to view real-time status. Notifications are sent to the student's Rollins email address when a new monthly statement is available. Students can also add a personal email address and phone number to their FoxPay account to be notified when new activity has taken place on their account.

Students that register or receive any service from Rollins College accept full responsibility for the payment of tuition fees, and other associated costs assessed. Tuition is assessed on a term-by-term basis and is due by 5 p.m. on the published due date or the student will not be permitted to attend classes. Financial aid recipients who have received their Rollins financial aid award letters may defer payment until their financial aid becomes available, but not past the end of the term. This deferment is a service to the student and does not constitute a guarantee of payment.

Students who receive tuition reimbursement from their employer must submit a new completed tuition deferment form to the Student Account Services Office prior to the start of each term they plan to utilize this benefit otherwise tuition will be due as posted on the Tuition & Program Overview for their class no. Note, the deferment agreement is between the student and Rollins - not between Rollins and the student's employer. The student is responsible for the payment to be made on time regardless of payment from the employer. To learn more regarding employer deferments please visit <https://www.rollins.edu/student-account-services/payments-billing/index.html>.

Students can make payments through FoxPay using the following methods:

- E-Check payments, which are free and require a 10-day grace period for processing
- Credit/Debit card payments, which are subject to a 2.75% service fee
- International payment via Flywire. (external fees may apply)
- Monthly payment plan details can be found at: <https://www.rollins.edu/student-account-services/monthly-payment-plan/>

All credit card payments must be made directly through FoxPay. Check and cash only payments may be made in-person at Student Account Services in the Carnegie Hall Building between the hours of 8:30 a.m. and 5:00 p.m. Monday-Friday. Students may also deposit check payments after hours in the drop box located at the front door of the Warren Administration Building. Please enclose check payment in a sealed envelope marked "Student Account Services". Do not deposit cash into the box. **Make sure you include your student I.D. number on the check.** Non-cash payments can also be mailed to:

Additional information on FoxPay billing, payment options, and [financial responsibility](https://www.rollins.edu/sas) can be found at www.rollins.edu/sas.

Late Fees, Holds, & Refunds

Tuition balance must be paid by 5pm on the published due date or students will not be permitted to attend classes. In addition to a student's account placed on hold, accounts with a past due balance will be subject to a monthly late payment fee as noted below and on the Student Account Services website at www.rollins.edu/sas.

- Past due balances of \$200 or greater will be assessed a monthly late fee of 1% of the past due amount.
- Accounts are considered past due if tuition has not been paid, a deferment form has not been filed, or pending financial aid has not been authorized prior to, or on, the tuition due date for that term's balance.
- Students with a past due balance of \$200 or greater **will not** be allowed to receive official transcripts. If the balance is greater than or equal to \$1,000, students will also not be permitted to register, change their schedule, or attend classes.
- A student experiencing an unusual financial circumstance should consult with the **Student Account Services Office at 407-646-2252** or sas@rollins.edu or **Financial Aid Office at 407-646-1863** or via email at finaid@rollins.edu well before the due date for payment. Any special payment arrangement must be requested in writing and requires the approval of Student Account Services.

Accounts unpaid at separation from the College will be referred to an external collection agency with a collection fee of up to 50 percent added to the outstanding balance. This debt will be reported to credit bureaus by the external collection agency.

In addition to monthly late fees, the college reserves the right to restrict services, contract for outside collections, and pursue legal action in the collection of any past due debt at the expense of the debtor. Collection costs can add an additional cost of up to 50% of the original debt. Accounts will remain encumbered until the past due balance has been paid in full. This will restrict college services including official transcript release and registration for future terms. Accounts will remain on hold until the past due balance has been paid in full.

Refund Policies

Financial Aid Refunds

Refer to the published financial aid refund release schedule posted for students for each term at <https://www.rollins.edu/student-account-services/refunds/index.html>. Refund release dates are strictly enforced. Initial financial aid refunds will be released after the term has started for students that meet all eligibility requirements. Refunds will not be issued until the balance owed on a student account is paid in full, even if that balance includes charges for an upcoming term.

Withdrawal Refunds

If a student withdraws or is otherwise separated from the College prior to the beginning of a term, a full refund for the term will be made, subject to the exclusions for non-refundable amounts. After a term has started, a withdrawal requires the completion of a withdrawal form to be submitted to the crummerregistrar@rollins.edu no later than 10 business days following the last date of attendance.

Refunds will not be issued until the balance owed on a student account is paid in full, even if that balance includes charges for an upcoming term. Refunds will be based on the official date of withdrawal. Only official written withdrawals received will be considered.

Refer to the published refund schedule, policies and additional details online at <https://www.rollins.edu/student-account-services/refunds/index.html>. Schedules are updated each academic school year at a time. Refunds for withdrawals after the stated deadline will not be granted for: change in job assignment (duties, hours, travel, etc.), change in financial aid status and/or eligibility, lack of prerequisite knowledge in coursework, personal, or family crisis, or illness, relocation out of the area, or temporary duty assignment or transfer by the military.

Covid Guidelines

Due to the circumstances regarding COVID-19, students are expected to comply with CDC safety guidelines. Covid-19 guidelines are subject to change. For the most up-to-date information, go to <https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html>

Faculty Expectations for MBA Students

Attendance. Students are expected to attend all assigned classes. In the case of an unavoidable absence, such as illness, accident or family emergency, students must notify the instructor as soon as possible. If the absence is due to a planned event, such as a major work commitment, students should notify their instructor well in advance. The instructor may provide make-up assignments to compensate for an absence, but this is at the sole discretion of the instructor.

Missing more than 25% of scheduled class periods is likely to have a significant impact on the grade for the course. The use of an Incomplete ("I") course grade is reserved for absences due to serious and compelling circumstances. Please ensure that you are familiar with each instructor's attendance policy as outlined in the course syllabus.

Class Attendance & Virtual Participation. We value in-person education for student learning and engaging with faculty and classmates in the classroom. As such, students are expected to participate in-person unless special circumstances warrant otherwise. Reasons for virtual participation include but are not limited to family emergencies, illness, and work-related events for which students in the Flex MBA, Professional MBA and Executive MBA program are obligated to attend. Early Advantage MBA, Professional MBA, and Executive MBA students are expected to submit their request for virtual participation to their instructor and crummerregistrar@rollins.edu at their earliest possible convenience, but **no later than Wednesday at noon for it to be considered for the following week.** Flex MBA students should refer to their course syllabus for their virtual attendance policy. Requests will be reviewed, and students notified of approval. There is no guarantee that late request can be reviewed.

Students participating virtually have the responsibility to make sure that they remain as engaged and meet the same professional standards as students attending in person (including keeping their cameras ON at all times during class).

Due to the varying nature of the respective MBA programs, different limits on virtual participation will be in place depending on the program:

- Executive MBA: virtual participation can constitute up to approximately 25% (1/4) of the hours that a class meets during a term.
- Professional MBA: virtual participation can be up to about 1/6 of the hours that a class meets during a term.
- Flex MBA: Students should refer to their course syllabus for their virtual attendance policy.
- Early Advantage MBA: students are expected to participate in-person unless special situations arise. When taking electives with PMBA students in the evening, the policy for the PMBA program prevails in those courses.

A student who needs to be absent from class for extended periods of time or because of an emergency should notify crummerregistrar@rollins.edu and the instructor immediately.

Punctuality. Students should be prepared for each class and be ready to start class on time. Late arrivals cause disruption and are disrespectful to the instructor and students. If you are unavoidably delayed, please enter the class quietly and take the first available seat until there is a break.

Class Participation. Since regular attendance is expected, students do not earn credit for just showing up to class, but by engaging the instructor and fellow students during class discussions with thoughtful and timely

contributions. Effective participation involves contributing to the class so that it is a better learning environment for everyone. This requires that students are well prepared for class, that they present and defend ideas that are relevant to the readings and assignments, and that they listen and respond thoughtfully and respectfully to classmates and the instructor.

Students attending classes remotely have the responsibility to make sure that they remain as engaged in class as students attending in person, including keeping their cameras ON at all times during class; the students' participation grade will suffer in case they insist in keeping their camera off.

The same standards (code of conduct, dress code) that apply for attending classes in person apply for attending classes remotely.

Nameplates and Name Tags. Students are provided with an individual nameplate and a nametag. The nameplate should be displayed on the desk during class time. Individual nametags should be worn when attending official Crummer events on or off campus.

Forms of Address. It is customary at Crummer that instructors are addressed as "Professor ..." or "Doctor ..."

Laptop Computers, Tablets and Phones. Technology can be used to enhance learning, but it can also be distracting and disrespectful to others. Texting during class, surfing the Internet, participation in chat rooms, and checking/responding to e-mails are inappropriate during an MBA class. Unless you have an emergency, please switch off cellphones and other portable communication devices during class and confine the use of laptop computers to class-appropriate activities -- e.g., note-taking -- and only during periods of time deemed appropriate by the instructor. Please close your computer promptly when asked and always during team presentations and/or guest speaker presentations.

Academic Policies

Continuous Enrollment Policy. Students are expected to progress through the MBA program beginning with their initial term of entry and continuing each subsequent term until their degree requirements are met. Programs are structured so that each cohort of students progresses as a group. Failure to enroll at any point during the program signifies separation from the school and program, either by withdrawal and/or leave of absence. When this happens, the student is no longer continuously enrolled and will be removed from active status.

Leave Policy. For students who are temporarily unable to continue their studies due to medical, psychological, financial, or personal reasons should complete the withdrawal form and submit it to crummerregistrar@rollins.edu for review and approval by the Associate Dean. While it is expected that students will extend the courtesy of informing the instructor and their team, this will not suffice as an official withdrawal.

Medical leave is a category of non-academic leave. While on leave the student is not considered to be currently enrolled but is considered to be in good standing with the college. Medical withdrawals will be considered on a case-by-case basis.

International students should consult with the Director of International Student and Scholar Services regarding the effect of a medical leave on their immigration status.

Student athletes should consult with the Director of Athletics or the compliance officer to determine if a medical leave will impact their NCAA eligibility.

Students receiving financial aid (grants, loans, and/or scholarships) should consult with the Office of Financial Aid before requesting a medical leave to determine the impact on their financial aid when they leave and/or return.

For both voluntary and required leaves, the policy on refunds is posted by Student Account Services will apply.

Readmission Policy. Students who return to resume their studies must meet the requirements of being in good academic standing, not in violation of the Rollins College Code of Community Standards or the Crummer Academic Integrity Policy, and work with Student Success to determine program of study requirements. Students who are not enrolled for three or more consecutive years will need to re-certify their background information.

A student on medical leave who wishes to return, must initiate a request for readmission to crummerregistrar@rollins.edu for review and approval by the Associate Dean. The decision to readmit a student from a medical leave of absence is a provisional judgement which is reviewed on a case-by-case basis.

Registration. To maintain full-time status, students from the MBA programs are required to take a minimum of nine credit hours per term. All students will be automatically registered for all core classes at Crummer. Students are responsible for registering for their elective courses based on their individual Program of Study. Online registration dates for elective courses will be forwarded to students via their Rollins email account prior to the start of registration. Course schedules, registration procedures and instructions to register online, and dates for add/drop period are posted on MyRollins at <https://my.rollins.edu/groups/crummer-registrar>. **Online registration is not continuous.**

Email. It is the responsibility of students to regularly check their Rollins email account. All course schedules, registration dates, drop/add deadlines, refund and withdrawal dates, class cancellation, course schedule changes, etc., are sent by the Crummer Student Records Office to all currently registered

Crummer students via their Rollins email account.

Dropping or Adding a Course Policy. Drop/add dates will be forwarded to all currently enrolled students via their Rollins email account. Holds on student accounts will prevent schedule changes and official transcripts. Drop/add requests for core classes must be submitted to crummerregistrar@rollins.edu for approval. Online drop/add periods are for ELECTIVE COURSES ONLY and must take place within the announced date parameters. Students should be aware of all drop/add, refund and withdrawal dates posted in the Registration Procedures and Refund Policy on MyRollins at <https://my.rollins.edu/groups/crummer-registrar>. The drop/add period will be extended ONLY if a student is accepted to a consulting project.

Wait Lists. Students placed on wait lists will be notified via Rollins email if space becomes available. Students will have 24 hours from the time of the email being sent to change the status from "waitlist" to "register" or the student will be automatically removed from the wait list and the space will be given to the next student in line.

Withdrawal Policy. Students may withdraw from classes up until the mid-point of the term by filling out Withdrawal Form. Students who withdraw from a course in this fashion will receive a grade of "W" on their transcript. While it is expected that students will extend the courtesy of informing the instructor and their team, this will not suffice as an official withdrawal. A withdrawal form must have the approval of either the Director of Student Success or Associate Dean and be submitted to the Crummer Student Records Office (crummerregistrar@rollins.edu). The refund policy with specific dates for withdrawal is published on the Student Account Services website at www.rollins.edu/sas. Students who withdraw after the mid-point of the term or stop attending class without notifying the student records office will receive an "F" for the course. This grade is equivalent to a failure and will be factored into the student's GPA. Students who do not attend a class they have been registered for will receive a failing grade at the end of the semester. Medical withdrawals will be considered on a case-by-case basis.

All international students in F-1 or J-1 status must receive permission from the International Student Services Director prior to dropping any courses that would bring them below the full-time semester minimum. Failure to receive prior permission may result in a termination of the student's immigration status.

Students receiving financial aid (grants, loans, veteran's benefits, and/or scholarships) should consult with crummerregistrar@rollins.edu prior to dropping any courses that would bring them below the full-time and/or part-time semester minimum to find out if it will have an impact on their financial aid.

Refund Policy. The refund policy with specific dates for withdrawal is published on the Student Account Services website at www.rollins.edu/sas. An exception to the drop/add policy is considered upon offer/acceptance of Domestic and Global Consulting Projects. Those students will be permitted to drop one advanced topic course without penalty and replace it with a consulting project.

Consulting Projects. These are faculty led consulting projects that students must apply and be accepted to. Only one may be taken during the Program of Study for a total of three (3) elective credits. Students may only use three (3) credits of consulting projects toward a concentration. Some courses and consulting projects maybe used toward different concentrations. Please contact crummerregistrar@rollins.edu for details.

Employment/Extra Curricular Activities. Students acknowledge that the academic program takes precedence over full-time, part-time, and internship work as well as extracurricular activities and collegiate sports. An unexcused absence from class, team meeting, or mandatory session due to work or extracurricular activities maybe reflected in a student's grade.

Course Overloads. Students may not register for a course overload until all required courses have been completed. Students seeking an overload must have a minimum grade point average of 3.6 and approval from the Associate Dean is required.

Grades. Grades are available within two weeks after each term has ended and can be viewed in the student's Academic Profile located through MyRollins. ***Pleasenote - GPA, hours earned, etc., will not be accurate until after all administrative processes are complete. GPAs are not rounded.***

Grades are reported as follows. Grades A, B, and C may be modified by a plus or minus as appropriate:

- A** Indicates consistently excellent work
- B** Indicates work that is of the quality expected in graduate study
- C** Indicates work that is below the quality expected in graduate study
- F** Indicates work that is unacceptable in graduate level study
- I** Indicates that the student and instructor have had a verbal agreement that outstanding work will be completed and the grade changed to A, B, C, or F by the mid-point of the following term (unless otherwise noted by the instructor) or the grade will be changed from an I to an F.
- W** Withdrawal

CR, NCR Credit or No Credit may only be assigned for specifically designated courses.

Grading Scale – The following scale is assigned for each letter-graded course:

A	≥ 93%	C+	≥ 77%, < 80%
A-	≥ 90%, < 93%	C	≥ 73%, < 77%
B+	≥ 87%, < 90%	C-	≥ 70%, < 73%
B	≥ 83%, < 87%	F	< 70%
B-	≥ 80%, < 83%		

Grading System - The following quality points are assigned for each terms letter grade:

A	4.00	C+	2.33
A-	3.67	C	2.00
B+	3.33	C-	1.67
B	3.00	F	0.00
B-	2.67		

Appeals Policy. The Crummer School addresses student written complaints according to established procedures as published in this student handbook. Generally, student complaints fall in one of the three following categories:

1. Admission denial from the admissions committee – All decisions made by admissions staff is final. Prospective students can in writing request a conversation with the Executive Director of Enrollment Management to determine ways to improve their candidacy if they choose to reapply.
2. Students have 30 days from the date grades are posted to request a grade appeal. Before submitting a grade appeal, students should attempt to contact the instructor to determine whether an error was made, or if the instructor wishes to reconsider the grade. Students who still question their grades, should file a grade appeal with the Associate Dean with supporting documentation (for example, evidence of grading irregularities) within 30 days of the grade being posted. The Associate Dean reviews the appeal with the Dean who then determines whether or not there is merit, and whether the appeal request should be sent

to a Faculty Review Committee. If it is determined that it needs to go the Faculty Review Committee, the committee will conduct a thorough investigation. After the investigation, the Faculty Review Committee submits its recommendation to the Dean. The Dean's decision is final and is based on the recommendation of the Faculty Review Committee. The Associate Dean will communicate the final decision to the student.

3. Appeals pertaining to Crummer's Academic Integrity Policy. This is included in the Academic Integrity Policy that is read and signed by the student at the start of the program.

Failing Grade Policy. Should a student receive an F for a core course they must retake that same course until they achieve a passing grade. If the F is awarded in an elective course, the student may retake the same class or choose another elective, based on course availability. In **both** cases the original F will remain on the transcript and be averaged into the student's overall GPA. In cases where the GPA falls below a 2.5 the student will automatically be dismissed from the program.

Transfer Credits. A student wishing to take courses at another institution while enrolled at Crummer must receive approval from the Associate Dean prior to enrolling at that institution, which must be accredited by AACSB. A course description and syllabus must be provided by the student before approval is granted. Crummer does not grant academic credit for any course work taken on a non-credit basis at any type of educational institution.

Graduation Requirements. It is the responsibility of each student to make certain that all the course requirements for graduation listed in their Program of Study have been met. Students can access their Program of Study through MyRollins at <https://my.rollins.edu/groups/crummer-registrar>. If there is any doubt, students should contact the Crummer Registrar at crummerregistrar@rollins.edu prior to registration for the last term preceding expected graduation. All students are required to submit their Intent to Graduate Petition through MyRollins prior to the term in which graduation is anticipated.

Scholastic Requirement. Degree candidates are required to complete all course requirements stated on their Program of Study with a minimum grade point average of **2.85**. Any student whose average drops below **2.85** will be placed on probation. Students on academic probation may not graduate until a GPA of at least **2.85** is earned. If the average drops below 2.5, the student is automatically dismissed.

Dean's List - Students who complete at least six credits in a given term without any incomplete assignments and achieve at least a 3.6 grade point average are placed on the Dean's List for that term.

Graduating with Honors - Students who complete their MBA program with a cumulative grade point average of 3.85 or higher will receive the distinction of graduating with honors.

Beta Gamma Sigma - Students who graduate in the top twenty percent of their class in terms of cumulative grade point average will be inducted into Beta Gamma Sigma (BGS), the leading national business honor society.

Transcripts - Due to compliance and sensitivity of information provided, official transcript requests must be made through the Office of the Registrar at <https://www.rollins.edu/registrar/transcript-requests/>. Transcript requests will not be processed if there is a hold on a student's account. Please allow 24 to 48 hours for all requests to be processed. Unofficial transcripts can always be viewed anytime via MyRollins.

Academic Integrity Policy

Preamble:

Our philosophy is to practice a standard of academic integrity that will help our students succeed in their careers and attain their life goals.

Our expectation is that faculty, staff, students, and alumni will maintain the highest academic ethical standards. Leadership is a cornerstone of the Crummer experience and academic integrity is a foundation of leadership.

Our policy is to incorporate academic integrity into a framework of learning. Students who do not adhere to Crummer's academic policy will meet with an Academic Integrity Panel to discuss their alleged infraction(s). The panel will guide and counsel those students such that the incident(s) and consequence(s) constitute an opportunity to learn.

Definitions:

We define a failure of academic integrity as failing to maintain the high standards of ethical academic behavior expected by all members of the Crummer Graduate School of Business. The academic integrity policy relates to all course work both in and out of the classroom. Failure of academic integrity includes, but is not limited to:

1. **PLAGIARISM.** Offering the words, facts, or ideas of another person as your own in any academic exercise. Self-plagiarism -- the undisclosed reuse of significant portions of your own previously submitted writings in subsequent assignments, articles or reports.
2. **CHEATING.** Using or attempting to use unauthorized materials, information, or study aids in an academic exercise. This includes sharing knowledge of previously administered or current tests. The keeping of tests, papers, and other assignments belonging to former or current students is prohibited. Use of external assistance (e.g., books, notes, websites, calculators, conversations with others) in completing an "in class" or "take home" examination, unless specifically authorized by the professor, is prohibited.
3. **UNAUTHORIZED COLLABORATION.** Collaboration, without specific authorization by the professor, on homework assignments, exam preparations, research projects, take home exams, essays, or other work for which you will receive academic credit.
4. **SUBMISSION OF WORK PREPARED FOR ANOTHER COURSE.** Resubmitting previous work, in whole or in part, for a current assignment without the consent of the current professor(s).
5. **FABRICATION.** Misrepresenting, mishandling, or falsifying information in an academic exercise. For example, creating false information for a bibliography, inventing data for an assignment, or representing a quotation from a secondary source (such as a book review or a textbook) as if it were a primary source.
6. **FACILITATING ACADEMIC DISHONESTY.** Helping another student commit an act of academic dishonesty.
7. **VIOLATION OF TESTING CONDITIONS.** Looking at other students' answers, allowing other students to look at your test, texting or instant messaging during an exam, and working past allotted time are just a few examples where test conditions may be considered to be violated.

8. **LYING.** Lying is the making of a statement that one knows to be false with the intent to deceive. It includes actions such as (a) lying to faculty, administrators, or staff, and (b) lying to a fellow student.
9. **TEAMS.** The Crummer faculty and administration views any Academic Integrity Code violation committed by a team member or members of a team on any team presentations and/or team assignments to be a violation by the entire team.
10. **FAILURE TO REPORT AN HONOR CODE VIOLATION.** Failure to report occurs when a student has knowledge of or is witness to an act in violation of the Academic Integrity Policy and does not report it within ten days.

Obligation to Report:

The faculty recognizes that academic dishonesty is so serious as to warrant separate attention. Therefore, this policy is designed to make responsibilities clear and to describe the process by which the faculty and administration deal with alleged violations of the policy. Each course instructor retains the right and the responsibility to administer grades in their respective courses, but if grades are assigned through the process stated in this policy, they cannot be changed by the course instructor.

Because academic integrity is fundamental to the pursuit of knowledge and truth and is the heart of the academic life of the Crummer School, it is the responsibility of each member of the school to practice it and to report apparent violations. All students, faculty, and staff are required to report violations by filling out an Academic Honor Code referral in MyRollins or by contacting the Associate Dean directly. All referrals are kept confidential.

1. If a faculty member has reason to believe that a violation of the Academic Honor Code has occurred, he/she may have an initial meeting with the student to determine if a violation has occurred. This initial meeting is to clarify if a violation has occurred and not to determine if a known violation is to be reported. If the faculty member believes that a violation has occurred, he/she is required to report it through MyRollins or notify the Associate Dean. All alleged violations must follow the academic integrity reporting process.
2. Students who commit acts of academic dishonesty may demonstrate their renewed commitment to academic integrity by reporting themselves in writing through a link on MyRollins or by contacting the Associate Dean. Self-reporting does not eliminate the possibility of an appropriate penalty for the infraction.
3. If a student has reason to believe that a violation of academic integrity has occurred, he/she is required to report it through MyRollins or by contacting the Associate. The student who has witnessed a violation can, but is not required to, encourage the student suspected of the violation to self-report. If the student refuses to self-report, then the student that witnessed the violation must report it to the school.
4. Staff members who believe they have witnessed a violation may also fill out an academic honor code referral through MyRollins or notify the Associate Dean.

These academic honor code referrals are forwarded to the Associate Dean. Allegations must be submitted in writing within ten days of the discovery. The complaint should indicate all relevant details, including names of witnesses.

Process:

The following steps will be taken when an academic honor code referral is submitted:

1. The Associate Dean will notify the accused student in writing of the specific charges that have been made and the steps that will be taken under this policy.
2. The Associate Dean will alert the Academic Integrity Chairperson (a faculty member appointed by the Dean), and the Director of Student Success.
3. The Academic Integrity Chairperson, the Associate Dean, and Director of Student Success (the “**Initial Panel**”) will conduct a hearing on the merits of the alleged violation. If any of the members of the Initial Panel are not able to serve for any reason, the Dean shall appoint a replacement. The accused student will be notified in writing by the Associate Dean of the time and place of this hearing. The accused student has the right to appear before the Initial Panel and speak on his/her own behalf, to review, hear and rebut any evidence presented. The student may bring a representative to the Initial Panel’s hearing to provide the accused student with advice and counsel, but the accused student’s representative may not serve as the accused student’s advocate during the hearing or question witnesses or present evidence. The accused student is permitted to remain in the hearing room during the entire hearing of the Initial Panel but will be asked to leave during the Initial Panel’s deliberation.
4. The Initial Panel may ask the course instructor for input on specific assignments, grading and other items related to the coursework in question.
5. After hearing and deliberation, the Initial Panel shall make a determination as follows:
 - a. The Initial Panel may determine by majority vote the allegations are unfounded and no further action is necessary.
 - b. The Initial Panel may determine that the allegations are true and decide on a suitable penalty. The penalty may include but is not limited to any combination of the following: grade on the specific course work in question; final grade for the entire course; special assignment on ethics and integrity; public apology to classmates and faculty; continued enrollment with conditions, probation; suspension; dismissal, or any other penalty deemed appropriate by the Initial Panel. If the Initial Panel decides that suspension or dismissal from program is to be imposed, the case must be sent for review to an Academic Integrity Committee that is appointed by Dean.
6. If the Initial Panel determines by majority vote that no violation has occurred, the student is so notified and no further action is taken.
7. If the Initial Panel determines by majority vote that a violation has occurred and imposes a penalty, the student is notified through a sanction letter from the Associate Dean. The letter shall be placed in the student’s file for a specified period of time as determined by the Initial Panel. This letter will contain the description of the allegations, the basis for the decision, the terms of the penalty and the student’s further rights to appeal. The matter is then reported to the Crummer faculty at their next regularly scheduled faculty meeting.

Appeal:

The accused student has the right to appeal the decision by the Initial Panel. All appeals must be made by the designated date in the sanction letter. If the student disagrees with a decision reached by the Initial Panel, the student may appeal in writing to the Dean and request that the case be reviewed by an Academic Integrity Committee.

If the Initial Panel determines that suspension or dismissal from the program is the appropriate penalty or the accused student otherwise appeals the decision of the Initial Panel, the case will be heard by an academic integrity committee (the “Academic Integrity Committee”). The Academic Integrity Committee shall consist of three full-time Crummer faculty members – two who have not taught the accused student in class, plus the Academic Integrity Chairperson. If any of the members of the Academic Integrity Committee are not able to serve for any reason, the Dean shall appoint a replacement. The Academic Integrity Committee shall conduct a hearing to review the case and make a recommendation to the Dean of the Crummer School as to the merits of the accusation and any penalty imposed. The accused student will be notified in writing by the Associate Dean of the time and place of the meeting of the Academic Integrity Committee. The accused student has the right to appear before the Academic Integrity Committee and to speak on his/her behalf, to hear, review and rebut any evidence presented. The student may bring a representative to the Academic Integrity Committee’s hearing to provide the accused student with advice and counsel, but the accused student’s representative may not serve as the accused student’s advocate during the hearing or question witnesses or present evidence. The accused student is permitted to remain in the hearing room during the entire hearing of the Academic Integrity Committee but will be asked to leave during the committee’s deliberation. If the Academic Integrity Committee determines that no violation has occurred, the student is so notified and no further action is taken. If the Academic Integrity Committee determines that a violation has occurred, the Academic Integrity Committee shall send its recommendation in writing to the Dean.

The Dean then reviews all material provided and makes a final decision. The Associate Dean notifies the accused student of the Dean’s decision by letter. If the student is determined to have violated the policy, the letter is inserted in the student’s file for a specified period of time determined by the Academic Integrity Committee. The letter will include the allegation(s), the basis for the decision, and the terms of the penalty, if any. The matter is then reported to the Crummer faculty at their next regularly scheduled faculty meeting.

If the Initial Panel decides to suspend or dismiss a student from the program the student may remain registered in their courses in that current term. However, the student will be suspended or dismissed immediately if the decision of suspension or dismissal is affirmed by the Dean. The student cannot register in any future terms until a final decision is made by the Dean.

If the decision to suspend or dismiss a student is affirmed, the student will receive the grade of “W” in all courses the student is currently enrolled. A notification of “Code of Conduct Dismissal” will be placed in the student’s file and transcript.

Revised 8/17/2022

MBA Team Policies

Team Assignment and Participation

To complete the Crummer MBA, your participation in a study team is required. Study teams enrich your experience by exposing you to people of diverse skills, work styles, and backgrounds, and by helping you learn how to work effectively with others, just as you would in a typical work environment. While you are taking your core courses, you will be assigned to a team, typically between 4 and 6 members.

At the Crummer Graduate School of Business, working with a team means demonstrating mutual respect, promoting civil and professional relationships, and maintaining a positive learning environment. MBA students are required to acknowledge the following:

- **Team Participation Required:** I understand that to be a student in the MBA program at the Crummer Graduate School of Business I must agree to be a willing, active member of a study team. I recognize that students are not allowed to be a team of one in any course that requires teams (which includes all core courses and most electives).
- **Team Contract:** I agree to contribute to the development of a team contract that specifies expectations for team behaviors, and I agree to abide by this contract for the duration of the team.
- **Expectations for Participation:** I agree to take responsibility for my individual contribution and uphold my fair share of the workload, take on leadership roles at various times during the program, and willingly contribute quality work to all content areas, including those that are not my area of expertise.
- **Team Communication:** I understand that communication is critical within a team, and I agree to maintain contact information for each member of my team. I will keep my team apprised of any changes in my schedule or inabilities to perform my assigned role.
- **Team Changes:** I understand that team assignments are made at the discretion of the Student Success office and that my team will change over the duration of the program. When this occurs, each team will prepare a new team contract, and provide a copy of that contract to Student Success.

Resources for Team Success

You will be provided these resources to help you build a high-performance team:

- **MBA 500 (Essentials for MBA Success) or MBA550 (Onboarding)** lays the groundwork for team development by providing team leadership exercises, behavioral assessments, team contracts, and tools for moving forward.
- **MGT 501 (EAMBA/PMBA/FlexMBA) or MGT551 (EMBA)** addresses interpersonal and organizational communication, leadership, motivation, managing groups, and influencing the behavior of others.
- **Team Check-In Session** with guidance from Student Success staff and consultants will help you build awareness of your team's strengths and challenges, so you can take action to improve team functioning.

Managing Team Conflict: Working with Your Team

When a difficult team situation presents itself, you are encouraged to take the following steps in a timely manner:

1. Review and discuss style/type assessments and other team-management resources provided in MBA500 (EAMBA/PMBA/FlexMBA), MBA550 (EMBA), MGT 501 (EAMBA/PMBA/FlexMBA) or MGT551 (EMBA) or other classes and work respectfully within the team to find resolution.
2. Revisit and revise team contract as necessary and turn in a new copy to the Student Success office.

If you witness any evidence that a classmate has violated the Rollins College Code of Community Standards or the Crummer academic integrity policy, contact the Associate Dean immediately.

Managing Team Conflict: Mediation Meeting

If you are unable to resolve a team issue on your own, contact the Director of Student Success. The purpose of a mediation meeting is to resolve the problem so the team can return to performing successfully.

A mediation meeting cannot be called until at least half of team members agree to request it. (A single team member cannot request a mediation meeting.)

Team members will be asked to provide documented observations or evidence that there is a consistent pattern of disruptive behavior impacting team performance. Disruptive behaviors may include but are not limited to:

- Noncommunication
- Being late to or absent from team meetings
- Showing up to team meetings unprepared for work
- Showing an unwillingness or inability to rotate roles and share responsibilities with others
- Not being receptive to feedback from others
- Repeatedly turning in project work late or turning in work that is incomplete or does not meet team or school standards for quality
- Submitting work to the team that is plagiarized
- Being unnecessarily argumentative or aggressive toward others, including unprofessional language or behavior (e.g., cursing, use of profanity, off color comments) or other uncivil behavior

All team members will be required to attend the mediation meeting.

Student Success will lead and document the meeting, asking team members to discuss and agree on 1) the behaviors that will be expected moving forward, 2) behaviors that will be considered unacceptable, and 3) strategies for ensuring accountability and team performance.

The team will record agreements in a revised team contract, which will be printed and signed before leaving the meeting.

Managing Team Conflict: Intervention Meeting

If, after a mediation meeting, your team continues to have issues, contact the Director of Student Success to schedule an intervention meeting. The purpose of this meeting is to provide an alternative solution to the problem so the team can return to performing successfully.

- An intervention meeting cannot be called until at least half of team members agree to request it. (A single team member cannot request an intervention meeting.)
- All team members will be required to attend the intervention meeting.
- Student Success will lead and document the meeting. By discussing the issues and potential solutions, the team may find a way to remain intact and return to performing successfully. However, the team may determine – by way of a unanimous vote – that the best way to return to performing is to recommend the

removal of one or more members from the team. The Associate Dean will review the evidence gathered and obtain more information, if necessary, to make the decision on a team member's removal from the team, and, if appropriate, from the program. The Associate Dean will advise Student Success of such who will communicate the decision to the student.

- When a student is removed from a team, the Associate Dean will work with Student Success to develop an integration plan for the student to become part of a new team.
- If the removed student disagrees with the decision reached by the Associate Dean, he or she has the right to appeal. The student may appeal in writing to the Dean and request that the case be reviewed; appeals must be made by the designated date.

Note: The Student Success office may deviate from these steps based on each situation. Each team issue is evaluated on a case-by-case basis.

Revised 8-16-22

E-Mail and Internet Policy

Upon enrollment in the MBA Program at Crummer, one of the first things to be accomplished is the creation of your Rollins e-mail. During the information technology session of MBA 500 (EAMBA/PMBA/FlexMBA) or MBA 550 (EMBA), Information Technology staff will assist you with the set-up of your email account.

E-mail is the method we use exclusively to communicate with you; therefore, it is absolutely essential that you read your Rollins e-mail on a daily basis. Failure to do so could cause you to miss crucial information. Students have access to the Rollins e-mail system both on and off-campus. This is a vital part of your ability to communicate with classmates, team members, faculty, and the administration. **IT IS YOUR RESPONSIBILITY** to make sure you read your Rollins e-mail daily.

Statement of Responsibility

Users agree not to use the Rollins site for sale, trade or other commercial purposes. Communications should be courteous and professional. All campus policies that apply to written communications also apply to e-mail. Users may not post or transmit information or materials that would violate rights of any third party, or which contain a virus or other harmful components. At Rollins, any distribution of or participation in Internet chain letters, unsolicited mass emailing (spamming), or transmission of e-mail hoaxes of any kind is prohibited. Furthermore, all members of the Rollins community are encouraged to apply to the Internet/E-mail the same code of conduct found in our Student Handbook and other College documents. Rollins College reserves the right to cancel or suspend e-mail privileges from users who violate these policies.

In addition, the Crummer Graduate School of Business provides its users with electronic communication services as required for the performance and fulfillment of academic responsibilities. These services are for the purpose of increasing knowledge and not for inappropriate activities. Personal use of the College's electronic communication services is permitted provided that such use is consistent with professional conduct. Violations of Internet and e-mail use include, but are not limited to, accessing, downloading, uploading, saving, or sending material that includes sexually explicit content or other material using vulgar, sexist, racist, threatening, violent, or defamatory language. Violations of this policy will be investigated on a case-by-case basis and inappropriate acts could result in suspension or dismissal from the program.

PHOTOGRAPHY/VIDEO AGREEMENT & RELEASE

Students need to sign off on the photography/video agreement & release, which is included below:

In consideration of the engagement of (“Actor”) by Rollins College as a model/actor, and for payment acknowledged as received, I, on behalf of myself, grant to Rollins College a perpetual and unrestricted right to use, sell, or license use of the Actor’s name, image, likeness and voice, in whole or in part (“Actor’s Likeness”), in photographs, videos, and any other media now known or later invented, for all commercial and non-commercial purposes to benefit Rollins College.

I waive any right to review or approve the finished product or other materials containing the Actor’s Likeness that may be created under this agreement. I also release and agree to hold harmless Rollins College from any liability, including but not limited to any claims for libel or invasion of privacy, that may occur and be related to the use of the Actor’s Likeness under this agreement.

I understand that for purposes of this agreement, the term “Rollins College” includes all business entities which are now or in the future owned or controlled by Rollins College and those business entities which are or subsequently become subject to the common control or ownership of an organization which controls or owns Rollins College, as well as all employees, officers, agents, assigns and representatives of Rollins College.

Crummer Dress Code Policy

This dress code results from a collaborative effort amongst representatives of Crummer students, faculty, and staff, who together accept that the culture of Crummer - an organization which recognizes lifelong learning with a commitment to diversity and the belief that equity and inclusion drive excellence and innovation - is reflected in professional behavior and appearance. As such, we crafted a dress code that creates and maintains an environment which respects diverse traditions, heritages, and experiences while empowering all to feel comfortable to express their authentic selves.

Anyone who feels that an exception to the dress code is warranted because of personal or cultural circumstances is encouraged to speak to the Director of Student Success or the Associate Dean so that an equitable alternative may be developed.

The following definitions and examples will assist individuals to adhere to the dress code. Certain situations will require personal discretion. At all times, each member of the Crummer community is expected to exercise good judgment.

Business Casual Attire: Business casual is appropriate attire in all Crummer locations and for most situations. At the discretion of the instructors of an orientation, well-kempt jeans may be allowed during orientation on a pre-determined designated day.

Examples of Business Casual Attire:

- Casual slacks
- Collared, button down shirts and polo shirts tucked in
- Blouses, sweaters, or cardigans
- Skirts or dresses that fall below the fingertips



Professional Business Attire: In general, professional business attire is required for occasions involving interaction with alumni, prospective employers, guest speakers, donors, and at the request of faculty or staff.

Examples of Professional Business Attire:

- Suits
- Dresses
- Tailored pantsuits
- Dress shoes
- 3-inch heels or less



<http://uwbbap.com/business-attire/>

Inappropriate Attire: Students, faculty, and staff are expected to exercise good judgment in choosing their work clothes. Any student coming to Crummer in attire that is deemed inappropriate may be asked by a faculty or staff member to leave and return in clothing that adheres to the dress code. The time away from class may negatively impact a student's grade. Faculty and staff who come to Crummer in attire that is deemed inappropriate may be asked to leave by their manager and return appropriately dressed.

Example of Inappropriate Attire: Active sportswear (i.e., leggings and gym shorts)

- Jeans
- Shorts
- Halter tops, tank tops
- Sneakers
- T-Shirts
- Beach shoes or similar footwear
- Apparel with messages or commercial advertising
- Unkempt or inappropriately revealing clothing
- Hats (unless for religious or health reasons)



<https://hireacane.miami.edu/resources/dress-for-success/index.html>

This dress code was developed in summer 2021 and approved by faculty. The dress code is meant to be a living document. All are empowered to convene a representative group to update the document if desired. The collaborative spirit is an acknowledgement that the Crummer community strives for excellence in all we do.

The Crummer Hall Building Policies

Due to the circumstances regarding COVID-19, students are expected to comply with CDC safety guidelines. Covid-19 guidelines are subject to change. For the most up-to-date information, go to <https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html>

Building Hours

The Crummer building is open to students (via their R-Card)

- Monday through Thursday – 7:00 a.m. – 10:00 p.m.
- Friday & Saturday – 7:00 a.m. – 8:00 p.m.
- Sunday – 7:00 a.m. – 5:00 p.m.

Lounge

The student lounge is located in the Crummer lower level. There are several worktables and study desks available for teams and individual students, when not already reserved or in use for other event purposes. In addition, the lounge has flat screen monitors available for students to connect to their laptop computers.

Printers

Printers are available for students' use in the lower level. Students that are connected to the Rollins network via their notebook computers have access to the printers.

Study rooms are available on a first come, first serve basis. Teams have priority over single individuals. Individuals studying on their own are encouraged to utilize the student lounge. Classrooms used for teaching may not be reserved for presentation practice. Food is not permitted in classrooms or study rooms – covered drinks are acceptable. Crummer Study rooms are listed below. Additional study rooms are available in the Olin Library.

Room #	Name	# of chairs	Amenities
9	Study Room – Lower Level	6-8	Monitor, Wireless
11	Study Room – Lower Level	6-8	Monitor, Wireless
12	Study Room – Lower Level	6-8	Monitor, Wireless
13	Study Room – Lower Level	6-8	Monitor, Wireless
14	Study Room – Lower Level	6-8	Monitor, Wireless
15	Study Room – Lower Level	6-8	Monitor, Wireless
21	Study Room – Lower Level	6-8	Monitor, Wireless
209	Ross Study Room – 2 nd Floor	6-8	Monitor, Wireless
210	Adventist Study Room – 2 nd	6-8	Monitor, Wireless
310	Study Room – 3 rd Floor	6-8	Monitor, Wireless
317D	Study Room – 3 rd Floor	6-8	Monitor, Wireless

Facility Use

The use of administration offices, faculty offices, non-common areas and school equipment or resources without permission is strictly prohibited. In addition, the Crummer School is not liable for damages to or the theft/loss of personal property, for the failure or interruption of utilities, or for injury to persons.

Student Consumer & Financial Aid Rights & Responsibilities

Rollins College is accredited by the Southern Association of Colleges and Schools (SACS).

For specific information relating to: The cost of attendance, available financial aid programs, or financial aid policies for study abroad programs, please contact the Financial Aid Office directly.

Financial Aid Office

Location: Rinker Building

1000 Holt Ave. - 2721 Winter Park, FL 32789

T: 407-646-1863

F: 407-646-2173

Email: finaid@rollins.edu

Website: <http://www.rollins.edu/finaid/>

Graduation/Retention rates and information relating to the athletic program may be obtained by contacting the Director of Institutional Research at (407) 646-2375. Information on campus crime statistics may be obtained by contacting Campus Safety at (407) 646-2999.

The Family Educational Rights and Privacy Act (FERPA) assures the confidentiality of your educational record. This Act also allows you access to information contained in your educational record. Please contact the appropriate office if you would like access to any information held. Rollins College's policy regarding confidentiality can be found in the College Catalogue. The policy permits the release of directory information without the student's consent unless specifically requested in writing not to disclose. Students who wish to have their directory information withheld must make this request no later than two weeks after the first day of fall classes each year. If a request is received, all directory information will be withheld since the College cannot release selected information. Requests for withholding of directory information should be made to the Office of Student Records. Please visit <https://www.rollins.edu/ir/policies-procedures/ferpa-policy.html> for additional information on FERPA.

If you are a financial aid recipient, you have certain rights and responsibilities:

You have the right to:

- Confidentiality - the privacy of your file is protected
- Appeal financial aid decisions about your application. Written appeals should be submitted to the Student Aid Appeals Committee in care of the Office of Financial Aid.
- Information about the terms and conditions of financial aid programs. This information is provided in the Rollins College Catalogue and in the Student Aid Award Notice enclosures.
- Inspect your education records and request amendment of those records, if you believe them to be inaccurate, by contacting the Director of Student Services.
- File a complaint with the Department of Education if you believe your right to confidentiality has been compromised.
- Defer Direct Loan payments for Peace Corps or certain other types of volunteer service after you graduate.

You are responsible for:

- Submitting accurate applications and forms before the deadlines.
- Following instructions for application, renewal of aid, or resolving problems.
- Notifying the Office of Financial Aid if a change in your family financial situation occurs, or if you receive assistance from an outside source.
- Reading the provided information about the terms and conditions of all aid programs.
- Requesting special assistance when it is needed.
- Maintaining satisfactory academic progress according to the policies established for financial aid recipients.

Student Education Records and Family Educational Privacy & Rights Act (FERPA)

The Crummer Graduate School of Business Records Office protects the security, confidentiality, and integrity of its student records and maintains security measures to protect data as follows:

- (1) Access to electronic records is secured by multiple passwords and security. Access to electronic student records must be preceded by appropriate authorization from the Student Records Office
- (2) Electronic student records are secured and backed up through institutional processes and procedures

Rollins College Student Records Office complies with the Family Educational Rights and Privacy Act (FERPA). The Act is as follows:

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

For more information regarding FERPA please visit the link below.

<https://www.rollins.edu/registrar/ferpa/>

STUDENT RECORDS OFFICE

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, you have the right to withhold disclosure of directory information. Directory information is generally defined as personally identifiable information that the College is permitted to release unless otherwise directed by you in writing. To withhold directory information, you must submit a written request to the Crummer Graduate School of Business Office of Student Records. Once received, this request remains in effect until withdrawn by you in writing to the Crummer Graduate School of Business Office of Student Records. Please be aware that this request for non-disclosure remains in effect even after you leave the College.

Directory information includes name, address, telephone number, email address, date and place of birth, enrollment status, dates of attendance, major and minor field(s) of study, official athletic participation and athlete height and weight, graduation date, degrees, awards and honors received.

If you wish for us to withhold release of this information, please indicate so below. College policy is to withhold release of **ALL** directory information to off-campus users if requested and all but information needed for College operations on-campus (name, email address, campus box). No name or contact information will be released or appear in paper or electronic form to off-campus users. Please be aware this means we cannot verify past or current attendance and/or degree completion without a signed, written request from you.

If this request is not submitted to the Crummer Graduate School of Business Office of Student Records, it will be assumed that directory information may be disclosed.

Rollins College Policies

Code of Community Standards

PHILOSOPHY

Rollins College is an educational environment dedicated to fostering intellectual achievement, personal development, and social responsibility. The Community Standards and Responsibility system is an integral part of our educational process. While a college education is primarily academic and intellectual in nature, it also includes the development of values that translate into responsible behavior. To maintain standards that contribute to the intellectual and moral development of students that endure the welfare of the college community, Rollins College establishes the Code of Community Standards that can be found in its entirety at the following address.

<https://www.rollins.edu/community-standards-responsibility/>

Infectious Disease Policy

Rollins College is committed to supporting the wellbeing of its students, staff, and faculty, and providing a safe environment for all students and employees. The College aims to accommodate students who are infected with serious and contagious illnesses and advised by a medical professional to isolate or quarantine to prevent the spread of disease. This policy pertains to all students in the College of Liberal Arts (CLA), the Hamilton Holt School (Holt), and the Crummer Graduate School of Business (Crummer). To review the Infectious Disease Policy in its entirety, please visit the following address.

<https://rpublic.rollins.edu/sites/IR/SiteAssets/SitePages/Policies%20and%20Principles/KI%201030%20Serious%20and%20Contagious%20Illness.pdf>

Title IX Policy Statement/ Introduction

This Policy prohibits all forms of discrimination and harassment based on the following protected statuses; sex, gender, gender identity, gender expression, and sexual orientation. It therefore prohibits sexual harassment, misconduct, and violence in various forms, which by definition involve conduct of a sexual nature and are prohibited forms of sexual or gender-based harassment. This Policy further prohibits Stalking and Interpersonal Violence, which need not be based on an individual's protected status. Finally, this Policy prohibits Complicity for knowingly assisting in an act that violates this Policy, and Retaliation against an individual because of their good faith participation in the reporting, investigation, or adjudication of violations under this Policy. Rollins students and employees who violate this Policy may face disciplinary action up to and including suspension and dismissal or termination of employment. To review Title IX policy entirely, please visit the following address.

<http://www.rollins.edu/sexual-misconduct/what-is-title-ix/index.html>

Drug-Free Schools and Communities Act Report

Introduction and Overview

The Drug-Free Schools and Communities Act requires institutions of higher education to conduct a biennial review of their alcohol and other drug (AOD) policies and prevention programs in order to identify and implement needed changes. The objectives of a biennial review are to determine the effectiveness of, and to implement any needed changes to the AOD prevention program and to ensure that campuses enforce the disciplinary sanctions for violating standards of conduct consistently. As of this writing, the members of Rollins College's Drug-Free

Schools and Communities Act Taskforce have not found any indication that this process had previously been conducted. Therefore, the Taskforce was immediately charged to begin the process of conducting a thorough review and make recommendations. To read the Drug-Free Schools & Communities Act entirely, please visit the following address.

<https://www.rollins.edu/dean-of-students/documents/dfsca.v6.pdf>

Voter Registration

Take your civic engagement to the next level by being informed. Visit the following site for an overview and important information about #RollinsVotes.

<https://www.rollins.edu/rollins-votes/register.html>

International Travel Conduct Study Abroad Courses and Programs

This refers to your behavior and performance during class sessions, company visits, and social activities throughout the course. You are expected to:

- Be on time and have proper documentation (i.e. visa, passports, etc.) for airline flights.
- Be on time for all land transportation, company visits, and school or host sponsored events.
- Be courteous towards our hosts, fellow Crummer students, staff, and faculty.
- Dress in appropriate business attire for company visits, tastefully for other social events, and in keeping with the host country's culture.
- Engage in proper behavior at all times and in a manner that reflects well on the Crummer School of Business and Rollins College. Inappropriate behavior includes, but is not limited to, being intoxicated; breaking host country's laws; lewd behavior; being a public nuisance; causing a commotion or disturbing the peace; and using obscene or foul language. Those involved are subject to being sent home immediately and receiving a grade of "F" for the course.

Please remember that while abroad, you are an ambassador for Rollins College and the Crummer MBA. To this end, Crummer administrators working with the faculty and staff reserve the right to decline applications and/or registration from students who wish to participate in future international study abroad programs or courses based on past conduct and performance.

NON-SMOKING POLICY

In accordance with current guidelines related to COVID-19, smoking and vaping is prohibited in all outside and inside areas on the Rollins campus until further notice.

PPM: 800.25

Issued: June 1989

Revised: October 2012

Rollins College recognizes that smoking poses significant health risks to members of the community and considers the needs and concerns of smokers and non-smokers alike in providing a healthy and safe living, learning, and work environment for all students, staff, faculty, and guests.

Secondhand smoke is classified as a “known human carcinogen” (cancer-causing agent) by the US Environmental Protection Agency (EPA), the US National Toxicology Program, and the International Agency for Research on Cancer (IARC), a branch of the World Health Organization.

American Cancer Society Website: <http://www.cancer.org/cancer/cancercauses/tobaccocancer/secondhand-smoke>

It is expected that smokers will comply with the spirit and intent of this Policy. All Rollins staff, students, faculty, and guests are expected to comply with this Policy.

I. POLICY STATEMENT

While the College already prohibits smoking inside its buildings and facilities, beginning January 1, 2013, the Policy will expand to prohibit smoking in College-owned vehicles, including cars, trucks, buses, golf carts, and vans.

Also beginning January 1, 2013, smoking will be permitted on College grounds provided it occurs in the designated areas as specified on the map below. Smokers are reminded that improper disposal of smoking materials is a fire hazard and considered litter. All cigarette butts must be disposed of properly in an approved receptacle.

II. APPLICABILITY

This policy applies to all College faculty, staff, students, visitors, and contractors. It is the responsibility of the College community to be in compliance with this policy.

III. EFFECTIVE DATE

This policy is effective January 1, 2013.

IV. SUPERVISORY/EMPLOYEE RESPONSIBILITY

In order to achieve the intended balanced interests of this policy, employees should be permitted reasonable time away from their work area to smoke when such breaks will not interfere with the department's operating needs or ability to deliver services to students and customers. Managers reserve the right to control and limit

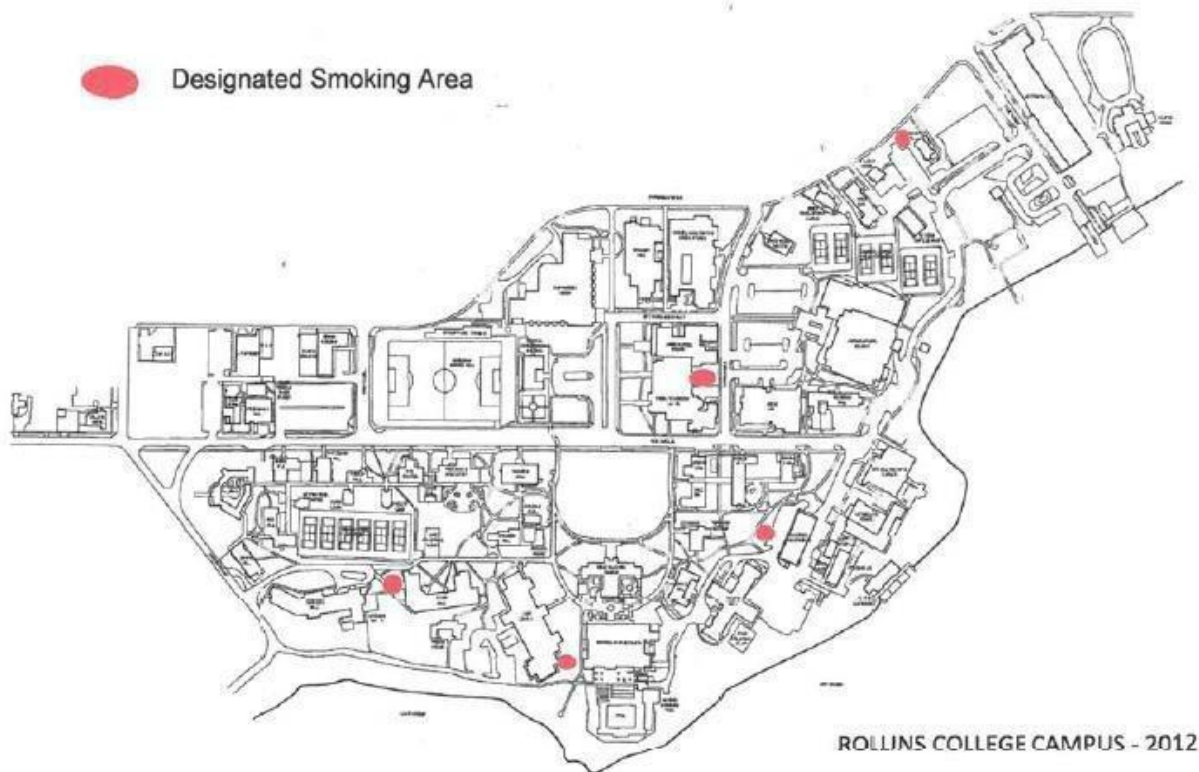
employee breaks of any kind within their respective departments, and to take appropriate corrective measures as the circumstances may warrant to ensure the effective operation of the College.

V. SIGNAGE

The College will post signs appropriately throughout campus. Additional information can be printed from the Human Resources website and shared with anyone who has questions about this policy.

VI. DESIGNATED SMOKING AREA (Not applicable during Fall 2022 and perhaps longer, due to COVID-19 compliance)

There will be five locations on campus designated as smoking areas.



VI. ENFORCEMENT

Enforcement of this policy will depend on the cooperation of all faculty, staff, and students not only to follow this policy, but also to encourage others to comply in order to promote a healthy environment in which to work, study, and live. Anyone who observes a policy violation may courteously inform the individual offender of the policy and request their compliance. Those notified that their actions are not in conformity with this policy are expected to respond in kind and comply. Failure to comply with this policy under such circumstances will be grounds for disciplinary action or removal from campus.

DISCRIMINATION GRIEVANCE PROCEDURE: STUDENT REPORTING DISCRIMINATION OR HARRASSMENT BY FACULTY OR STAFF:

A discrimination grievance is a complaint or report of an injury, injustice or wrong in which the grounds for complaint are based on of sex, disability, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran status, sexual orientation, gender identity, gender expression, genetic information.

Rollins College is committed to equal access and does not discriminate unlawfully against persons with disabilities in its policies, procedures, programs or employment processes. The College recognizes its obligations under the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 to provide an environment that does not discriminate against persons with disabilities. If you are a person with a disability on this campus and anticipate needing any type of academic/medical accommodations in order to participate in your classes, please make timely arrangements by disclosing this disability in writing to the Disability Services Office at (Box 2772) – Mills Building, 1000 Holt Ave., Winter Park, FL, 32789. Appointments can be scheduled by calling 407-646-2354.

Rollins College is committed to creating and maintaining a community in which students, faculty, and staff can work together in an atmosphere free of all forms of harassment, exploitation or intimidation. Specifically, every member of the College community should be aware that Rollins is strongly opposed to discrimination, sexual assault, sexual harassment and inappropriate behavior of any kind; and that such behavior is prohibited both by law and by College policy. It is the intention of the College to take whatever action may be necessary to prevent, correct, and, if necessary, discipline for behavior, which violates this policy.

Eligibility and Time for Filing

All students may use this procedure for discrimination related grievances by faculty or staff members, except those involving grade appeals. Student on Student sexual assault complaints are to use the policy outlined in the Code of Community Standards. Faculty and Staff must use the procedures outlined in the appropriate handbook. Grievances should be reported immediately upon occurrence of the events leading to the complaint, injury or wrong, and in any event must be reported within 180 days of such event unless the College determines that good cause for an extension has been established. However, there is no time limit for invoking this policy in cases of alleged Sexual Assault. Nevertheless, students are encouraged to report alleged Sexual Assault immediately in order to maximize the College's ability to respond promptly and effectively.

Overview

Many complaints can be resolved through open discussion between the parties involved. Individuals are encouraged to engage in direct consultation with each other so the problem can be solved through conciliation, if possible. An individual is in no way required to directly approach an offender and may initiate the grievance procedure by reporting it to the Assistant VP (the AVP) Human Resources and Risk Management who is the Title IX coordinator for the College. The AVP will contact the appropriate Dean (the Dean) and appropriate Vice President (The VP). The AVP (or designee) will act as resource for the student and will take part in the investigation of the complaint. The Dean (or designee) will be involved in investigating the complaint. The AVP is also available for questions and information about discrimination and harassment.

We cannot guarantee confidentiality. However, we are very sensitive to the difficulty the complainant may have bringing this complaint forward and we will do our best to protect the privacy of the complainant. No student shall be disciplined for filing a good faith grievance or report of discrimination or inappropriate behavior.

Any student who believes that (s)he is the victim of discrimination or inappropriate behavior may elect to follow the procedures detailed below. If a student files a complaint under a procedure other than the Discrimination Grievance Procedure, (s)he cannot elect to have the same complaint heard under the Discrimination Grievance Procedure. However, if a student believes (s)he has been discriminated against on the basis of sex, disability, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran status, sexual orientation, gender identity, gender expression, genetic information during the process of a complaint other than under the Discrimination Grievance Procedure, (s)he may file a complaint under the Discrimination Grievance Procedure.

If a student exercises his/her rights to file a complaint with a government agency or files a court action, the College reserves the right to terminate the grievance process. In the event that a student has already commenced his/her grievance procedure at the time the student files a complaint with any governmental agency including a state or federal court, the student shall notify the AVP. If the College chooses to terminate the grievance process, the AVP will notify all parties involved.

Note: if the nature of the complaint is sexual assault the College will continue the internal investigation regardless if the student filed a criminal complaint with the police department.

Burden of Proof

In all cases, the burden of proof rests with the complaining party. The AVP and the Dean will be available to assist in fact finding but in no way will be responsible for proving the complainant's charge. The determination shall be made on the preponderance of presented evidence of whether it is more likely that the allegations occurred.

Mediation

- A. Students may elect to utilize the Mediation Program. This program is designed to help resolve disputes in a more informal way than through the grievance process. It facilitates solutions without having to file a formal grievance. A mediation does not impose any solution but helps parties reach a mutually agreed upon solution.

Mediation is a non-adversarial process that does not guarantee a resolution but is a good way to discuss disputes. Participation in a mediation process does not mean that an individual gives up any rights to file a grievance or any other formal procedure. Further, both parties must agree to mediate a dispute. No one can be forced into mediation. Mediation is not a process that imposes punishment, determines facts or decides who is right or wrong. Mediation is a process whereby miscommunication can be cleared up; individuals agree on solutions and people are empowered to make changes.

- B. If Mediation between the parties is (a) not appropriate or (b) not possible, or (c) does not lead to resolution, the AVP and the Dean shall proceed to investigate the report or complaint. Mediation does not preclude the College from conducting an investigation of a complaint or taking such disciplinary action as it determines is appropriate or necessary.

Note: Mediation is not available if the student's complaint is related to sexual assault

Grievance Investigation

Both Complainant and Respondent shall have the option of assistance by an Individual of their choice from the College faculty, staff or student body during all portions of the Grievance procedure, provided that the chosen faculty, staff or student is willing to participate in the process. Third parties shall not be allowed to participate except where otherwise explicitly permitted by this policy.

When a grievance is filed (verbally or in writing), the AVP will notify the person named in the complaint ("Respondent") and provide the Respondent with the information regarding the complaint. The Respondent may submit to the AVP a written response to the complaint within five (5) working days.

As soon as is practical, the AVP and the Dean, or an individual(s) appointed by the AVP, will initiate an investigation of the complaint and where possible, attempt to reach conciliation between the parties. During this period, the AVP and the Dean will have access to all information pertinent to the case and may meet with any individual with information related to the case. Upon the conclusion of the investigation, assuming all reasonable efforts to conciliate have been exhausted, the AVP and the Dean will present a report to the appropriate VP. The Dean and the AVP shall make a recommendation for resolution to the VP who will strive to make a final determination within thirty (30) working days. All the time limits here may be extended at the discretion of the AVP.

Appeals

If the VP's determination is not acceptable to either the Complainant or Respondent, the decision may be appealed within ten (10) working days to the VP. The VP will then convene a grievance committee.

The grievance committee shall be formed as follows. The VP, with the assistance of the AVP will select a list of 10 faculty, staff or student members. A list of these 10 individuals will be provided to the Complainant and Respondent. The grievance committee shall consist of one individual chosen by the Complainant, one individual chosen by the Respondent, and a third chosen by mutual agreement of the two parties. If mutual agreement is not reached, the VP will select the third member of the grievance committee. The grievance committee shall review the complaint, any response, any documents provided by Complainant or Respondent, and all other documents it deems appropriate. The grievance committee shall also have the option, but not the obligation, to schedule a hearing and take testimony from the parties and other witnesses. Upon conclusion of its review and/or investigation, the hearing committee will deliberate and shall make a written report, including its conclusions and recommendations to the VP. The VP shall then have the option of amending his/her determination based on the recommendations of the grievance committee. The VP determination shall then be final. <http://www.rollins.edu/sexual-misconduct/what-is-title-ix/index.html>

I HAVE RECEIVED AND READ A COPY OF THE STUDENT RIGHTS AND RESPONSIBILITIES
AND I HERBY AFFIRM THAT AS A STUDENT OF THE CRUMMER GRADUATE SCHOOL OF
BUSINESS
I WILL ADHERE TO THIS CODE.

Information Technology Services

External Display Help

Crummer Hall has a number of external displays that are available for your use. The classrooms feature projection systems while the study rooms feature LCD flat panel displays.

*If your image does **not** project:*

1. Make sure the cable is attached firmly to the back of the laptop.
2. Press the combination of FN (lower left on the laptop) and F8 on your laptop (it has either a small square on it or says CRT/LCD). You might need to press these together two or three times. To toggle the display to the correct combination of the local and external displays.
3. Use the touch panel (in a classroom) or the TV controls (in a study room) to set the input to either laptop (classroom) or VGA (study room – most study rooms stay on this input).
4. If you are experiencing other problems, call the Help Desk at 407-646-6363.

Software

The Information Technology staff will assist with the proper functioning of the following applications: Microsoft Office including Outlook for Rollins e-mail. Classes are offered to utilize these applications, but general support does not include tutorial. As enhancements are made to the Crummer School technology offerings, these packages may be upgraded at the school's discretion.

MyRollins

MyRollins is an internally-facing engagement tool helping students navigate and discover every aspect of their Rollins experience. [Access MyRollins by visiting my.rollins.edu](http://my.rollins.edu) or in Okta, or by downloading the MyRollins app in the [Apple App](#) or [Google Play](#) stores.

Printers

Printers are available for students' use adjacent to the hallway to Room B20 in the lower level. Students that are connected to the Rollins network via their notebook computers have access to the printers.

IT Support

The Help Desk is located in the Olin Library near the Multimedia Lab; please visit their homepage for hours of operation.

Phone: 407-628-6363 (on campus 6363)

Email: helpdesk@rollins.edu

Helpful Links

Campus logins - <http://r-net.rollins.edu/>

IT Home page – <http://www.rollins.edu/it>

Canvas - <http://www.rollins.edu/it>

MyRollins – <https://my.rollins.edu> & <https://my.rollins.edu/groups/crummer-registrar>

Olin Library – <http://www.rollins.edu/library>

Student Organizations

MBA Association (MBAA)

The MBA Association (MBAA) is the student association for the full-time MBA (Early Advantage MBA) program. Officers are elected by their peers and serve a one-year term during which they plan various student activities and events. MBAA also meets regularly with the administration to discuss matters of concern and student interest. The MBAA organizes several social events each year, including networking events, get-togethers, and community service activities. **The \$100 membership fee is automatically billed to students during their initial enrollment into the program** and serves as the funds for these events.

PMBA Association (PMBAA)

The purpose of the Professional MBA Association (PMBAA) is to promote leadership, academic integrity, fellowship, and service; to represent students as the voice of the student body in all matters to the administration, college and local community; to provide leadership and coordination to the student body in academic, professional and social areas; and to provide general student input on policies, procedures and resources that affect PMBA students. The PMBAA organizes several social events each year, including networking events, get-togethers, and community service activities. **The \$100 membership fee is automatically billed to students during their initial enrollment into the program** and serves as the funds for these events.

Crummer Oath

Led by members of the MBAA and PMBA associations, our mission is to unite Crummer graduates who aim to lead in the interests of the greater good and who have committed to living out the principles articulated in their class' oath. The oath is a voluntary pledge for graduating and current students to "create value responsibly and ethically." Each year the Committee solicits revisions to the previous year's oath to ensure that the document retains its relevance and then hosts an annual ceremony providing graduates the chance to publicly declare their commitment to the oath's ideals. Our long-term goal is to transform the field of management into a true profession, one in which MBAs and DBAs are respected for their integrity, professionalism, and leadership. The Crummer oath is a step towards realizing this vision.

Crummer Entrepreneurship Association (CEA)

This organization acts as the student arm of the Center for Advanced Entrepreneurship. The CEA provides members an invaluable opportunity to be directly involved in the Orlando business community. Through many exciting events like the business plan competition, guest speakers, and think tanks, students are exposed to the world of entrepreneurship.

Crummer Consulting Group (CCG)

The mission of Crummer Consulting Club is to provide its members with knowledge of the consulting industry, development of a consulting skill set, networking opportunities with industry leaders and recruiters, and exposure to practical applications of the consulting job through participation in real-world projects.

Crummer Finance Organization (CFO)

This student association provides MBA students with a broad perspective of finance via prominent community speakers, certification programs, peer discussions, and a stock market simulation game. The mission of CFO is to assist the professional, educational, and social developments of students interested in corporate finance, banking, investments, and related subjects.

Crummer Multicultural Management Association (CMMA)

This organization offers members both cultural enrichment and intellectual growth through educational, social, and professional development programming for those students who seek diverse perspectives and experiences.

Net Impact

Net Impact is an international nonprofit organization with a mission to inspire, educate, and equip individuals to use the power of business to create a more socially and environmentally sustainable world. Spanning six continents, our membership makes up one of the most influential networks of professionals and students in existence today. Net Impact members are current and emerging leaders in CSR, social entrepreneurship, nonprofit management, international development, and environmental sustainability who are actively improving the world.

Rollins College Campus Information

R-Card

All students, faculty and staff members are required to obtain an R-Card as part of their orientation process. It serves as:

- **Official campus ID card:** Displays your personal photo, R-Number and status
- **Library card:** For checking out library materials
- **Access control:** For access to buildings, rooms, athletic and parking facilities
- **Purchasing card:** Utilizing TAR BUC\$, meal plan and charge accounts for on-campus purchases

Each cardholder will have the ability to make a deposit to their self-funded TarBUC\$ account using one of the options provided below: <https://www.rollins.edu/r-card/deposit/>

- The Online R-Card Office: <https://www.rollins.edu/r-card/>
Login required
Visa, MasterCard, American Express and Discover accepted
- R-Card Office
Students can visit the Campus Safety Office to replace their R-Card for \$20. Payment can be made by cash, credit card, TarBUC\$, or charge account.

Dining Service Locations	Other Locations	
Bush Café	Athletic Concessions	Post Office
C-Store	Campus Safety	Print Services
Cornell Courtyard Café	Copy Machines	R-Card Office
Dave's Boathouse	Cornell Fine Arts Museum	The Rollins College Bookstore
Marketplace	Health Services	The Student Involvement Desk
Olin Library Café	Olin Library	

Your R-Card has value, so it is important to notify the R-Card Office immediately if your card is lost or stolen. You may do so at <https://www.rollins.edu/r-card/> or by calling the R-Card Office at 407- 628-6300, or Campus Safety Office at 407646-2999. You are liable for any unauthorized use of your card prior to notification.

Post Office

The Rollins College Post Office is located in the heart of the campus, on the bottom floor of the Cornell Campus Center. Here, students can retrieve their mail from the pickup window, pick up packages, and also send mail; a variety of stamp options and shipping materials are available for purchase. <https://www.rollins.edu/post-office/>

Food on Campus

Dining services are available at a number of locations around campus. Please be aware that all hours are subject to change, current hours may be found at <https://dining.rollins.edu/>. The main dining services in the Cornell Campus Center down by the lake, offer three food service resources:

- The C-Store (a well-stocked convenience store)

- The Dave's Boathouse (burgers, sandwiches, chicken tenders, wings, salad, subs, fries, etc.)
- The Marketplace serves cafeteria-style selections of entrees and snacks

Crummer students most frequently make use of the Bush Café and the Olin Library Café for coffee, bagels, etc. (located in the Bush Science Center across the path from Crummer) and/or inside the Olin Library (located next door to the Marketplace) and/or the Cornell Café for lunch (located next door to the Crummer School).

Bookstore

The Rollins College Bookstore is located on Fairbanks and S. New York Ave. In addition to new textbooks, the store carries a large selection of used texts and general interest books and magazines, sportswear, greeting cards, school and art supplies, snacks, sundries, gifts and novelty items. Books are also available in digital format. <https://www.rollins.edu/bookstore/>

Writing Center

Need help with writing? Take in a paper a couple of days before it is due and the center's staff will be pleased to help polish it. Making an appointment ensures that someone will be available for consultation. The TWC is on the main (2nd) floor of Olin Library. Please email Mistie Watkins or call (407) 646-2607 to get set up in the scheduling system. <https://www.rollins.edu/library/twc/>

Ted & Harold Alfond Sports Center

The field house is equipped with free exercise classes and weight equipment along with basketball and volleyball courts. Shower and locker areas are available for your convenience. Your R-Card is required for facility use. For hours and operations call the front desk at 407-646-2660.

Annie Russell Theatre

The longest continuously operating theater in Florida and named to the National Register of Historic Places, the Annie Russell Theatre stages an exciting season of musicals and plays that feature student performers. <https://www.rollins.edu/annie-russell-theatre/>

Knowles Chapel

The Dean of the Chapel acts as the pastor of the College. There are weekly worship services, classes on Scripture and Theology, marriage counseling and visits to the sick. The Dean also performs marriages, baptisms, funerals and memorial services for members of the Rollins community. She also coordinates a wide array of activities which provide a distinct aspect of student life here at Rollins. (407)646-2115.

Olin Library

Olin Library is available to Crummer students. To borrow a book or take out materials on reserve, students must present their R-Card. Hours vary seasonally; you are advised to always call before coming to campus. There are typing rooms available on the first and third floors. Meeting and study rooms are available; contact the library for guidelines and to reserve the appropriate space. These are great for group project discussions but are subject to availability. Keys may be obtained from the library staff. Copy machines are also available. There are a number of reference databases available to students. For additional information regarding all of the services provided by the library, please refer to <http://www.rollins.edu/library>. Call (407) 646-2376 for additional questions.

Hours of Operation

The library's hours will vary during the academic year based on holidays, mid-term and exam weeks, and semester breaks. Check the Olin Library website for up-to-date information. <http://www.rollins.edu/library/>

Campus Safety

Important Numbers to Know	Off Campus	On Campus
Campus Safety	407-646-2999	2999
Winter Park Police	407-644-1313	
24-Hour Crisis Hotline	407-843-HELP	
Sexual Trauma Recovery Center	407-246-8007	
Lakeside Health	407-646-2235	2235
Campus Ministries	407-644-2115	2115

The Department of Campus Safety is open 24 hours a day and provides protection and services to the campus community. Officers are on duty 24 hours a day, seven days a week, 365 days a year and assist with the enforcement of federal, state, and local statutes and campus regulations. It is the responsibility of the Campus Security Officers to patrol campus properties and facilities to detect and deter criminal activity. Officers respond to and follow up on all reports of crime. In addition to their patrol duties, officers investigate traffic accidents, assist in medical emergencies, enforce traffic and parking regulations, help motorists, and provide physical security to campus functions, activities, and events.

To contact Campus Safety to report an incident or request an escort or other assistance, dial 2999 from any campus phone, or 407-646-2999 from off campus phone.

Parking

Students who registered their vehicle during the electronic check-in process will be able to pick-up their parking decal during orientation. Students who need to register a vehicle after the program begins must contact the Campus Security Office. The parking decal will include access to the Truist parking garage across Fairbanks Ave., which is College property, and the Rollins Parking Garage, off of Ollie Ave. Parking rules and regulations are strictly enforced, and students are responsible for following all regulations. If a new or different vehicle is brought to campus, students must purchase a two-week temporary permit or purchase a replacement decal. For a complete copy of the Parking Regulation please go to <https://www.rollins.edu/campus-safety/traffic-parking/>

Crime Reporting

Rollins College encourages faculty, staff, and students to report all criminal incidents, threats, serious injuries, property loss, accidents, safety hazards, etc. In the event of an immediate threat, danger, injury, or crime in progress, dial 911 for assistance from Winter Park police, fire, or emergency medical personnel. To report the crime or emergency to Campus Safety dial 2999 (from off campus dial 407-646-2999). Trained officers are available 24 hours a day to respond to emergency calls.

Telephones

Emergency telephones have been installed around campus and in the parking garage and provide direct communication to the Winter Park Police. Regular courtesy phones are located at many exterior and interior campus locations. To connect directly to the Winter Park Police, press the “Red Button” on emergency phones, or dial 911 from any phone. **Campus Facilities Access**

Most campus facilities, except for residential buildings, are open to campus community members and their guests during the day and evening hours when classes are in session. Regular business hours for academic and administrative offices are 8:30 a.m.-5:00 p.m., Monday through Friday. When the College is officially closed, buildings are secured and only preapproved faculty, staff, and students with proper ID’s are admitted.

Crime Statistics

For the Rollins College Crime Statistics visit the Campus Safety website at: <https://www.rollins.edu/campus-safety/clery-compliance/>