

# EXECUTIVE DOCTORAL STUDENT HANDBOOK 2024-2025



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

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

# Crummer

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## 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 2022; Rollins' next reaffirmation of accreditation will take place in 2027.

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.



## **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:

**Rollins College Student Account Services**  
1000 Holt Avenue – Box 2716  
Winter Park, FL 32789

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



# Late Fees, Holds, & Refunds on Accounts

Tuition balance must be paid by 5 pm on the published due date or student will not be permitted to attend classes. In addition to a student accounts 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](http://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](mailto:sas@rollins.edu) or **Financial Aid Office at 407-646-1863** or **via email at [finaid@rollins.edu](mailto: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](mailto: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.

# Dissertation Policies

## **Dissertation Requirements**

All candidates for the Rollins Executive DBA degree must submit an electronic dissertation as evidence of their ability to conduct applied independent research at an advanced level that identifies and poses solutions to a practical problem or problems in business. The dissertation must represent a significant and relevant contribution to existing knowledge in the student's field, and there must be a high likelihood that a derivative article from the dissertation will be published in a peer-reviewed journal of equivalent outlet. Students must prepare their own dissertations. Joint dissertations are not permitted. The dissertation must conform to regulations concerning format, quality, and time of submission as established by the EDBA Academic Committee. Research work connected with a dissertation will be carried out under the direct supervision of the student's dissertation committee, led by its chair and including a second member.

## **Dissertation Committee**

- Students will work with the Executive DBA Academic Director to form a dissertation committee that consists of a chair and a second member. The resulting dissertation committee will provide mentorship in research conception, methods, performance and ethics, as well as focus on development of the student's professional communication skills, building professional contacts in the field, and fostering the professional behavior standard of the field and research in general.
- The dissertation committee chair must be a member of the EDBA faculty of the Crummer Graduate School of Business at Rollins. The second member of the committee may also be a regular Crummer faculty member or it may also be an individual whose primary appointment is outside the Crummer School. All dissertation committees must ultimately be approved by the Executive DBA Academic Director.
- Once the final dissertation document is submitted in the application to complete a final defense, a Reader will be assigned by the Executive DBA Academic Director. Ordinarily, this individual must be a regular member of the Crummer faculty although under special circumstances someone outside the Crummer faculty may be considered. The role of the reader is to thoroughly review the document from an expert third-party perspective, and provide feedback to the student and dissertation committee as to the readiness of the dissertation to go to a final defense.

Throughout the development and completion of the dissertation, members of the dissertation committee will provide constructive feedback to the student that builds toward a successfully defensible dissertation. Each member will make an assessment of the originality of the dissertation, its value, the relevance of the contribution it makes to business practice, and the clarity with which concepts are communicated, especially to a person outside the field. *The doctoral student is solely responsible for arranging meetings and maintaining effective contact with each dissertation committee member.*

## **Proposal Defense and Final Oral Examination (Final Defense of Dissertation)**

Once a dissertation proposal is accepted by the student's dissertation committee, the committee will work with the Executive DBA Academic Director to schedule the proposal defense in front of the Crummer faculty. After the proposal defense, a decision will be made by the dissertation committee and the Executive DBA Academic Director to (a) accept the proposal, (2) accept the proposal with changes, or (3) reject the proposal. The dissertation committee will then meet with the student to agree on a plan of action based on the results.

Once the dissertation proposal is accepted, the student becomes a "candidate" for the degree and may be referred to as holding ABD (all but dissertation) status.

Subsequently, once the final dissertation is complete each Executive DBA candidate is required to pass a final oral defense of the dissertation. As with the proposal document, the final document must first be accepted by the dissertation committee. As with the proposal, the evaluation of the document also includes detailed feedback by the Reader, who is the same individual that was assigned at the dissertation proposal stage. Once the document is deemed ready by the dissertation committee, the committee will work with the Executive DBA Academic Director to schedule the final defense in front of the Crummer faculty.

Dissertation proposal and final defenses are typically set up virtually and are recorded so that other Executive DBA students who are unable to attend can benefit from viewing them later. In addition to the student, the dissertation chair and second member, along with the Executive DBA Academic Director, must always be present at the defenses.

After the proposal defense, a decision will be made by the dissertation committee and the Executive DBA Academic Director to (a) accept the proposal, (2) accept the proposal with changes, or (3) reject the proposal. In collaboration, the Executive DBA Academic Director and the candidate's dissertation committee will work to develop remedial action plans as required.

### **Intellectual Property**

This policy is meant to encourage and support faculty, staff, and student research; to protect the rights and interests of College constituents as well as the College itself; and to provide College constituents with information that will guide understanding of intellectual property and its application at Rollins College. All faculty (full time and adjunct), staff, student employees, and students, as well as non-employees who participate or intend to participate in teaching and/or research or scholarship projects at Rollins College are bound by this policy.

Rollins College is committed to complying with all applicable laws regarding copyright and other forms of intellectual property. Furthermore, this policy shall not be interpreted to limit the College's ability to meet its obligations for deliverables under any contract, grant, or other arrangement with third parties, including sponsored research agreements, license agreements, and the like.

Questions of ownership or other matters pertaining to materials covered by this policy shall be resolved by the Provost (or his or her designee) in consultation with others, as appropriate. In the event that resolution of such matters becomes controversial, the Provost (or his or her designee) will convene an Intellectual Property Committee as described in Section B, Patents.

## **COPYRIGHT, PATENTS, and TRADEMARKS**

### **A. COPYRIGHT**

#### **General Copyright Policy**

Rollins College's policy is that all rights in copyright remain with the creator unless the work is a "work for hire," is commissioned by the College, or is otherwise subject to contractual obligations.

#### **Definition and Scope of Copyright Protection**

Under the federal copyright law, copyright subsists in "original works of authorship" that have been fixed in any tangible medium of expression from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. These works include:

- literary works such as books, journal articles, poems, manuals, memoranda, tests, computer programs, instructional material, databases, bibliographies;
- musical works including any accompanying words;
- dramatic works, including any accompanying music;

- pantomimes and choreographic works (if fixed, as in notation or videotape);
- pictorial, graphic and sculptural works, including photographs, diagrams, and sketches;
- motion pictures and other audiovisual works such as videotapes;
- sound recordings; and architectural works.

### **Scope of Copyright Protection**

Copyright protection does not extend to any idea, process, concept, discovery or the like, but only to the work in which it may be embodied, illustrated, or explained. For example, a written description of a manufacturing process is copyrightable, but the copyright only prevents unauthorized copying of the description; the process described could be freely copied unless it enjoys some other protection, such as patent.

Subject to various exceptions and limitations provided for in the copyright law, the copyright owner has the exclusive right to reproduce the work, prepare derivative works, distribute copies by sale or otherwise, and display or perform the work publicly. Ownership of copyright is distinct from the ownership of any material object in which the work may be embodied.

### **Books, Articles, and Similar Works, Including Unpatentable Software**

In accord with academic tradition, except to the extent required by the terms of funding agreements, Rollins College does not claim ownership to pedagogical, scholarly, or artistic works, regardless of their form of expression. Such works include those of students created in the course of their education, such as papers, theses, and articles. The College claims no ownership of popular nonfiction, novels, poems, musical compositions, unpatentable software, or other works of artistic imagination that are not institutional works (see "Institutional Works as Work for Hire"). Copyright in pedagogical, scholarly, or artistic works to which the College disclaims ownership under this policy shall be held by the creators regardless of whether the work constitutes a "work for hire" under copyright law.

**Ownership and Use of Course Materials** (including class technology and videotapes of classroom activities) All course materials including, but not limited to Blackboard (and other course management tools) materials, syllabi, videotapes of classroom activities, websites, etc. developed by a Rollins faculty member belong to the faculty member unless grant or other outside funding sources dictate otherwise.

Faculty ownership of such course materials does not, however, entitle the faculty member to any additional compensation from the College as a result of appropriately enrolled students' use of such materials. Faculty ownership of such course materials also does not preclude the College from using such materials for internal instructional, educational, and administrative purposes, including satisfying requests of accreditation agencies for faculty-authored syllabi and course descriptions. Materials brought to Rollins from other institutions are bound by any ownership constraints from the institution at which they were developed; barring none, they belong to the faculty member.

The use of images or materials of students for use outside of a currently enrolled class is not permitted without a signed release from students. This includes videotaping, website images, and class materials where the expectation of a student is that their purpose is for that particular course. If the purpose of the class is to create a website, video or other materials for future courses, this permission is not needed.

### **Institutional Works as "Work for Hire"**

The College shall retain ownership of works created as institutional rather than personal efforts--that is, works created by administrators and staff for College purposes in the course of the creators' employment, College-commissioned faculty work, or works resulting from simultaneous or sequential contributions over time by numerous faculty, staff, and/or students. The employer (i.e., the College) by law is the "author," and hence the owner, of works for hires for copyright purposes; therefore, Rollins owns all rights, intellectual and financial, in such works. Administrators, faculty, and staff who gain professional expertise through such work, however, may engage in professional activities--conferences, consulting, etc.--that may result in compensation.



"Work for hire" is a legal term defined in the Copyright Act as "a work prepared by an employee within the scope of his or her employment." For instance, work assigned to programmers is "work for hire" as defined by law as is software developed for College purposes by students and staff working collaboratively. This definition includes works prepared by employees in satisfaction of sponsored agreements between the College and outside agencies. Certain commissioned works also are works for hire if the parties so agree in writing. The mere fact that multiple individuals have contributed to the creation of a work shall not cause the work to constitute an institutional work. Where a work is jointly developed by College faculty or staff or student employees and a non-College third-party, the copyright in the resulting work typically will be owned jointly by the College and the third party. In such instances, both the College and the other party would have nonexclusive rights to the work.

### **Works of Non-employees**

Under the Copyright Act, works of non-employees such as consultants, independent contractors, etc. generally are owned by the creator and not by the College, unless there is a written agreement to the contrary. As it is Rollins' policy that the College shall retain ownership of such works (created as institutional rather than personal efforts, as described in "Institutional Works as Work for Hire"), Rollins will generally require a written agreement from non-employees that ownership of such works will be assigned to the College.

Examples of works that the College may retain from non-employees are as follows: reports by consultants or subcontractors, computer software, architectural or engineering drawings, illustrations or designs, and artistic works.

### **Use of Copyrighted Material**

Rollins College is committed to complying with all applicable copyright laws. This includes the full exercise of the rights accorded to users of copyrighted works under the "fair use" provision of federal copyright law.

To that end, the College shall inform and educate its faculty, staff, and students about their fair use rights and the application of the four factors for determining those rights as set forth in 17 U.S.C. Section 107. The fair use clause provides generous, but not unlimited, provisions for the use of copyrighted material in classroom settings. See <http://www.rollins.edu/olin/ethics/fairuse.htm> for a summary of the fair use doctrine.

Students, faculty and staff members are expected to comply with copyright laws. Distribution of materials protected by copyright without permission of the copyright owner may be a violation of federal or state law. It is the responsibility of those reproducing materials to make sure the reproduction is consistent with U.S. Copyright Law (<http://www.copyright.gov/>).

Rollins College does not permit the unlawful reproduction or distribution of commercially copyrighted music, movies, and software. The College is committed to taking reasonable steps to avoid misuse of its computer network. If violations are discovered or suspected, College personnel may report infringement to appropriate authorities or take other action, including, but not limited to: warning the user, removing the material, or terminating access to the material.

### **Use of the College Name in Copyright Notices**

The following notice should be placed on College-owned materials:  
Copyright © [year] Rollins College. All Rights Reserved.

No other institutional or departmental name is to be used in the copyright notice, although the name and address of the department to which readers can direct inquiries may be listed. The date in the notice should be the year in which the work is first published, i.e. distributed to the public or any sizable audience.

Additionally, works may be registered with the United States Copyright Office using its official forms (<http://www.copyright.gov/forms/>).

## **Reconveyance of Copyright to Creator**

When copyright is assigned to Rollins because of the provisions of this policy, the creator of the copyrighted material may make a request to the Provost that ownership be reconveyed back to the creator. Such a request can, at the discretion of the Provost, be granted if it does not: (1) violate any legal obligations of or to the College, (2) limit appropriate College uses of the materials, (3) create a real or potential conflict of interest for the creator, or (3) otherwise conflict with College goals or principles.

## **B. PATENTS**

Rollins College is an educational institution whose fundamental mission is to provide an outstanding liberal arts education. Rollins recognizes that research, particularly that involving collaborative investigations with students and faculty, is one of the highest forms of education.

All potentially patentable ideas and inventions developed in whole or in part by College personnel in the course of their employment, or with more than incidental use of Rollins College resources, shall be disclosed in writing to the Office of the Provost. Written disclosure should include the (1) name of the inventor, (2) what was invented, (3) circumstances that led to the invention, and (4) the information as to what might be subsequent activities surrounding the invention.

The next step is that an Intellectual Property Committee will review the invention disclosure information submitted. The Provost (or his/her designee) will convene an Intellectual Property Committee to consist of two faculty members of the Provost's choosing, two faculty members of the inventor's choosing, and a fifth faculty member agreed upon by the four other faculty members. This Committee will make a recommendation to the Provost either to seek a patent using College funds or to decline further action.

If the College refuses to pursue application of the idea/invention, the inventor may then seek other aid outside the College to assess the patentability of the invention. If no action is taken, all patent rights revert to the inventor.

If there is positive action on an application, the College may wish to pursue evaluation of the invention from technical development consultants to ascertain whether there is sufficient interest and financial return that would make the acquisition of a patent feasible.

The remaining steps in the process are:

- A patent is obtained or institutional steps are put into place to protect the invention as a trade secret. These steps may ensure that, in the event of not immediately applying for a patent, proper protection is maintained and limited disclosure and publication are delayed to a later date.
- A patent, if any, is licensed and royalties are earned.
- Legal enforcement of patent rights begin.

## **Sharing of Royalties**

Royalty distribution will be as follows:

- A. 100 % will accrue to the College for recovery of costs associated with the patent/license development. This would include all fees for preparing and prosecuting patents. All marketing and licensing fees would also be included.
- B. Remaining income would be distributed according to the following:
  - a. Inventor(s) or their heirs 40% of gross royalties.
  - b. Inventor(s) Department 20% of gross royalties.
  - c. College 40% of gross royalties.

Under certain conditions, the College may agree to accept a negotiated percentage of equity in place of all or some portion of the license or royalty fee(s).

## **C. TRADEMARKS**

Trade and service marks are distinctive words or graphic symbols identifying the sources, product, producer, or distributor of goods or services. Trade or service marks relating to goods or services distributed by the College shall be owned by the College. Examples include names and symbols used in conjunction with the College wordmark and logo and those names or symbols associated with College athletics, events, programs, software, or activities.

*Rollins College's Intellectual Property Policy is based on policies adapted, with permission, from Stanford University.*

## **ROLLINS COLLEGE INSTITUTIONAL REVIEW BOARD (IRB) POLICIES**

### **Guiding Principles**

Rollins College established the Institutional Review Board (IRB) to protect the rights of human participants and to promote professional research. The goal of the IRB is to work with administration, faculty, staff, and student researchers in a collegial way to enhance the validity of their research by helping to ensure that projects involving human participants adhere to established ethical, moral, and legal standards. The IRB also serves to weigh any potential risk to research participants against the benefits that the proposed research may provide. Human research is any activity developed for the purpose of collecting and organizing data from human participants in such a manner as to test hypotheses, address research questions, or contribute to generalizable knowledge. The IRB reviews proposals to confirm that the project design provides safeguards for research participants.

Research proposals at Rollins College involving human participants should guarantee that:

- Ethical and moral standards are in compliance with federal guidelines
- Informed consent has been obtained from all participants
- Anonymity or confidentiality of the participants
- Participation is voluntary and that participants may withdraw from the study at anytime
- Researchers will avoid the use of deception whenever possible (In the event that deception is essential to the integrity of the research, a debriefing must follow)
- A full IRB review if participants include vulnerable populations such as minors, mentally compromised, or incarcerated people
- A full IRB review if risk to participants is more than minimal

### **Threefold Rationale for the Rollins College IRB**

#### **Ethical**

Rollins College affirms that human research subjects should be treated with dignity, respect, and with due regard to their welfare. Those participating in research have the right to be informed regarding the nature of the research, including its methods and procedures (any aspect of the research that could reasonably influence a subject's willingness to participate, the nature of any benefits for the research subject or for society, and its reasonable foreseeable risks); the right to withdraw from participation in the research without penalty; and the right to have the subject's confidentiality respected.

#### **Pedagogical**

Fundamental to the work of Rollins College is the need to instruct both students and faculty as to the most appropriate manner in which to carry out academic research. The review of research projects involving human subjects helps those engaged in such research to construct information-gathering devices (including interviews and surveys) so as to adhere to the ethical standards set out in point 1 (above).

**Legal**

Rollins College must comply with Federal Regulations concerning experimentation involving human subjects (45 C.F. art 46, Protection of Human Subjects).

For more information on the Rollins College IRB go to: <http://r-net.rollins.edu/irb/>

# Academic Policies

## **Maintenance of Good Standing**

A student maintains standing in the Crummer Graduate School of Business by being registered each fall, spring, and summer semester unless on an official leave of absence which has been approved by the Associate Dean of Crummer. EDBA students enrolled in at least six-credit hours in both the fall and spring semesters and three-credit hours in the summer are considered full-time students. A student in good standing meets the standards set by the academic department and the Crummer School and demonstrates normal progress toward the fulfillment of the stated requirements at levels of quality without warning or probation or extension of the allowable time limit for degree completion.

Degree candidates are required to complete all requirements stated on their Program of Study with a minimum grade point average of **3.0**. Doctoral students whose cumulative GPA average falls below 3.0 will automatically be placed on probation.

A student will be subject to separation from the College for any of the following reasons:

- In each subsequent term the student's GPA fails to be 3.0 or higher, they will be automatically dismissed from the program.
- Doctoral students whose cumulative GPA average falls below 2.65 will automatically be dismissed from the program.
- Failure to receive a grade of "P" in any EDBA courses designated as "Pass/Fail".
- Failure to make progress towards degree completion. If the student is not making satisfactory progress towards degree completion, and it has been judged that the student is unlikely to be successful in working independently and productively toward the completion of the dissertation research, the EDBA Academic Committee will make a recommendation to the Crummer administration as to potential academic separation.
- In addition to actions based on academic standards, on recommendation of faculty members, the Associate Dean of Crummer by the authority of the Dean can suspend or separate a student from the College for failure to maintain appropriate standards of conduct and integrity. Such a suspension or separation will be implemented only for serious breaches of conduct that threaten to compromise the standards of Crummer or create concern for the safety and welfare of others. In the event of such suspension or separation, the student will be entitled to an appeal through the grievance procedure of the Crummer Graduate School of Business or the appropriate Rollins College policy.

## **Time Limitation**

EDBA students have five consecutive calendar years from the semester of the first credited registration, including leaves of absence, to complete all requirements for the degree. Any EDBA student who fails to complete the requirements within the five-year limit will be subject to separation from further study unless granted an extension by the EDBA Academic Committee subject to the recommendation of the student's faculty advisor or dissertation committee. An extension may be granted if the student and his or her advisor work out a plan of action for completion within an additional one- to two-year time frame. The request must be made in writing by the student and supported by the advisor, then submitted to the EDBA Academic Director for consideration by the EDBA Academic Committee. Students who fail to complete degree requirements after 7 years will be automatically removed from the EDBA program.



## **Continuous Matriculation**

EDBA students are expected to be continuously enrolled in the program from the first credited registration until successful completion of the degree. The program is designed to be completed within three years of the first credited registration. After the third year of the program, students who have not completed degree requirements will be required to be registered every semester in continuous dissertation advisement. Upon the approval of the student's faculty advisor, the student will be registered in the six-credit hour course - DIS 704 Dissertation Continuation and pay the stated tuition fee. At this stage, this process will continue until completion or separation from the program.

A student who is discontinued for breach of continuous attendance will lose the option of fulfilling the degree requirements originally listed in his/her official program of study already on file and will instead be subject to the degree requirements in effect at the time the student resumes his/her attendance.

## **Leave of Absence from Graduate Study**

Students in the EDBA program are expected to pursue their studies according to a systematic plan each year. Although this should be avoided vigorously, if a student finds it necessary to interrupt his or her studies before completion of the doctorate program a leave of absence must be requested. A leave of absence is not to be requested unless the circumstances are such that the student cannot continue graduate study. Under such circumstances the student must request in writing a leave of absence for a period not to exceed two consecutive regular academic semesters. In exceptional circumstances, the leave can be extended for another two semesters. However, the maximum amount of leave permitted per graduate program is four semesters. The reason for the leave must be stated clearly, and the request must be submitted to the EDBA Academic Director for consideration by the EDBA Academic Committee with the written endorsement of the student's academic advisor or dissertation committee. The EDBA Academic Committee will subsequently make a recommendation to the Crummer administration. During a leave of absence, the student must not seek aid from faculty members or use of the facilities of the university. Research projects ongoing will not be permitted during a leave of absence. Students may not take exams or defend dissertations while on a leave.

Key issues with leave of absence:

- A leave of absence does not extend the maximum time permitted for the completion of degree requirements, and a leave cannot be taken while students are on extension of the five-year limit.
- At the expiration of the leave the student must resume registration unless formally granted an extension of the leave. Retroactive leaves are not permitted. A student who is granted a maternity or paternity leave of absence related to infant care, as well as those who must fulfill military duty obligations, can petition to extend the five-year time limit associated with completion of the degree. The length of the extension may not exceed two years. International students must check with the Office of International Student Services before petitioning for a leave of absence, as such a leave can affect their visa status.
- International students should consult with the Director of International Student and Scholar Services regarding the effect of a medical leave on their immigration status.
- Students receiving financial aid (grants, loans, veteran's benefits 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.

## **Withdrawal, Resignation and Reinstatement**

Students must maintain continuous registration throughout their degree programs unless granted an official leave of absence. Students that have a financial hold status on their account will not be permitted to be registered for their next term until the hold has been lifted by the Student Account Services Office. Any student that has been

withdrawn from their program must petition for reinstatement in order to continue doctoral study. The petition must be approved by the student's advisor or dissertation committee and the EDBA Academic Committee in consult with the Crummer Registrar before the student may be registered for further course work as a student in full standing. In each case of readmission with full standing, the official letter will state the terms of readmission, including future time limits for the degree program, and the past course work that will be credited toward the degree. If more than 24 months have elapsed since the last registration, students may have to resubmit file materials if requested by the Crummer School.

### **Graduation**

An EDBA candidate for a degree awarded by the Crummer Graduate School of Business at Rollins College must submit an application for the degree by the deadline established for that semester.

- Students are encouraged to contact the Crummer Assistant Registrar's Office at the beginning of the semester in which they intend to graduate to obtain graduation details.
- The candidate must meet all the deadlines for completion of degree requirements set forth in their original plan of study.
- All candidates must be registered for credit and in good standing during the semester in which the degree is awarded. Payment of tuition, fees, and fines is a prerequisite to the award of a degree.
- The Crummer School conducts one commencement per year in late April/early May. A student whose final dissertation defense occurs defending after that time will graduate at the next scheduled commencement.

### **Delayed Graduation**

It is a requirement of the Crummer School that a student be registered for credit in the semester in which he or she completes all the requirements to graduate in accordance with established deadlines for that semester. For a student completing dissertation research the completion of all requirements to graduate is sometimes not easily predicted, making it difficult to adhere to specific scheduled deadlines.

- If a student will not be able to meet the degree requirements to graduate in one semester, but will finish before the next semester begins, he or she can petition for a waiver of the requirement to be registered in the semester of graduation.
- To be granted a waiver of registration students must be registered for the dissertation credit hours in the semester (fall, spring, or summer session) immediately preceding the semester of graduation, complete all degree requirements including a current application to graduate, and submit all required materials to the Crummer School by the last day scheduled for the drop/add period of the next semester.
- A student who qualifies for the waiver will be awarded the degree at the next graduation without the need to be registered or to pay a special fee.
- If a student fails to meet the waiver deadline, he or she will be required to register for the appropriate dissertation credit hours in the next semester, and to reapply for graduation in that semester.

### **Exceptions to Regulations**

Students have the right to petition for exceptions to these regulations. Such a petition should be addressed to the Associate Dean of Crummer. Depending on the relevant policy area, the student's advisor or dissertation committee and/or the EDBA Academic Committee must endorse the petition.

## **Graduating with Honors**

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

## **Registration**

Executive DBA students will be automatically registered for all their classes at Crummer.

## **Withdrawal Policy**

Students may withdraw from classes up until the mid-point of the term by filling out a Withdrawal Form. This process must take place with the consult of the faculty advisor or dissertation committee. Students that 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 of an impending withdrawal, this action alone will not suffice as an official withdrawal. A Withdrawal Form **must have their faculty advisor's approval/signature and be submitted to [crummerregistrar@rollins.edu](mailto:crummerregistrar@rollins.edu)**. The refund policy with specific dates for withdrawal is published on the Student Account Services website at [www.rollins.edu/sas](http://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](mailto: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](http://www.rollins.edu/sas).

## **Grades**

Grades are available within two weeks after each term has ended and can be viewed in MyRollins. ***Please note - 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		

All coursework in the EDBA program will be graded using the above system except the following, which will be graded as P (Pass) or F (Fail):

RPC 701 (Research Practicum)

DIS 701, DIS 702 and DIS703 (Dissertation Parts 1, 2 and 3)

DIS 704 (Dissertation Continuation)

### **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/>. Please allow 24 to 48 hours business days for all requests be processed. Unofficial transcripts can be viewed anytime via MyRollins.

### **Failing Grade Policy**

Should a student receive an F for a course they must retake that same course until they achieve a passing grade. 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 2.65 the student will automatically be dismissed from the program. Student is responsible for paying tuition in advance on or before the first day of the term.

### **Appeals**

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 appeals. For the EDBA, the admission process consists of two steps – an admissions committee and the EDBA academic committee. Once the admissions committee completes its initial screening process, they will forward to the EDBA academic committee recommendations for candidates to receive a second interview from that committee. Ultimately, the EDBA academic committee will send back to admissions the list of candidates to be offered admission. Regarding

admission denials – all decisions are final. Prospective students can in writing request a conversation with the Assistant Dean for Admissions to determine ways to improve their candidacy if they choose to reapply. Students should not under any circumstances direct such correspondence to members of the EDBA academic committee.

2. Petition regarding academic policies or grade disputes. Regarding academic policies, Crummer students should submit to the Associate Dean a letter outlining their appeal with any supporting documentation. The Associate Dean submits the appeal to the EDBA Academic Committee. The decision of this committee is final. For grade appeals, students must arrange to meet with the instructor to determine whether an error has been made or the instructor wishes to reconsider the grade. This must occur within 30 days from when grades are posted to MyRollins. Students who still question their grades after consultation with the instructor should document their reasons for the grade dispute and submit documentation to the Associate Dean. The Dean reviews the appeal and then determines whether or not there is merit to the appeal and whether or not it should be sent to the EDBA academic committee. After a thorough investigation by the EDBA academic committee, the committee submits their decision to the Dean. The decision of the Dean, based on the recommendation of the EDBA academic committee, is final. The Associate Dean's Office 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 which is read and signed by the student at the start of the program.



# 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 that we demand of 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:

We define a failure of academic integrity as failing to maintain the high standards of ethical academic behavior that we demand of 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.

\*Note: EDDBA students may freely re-use any *unpublished, sole-authored* work they have previously submitted for Crummer courses in the Integrative Experience (RMC 712) class, and in their dissertation, without citations to these earlier submissions. Published work, and the work of other authors, must always be properly cited.

### **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.

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 Dean. 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: 8/23/22

# E-Mail and Internet Policy

Upon enrollment in the Crummer Graduate School of Business, one of the first things to be accomplished is the creation of your Rollins e-mail. 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 contains 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.

I have read the above e-mail policy and understand that it is my responsibility to check and read my @rollins.edu e-mail on a daily basis. I will be professional in all my e-mail correspondences. Additionally, the Crummer Graduate School is not held responsible for losses or penalties I may suffer in the event of a missed schedule change, registration deadline, etc., due to failure to check and read my Rollins e-mail.

# PHOTOGRAPHY/VIDEO AGREEMENT & RELEASE

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 another 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.

I declare that I am over the age of 18 and have the right to sign this agreement on behalf of myself. I have read this entire agreement, and any questions about its contents have been answered for me. I have not been coerced into signing this agreement and understand that this agreement is legally binding on my heirs, assigns and representatives.

# 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

## 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 <sup>nd</sup> Floor	6-8	Monitor, Wireless
210	Adventist Study Room – 2 <sup>nd</sup>	6-8	Monitor, Wireless
310	Study Room – 3 <sup>rd</sup> Floor	6-8	Monitor, Wireless
317D	Study Room – 3 <sup>rd</sup> 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 Avenue  
Winter Park, FL 32789

T: 407-646-1863  
F: 407-646-2173

Email: [finaid@rollins.edu](mailto: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/student-account-services/ferpa/index.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 StudentAid 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/student-account-services/ferpa/index.html>

# 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 Actentirely, 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 andimportant information about #RollinsVotes.

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



# 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

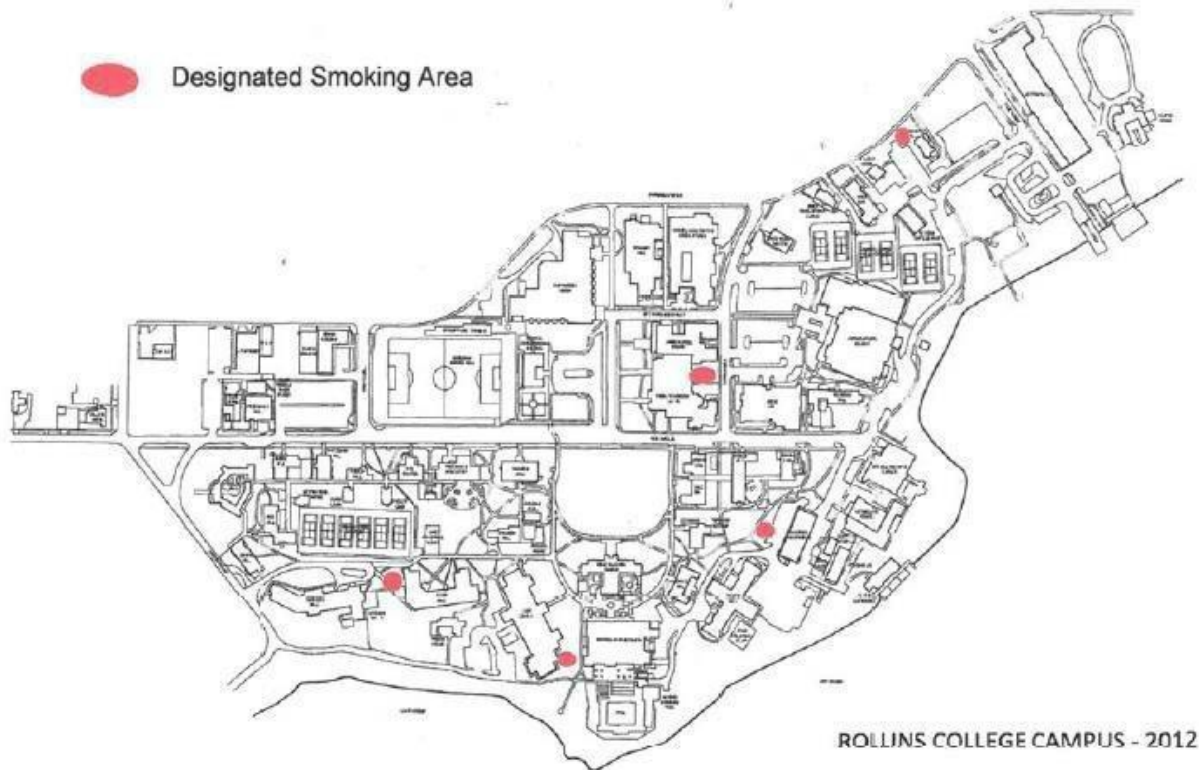
as the circumstances may warrant to ensure the effective operation of the College.

## 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](mailto: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>

# 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 CampusCenter. 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 for coffee, bagels, etc. (located in the Bush Science Center across the path from Crummer) 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, greetingcards, school and art supplies, snacks, sundries, gifts and novelty items. Books are also available in digital format.

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

### **Ted & Harold Alford 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/>.

### **Medical**

Students experiencing emergency medical situations should contact 911. Students, with acute, non-emergency medical conditions which require evening or weekend medical care should contact a taxi service. The student is responsible for all costs incurred. In case of emergency, the nearest hospital to Rollins is Winter Park Memorial Hospital located south of Aloma Avenue, on Lakemont Avenue at (407) 646-7000. For non-emergency medical care outside the hours of the Rollins College Student Health Center, students are encouraged to visit CentraCare 2540 Lee Road, Winter Park Florida, 407-629-9281 or CentraCare 3099 Aloma Avenue, Winter Park Florida 407-677-1140.



# 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/>