

INDIAN RIVER STATE COLLEGE  
2025-2026 HANDBOOK



**YOU**  
**BELONG**  
**HERE.**

## Contents

Welcome from Indian River State College President .....	3
Accreditation .....	4
Introduction .....	7
Student Conduct and Standards of Discipline.....	8
Student Rights and Responsibilities .....	12
Equity Policy and Statement .....	13
Non-Discrimination/Non-Harassment Policy Statement .....	13
Student Standards of Discipline .....	14
Administration of Student Discipline .....	14
Grade Appeal .....	14
Student Grievance Policy and Procedure.....	14
<i>The procedure for submitting a grievance:</i> .....	15
Academic Review/Admission Review Committee.....	15
Appeals Committee.....	16
Student Affairs Committee.....	17
Student Ombudsman.....	18
Lactation Rooms.....	19
Restroom and Changing Facilities .....	19
Student Life .....	20
Student Government Association .....	20
Student Clubs and Organizations .....	20
Residence Life .....	21
Student Expectations .....	22
Koblegard Student Union.....	22
Student Wellness .....	23
Student Services.....	23

## Welcome from Indian River State College President

Dear Student,

Welcome to Indian River State College.

We are pleased that you have chosen Indian River State College! Whether this is your first semester or your last, I encourage you to enhance your learning through meaningful experiences that prepare you to face both current and future challenges. Let this journey shape a positive and purposeful future. Do not view college as a checklist of tasks to complete. Instead, consider it an opportunity to piece together a foundation that empowers you to move forward and accomplish great things. Take full advantage of the knowledge and guidance offered by our faculty, advisors, student development professionals, administrators, fellow students, and staff. Your experiences—and the confidence you gain from them—will shape who you are becoming. There will be challenges along the way, but please know that we are here to support you as advocates, advisors, and mentors. As you progress, we hope you will explore areas that spark your interest and passion. In doing so, you will discover that Indian River State College offers more than a certificate, training, or degree—it is a pathway to your true north.

Very respectfully,

Timothy E. Moore, Ph.D.

## INDIAN RIVER STATE COLLEGE FORT PIERCE, FLORIDA



### Accreditation

Indian River State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate in Arts, Associate in Science, Associate in Applied Science, and Baccalaureate Degrees. Indian River State College also may offer credentials such as certificates and diplomas at approved degree levels.

Questions about the accreditation of Indian River State 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 SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

#### **additional program accreditations include:**

The program in Dental Hygiene is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education.

The Commission on Dental Accreditation can be contacted at Phone 800-232-6108 or at 211 East Chicago Ave., Chicago, IL 60611  
<https://coda.ada.org/>

The Indian River State College EMS Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs  
9355 113th Street North #7709, Seminole, FL 33775 • 727-210-2350 • [www.caahep.org](http://www.caahep.org)

To contact CoAEMSP:

8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088  
214-703-8445 • FAX 214-703-8992 • ([www.coaemsp.org](http://www.coaemsp.org))

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)  
200 East Randolph St., Suite 5100, Chicago, IL 60601 • Phone 312-235-3255

Commission on Accreditation of Allied Health Education Programs (CAAHEP)  
9355 113th Street North #7709, Seminole, FL 33775 • Phone 727-210-2350

The Medical Laboratory Technology program is accredited by the  
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)  
5600 N. River Road, Suite 720, Rosemont, IL 60018-5119  
To contact NAACLS by Phone: 773-714-8880 • Fax: 773-714-8886 • Email: [info@naaccls.org](mailto:info@naaccls.org)  
Website: <http://www.naaccls.org>.

The IRSC Medical Assisting program is accredited by the  
Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the  
recommendation of the Medical Assisting Review Board (MAERB)  
9355 113th Street North #7709, Seminole, FL 33775 • 727-210-2350

The Associate Degree nursing program at Indian River State College at the Pruitt Campus located in  
Port St. Lucie, Florida, is accredited by the Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000.

The most recent accreditation decision made by the ACEN Board of Commissioners  
for the Associate Degree nursing program is Continuing Accreditation.

The R.N.-B.S.N. nursing program at Indian River State College at the Pruitt Campus  
located in Port St. Lucie, Florida, is accredited by the Accreditation Commission for Education in  
Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000.

The most recent accreditation decision made by the ACEN Board of Commissioners  
for the RN-BSN nursing program is Continuing Accreditation

View the public information disclosed by the ACEN regarding this  
program at <http://www.acenursing.us/accreditedprograms/programSearch.htm>

The Pharmacy Technician Program is accredited by the  
American Society of Health System Pharmacists (ashp.org) upon the recommendations of the  
Pharmacy Technician Accreditation Commission (PTAC)  
4500 East-West Highway, Suite 900, Bethesda, MD 20814 • Phone 1-866-279-0681

The Physical Therapist Assistant Program at Indian River State College is accredited by the  
Commission on Accreditation in Physical Therapy Education (CAPTE)

3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085 • Phone 703-706-

3245 • email: [accreditation@apta.org](mailto:accreditation@apta.org)

website: <http://www.capteonline.org>.

If needing to contact the program/institution directly, please call 772-462-7771 or

email [wmcnall@irsc.edu](mailto:wmcnall@irsc.edu)

The Indian River Radiography program is accredited by the Joint Review Committee on Education in  
Radiologic Technology 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182 • Phone 312-704-5300

([www.jrcert.org](http://www.jrcert.org))

The Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care  
(CoArc)

Associate in Science in Respiratory Care

264 Precision Blvd., Telford, TN 37690 • 817-283-2835

<http://www.coarc.com> • Program #200380

Commission on Accreditation for Respiratory Care (CoArc)

Associate in Science in Respiratory Care

264 Precision Blvd., Telford, TN 37690 • 817-283-2835

<http://www.coarc.com> • Program #200380

The Surgical Services (Technology) Program is accredited by the Commission on Accreditation of  
Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the  
Accreditation Review Council on Education in Surgical Technology and Surgical Assisting ARC/STSA

([arcstsa.org](http://arcstsa.org))

19751 East Mainstreet, Suite #339, Parker, CO 80138 • Phone 303-694-9262

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

9355 113th Street North #7709, Seminole, FL 33775 • Phone 727-210-2350

**And approved by:**

The Florida State Board of Nursing

The Florida Department of Health - Division of Emergency Preparedness and Community Support -  
Bureau of Emergency Medical Oversight - EMS Program

## Introduction

The Student Handbook applies to all Indian River State College students. Within these pages, you will find details on student conduct expectations, college resources, and opportunities for involvement. We encourage you to read through it carefully and use it as a reference throughout your time here. There are a few central places for students to locate information regarding the policies and processes that will apply to them throughout their education, whether they are taking courses at an Indian River State College Campus or Online. These resources are:

Indian River State College Website: <https://irsc.edu/about/overview.html>

Course Catalog: Policies and information regarding Admissions, Academics, Financial Aid, Student Resources:

<https://irsc.smartcatalogiq.com/en/current/catalog/indian-river-state-college>

<https://irsc.smartcatalogiq.com/en/current/catalog/student-life/clubs-and-organizations/>

<https://irsc.smartcatalogiq.com/en/current/catalog/student-rights-and-responsibilities>

All Indian River State College Students are expected to comply with the legal and ethical standards of the institution. The Student Handbook contains a general overview of Indian River State College policies and procedures. The College reserves the right to modify, delete or add any policies or provisions. This Handbook is to serve as a guide and may not contain every College policy in effect. Visit [irsc.edu](https://irsc.edu) for updates or <https://go.boarddocs.com/fl/irsc/Board.nsf/vpublic?open> to review Indian River State College Board of Trustees Policies.

We look forward to seeing you grow, learn, and maximize the opportunities ahead. Welcome to Indian River State College, and best wishes for an enriching and successful academic year!

### **Indian River State College Mission**

Indian River State College is a comprehensive college accredited to award Associate Degrees, Baccalaureate Degrees, and Career and Technical Certificates. As a leader in education and innovation, IRSC transforms lives by offering high-quality, affordable and accessible education through traditional and remote delivery.

### **IRSC is committed to:**

- Creating a superior teaching and learning environment
- Developing a highly-skilled workforce
- Cultivating student success
- Promoting civic responsibility
- Embracing diversity
- Stimulating economic growth
- Fostering community engagement
- Providing cultural enrichment and lifelong learning

## Student Conduct and Standards of Discipline

1. As the President's designated representative, the Associate Vice President for Student Life, in accordance with campus regulations on disciplinary procedures, may impose discipline for violation of college-wide policies or campus regulations whether or not such violations are also violations of law, and whether or not proceedings are or have been pending in the courts involving the same acts.

Any student, faculty member, administrator or member of the College community may file a written complaint against a student with the Student Ombudsman, or other designee using the Indian River State College Grievance Form: [Student Grievance - Non Academic Complaint](#). The Coordinator of Student Conduct will manage student behavioral allegations that violate the Student Code of Conduct. Faculty and Staff at Indian River State College are encouraged to use the Student Conduct Incident Form:

[https://cm.maxient.com/reportingform.php?IndianRiver&layout\\_id=0](https://cm.maxient.com/reportingform.php?IndianRiver&layout_id=0)

to report violations using the Behavioral Assessment Response Team Chart. Once the complaint is reviewed a decision will be made by the Behavioral Assessment Response Team to move the case to for a Student Affairs Committee review. Any allegations should be submitted as soon as possible after the alleged violation takes place, preferably within seven (7) business days. Reports must be filed with the

Student Conduct Coordinator using the appropriate forms in this section within ninety (90) calendar days of the incident or knowledge about the incident.

2. IRSC reserves the right to exercise professional discretion to extend this filing time in cases of harassment, endangerment, stalking or other behaviors that pose a threat to the safety, welfare or well-being of another person or the IRSC community or where the delay is related to victimization issues. However, filing this report does not mean the College will formally charge the accused with a violation. Whenever possible the College will attempt to resolve the matter through an informal resolution.
3. Proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the Associate Vice President for Student Life.

As a respondent to allegations, in this process a student or member of a student organization has the right:

- To timely notice;
- Of a presumption that no violation occurred;
- To an impartial hearing officer;
- Against self-incrimination and to remain silent;
- To present relevant information and question witnesses;
- To have an advisor or advocate who is not serving in any other role; to have an advisor, advocate or legal representation

present at formal and informal proceedings;

- To appeal the final decision;
  - To receive copies of accurate and complete records of the relevant disciplinary proceedings; and
  - To be notified through the code of conduct of the institution's time limit for charging them with violations, and the circumstances under which the time limit may be extended or waived.
4. A formal resolution may involve a committee. The committee shall take measures it deems necessary to assure that sufficient time has elapsed for the accused to prepare a defense. The accused will receive a written notice of the date, time, and place of the hearing not less than seven (7) business days prior to the committee. However, maximum time limits for scheduling a hearing may be extended at the discretion of the committee.
  5. The notice will include a clear statement of the charges.
  6. The Vice President for Student Success or (appointee) will present facts about the case.
  7. Both the accused and the accuser shall have the right to make statements in extenuation or rebuttal and to call witnesses on their behalf. Both shall also have the right to question witnesses. Upon certification of due and proper notice to the accused on the date and time the meeting is to be held, and if the accused fails to appear, the committee has the right to assume the accused has made the decision not to appear, and thereby waives the privilege of both statements in extenuation and rebuttal, all questioning of witnesses, and presentation of witnesses on their behalf.
  8. Any member of the College faculty, staff, or any student or student group may appear only with prior permission of the Vice President for Student Success or the committee.
  9. The Vice President for Student Success, or designee, may make a recommendation to the committee.
  10. A student may be disciplined for off-campus conduct if such conduct affects his suitability as a student.
  11. The Vice President for Student Success may appoint such faculty, student, other advisory committees, or individual advisors as he desires. The responsibility for the implementation of sanctions for misconduct rests with the Vice President for Student Success in his capacity as delegated representative of the President. The final responsibility for the determination of sanctions for student misconduct is under state statute and Board policy, the final decision is the responsibility of the President. The Student Affairs Committee is the committee that hears student disciplinary cases at the College for the purpose of investigation and the search for truth.
  12. As the delegated representative of the President, the Vice President for Student Success, at their discretion may immediately impose warning, suspension or recommend dismissal of a student pending investigation. Other standards of discipline can be

executed by the Vice President for Student Success or designee.

13. During the term of any discipline which does not terminate student status, students continue to be subject to College policies and campus regulations.
14. Within seven business days after a student has been disciplined, he may, if he wishes a review of his case, appeal to the Appeals Committee.
15. The accused student shall be notified of the date, time, and room set for the committee to convene for consideration of the case; and shall be notified by return receipt mail, courier delivered written notice, authorized telephone notice, or electronic message with commensurate documentation of same.

**NOTE:** If the involved student withdraws, the administrative hearing shall be conducted in absentia

**Categories of Misconduct:**

- a. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College.
- b. Forgery, alteration, or misuse of College documents, records, or identification.
- c. Obstruction or disruption of teaching, research, administration of disciplinary procedures, or other College activities, including its public service functions, or conduct which threatens or endangers the health or safety of any such persons.
- d. Theft or damage to property of the College or of a member of the College community or campus visitor.

- e. Unauthorized entry to or use of College facilities.
- f. Violation of College policies or of campus regulations including campus regulations concerning the registration of student organizations; the use of College facilities; or the time, place, and manner of public expressions.
- g. Consumption, use, possession, distribution or involvement with alcohol, illegal drugs, or substances, (e.g., heroin, cocaine, LSD, barbiturates, hallucinogens, narcotics, marijuana) or presence when/ where these substances are being used or consumed.
- h. Disorderly conduct or lewd, indecent, or obscene conduct or expression on College-owned property or at College-supervised functions.
- i. Failure to comply with directions of College officials acting in the performance of their duties.
- j. Conduct which adversely affects the student's suitability as a member of the academic community. Students who aid others in disciplinary infractions are also subject to disciplinary action.
- k. Acts of sexual assault/battery (rape) or other forms of sexual misconduct, including harassment, exploitation, intimidation, or coercion.
- l. Inappropriate use or divulgence of student technology credentials (usernames and passwords) is strictly prohibited. To gain access to IRSC's network, systems and data, authorized users are given credentials (ID and password). It is expected that students will follow these password requirements:
  - Students are accountable for all activities associated with their

user IDs and passwords (credentials).

- Students must keep their passwords secure and confidential. Sharing credentials is prohibited.
- Students are prohibited from attempting to circumvent authentication and/or security of any computer, host, network, or application account.

i. Other: Other types of discipline as set forth in campus regulations.

**Types of Discipline (Sanctions):**

- a. Warning: Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
- b. Censure: Written reprimand for violation of specified regulation.
- c. Disciplinary Probation: Exclusion from participation in privileges or extracurricular college activities as set forth in the notice of disciplinary probation for a specified period of time.
- d. Restitution: Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to
- e. Repair or otherwise compensate for damages.
- f. Interim Suspension: Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.
- g. Suspension: Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.
- h. Expulsion: Permanent termination of student status without possibility of readmission.

# Student Rights and Responsibilities

## Student Rights

The rights of IRSC students include:

- Right to privacy of educational records and access to educational records, as protected by FERPA
- Right to freedom of speech, specifically the right to post and distribute printed materials in designated areas and the right to peaceful demonstration
- Right to seek redress of grievances; right to request a hearing in a charge of misconduct
- In an investigative proceeding for student conduct/ discipline, the student has the right to:
  - Receive timely notice
  - A presumption that no violation occurred
  - An impartial hearing officer
  - Avoid self-incrimination, remain silent. Present relevant information, question witnesses
  - Include an advisor or advocate who is not serving in any other role, have an advisor, advocate, or legal representative present
  - Appeal the final decision
  - Receive complete and accurate records of the proceeding
- Right to participate in College programs and activities in an environment free of discrimination and harassment, including sexual harassment, sexual misconduct, or sexual assault

In an investigative process for a complaint related to discrimination or harassment, the student has the right to:

- Present evidence
- Insist on a formal investigation without fear of retaliation

## Student Responsibilities

IRSC students are responsible to:

- Become familiar with and adhere to Student Standards of Conduct, including
  - Respect each student's right to learn
  - Make responsible use of facilities and equipment, including electronic communications
  - Demonstrate respect towards faculty, staff, and administrators
  - Adhere to standards of academic honesty
  - Refrain from activities or conduct that might discredit or disrupt the College
- Comply with non-discrimination/non-harassment policy
- Comply with anti-hazing policy
- Comply with intellectual property policy
- Comply with alcohol/drug-free campus policy
- Comply with tobacco/smoke free campus policy
- Comply with firearms/weapons policy

## Equity Policy and Statement

### Non-Discrimination/Non-Harassment Policy Statement

It is the policy of Indian River State College that each employee, visitor and student be allowed to participate in college programs, activities and employment in a discrimination and harassment free environment. Discrimination and harassment of any nature based on one's race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, genetic information and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations is strictly prohibited.

Title IX of the Educational Amendments of 1972 is a Federal Law prohibiting discrimination on the basis of sex in higher education. Sex discrimination includes sexual harassment and sexual violence. Indian River State College prohibits the commission of any act of sexual assault, sexual misconduct, sexual battery, and other crimes of violence upon employees, students and prospective students, visitors, and other affiliates of the College conducting College business, events or activities on IRSC property or IRSC sponsored events.

Questions or concerns regarding IRSC's Non-Discrimination and Non-Harassment Policy may be directed to:

Adriene B. Jefferson  
Equity Officer/Title IX Coordinator  
Indian River State College  
3209 Virginia Avenue  
Fort Pierce, FL 34981-5596  
[ajeffers@irsc.edu](mailto:ajeffers@irsc.edu)  
(772) 462-7156  
[Title IX - Indian River State College \(irsc.edu\)](http://www.irsc.edu)

The College Non-Discrimination and Non-Harassment Policy and related Reporting Procedures for both employees and students may be downloaded from the IRSC website at [www.irsc.edu](http://www.irsc.edu). Copies of the procedures are also available from the Equity Officer/Title IX Coordinator and the Office of Human Resources, both located at 3209 Virginia Avenue, Fort Pierce, Florida.

## Student Standards of Discipline

**Student Code of Conduct – refer to Board Policy: po5200**

<https://go.boarddocs.com/fl/irsc/Board.nsf/vpublic?open#>

A student charged with misconduct shall receive notice from the Office of Student Life and shall have the opportunity for a hearing conducted by the Student Affairs Committee. The hearing shall be scheduled as promptly as possible without prejudicing the rights of the accused. The final decision regarding disciplinary action is the responsibility of the President.

The Associate Vice President for Student Life, or other designee indicated by the President, is authorized to administer all phases of student discipline, including, but not limited to, the following:

- 1) Receive all complaints against students;
- 2) Notify a student of any charges filed against him or her;
- 3) Determine on a case-by-case basis any off-campus activity in which College jurisdiction should be asserted;
- 4) Provide a student charged with misconduct the opportunity for a hearing;
- 5) Recommend disciplinary action to the Student Affairs Committee;
- 6) Implement sanctions for misconduct.

The President, or designee, shall have the authority to take immediate action to discipline students as deemed necessary, including the discretionary authority to impose warning, suspension, or recommend expulsion of a student pending a hearing or investigation.

Standards and guidelines established to assist students involved in the disciplinary process are described in AP-7.25, Student Disciplinary Guidelines and Procedures.

## Administration of Student Discipline

See Student Conduct and Standards of Discipline Section on pages 8 to 11.

## Grade Appeal

Criteria for final grade determination and assignment are the prerogative of the instructor of record for all College courses. Only the primary instructor can change the final grade. Students who are not satisfied with their grade should first consult with their instructor to resolve the grade dispute.

If this step has been taken and the matter remains unresolved, students may then meet with their instructor's Department Chair or Dean to have their grades reviewed and explained to them. After completing the above process, students who still wish to appeal their grade may meet with the Vice President presiding over the Dean. If the matter remains unresolved, the student must submit a request using a Grade Appeal Form: [https://cm.maxient.com/reportingform.php?IndianaRiver&layout\\_id=48](https://cm.maxient.com/reportingform.php?IndianaRiver&layout_id=48) or write to the Associate Vice President for Student Life at [StudentAffairs@irsc.edu](mailto:StudentAffairs@irsc.edu). If the Associate Vice President for Student Life finds the request reasonable and appropriately substantiated, the matter will be referred to the Academic Review Committee. A formal meeting will be scheduled to review the student's case, review any pertinent documentation and make an objective determination regarding the student's final grade. After the review is completed, the Academic Review Committee will make a recommendation to the College President who will notify the student in writing of the College's final decision.

## Student Grievance Policy and Procedure

Students at Indian River State College have the right to seek redress of grievances through the proper channels. Any member of the College community may file a grievance

with the Office of Student Life. Any allegation should be submitted as soon as possible after the alleged violation takes place, preferably within seven business days. Reports must be filed with the Office of Student Life within ninety (90) calendar days of the incident or knowledge about the incident. IRSC reserves the right to exercise professional discretion to extend this filing time in cases of harassment, endangerment, stalking or other behaviors that pose a threat to the safety, welfare or well-being of another person or the IRSC community or where the delay is related to victimization issues. However, filing this report does not mean the College will formally charge the accused with a violation. Whenever possible the College will attempt to resolve the matter through an informal resolution.

The President has established the following formal review committees to handle all forms of student grievances:

- Academic Review Committee
- Admissions Review Committee
- Student Appeals Committee
- Student Affairs Committee

Students in the Criminal Justice Institute do not come under the jurisdiction of the review committees named in the previous paragraph. Criminal Justice students must follow the Process for Disciplinary Review as described in the Criminal Justice Policy Manual. (Rev. 2022)

### *The procedure for submitting a grievance:*

Students seeking review of a grievance should make a written request for review to the Student Ombudsman/Student Advocate using the digital grievance form [https://cm.maxient.com/reportingform.php?In dianRiver&layout\\_id=400](https://cm.maxient.com/reportingform.php?In dianRiver&layout_id=400) or by email at [studentaffairs@irsc.edu](mailto:studentaffairs@irsc.edu). The Student Ombudsman is located at the Office of Student Life and can be reached by phone at (772) 462-4706.

As a respondent to allegations, in this process a student or member of a student organization has the following rights:

- To timely notice;
- Of a presumption that no violation occurred;
- To an impartial hearing officer;
- Against self-incrimination and to remain silent;
- To present relevant information and question witnesses;
- To have an advisor or advocate who is not serving in any other role; to have an advisor;
- To appeal the final decision;
- To receive copies of accurate and complete records of the relevant disciplinary proceedings; and
- To be notified through the code of conduct of the institution's time limit for charging them with violations, and the circumstances under which the time limit may be extended or waived.

### **Academic Review/Admission Review Committee**

—This committee handles investigations into instructional matters, including but not limited to consideration of the waiver of academic rules. It is a committee which is established to hear cases and requests involving, among other things, petitions referred to the committee by any member of the College community and/or student body and also acts on all cases in which students do not meet stated requirements in matters concerning admissions or readmissions.

The committee's primary function is investigative; the committee makes no decision in the case of student petitions, but serves the sole purpose of recommending to the President various actions and conclusions including a candidate's appeal for readmission. The procedures and actions of this committee are established at the pleasure of the committee membership and generally follow the principles of Roberts Rules of Order.

The committee may entertain information from any resource it deems appropriate. This committee comprises one element in an established procedure for the purpose of due process at Indian River State College. In the course of its investigations the committee may bring to light other individuals or issues which it may decide are relevant and should be brought to bear on the case at hand.

A student, faculty member, or other member of the College community initiates an investigation by this committee by presenting a petition to the Associate Vice President for Student Life for academic review, admissions or appeals, for permission to present a case to the committee. The petition must state clearly in writing the petitioner's reasons for requesting an investigation. The Associate Vice President for Student Life is responsible for identifying the Committee Chair and membership. The quorum shall be three-quarters of the membership. The committee's recommendation is sent to the President or designated representative. The individual who initiated the investigation may appeal the committee's recommendation by petitioning the Associate Vice President for Student Life. (See following Appeals Committee description for conditions under which an appeal may be instituted.)

**Appeals Committee**—This committee considers appeals from individuals who have been subject to actions that are a result of recommendations from the Student Affairs Committee, the Academic Review Committee, and other committees. This committee will hear appeals on only two conditions:

- a. If the subsidiary committee has violated its own due process procedures.
- b. If there is substantive new evidence to be presented which was not available to the subsidiary committee.

An individual seeking a hearing before this committee must state clearly in writing, to the Associate Vice President for Student Life, the reasons for appeal. If the committee members decide that the appeal is sufficiently based on one of the two aforementioned conditions, they may decide to hear the appeal. This committee's function is investigative, and it makes no decision in the case of petitions but serves the sole purpose of recommending to the President one of two available options. If an appeal is heard, the committee may recommend:

- a. That the action of the subsidiary committee be upheld, or
- b. That the case be returned to the subsidiary committee for additional consideration of the new evidence.

This committee's procedures and actions are established at the pleasure of the membership and generally follow the principles of Roberts Rules of Order. Material witnesses, resource persons, and the individuals making appeals may be present during the hearing, up to the point of committee deliberations. The Chair of the Appeals Committee is the Vice President for Student Success. The individual seeking appeal has the right to have an advisor, advocate or legal representative as an advisor. If attorneys are to be present, the committee will meet only in the presence of the Board of Trustee's legal counsel.

Recommendations of the committee will be sent in private directly to the President of the College, and all activities and information within the committee hearing are completely confidential. This committee's activities are not subject to the Florida Sunshine Law as determined by a ruling of the Attorney General of the State of Florida. The membership of this committee is appointed by the President or his/ her designated representative; membership for this group is anonymous.

## Student Affairs Committee—

The Student Affairs Committee is an administrative hearing committee composed of impartial participants without conflict of interests which investigates alleged violations of student affairs, including, but not limited to, disciplinary issues. Issues may be referred to this committee by any member of the College community. Three faculty members and three student members and their alternates are selected by the Associate Vice President for Student Life. A quorum shall be the entire membership. The Associate Vice President for Student Life prepares the agenda for and is present at each meeting to serve as a resource person for the committee. The committee is a recommending body that reports directly to the President.

As a result of the committee's recommendations or other information at their disposal, the President may act to exonerate, to warn, to censure, to reprimand, to place on probation, to suspend, to recommend expulsion or other actions they deem appropriate to the issues and findings. The Student Affairs Committee is an investigative and recommending group; it is not a judiciary body or court. Procedures and actions appropriate to a court are not necessarily appropriate to this body. Procedures are set by the committee. This committee is one element in an established procedure for due process at Indian River State College. In the course of investigation, the committee may bring to light other issues or identify individuals which may become a matter of investigation. If the student whose case was reviewed by the Student Affairs Committee wishes to pursue the issue further, the student may petition the Appeals Committee. (See the description of the Appeals Committee for the restrictions and limitations which apply).

## Student Ombudsman

The IRSC Ombudsman/Student Advocate supports students in navigating institutional policies and procedures, facilitates effective communication, and assists in resolving conflicts through informal processes, apart from engagement in the College's formal grievance procedures. The Ombudsman/Student Advocate provides an initial point of contact to ensure student concerns and appeals regarding issues such as student access to courses, credit granted toward the degree and other matters are referred to the appropriate department to be resolved in a prompt, efficient and impartial manner. IRSC seeks to ensure that all students are treated in a fair and equitable manner.

The Ombudsman/Student Advocate assists students by:

- Listening and helping to resolve student concerns or complaints;
- Clarifying College policies and procedures;
- Referring issues and concerns to the appropriate department or office;
- Helping define available options;
- Recommending revisions in College policies and procedures as appropriate;
- Maintaining open and constructive communications; and
- Providing information and notification regarding opportunities for assistance and appeal, including the College's formal grievance procedures.

The IRSC Coordinator of Student Conduct serves as the Ombudsman/ Student Advocate and is accountable to the College President and Vice President for Student Success.

Contact the Ombudsman/Student Advocate at 772-462-7482 or [cparuag@irsc.edu](mailto:cparuag@irsc.edu).

To file a grievance, please fill out this form [Student Grievance - Non Academic Complaint](#)

and send a detailed email explaining the situation to [studentaffairs@irsc.edu](mailto:studentaffairs@irsc.edu).

All students are encouraged to work through the Ombudsman/Student Advocate and the internal complaint and appeal process provided by Indian River State College. However, if students feel further investigation is warranted, they can contact The Florida Department of Education at <https://www.fldoe.org/schools/higher-ed/fl-college-system/about-us/concerns-complaints.stml>.

Distance Education students who have completed an applicable internal institutional grievance process and applicable state grievance process may also appeal non-instructional complaints to the FL-SARA PRDEC Council. For additional information on the complaint process, visit FL- SARA Complaint Process.

## Lactation Rooms

Blackburn Educational Site  
Building A Room 215

Chastain Educational Site  
Building C Room 121 and  
Building A Room 125

Dixon Hendry Educational Site  
Building C Room 104

Massey Educational Site  
Building U Room 102 (Student  
Wellness Center) and  
Building L Room 233 (Library)  
Building V Room 126  
Building Y Room 309 Brown Center for  
Innovation and Entrepreneurship

Mueller Educational Site  
Building D Room 213

Pruitt Educational Site  
Building J Room 321 and  
Building S Room 213

Treasure Coast Safety Complex  
PS1 Room 121

## Restroom and Changing Facilities

In compliance with Florida Statute 553.865 the College provides restrooms for exclusive use by males or females on each campus. The College also provides changing facilities for exclusive use by males and females. Under College policy a person may only enter a restroom or changing facility designated for the opposite sex if they are accompanying a person of the opposite sex for the purpose of chaperoning or assisting a child under the age of 12, an elderly person (F.S. 825.101), disabled person (F.S. 760.22), a person with a developmental disability (F.S. 393.063), in emergency situations, custodial or maintenance purposes when the restroom or changing facility is not in use. Violations of this policy may result in disciplinary procedures for students per the Student Code of Conduct. The College will report violations to this policy to the State Board of Education. See Board Policy Number 7421 Restroom and Changing Facilities

## Student Life

At Indian River State College students have access to an array of activities that include the First Year Experience program which supports students in their transition to college life ([First Year Experience \(FYE\) Program - RiverLife \(campuslabs.com\)](#)), more than 50 clubs and student organizations offering a wide variety of opportunities to develop leadership skills, and the River Pathway Leadership Program. Additionally, we have professional and honor societies and a well-respected intercollegiate sports program. Campus activities are meant to enhance the Indian River State College student's total learning experience. Clubs and organizations are open to all students, and participation is strongly encouraged.

IRSC clubs and organizations are governed by District Board of Trustees policies and administrative procedures to ensure compliance with state and local laws and promote the safe and efficient operation of the College. Students can refer to the River Life, our student activities portal, located through the Pioneer Portal or visit the Office of Student Life located in the Koblegard Student Union (KSU) at the Massey Campus in Fort Pierce. Information is also available at <https://irsc.campuslabs.com/engage/>, [studentlife@irsc.edu](mailto:studentlife@irsc.edu), or call the office at (772)462-4706.

### Student Government Association

The Student Government Association (SGA) is the official student government of Indian River State College, which consists of representatives who are elected or appointed to represent the interests of the Indian River State College student body to the administration of the College. The Student Government Association holds bi-weekly meetings that are available in person and in a virtual space. For more information and to become involved please click here: [Student Government Association \(SGA\) - RiverLife \(campuslabs.com\)](#)

Some of the responsibilities of the SGA include:

Providing leadership development opportunities for students;

Promoting, coordinating, and supporting college-wide activities;

Recommending students for college-wide standing committees and special committees;

Providing suggestions for improving student life; and

Serving as the official student government representatives of Indian River State College within the Florida College System Student Government Association at conferences and meetings.

Connect, get engaged, and lead!

### Student Clubs and Organizations

Indian River State College has active clubs and organizations to provide students with a robust co-curricular experience which complements and enhances the training and instruction encountered in their courses. For more information, visit RiverLife (<https://irsc.campuslabs.com/engage/>) through your student portal. RiverLife is Indian River State College's student engagement portal and a source to connect to learning and involvement. Here you can keep up-to-date with activities and events, join student clubs, network with other students and IRSC departments, capture your student life experiences through images and reflections, access leadership development opportunities, develop your co-curricular transcript, and track your community service hours.

Visit [RiverLife](#) and login using your RiverMail credentials to join clubs/organizations, participate in leadership programs, view all college-wide events, and more!

1. Student Government Association (SGA)
2. Student Life Committee (under SGA)
3. Legislative Committee (under SGA)
4. Helping Hands Committee (under SGA)
5. Historian Committee (under SGA)

6. PR and Marketing Committee (under SGA)
7. Academy of Future Teachers
8. Accounting Club
9. Achiever's Club
10. Adobe Creative Club
  - o Adobe Ambassador Program (perks program under ACC)
11. Anime and Manga Club
12. Alpha Phi Sigma National Criminal Justice Honor Society - APS
13. Beekeeping Club
14. Brain Bowl
15. Caring Through Crafting
16. Chess Club
17. Christian Student Fellowship Club- CSF
18. Coalition for Christian Outreach - CCO
19. Collegiate DECA
20. Criminal Justice Club
21. Cru Club
22. Culinary Club
23. Dungeons and Dragons Adventure Club
  - o Massey Chapter (Main)
  - o Pruitt Chapter
  - o Chastain Chapter
24. Economics Club
25. Engineering Club
26. Graphics Design and Digital Media Club
27. Haitian Cultural Club
28. Hallstrom Astronomy Society
29. Health and Self Club
30. Health Occupation Students of America - HOSA
31. International Club
32. Investment Club
33. Kappa Delta Pi - KDP
34. Lambda Nu Honor Society
35. LEAPers Club
36. Medical Laboratory Technology Club
37. National Society of Leadership and Success Sigma Alpha Pi - NSLS
38. Numerically Empowered Radical Data Scholars (Math Club) - N.E.R.D.S.
39. National Student Nurses Association - NSNA
40. Phi Theta Kappa - PTK
41. Photography and Video Club
42. Pioneer Inclusion Club
43. River Pride Cheer Club
44. SALUTE Veterans National Honor Society
45. Science Club
46. Sexuality and Gender Alliance - SAGA
47. STEM Pioneers
48. Student Physical Therapist Assistant Club - SPTA
49. Student Veterans of America - SVA
50. THE IRSC Ethics Bowl Club
  - o Massey Chapter
  - o Chastain Chapter (Main)
51. Theatre Scholars
52. Video Game Club
53. Virtual Connections Club (VCC)
54. Writing Club

## Residence Life

Living on campus is about more than having a place to sleep—it's about being part of a vibrant, respectful community. Residence Life is here to help you feel at home, succeed academically, and make the most of your college experience at the River Hammock. If you are a resident at the River Hammock, you are expected to read and abide by the River Hammock Resident Handbook, Student Housing Lease Agreement, Indian River State College Standards of Conduct, and the Indian River State College Student Handbook.

### Our Community Values:

- **Respect:** Treat others, their space, and their belongings with care.
- **Responsibility:** Follow college policies, safety rules, and your Housing Agreement.
- **Civility:** Communicate openly and handle disagreements respectfully.

### Living Together:

- **Quiet Hours:** Respect the established quiet hours from evening to morning.
- **Shared Spaces:** Keep kitchens, lounges, and laundry areas clean for everyone.
- **Cleanliness:** Keep your areas and apartment clean.

- **Safety First:** Lock doors and report anything unusual to Campus Safety. (772) 462 – 4755. Never tamper with fire alarms or safety equipment—it’s both dangerous and a serious violation.

**Get Involved:**

Join in residence life programs, events, and activities—they’re great ways to meet people, learn new things, and make your campus feel like home.

Remember—our goal is to create a safe, welcoming environment where everyone can live and learn comfortably. Your cooperation helps make that possible. If you have any questions, please email Ms. Lynn Highsmith our Residence Life Director at [lgomeshighsmith@irsc.edu](mailto:lgomeshighsmith@irsc.edu) or call (772) 462 – 7607 or email [studentlife@irsc.edu](mailto:studentlife@irsc.edu).

**Student Expectations**

Indian River State College resembles society as a whole. Students are treated as mature adults who are responsible for their own actions. There are rules and regulations that are followed for the benefit of all, and each person has a right to expect courtesy, integrity, and good citizenship in dealing with others.

This ideology is reflected in the IRSC Pioneer Promise:

Integrity, respect, scholarship and community are the core values that guide our conduct, performance and decisions at IRSC. As an IRSC student, I promise the following:

1. Integrity - to lead by example and practice personal and academic honesty.
2. Respect - to support the learning community by recognizing and respecting the rights and contributions of others.
3. Scholarship - to value learning as my primary purpose of being a member of the IRSC community.

4. Community - to strive to give back and embrace diversity through service and compassion for others.

Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College is subject to disciplinary action. Upon enrollment at Indian River State College, all students assume the responsibility of compliance and cooperation with the IRSC Student Code of Conduct, just as each student is responsible to the larger community, state, and nation in which he/she lives.

The College does not permit the possession or use of alcoholic beverages on campus or at any College function. Possession of illegal narcotics is not allowed and will result in suspension of the student from the College.

Gambling is also prohibited. Students who violate the College regulations or who display misconduct either on or off campus can expect appropriate disciplinary measures to be taken; these measures include disciplinary probation, suspension and expulsion. In all disciplinary matters, the decision of the President of Indian River State College is final.

**Koblegard Student Union**

IRSC’s Koblegard Student Union (KSU) houses a number of student-oriented offices including: the Office of Student Life, First Year Experience Program, Student Conduct, Student Government, Student Engagement, Residential Life, the College Ombudsman/Student Advocate, the River Shop bookstore, the Student Engagement Center, mail and copy services, and River Café.

In addition, the KSU serves as the information outlet for student notices, digital boards with activities announced, bulletin boards and the Lost and Found Department. At the Office of Student Life, you can pick up your IRSC Student Photo ID and parking decal. These are provided at no cost to the student.

## Student Wellness

### Student Wellness Services

Indian River State College provides Student Wellness Services for all students through the Office of Student Life. Student Wellness programs and services are designed to support students throughout their time with the College. Services are holistic, person-centered and promote student wellness through programs that address student emotional, mental, physical, environmental, educational and social well-being. The goal is to support students' overall well-being to optimize their academic success at Indian River State College and beyond.

The Student Wellness Center, located at the Massey Campus U Building, operates to reduce mental health-related barriers to learning through the offering of a variety of wellness services and educational events.

Free services include:

- Mental Health Counseling
- Crisis intervention
- Access to Community Resources
- Pioneer Food Pantry
- Daily Snacks, Snow Cones
- Tranquility Rooms: massage chairs, relaxation room, sensory room
- Special programs and educational workshops

For additional information contact the Student Wellness Center at 772-462-7825 or [studentwellness@irsc.edu](mailto:studentwellness@irsc.edu).

## Student Services

Academic Catalog:

<https://irsc.smartcatalogiq.com/en/current/catalog/indian-river-state-college/>

Academic Calendar:

<https://irsc.smartcatalogiq.com/en/current/catalog/academic-calendar/>

Student Advising Services:

<https://irsc.edu/student-resources/advising-services.html>

Student Life (Conduct, Wellness, Engagement):

<https://irsc.edu/student-life/>

Student Records:

<https://irsc.edu/student-records/>

Student Career Services:

<https://irsc.edu/programs/academic-resources-support/career-services/>

Assessment Services:

<https://irsc.edu/admissions/assessment-centers.html>

Accessibility Services: <https://irsc.edu/student-resources/student-accessibility-services.html>

River Shop:

<https://www.myrivershop.com/Home>

Dining Services/River Cafe:

<https://www.indianrivermetz.com/>

Student Life (Conduct, Wellness, Engagement):

<https://irsc.edu/student-life/>

RiverLife Student Portal:

<https://irsc.campuslabs.com/engage/actioncenter/organization/studentengagement/about>

Student Government Association:

<https://irsc.campuslabs.com/engage/organization/sga>



# Indian River State College

**3209 Virginia Avenue, Fort Pierce, FL 34981**  
**irsc.edu • 1-866-792-4772**



IRSC is an EAVEO educational institution.