



UNIVERSITY OF  
SOUTH FLORIDA  
SARASOTA-MANATEE

USFSM.EDU



# STUDENT HANDBOOK

2015-2016

## TABLE OF CONTENTS

Directory .....	1
Calendars .....	2
Commitment To Honor .....	3
History .....	4
Health and Wellness .....	5
Rights and Responsibilities .....	7
Title IX .....	12
Public Safety.....	14
Academic Grievance Policy .....	18



For up-to-date USF Policies, USF Regulations, and the Student Code of Conduct, please refer to the websites of:

The Office of the General Counsel (<http://generalcounsel.usf.edu/>) and The Office of Student Rights and Responsibilities (<http://www.sa.usf.edu/srr>)

The University will apply the most current adopted and approved Student Code of Conduct at the time of any alleged student conduct violation. This handbook fulfills the requirement of Title 48 § 1006.50 of the Florida State Statutes. We hope this document provides useful information.

The Handbook was generated by staff in the Office of Student Engagement.

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Admissions	941-359-4330	admissions@sar.usf.edu
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Commencement	941-359-4774	mayres@sar.usf.edu
Technology Services	941-359-4350	computing@sar.usf.edu
Campus Security	941-993-8545	
Information Commons	941-359-4225	
Cashier's Office/Student IDs/Parking	941-359-4220	
<b>Shared Services with New College</b>		
Counseling and Wellness Center	941-487-4254	
Bookstore	941-355-5252	bookstore@sar.usf.edu
Jane Bancroft Library	941-487-4330	library@ncf.edu
Campus Police	941-487-4210	police@ncf.edu
Waterfront	941-487-4219	

## CALENDARS (AUGUST 2015 – JULY 2016)

August 7	Summer B, last day of classes
August 8	Summer Commencement, Tampa
August 24	Fall, first day of classes
September 7	Labor Day
November 11	Veteran's Day
November 26 & 27	Thanksgiving Holiday
December 4	Fall, last day of classes
December 5 – 11	Final Exam Week
December 6	Final Exams (Distance Ed)
December 12	Fall, Tampa Commencement
December 13	Fall, St. Petersburg Commencement
December 13	Fall, Sarasota-Manatee Commencement
December 25	Christmas Holiday
January 1	New Year's Holiday
January 11	Spring, first day of classes
January 18	Martin Luther King, Jr.
March 14 – 19	USF Spring Break
April 29	Spring, last day of classes
April 30 – May 6	Spring Final Exams
May 1	Spring Final Exams (Distance Learning)
May 7	Spring Commencement, Tampa
May 8	Spring Commencement, St. Petersburg
May 8	Spring Commencement, Sarasota-Manatee
May 16	Summer A & C, first day of classes
May 30	Memorial Day
June 24	Summer A, last day of classes
June 27	Summer B, first day of classes
July 4	Independence Day Holiday
July 22	Summer C, last day of classes

**Registrar's Event Calendar:** <https://www.registrar.usf.edu/enroll/regist/calendt.php>

**Cultural and Diversity Calendar:** [http://usfweb2.usf.edu/ea/deo\\_calendar/default.asp](http://usfweb2.usf.edu/ea/deo_calendar/default.asp)

**2015-2016 Academic Catalog:** <http://usfsm.edu/catalog/>



## COMMITMENT TO HONOR

As an ethical community, the University of South Florida is dedicated to the ideals of excellence in the development of students, academic learning, scholarship and research.

By joining this community, each member is expected to accept and live these commitments.

I *resolve* to maintain the honor and integrity of the university community in pursuit of my development, academic learning, scholarship and research.



I *resolve* to respect the dignity and intrinsic value of all persons.



I *resolve* to contribute to the progress and greater good of the community.



I *resolve* to strive for excellence and discovery for myself, others, and the University.



## **HISTORY**

The University of South Florida system established limited course offerings in 1974 at two public high schools in the Sarasota-Manatee area to serve local residents, with particular attention to community college graduates and school teachers. In 1975 USF Sarasota-Manatee (USFSM) and New College, a residential liberal arts program, began sharing the same campus location and resources. In 2001, New College of Florida (NCF) became the 11th University of the Florida State System which paved the way for USFSM in 2006, to build its own campus just north of New College. Although they are now separate institutions, they still share the Bookstore, Jane Bancroft Cook Library, Counseling & Wellness Center and Campus Police.

The University of South Florida Sarasota-Manatee is a member of the University of South Florida System and includes the instructional site located in North Port, the Culinary Innovation Lab in Lakewood Ranch, and science laboratories in partnership with Mote Marine Laboratory. The University of South Florida Sarasota-Manatee is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the University of South Florida Sarasota-Manatee.

## **VALUES**

The University of South Florida Sarasota-Manatee embraces the values of higher education: integrity, academic excellence, freedom of inquiry, diversity and inclusion, shared governance, accountability, and student-centeredness.

## **VISION**

As a valued member of the University of South Florida system, the University of South Florida Sarasota-Manatee will be nationally recognized as a student-centered, research-focused, community-engaged university with significant economic and cultural impact to the region.

## **MISSION**

The University of South Florida Sarasota-Manatee provides high quality education and scholarly activity in a personalized learning community that prepares successful leaders and responsible citizens.

## **COUNSELING & WELLNESS CENTER**

**[www.usfsm.edu/cwc](http://www.usfsm.edu/cwc)**

5805 Bay Shore Road, Sarasota, FL (across from Jane Bancroft Cook Library)

Phone: 941-487-4254 | Victim Advocate 941-504-8599

Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

Emergency, after hours service, can be obtained by contacting the Campus Police at 941-487-4210

The Counseling & Wellness Center is available to all currently registered students, providing services related to the development of the whole person; emotional and physical well-being, as well as academic concerns. Our goal is to be a resource to you for any concerns you have while you are a student at USF Sarasota-Manatee. In addition, some services are available to faculty and staff. Office services are free and confidential.

### **COUNSELING CENTER SERVICES**

The Counseling & Wellness Center has a staff of qualified psychologists, licensed professionals, and professionals-in-training. Any full-or part-time undergraduate or graduate student, currently enrolled at the University of South Florida Sarasota-Manatee is eligible for a confidential counseling appointment. During this appointment, the student and a counselor will discuss counseling options which may include group, individual, or couples counseling at the Counseling & Wellness Center or in the community. All services provided by the Counseling & Wellness Center are free, voluntary, and confidential. The staff is committed to providing counseling services and preventive programs which promote personal, academic, and career development as well as the psychological well-being of students.

Available services include:

- Individual or Group Counseling
- Couples Counseling (if both members of the couple are students)
- Crisis Intervention (including sexual abuse and/or assault)
- Victim's Assistance (including the Victim Advocate, who can be reached by phone 24/7 at 941-504-8599)
- Workshops (e.g.: procrastination, stress management, diversity, relationships, etc.)
- Referrals to Community Mental Health Care Providers
- Informational Brochures & Handouts on Various Topics
- Internet-Based Self-Help Information
- Consultation Services for Faculty and Staff

### **WHAT IS COUNSELING?**

Counseling takes many different forms depending on the roles of the people involved. Friends counsel and support each other through advice-giving, listening, and providing whatever assistance is needed. Other University offices routinely provide counseling on issues that are important to the student's life, academics, future, and well-being. Faculty and professional staff working directly with students often are the first to know that a student is struggling academically and/or personally.

The counseling offered by the Counseling & Wellness Center is provided by doctoral level psychologists, licensed professionals and professionals-in-training who are highly skilled and trained in the science and practice of human behavior. When a student meets with a Counseling & Wellness Center staff person, they are meeting with someone who has had years of experience helping students deal with a wide range of personal and academic difficulties. Center staff work with the student to help them identify strengths, locate support resources, and to begin a process of change and growth. A student coming to the Counseling & Wellness Center is treated with respect and is seen as an individual with unique strengths and limitations.

### **WHY STUDENTS COME TO THE COUNSELING CENTER**

Students here are wonderfully diverse. They come from many different backgrounds, cultures, countries, states, and families. They cannot be type-cast as simply "a student" since that is but one aspect of their lives. Students come to the Center for help with concerns such as academic performance, test anxiety, poor concentration for course-work, interpersonal relationships, career decisions, and low self-confidence. They also come for help with issues related to their families, mental health, past sexual or physical abuse, current physically abusive relationships, drug/alcohol abuse, eating

disorders, rape/sexual assault, life-threatening illnesses, and intense grief over losses such as the death of a parent, child, or close friend. Over the course of their education, students go through numerous changes and pressures. During these times of crisis or stress, talking with a counselor at the Counseling & Wellness Center may be a beneficial option. In addition, a psychiatrist is available for medication evaluation as appropriate during Fall and Spring terms.

## **STUDENT HEALTH SERVICES**

The Counseling and Wellness Center provides medical services including a range of primary care, referral, and educational services, for currently enrolled USF Sarasota-Manatee students. We strive to provide quality care to our students and will help students bridge services to the community if one's needs exceed the scope of center care. Our mission is to promote healthy choices and self-care through both traditional medical services, as well as, preventative and proactive services such as free bi-monthly HIV testing. Standard office visits at the Counseling and Wellness Center are free. Specialized services such as gynecological visits and immunizations are also available. For specific cost information or an appointment, call (941) 487-4254.

Medical services are available with a medical practitioner Monday through Friday 1:00 - 5:00 pm during the Fall & Spring terms. Services are not available during Summer term or Winter break. Please be aware that we are not available after hours. If a student has a medical emergency after hours, contact the campus police or 911 immediately. Please do not hesitate to call the center with any questions regarding health services that are not clarified for you via our website: <http://usfsm.edu/counseling-wellness-center/>

## **HIV INFORMATION**

### WHAT IS HIV/AIDS?

The Human Immunodeficiency Virus (HIV) is the virus that causes AIDS. HIV gradually attacks the immune system, causing the body to become more vulnerable to disease and infection. The Acquired Immune Deficiency Syndrome (AIDS) is a result of HIV infection. It occurs when the immune system becomes too weak to fight illness.

You may be at increased risk for HIV infection if you have:

- Injected drugs or steroids, during which equipment and blood were shared with others
- Had unprotected sex with individual who have multiple partners or anonymous partners
- Exchanged sex for drugs or money
- Received a blood transfusion or clotting factor during 1978–1985
- Had unprotected sex with someone who has any of the risk factors listed above.

### HOW IS IT PREVENTED?

Abstinence is the only 100% method of not contracting HIV or be in a long-term mutually monogamous relationship. However, latex condoms, when used consistently and correctly, can reduce the risk of transmission of HIV; as well as avoiding any unprotected contact with HIV infected bodily fluid.

The only way to know if you are infected is to get tested for HIV. Testing locations include:

The Sarasota County Health Department  
941-861-2900  
2200 Ringling Blvd, Sarasota, FL 34237

CARES Outreach Services  
941-365-5926  
28 N. Lime Ave, Sarasota, FL 34237

Students may also text their zip code to 477493 to find an HIV testing location nearby.

## **STUDENT OMBUDSMAN**

<http://usfsm.edu/office-of-the-student-ombudsman/>

The Office of the Student Ombudsman provides a confidential, independent, informal, and neutral resource for students who have college related complaints and/or concerns of a non-legal nature. The student ombudsman is accountable to the Regional Chancellor and serves as an alternate resource for students complementing existing channels of information and support. The Ombudsman can be contacted by phone at (941) 359-4330.





## Student Code of Conduct

This system regulation governs student behavior and provides information concerning discipline proceedings. The most current version of the code can be found:

<http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf>

The Office of Student Rights and Responsibilities (OSRR) supports the mission, goals, values and vision of the University of South Florida System (USF System) by promoting a community that values individual responsibility and the adherence to community standards as embodied in the Student Code of Conduct. Through the community standards hearing process we engage our students in personal and social responsibility.

Our goal is to encourage and develop standards of behavior and critical thinking that will first create a community of leaders and citizens' and second enhance the USF environment for community members: living, studying and working within the USF System.

Office of Student Rights and Responsibilities  
University of South Florida 4202 E Fowler  
Ave  
ALN 109  
Tampa, FL 33620  
(O) 813-974-9443  
(F) 813-974-7383



# PROHIBITION AND PREVENTION OF HAZING

## USF6.0023

Date of Origin: 06-25-09 | Date Last Amended: 02-20-13 | Date Last Reviewed: 02-20-13

**(1)** The University of South Florida System (USF System) prohibits any form of hazing of its students, including hazing by students or other persons associated with any student, organization, or group, at any time, and at any location.

a. Hazing means any action or situation created by a member of the University community, or acting in the capacity as such, against another member of the University community for purposes including, but not limited to, initiation, admission into, or affiliation with an organization or group that:

- i. Is negligent or reckless in nature; or
- ii. Is humiliating or endangers an individual's mental or physical health; or
- iii. Unreasonably interferes with academic or employment activities; or

b. It is not a defense to a charge of hazing that:

- i. The express or implied consent of the individual(s) was obtained or that the individual(s) willingly participated;
- ii. The conduct or activity was not a part of an official organizational or group event or was not otherwise sanctioned or approved by the organization or group; or
- iii. The conduct or activity was not a condition of membership or affiliation with the organization or group.

**(2)** A person, organization, or group is subject to conduct proceedings under this regulation if they engage, commit or participate in the offense of hazing, and, solicit, encourage, direct, aid, or attempts to aid another in hazing; Recklessly permits hazing to occur or has firsthand knowledge of the planned or actual hazing incident(s), and knowingly fails to report that knowledge to the appropriate University Official.

**(3)** Making an intentionally false accusation of hazing is prohibited.

**(4)** Retaliating in any manner against an individual who reports hazing or who participates in an investigation of a hazing report is prohibited.

**(5)** All members of the University community are subject to this Regulation and any investigation that may be required to enforce the Regulation.

**(6)** In addition to this regulation:

- a. NCAA student athletes shall follow the policies and guidelines set forth by the NCAA, affiliated Athletic Conference (e.g. Big East), and University Athletics Compliance Office.
- b. Students belonging to organizations with national policies and guidelines should follow those policies in addition to those set by the University.

**(7)** Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal or legitimate objective.

**(8)** Definitions:

1. Actions and situations that may constitute hazing include, but are not limited to, the following:
  - a. Forced or coerced consumption of food, alcohol, beverage, drugs, or other substance
  - b. Paddling, hitting, slapping, branding, and/or physical brutality in any form
  - c. Creation of unnecessary fatigue
  - d. Personal servitude
  - e. Physical and/or psychological shocks
  - f. Wearing of apparel which is conspicuous and not normally in good taste
  - g. Degrading or humiliating games or activities
  - h. Sleep, food, or beverage deprivation
  - i. Isolation and exclusion from social contact
  - j. Calisthenics

- k. Unreasonable exposure to the elements
- l. Kidnapping or abandonment
- m. Line-ups and berating behaviors
- n. Undue interference with academic pursuits
- o. Pressuring or coercing involvement in activities that are illegal, lewd, or in violation of University Policy

2. "Members of the University Community" means its faculty, staff, students, volunteers, organizations, groups, vendors, patients, customers, alumni, and visitors.

3. "Organization" and "group" are defined as follows:

- a. "Organization" means a number of persons who are associated with the University and each other and has registered with the University as a Student Organization under USF6.017, Registration and Conduct of Student Organizations.
- b. "Group" means a number of persons who are associated with the University and each other, but who have not registered, or are not required to register, as a student organization (e.g. athletic teams, musical or theatrical ensembles, academic or administrative units, clubs, etc.)

4. "University Official" means any person (faculty or staff) who is employed by the University, and who performs assigned administrative, professional, or paraprofessional responsibilities.

For the purposes of this regulation, the term "Appropriate" official is defined by each institution as follows:

- a. USF Tampa: Office of the Dean for Students and/or designee to include Fraternity & Sorority Life, Student Rights & Responsibilities, Center for Student Involvement, Campus Recreation, and University Police.
- b. USF Health: Office of the Associate Dean of Student Affairs.
- c. USF St. Petersburg: Office of Student Rights & Responsibilities.
- d. USF Sarasota- Manatee: Office of Student Services/Office of Rights & Responsibilities/Dean of Students.
- e. USF Lakeland: Office of the Director of Student Affairs/Dean for Students.

For other members of the University community (volunteers, organizations, groups, vendors, patients, customers, alumni, and visitors) the appropriate official is any of the above University Officials or the University

**Police. (9) Rights of Those Who Report:**

1. Individuals who are victims of hazing and who truthfully report the activities shall not be individually charged with a violation of this regulation in relation to that or related incident.
2. Individuals who have knowledge of or witness a hazing incident, but who did not participate, and truthfully report the activities shall not be individually charged with a violation of this regulation in relation to those particular or related incidents.
3. An organization or group that seeks assistance in preventing hazing from occurring within the organization or group, even if past behaviors have included hazing, shall not be charged with a past violation of this regulation.
4. Any organization or group that self-reports a hazing behavior to an appropriate University Official or the University Police shall be given the opportunity to stop and change those behaviors without immediate threat of being charged with a violation of this regulation. An organization or group that self-reports shall be expected to identify those individuals responsible for the hazing behaviors to the appropriate University Official. If evidence is presented in subsequent semesters that hazing behaviors have continued or were not stopped within the organization, that organization may be held responsible for past behaviors.
5. Students reporting hazing in the above circumstances shall be charged under this University Regulation. However, depending on the circumstances, to the extent the conduct violates state law; the provisions of Florida Statute 1006.63 may apply.

**(10) Reporting:**

1. Complaints or reports of activities believed to be hazing should be reported to the appropriate University Official or the University Police.
  - a. Any faculty, staff, student, or volunteer member of the University community, with knowledge or suspicion of hazing has a duty to report the activity to appropriate University Officials or the University Police.

b. Other members of the University community with knowledge or suspicion of hazing are strongly encouraged to report the activity to appropriate University Officials or the University Police.

2. Any questions concerning the interpretation or application of this regulation should be referred to the appropriate University Official (refer to "Definitions Number 4").

3. Victims of hazing should be referred to the appropriate Office to render services for victim advocacy.

**(11) Investigation and Response:**

1. The USF System will respond to and investigate reports of alleged hazing received from any source and will determine whether to proceed with disciplinary action, to forward a report to the appropriate law enforcement officials for prosecution as a criminal matter, or both.

2. All reports of hazing will be directed for investigation to the appropriate department depending on the nature of the report.

3. Pending a hearing or other disposition of the allegations, the responsible department may make a reference to OSRR for investigations and sanctions which may include a provisional suspension against a student, student organization, or group. In addition, the administrative office responsible for oversight of the student organization may impose additional sanctions as appropriate. Failure to comply with a provisional suspension may result in additional conduct action.

**(12) Corrective Action and Penalties:**

1. Violation of this regulation may result in corrective action under the Student Code of Conduct, Human Resources Policies and Procedures, or other applicable University Regulations, Policies, or Operating Procedures. Visitors refusing to comply may be reported to the University Police.

2. Responsibility for any violations of this regulation may be attributed to the perpetrators, the organization or group, its members, or its officers.

3. Any organization, group, or individual may be found responsible for any violations of this regulation upon satisfactory proof that the organization, group, or individual engaged in, did not discourage, or did not take reasonable steps to prevent hazing from occurring.

**4. Individual Cases:**

a. In most cases, an individual will be referred to the institutional conduct officer and will be subject to the terms and conditions of the Student Code of Conduct.

b. If found responsible for a violation of the Student Code of Conduct, disciplinary sanctions that are appropriate for the violation will be assigned.

ii. For individual Students, possible sanctions resulting from the University conduct process range from written warning to expulsion from the University.

iii. For faculty and staff, possible sanctions range from an oral warning to termination of employment.

**5. Organization or Group Cases:**

a. Organization or groups will be referred to the appropriate department where the organization is registered. The department will investigate and impose sanctions if it is determined the conduct violated the terms and conditions applicable to their registration and/or the provisions of the Student Code of Conduct and/or any other applicable governing rules, policies, and regulations set forth from the respective USF System Institution.

b. An organization or group may be referred to an Institutional Conduct Officer directly for joint or independent review, investigations, and disposition.

c. If found responsible for a violation of this regulation, disciplinary sanctions that are appropriate for the violation will be assigned.

i. For groups and organizations, possible sanctions resulting from the University conduct process range from probation to expulsion. This range can include, but is not limited to: Educational interventions, Restriction from University property, Loss of specific privileges, Revocation of Student Organization status for a period of time.

**6. Legal Processes:**

a. Individuals believed to have engaged in hazing but who are not students, faculty, staff, may be referred to appropriate authorities to investigate their involvement in particular incidents.

b. If criminal charges are filed against an individual, organization, or group, the USF System reserves the right to proceed with its investigations and adjudication process according to the Student Code of Conduct or other prescribed process as the USF System handles the educational aspect of the alleged violations separately from any criminal or legal procedures.

**(13) Additional Requirements for Registered Student Organizations:**

1. All elected or appointed student organizations' presidents or designees shall be required to educate their respective member organization members on an annual basis regarding applicable University Regulations concerning Hazing. The method of this required training will be subject to the terms and conditions applied by each respective USF System Institution.
2. All registered student organizations must include in their governing documents an Anti-hazing statement in addition to a written copy of the Florida State Statute #1006.63 and inclusion of USF Anti-Hazing policy: Prohibition and Prevention of Hazing.

Authority: Article IX, Sec. 7, Fla. Constitution, FL Board of Governors Regulation 1.001, Section 1006.63, F.S.  
History: New 6-25-09.

Title IX protects individuals from sex discrimination in educational programs and activities at institutions that receive Federal financial assistance (20 U.S.C. § 1681). The University of South Florida (USF) is committed to providing an environment free from sex discrimination, including sexual harassment and sexual violence (See USF System policy 0-004 Sexual Misconduct/Sexual Harassment available on the Office of General Counsel’s website at [www.generalcounsel@usf.edu](http://www.generalcounsel@usf.edu)).

### NOTICE OF NONDISCRIMINATION

Pursuant to Title IX, the University does not discriminate on the basis of sex in educational programs or activities that it operates. Such protection extends to both employees and students. Any questions or inquiries concerning Title IX, policies, procedures, or the application of Title IX at the University may be referred to the Title IX Coordinator, Senior Deputy Title IX Coordinator, or to any of the University’s Deputy Title IX Coordinators. The most up-to-date information regarding Title IX and other University resources are available on the Office of Diversity, Inclusion, and Equal Opportunity’s website at [www.usf.edu/Diversity](http://www.usf.edu/Diversity). When appropriate, the University will take steps to prevent the recurrence of harassment, including sexual violence, and to correct any discriminatory effects of harassment on the complainant and others.

## HOW DO I FILE A TITLE IX COMPLAINT ?

Students reporting sexual violence may file a complaint with one of the Title IX Coordinators listed below. Alternatively, you may file an anonymous complaint via EthicsPoint – our third party hosted hotline – by calling 1-866-974-8411 or accessed online at <https://secure.ethicspoint.com/domain/media/en/gui/14773/index.html>.

### USF SYSTEM COORDINATOR

**Office of Diversity & Inclusion**  
4202 E. Fowler Avenue, ALN 172, Tampa, FL 33620

**Dr. Jose Hernandez, Chief Diversity Officer**  
813-974-0537 • [jehernan@usf.edu](mailto:jehernan@usf.edu)

**Crystal C. Coombes, M.Ed., LPC, Senior Deputy Title IX Coordinator** • 813-974-5392 • [cccumbes@usf.edu](mailto:cccumbes@usf.edu)

**Duties and Responsibilities:** Monitoring and oversight of overall implementation of Title IX compliance for the USF System, including coordination of training, education, communications, and the complaint review processes for faculty, staff, students and other members of the University System community.

### DEPUTY COORDINATORS & LIAISONS

#### COORDINATORS FOR STUDENTS:

##### SARASOTA-MANATEE CAMPUS

**Allison Dinsmore, Coordinator of Disability Services & Student Advocacy - Office of Student Services**  
8350 N. Tamiami Trail, C130, Sarasota, FL 34243  
941-359-4714 • [adinsmore1@sar.usf.edu](mailto:adinsmore1@sar.usf.edu)

##### TAMPA CAMPUS

**Winston G. Jones, Director - Office of Student Rights & Responsibilities**  
4202 E. Fowler Avenue, ALN 109, Tampa, FL 33620  
813-974-9443 • [winstonjones@usf.edu](mailto:winstonjones@usf.edu)

##### ST. PETERSBURG CAMPUS

**Jacob Diaz, Dean of Students & Director of Residence Life & Housing**  
140 7th Avenue S., FTF 112, St. Petersburg, FL 33701  
727-873-4278

#### COORDINATORS FOR SYSTEM EMPLOYEES:

**Camille Blake, Director - Equal Opportunity**  
4202 E. Fowler Avenue, ALN 172, Tampa, FL 33620  
813-974-3906 • [camille20@usf.edu](mailto:camille20@usf.edu)

##### FOR COMPLAINTS INVOLVING USF HEALTH

**Dr. Connie Visovsky, Associate Dean for Students**  
USF Health College of Nursing, MDC 22, Tampa, FL 33620  
813-396-9641 • [cvisovsk@health.usf.edu](mailto:cvisovsk@health.usf.edu)

##### LIAISONS:

##### FOR COMPLAINTS INVOLVING USF ATHLETICS

**Jocelyn Fisher, Senior Associate Athletic Director**  
4202 E. Fowler Avenue, ATH100, Tampa, FL 33620  
813-974-6885 • [jafisher1@usf.edu](mailto:jafisher1@usf.edu)

##### FOR COMPLAINTS INVOLVING USF WORLD/ STUDY ABROAD

**Ben Chamberlain, International Risk & Security Officer & Assistant Director - USF World**  
4202 E. Fowler Avenue, CGS101, Tampa, FL 33620  
813-974-4314 • [bchamberlain@usf.edu](mailto:bchamberlain@usf.edu)

# SUPPORTING CRIME VICTIMS

## RESOURCES FOR SEXUAL, DATING & DOMESTIC VIOLENCE & STALKING

If you are the victim of a crime, the University of South Florida is ready to assist you in the manner that you determine is best for you. If you desire confidentiality, there are campus and community resources that will respect that decision. Review the potential paths below then decide how to proceed.

### CONFIDENTIAL RESOURCES

Offer confidential advocacy services with the crime being reported anonymously per the Clery Act.

#### Contact USF Victim Advocate

We work for you, offering insight as to your options and providing support for every step along the path that you want us to take, including:

- **Injunctions for Protection:** Campus Police will enforce any protective orders on campus when they are notified via receipt of a copy of the order.
- **Accommodations and assistance:** When reasonably available, we can help you change your class schedule or other academic situations. We can discuss options for transportation or work issues.
- **Assistance with academic issues** (such as late assignments, missed classes, etc.) resulting from the impact of the traumatic incident.

Call Victim Advocate (24/7): 941-504-8599

### OTHER RESOURCES

**On Campus:** Counseling & Wellness Center: 941-487-4254

**Off-Campus:** Hope of Manatee: 941-755-6805  
Safe Place and Rape Crisis Center (SPARCC)  
- Sarasota: 941-365-1976  
First Call for Help: Manatee: 941-708-6488  
Sarasota & Northport: 941-366-5025  
Manatee Glens: 941-782-4800  
24-hour Hotline: 941-708-6059

### NON-CONFIDENTIAL RESOURCES

Cannot confidentially assist you due to State reporting requirements.

#### CALL 911 TO REPORT

**On Campus:** Campus Police, 941-487-4210

**Off-Campus:** Sarasota County Sheriff, 941-861-4081  
City of Sarasota Police, 941-366-8000  
Manatee County Sheriff, 941-747-3011  
City of Bradenton Police, 941-932-9300

#### OTHER USF SYSTEM RESOURCES

**Office of Diversity, Inclusion & Equal Opportunity**  
813-974-4373

**Office of Student Rights & Responsibilities**  
813-974-9443

Certain USF System employees, known as **Campus Security Authorities** (CSAs), are mandated under federal law to report such crimes and their location per the Clery Act. The victim's name and identifiers are anonymous. CSAs include, but are not limited to RAs, academic advisors and student activity coordinators.

## NOT SURE WHAT YOU WANT TO DO ?



Contact the Victim Advocacy office at 941-504-8599 to confidentially explore your options.

## PRESERVE ANY EVIDENCE IF YOU INTEND TO REPORT

Depending on the type of incident:  
**DO NOT WASH** bedding, towels, and clothing.  
**DO NOT ERASE** voice, text, and email messages.  
**AVOID** bathing/showering, douching, brushing teeth, eating or drinking, using the toilet, or cleaning up the crime scene.



## PUBLIC SAFETY

### Campus Police

*Location:* 501 College Drive (*New College Campus*), Mail Point CPD, Sarasota, FL  
*Telephone:* Police Dispatcher/Emergency Number: (941) 487-4210  
Chief of Police Michael A. Kessie: (941) 487-4210  
Lieutenant John Tully: (941) 487-4210  
*Website:* <http://www.ncf.edu/police>

### Campus Security

*Location:* 8350 N. Tamiami Trail, Sarasota, FL 34243, SMC B125  
*Telephone:* 941-993-8548

## IN LIFE THREATENING EMERGENCIES (POLICE, FIRE, MEDICAL), FIRST DIAL 9-1-1

### THE CAMPUS POLICE DEPARTMENT

As state certified law enforcement officers, the primary mission of the Campus Police Department is to protect you and your property. The Campus Police Department serves USF Sarasota-Manatee and New College of Florida, and is located on the New College Campus. All campus police officers are certified by the State of Florida in accordance with Florida State Statute, Chapter 943. The Campus Police Department provides a full range of public safety services to the campus community 24 hours a day, 7 days a week. General services provided include: mobile and foot patrol, criminal investigation of all misdemeanors and felony crimes committed on campus, traffic enforcement, crash investigation, emergency responding to and rendering assistance for all types of emergencies, and crime prevention.

The Campus Police Department has an excellent working relationship with all federal, state, and local law enforcement agencies, which assures the delivery of professional police services. The Department has Combined Voluntary Cooperation and Operational Mutual Aid Agreements with the Manatee County Sheriff's Department and all Sarasota County law enforcement agencies. All agencies are available to assist upon request. Communication and coordination with all agencies are maintained via computer, radio, and telephonic communication capabilities.

The Campus Police Department's public safety effort is augmented by USF Security Officers whose office is located at USFSM in B125. They are on-duty Monday through Saturday before classes begin, and they remain on campus until after evening classes end. The officers are equipped with a campus police radio and cell phone. Security officers patrol the building and parking lots, providing a variety of services to the campus community including CPR/AED and first aid. Upon request, they will escort you to your vehicle, and they are equipped to provide limited assistance with your vehicle, such as jumpstarts. Campus security and emergency assistance guidelines, including general crime prevention tips, with important phone numbers are posted in all classrooms.

### TIMELY WARNING & CRIME/SECURITY ALERTS

The Campus Police Department promptly issues crime and security alerts to the campus community upon the discovery of a crime or incident that is determined to pose a threat to public safety on campus, or that is in the public interest. These alerts are frequently sent to all members of the campus community via email, but will also be placed on the campus police website, and may be distributed to campus departments to post in their respective areas.

### CAMPUS SECURITY ACT

In 1990 President George Bush signed into law the "Student Right to Know and Campus Security Act." This act requires all post-secondary institutions to prepare, publish, and distribute certain information regarding campus crimes and policies. The information in this brochure is provided to support the "**Student Right to Know and Campus Security Act.**" You can view the campus crime log by visiting the department web site; and get crime prevention tips and the latest statistical crime data provided to the U.S. Department of Education by viewing the Annual Security Report & Safety Guide at [www.ncf.edu/usfpolice/safety-guide](http://www.ncf.edu/usfpolice/safety-guide)



## PROCEDURES TO REPORT CRIMINAL ACTS OR EMERGENCIES ON CAMPUS

**\*\*\*IN LIFE THREATENING EMERGENCIES (POLICE, FIRE, MEDICAL) FIRST DIAL 9-1-1\*\*\***

All campus telephones can be used to dial 911. Do not hang up until the emergency operator advises you to do so. You may also contact the Campus Police directly to report any emergencies or conduct any other business by dialing 941-487-4210. All campus personnel are urged to immediately report any suspicious person(s) or incident(s) to the Campus Police by calling 941-487-4210.

## CAMPUS EMERGENCY TELEPHONES

There are blue emergency telephones located throughout the campus. They are labeled as emergency telephones and have blue lights to delineate their location. These telephones may be utilized to **report any emergency** directly to the Campus Police dispatcher or **to request police assistance or service**. A campus map with location of the emergency telephones is available on the Campus Police web site or at the Campus Police Station.

## LOST, FOUND, OR ABANDONED PROPERTY

All found items should be turned into the USFSM Security Office located in B125. If you lose property, check with the Campus Security Officers. Unclaimed items are auctioned and proceeds go to a campus fund for the benefit of students. One month prior to the auction, a list of items is published and posted throughout campus. Anyone may bid for items at the auction.

## PARKING & TRANSPORTATION SERVICES

[www.sarasota.usf.edu/services/Parking](http://www.sarasota.usf.edu/services/Parking)

Permits are required to park at the University of South Florida 24 hours a day, 7 days a week, including holidays. Parking lots are available for use by students, faculty, staff and visitors. Each person may purchase only one automobile permit (an additional permit for a motorcycle is allowed). Permits must be purchased for the campus of primary assignment. USF permits may be transferred between same-owner vehicles only. A limited number of adhesive permits are available for those with soft-top vehicles and/or special circumstances only. If you terminate your association with USF Sarasota-Manatee for any reason, return your parking permit to the Parking Services Department. Office hours are subject to modification and are extended at the beginning of the academic term.

## GENERAL SECURITY

USF Sarasota-Manatee places a high priority on campus security. Campus Police are on duty 24/7 to assist and protect you. Always be alert to your surroundings. The reporting of any suspicious persons and/or activities to the Campus Police and the University Security officers is a key factor in the security of our campus.

General Crime Prevention Tips:

- Do not leave personal items in an unsecured location for any reason. For example, if you are in the Student Recreation Room do not leave your books, purse, laptop, cell phone, or other items and leave for any reason ("run down the hall," go to the restroom, step outside for a cigarette, etc.).
- Try to park in a well-illuminated area and LOCK YOUR VEHICLE. **Do not leave valuable items laying in plain view. Secure items in the trunk of your vehicle or take them with you.**
- Most crimes against individuals are committed through the element of surprise, and most occur during the night and early morning hours. Stay alert and be aware of your surroundings at all times.
- Immediately report any suspicious persons or activity that you observe to the Campus Police or Campus Security.
- Walk out to your car with another person or a group. Request an escort from Campus Security or the Campus Police.
- **NEVER LET SOMEONE INTO A SECURED AREA THAT CANNOT PROVE THAT THEY BELONG THERE.**

## WEAPONS

For the up-to-date USF policy, please refer to the website: <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-6-009.pdf>

## CAMPUS ASSAULT POLICY

The Campus Police are responsible for the investigation of campus sexual offenses. The Campus Police provide immediate assistance to the victim and initiates investigative processes and apprehension of the perpetrator of the crime. *It is very important that any evidence that would aid in the apprehension and conviction of the assailant be preserved.* The Campus Police work closely with the State Attorney's Office in all investigations of sexual/battery rape.

Sexual battery/rape are serious criminal offenses and all complaints will be processed within the criminal justice system. Sexual battery/rape committed by a USF student or students is also a violation of USF student conduct rule 6C4-6.0021. Student perpetrators are also subject to institutional disciplinary sanctions including expulsion as provided by university rules in addition to those stated above in accordance with state law.

Campus related sexual battery/rape committed by employees is also considered misconduct as provided by applicable university rules and collective bargaining agreements. Employee perpetrators are subject to institutional disciplinary action including termination as provided by such rules and agreements in addition to those stated above in accordance with state law.

### **RIGHTS OF VICTIMS OF CAMPUS RELATED SEXUAL HARRASSMENT, SEXUAL EXPLOITATION, NON-CONSENSUAL SEXUAL CONTACT, OR UNWANTED SEXUALLY ORIENTED ATTENTION**

USF Sarasota–Manatee understands and commits its efforts towards successfully dealing with the trauma experienced by victims of sexual battery/rape. Efforts will be directed toward assisting the victim at all stages of the investigation and judicial process that may follow. The same shall be accorded to victims in connection with disciplinary actions involving alleged employee perpetrators subject to applicable rules and collective bargaining agreements. University policies dictate that:

- The right to request a university directive forbidding the alleged perpetrator from contact with the victim.
- The right to request an immediate transfer of classes/workplaces.
- **\*\***The right to have present, throughout the disciplinary process, an advisor, which may be a legal counsel.
- The right to remain present during the entire hearing.
- The right to have irrelevant sexual history excluded from the hearing.
- The right to submit a list of related questions for consideration prior to the hearing.
- The right to submit a victim impact statement.
- **\*\***The right to know the outcome of the proceeding.

**\*\*Note: Rights marked with the double asterisk (\*\*) are also rights of the accused.**

### **VICTIM'S ADVOCACY PROGRAM**

The Victim's Advocacy Program will assist students or employees who are victims of actual or threatened violence including, but not limited to, assault, battery, stalking, sexual battery, and attempted sexual battery. Services are available 24 hours a day, seven days a week.

Victim services include assistance in contacting professors or supervisors about absences, assistance with referrals and follow-up medical treatment and counseling services on and off campus, assistance with immediate safe housing, and transportation and assistance in disciplinary proceedings and/or criminal justice system proceedings. Follow-up counseling services or other trauma assistance will be arranged for the victim as needed. While reports are strongly encouraged, reports are not required for information and referral assistance. If a victim does make a report every effort by the victim to preserve evidence of the crime is very important. All information shared with the Advocate is considered confidential and will go no further without the permission of the victim. The Victim Advocate is available 24 hours a day by calling 941-504-8599.

### **CRIME PREVENTION PROGRAMS**

The Campus Police Department encourages all students and members of the faculty and staff to be involved in campus crime prevention. Information on security and safety concerns and precautions are provided to students, faculty and staff members regularly through email, orientation presentations, bulletins, crime alerts, and posters.

#### **Crime prevention and other programs provided by the University include:**

- Personal Safety, Burglary & Theft, and Date Acquaintance Rape Presentations
- Alcohol Programs, Drinking and Driving (DUI) Information
- Drugs – Health Risk, Liabilities, Substance Abuse
- Police Department, Who We Are and What We Do
- Participation in “The National Alcohol Awareness Week” and “Collegiate Drug Awareness Week”
- Operation ID: Engraving of personal property and Bicycle Engraving/Decal Program and Theft Prevention

- Orientation programming for all new students and employees including information on Campus Safety and Wellness issues
- Sexually Transmitted Diseases, Sexuality and AIDS Education
- Response to all emergencies – police, fire, medical. Investigate all misdemeanor and felony crimes.
- Assist all victims of crime, investigate traffic crashes, and monitor alarms for intrusion, robbery, and fire.
- Maintain police records.
- Provide motorist and citizen assistance.
- Contact and refer individuals to other campus and community service agencies.
- Assist and cooperate with other emergency service agencies.
- Assist with planning and management of special events and handle special security requests.
- Conduct physical security surveys.
- Receive and return lost and found property.

### **SEXUAL PREDATORS/OFFENDERS**

The Federal Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to issue a statement advising the campus community where they may obtain information provided by the state concerning sexual predators and offenders. It also requires sexual predators and offenders to provide notice, as required under State law of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student at that institution. The Campus Police Department maintains a list of sexual offenders on this campus at the Campus Police Station located at 501 College Drive (CPD) on the New College campus. That information is available anytime, and can also be secured via phone by calling our communications division at (941) 487-4210. More sexual predator or offender information can be obtained by visiting the Florida Department of Law Enforcement website at: [www.fdle.state.fl.us/](http://www.fdle.state.fl.us/)

### **DRUG FREE SCHOOLS AND COMMUNITY PROGRAM**

USF Sarasota–Manatee is committed to providing an orderly and safe environment for all students, staff, and faculty. To this end, the University advises all community members that it is unlawful to manufacture, distribute, dispense, process, and/or use illegal drugs on their premises. Any violation may be cause for disciplinary action and criminal prosecution.

The use of alcoholic beverages by members of the university community is at all times subject to the alcoholic beverage laws of the State of Florida, and USF Alcohol Policy and Guidelines. Specifically, it is unlawful for any person under the age of 21 to be in possession of an alcoholic beverage, and it is unlawful for any person to sell, give, serve, or permit to be served, alcoholic beverages to a person under 21 years of age or to consume said beverages on licensed premises. It is also unlawful for a person to misrepresent or misstate his or her age or the age of any other person for the purpose of inducing any licensee or his agents or employees to sell, give, serve, or deliver any alcoholic beverage to a person under 21 years of age. Any of the preceding violations may be cause for disciplinary action and criminal prosecution.

### **DRUG AND ALCOHOL COUNSELING**

Programs are available to assist students and employees who may be in need of drug or alcohol counseling and treatment or rehabilitation programs. The Counseling & Wellness Center will provide or coordinate these services upon the self-referral of a student or employee. The Counseling & Wellness Center receives referrals from the Universities' Student Affairs Administrators and the Campus Police for alcohol or drug related problems.

The Counseling & Wellness Center provides psychological assessment and screening, short-term treatment of appropriate cases or referral to other treatment resources as needed. Employee assistance is available for faculty or staff who may be experiencing a drug or alcohol related difficulty. Supervisors may refer staff members or individuals may independently contact the Counseling & Wellness Center.

USF System    USF    USFSP    USFSM

**Number:** 10-002  
**Subject:** Academic Grievance Procedure for Students  
**Responsible Office:** Academic Affairs

Date of Origin: 7-1-74

Date Last Amended: 1-14-15 (technical)

Date Last Reviewed: 1-14-15

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## I. PURPOSE & INTENT

The purpose of these procedures is to provide all undergraduate and graduate students taking courses within the University of South Florida System (USF System) an opportunity for objective review of facts and events pertinent to the cause of the academic grievance. Such review will be accomplished in a collegial, non-judicial atmosphere rather than an adversarial one, and shall allow the parties involved to participate. All parties will be expected to act in a professional and civil manner. These guidelines are meant to govern all colleges (exclusive of the MD and DPT programs within the College of Medicine and the College of Pharmacy to the extent they maintain procedures and processes for issues regarding professionalism). However, USF System institutions may have unique titles and specific administrative levels. Accordingly, each institution shall determine the appropriate levels and titles for review at the time a student initiates an appeal ensuring that if it is determined the matter is an academic grievance there is at least one committee level review and recommendation to an administrator to accept or reject.

In the case of Academic Integrity violations, the appeal or grievance of a decision or academic action regarding Academic Integrity is contained in [USF Regulation 3.027](#).

## II. STATEMENT OF POLICY

### A. Resolution Process at the Course or Department Level

1. If the grievance concerns the Chairperson/Director or other officials of the department, the student has a right to bypass the departmental process and proceed directly to the College Level.
2. The student shall first make a reasonable effort to resolve his or her grievance with the instructor concerned, with the date of the incident triggering the start of the process (i.e. the issuance of a final grade) and if the instructor determines it is feasible and may be productive, the instructor shall accommodate a reasonable request to discuss and attempt to resolve this issue.

**3.** If the situation cannot be resolved or a meeting with the instructor is not feasible, the student shall file a notification letter within three (3) weeks of the triggering incident to the department Chairperson/Director or the appropriate supervisor. This shall be a concise written statement of particulars and must include specific reference to the (a) published USF Policy, procedure or official published catalog and the manner in which it was allegedly violated and the decision that affected the student's academic record or status based on a violation of that specific written USF policy, procedure or official published catalog (b) a description of the manner in which the student was treated in a substantially inequitable manner and a statement indicating the remedy sought (c) supporting documentations of all claims in the grievance and (d) the effort the student made to resolve the issue with the instructor.

**4.** The department Chairperson/Director must determine if the matter is an Academic Grievance (a specific Policy violated or a student treated differently than others) or if the matter is a complaint regarding the course or instructor.

**5. (a)** If the Chairperson/Director determines that the matter **is not** an Academic Grievance, the Chairperson/Director will discuss the complaint with the student and/or the faculty member *and must advise the Dean of the complaint* and the recommended resolution if any. The Dean will then review the classification of the complaint as not subject to the Academic Grievance Process and advise the student and faculty member in writing of the Dean's decision which may be to do one or more of the following:

- 1.) Implement the recommendation of the Chairperson/Director (which can include dismissal).
- 2.) Reject the classification and move the matter forward as an academic grievance.
- 3.) Make referrals to appropriate Human Resources or employee supervisor/office for intervention and/or to appropriate USF offices (such as Diversity and Equal Opportunity Office (DEO)).

**(b)** If the Chairperson/Director determines the matter **is** an Academic Grievance, the Chairperson shall provide a copy of the student's statement to the instructor. The instructor may file a written response to the grievance and the Process will continue.

**6.** The department Chairperson/Director shall discuss the student's statement as reference above jointly or individually with the student and the instructor to see if the grievance can be resolved. If the department maintains its own grievance procedure,\* it should be applied at this point. If the grievance can be resolved, the Chairperson/Director shall provide a statement to that effect to the student and the instructor with a copy to the College Dean.

**7.** If the grievance cannot be resolved, the department Chair/Director shall notify both the student and the instructor, informing the student of his/her right to file a written request directed back to the Chair/Director within three weeks to advance the grievance to the College Level. Upon receipt of the student's request to move the process to the College Level and the instructor's response to the grievance (if provided), the

Chairperson/Director shall immediately notify the College Dean of the grievance, providing copies of the student's initiating grievance statement, any instructor's written response to the grievance, and the written request from the student to have the process advanced to the College Level (which shall include additional student responses and final statement). Should the student not file a written request to move the grievance to the College Level within the prescribed time, the grievance will end.

## **B. Resolution Process at the College Level**

1. Upon receipt of the grievance, the College Dean will review that matter to confirm that it is an Academic Grievance. If the Dean determines the matter is not an Academic Grievance, the Dean may dismiss it (which is a final University Decision) and notify all parties in writing, or if the Dean determines that it is an Academic Grievance, within three weeks the Dean shall establish an Academic Grievance Committee. The membership of the Committee shall be constituted as follows:

- a. Three (3) faculty members and two (2) students (undergraduate or graduate as appropriate to the case) shall be selected from the college by the Dean.
- b. Wherever practical, the Committee shall not include members of the faculty or students of the department directly involved with the grievance, or faculty or students of the student's major department. However, for cases involving Clinical or Professional Standard violations, the Committee shall include, when feasible, at least one member assigned to oversee or with expertise in, a clinical area.
- c. The student or instructor may request to attend a Committee meeting to present a final statement to the committee. The Chairperson will designate which meeting the student or instructor may attend to present any final statement to the Committee. Only the Committee may invite additional parties such as faculty or students from the department involved with the grievance or from the student's major department or other outside party to provide expert or other relevant testimony in the proceedings. The student or instructor may be present during the other's final statement and may hear the additional information provided, however, neither may be present during the Committee's deliberations. The meeting time and place is to be set by the Committee. Failure or an inability of the student or instructor to attend a meeting will not force the meeting to be rescheduled or cancelled.
- d. The student or instructor may be accompanied by one individual (not to act as legal counsel or to participate in the meetings) if the student or instructor attends the meeting. The individual may be required to sign a confidentiality agreement.
- e. Students may not initiate contact regarding or relating to the grievance process or outcome with any member of the Committee outside of this established process before, during or after the Committee review process and any such contact may be considered a violation of the Student Code of Conduct.

**2. The Committee will operate in the following manner:**

- a. The Committee Chairperson will be appointed by the College Dean from among the three (3) faculty members appointed to the Committee.

The Committee Chairperson shall be responsible for scheduling meetings, overseeing the deliberations of the committee and ensuring that full and fair consideration is provided to all parties. The Committee Chairperson shall vote on committee decisions only when required to break a tie.

- b. All deliberations shall be in private and held confidential by all members of the Committee. The recommendation of the Committee shall be based on their interpretation of the evidence presented to it.
- c. Within three (3) weeks of the Committee appointment, the Committee Chairperson shall deliver in writing to the College Dean a report of the findings and a recommended resolution.
- d. Within three (3) weeks of receipt of the Committee recommendation, the College Dean shall provide a decision in writing to all parties (the student, the instructor and the department Chair/Program Director). The Dean's decision shall indicate whether the decision was consistent with the committee recommendation.
- e. The College Dean's decision is a final decision and appealable by the instructor or student to the University level only in the event (1) the decision of the College Dean is contrary to the recommendation of the Committee (which will be indicated in the Dean's decision) or (2) if there is a specific and identified substantive procedural violation of these Student Academic Grievance Procedures. Such an appeal must be made in writing to the Dean of Undergraduate Studies or Graduate Studies (as appropriate) or the appropriate Chief Academic Officer or their designee within three weeks of receipt of the decision from the College Dean.

**C. Resolution Process at the Institution Level**

For this level of appeal process, the Provost/Executive Vice President for Academic Affairs or the Sr. Vice President for USF Health has delegated authority for academic grievance appeals at the Institution level to the Dean of Undergraduate Studies for appeals involving undergraduate courses and to the Dean of the Office of Graduate Studies for appeals involving graduate courses. For academic grievance appeals for grades assigned in courses at USFSP or USFSM, the appropriate Regional Vice Chancellor for Academic Affairs at those Institutions may delegate authority to an Academic Administrator Officer to hear the appeal at the System Level (for the purposes of this section Administrative Officer, Graduate/Undergraduate Dean are referred to as "Administrator Officer"). In the event there is confusion as to the home for the course

or in the registration status of the student within the USF System, the Provost may designate the jurisdiction for the appeal. The process steps are outlined below.

1. The student or the instructor may appeal at the Institution Level within three (3) weeks of the receipt of a decision made at the College Level, when (1) the decision at the College Dean Level is contrary to the recommendation of the Grievance Committee (2) a party identifies a specific substantive procedural violation in the application of the AGP. Within three weeks of receipt of the appeal of the decision, the Administrative Officer shall determine that the appeal is merited (there is a recommendation at the College Level contrary to the committee or the Administrative Officer concurs that there is cause to believe a substantive procedural violation in application of the AGP process may have occurred). If the Administrative Officer determines the appeal is not merited, the Administrative Officer shall advise the student, the instructor and the department Chair accordingly and that notice shall be a final University Decision. If the appeal is determined to be merited, the Administrative Officer (who may consult with the Faculty Senate and Student Senate) shall appoint an Appeals Committee consisting of three (3) faculty members drawn from the appropriate USF System Undergraduate Council or Graduate Council, and two (2) students, undergraduate or graduate (as appropriate and to be determined by the Administrative Officer).
2. The structure, functions and operating procedures of the Appeals Committee will be the same as those of the College Committee (i.e. chaired by one of the appointed faculty members appointed by the Administrative Officer who will not vote except in the case of a tie, having no representation from either party's respective departments, developing a recommendation to the Administrative Officer, etc.).
3. Within three (3) weeks of the appointment, the Committee Chairperson shall deliver in writing to the Administrative Officer a report of the findings of the Committee and a recommended resolution.
4. Within three (3) weeks of receipt of the Committee recommendation, the Administrative Officer shall provide a decision in writing to all parties.
5. If the Administrative Officer's decision is that a grade change is merited, the Administrative Officer shall initiate the grade change on the authority of the Provost and so inform all parties. In all academic grievance appeals, the Administrative Officer's decision is a final University decision and not subject to further appeal within the USF System.

In those cases where the final University decision constitutes a dismissal or permanent separation from the University, a student may seek judicial review pursuant to Florida Rule of Appellate Procedure 9.190(b)(3) by filing a petition for certiorari review with the appropriate circuit court within thirty (30) days of the final University decision. If a person seeks review with the court, a copy of the petition must also be provided to the University of South Florida Office of the General Counsel at University of South Florida, CGS 301, 4202 E. Fowler Avenue, Tampa, Florida 33620-4301.



### III. DEFINITION OF TERMS:

An “**academic grievance**” is a claim that a specific academic decision or action (such as the assignment of a final grade or dismissal of a student or other decision that affects a student’s academic record or status) has violated published policies and procedures, or has been applied to the grievant in a manner different from that used for other students.

- Academic grievances will not deal with general student complaints.
- An academic grievance must include a reference to a violation of a specific USF Policy, or an academic decision that was applied differently to the grievant than other students to be considered under this policy.
- Only the final grades assigned in a course, final actions or dismissals by the academic unit are grievable.
- Disagreement or issues with individual test grades, responses to exam questions or general disagreement with the academic discretion or professional judgment of instructors, (defined below as including all levels of academic administrators for purposes of this Policy) will not be considered grounds for an academic grievance, except where they impact the final grade. If a student has a concern on an individual assignment, and would like some formal consideration, the student should contact the instructor to discuss the issue and may submit the concern as a general complaint in writing to the instructor. If the student and instructor cannot resolve the complaint, the student may forward the complaint to the instructor’s supervisor and that supervisor shall review the complaint and provide a response to both the student and instructor. If the supervisor identifies a need for a review by another office or process, the supervisor may make an additional referral.
- Dismissals based on University protocols such as failure to maintain GPA, probation for academic performance or other automatic administrative actions are not grievable.

“**Instructor**” shall mean any classroom instructor, thesis/dissertation/directed study supervisor, or the Dean or supervisor that imposes the final academic decision.

“**Department Chair/Director**” shall mean the academic head of a college department or the director of a program—or in all cases a “Department’s designee” appointed to handle academic grievances.

“**Dean**” shall mean a College Dean, or the Dean of Undergraduate Studies, or the Dean of the Office of Graduate School, or the equivalent as indicated—or in all cases a “Dean’s designee” appointed to handle academic grievances for the unit.

“**Time**” shall mean “*academic time*,” that is, periods when USF System classes are in session. *The person vested with authority at the appropriate level may extend any of the time periods contained herein*

*for good cause.* Any extensions must be communicated in writing to all parties. For the purposes of this Policy, each step shall be afforded three (3) weeks as a standard time limit. When a department considers a grievance according to published departmental procedures approved by the College Dean and Provost or College Dean and Regional Vice Chancellor for Academic Affairs, as pertinent, the time line specified in this academic unit's procedures will govern the process and no additional notice of time extension is needed.

***“Written communication”*** shall mean communication by email to the recipient's USF official email address of record or e-mail communication using assigned USF e-mail addresses.

The ***“burden of proof”*** shall be upon the student such that the student challenging the decision, action or final grade assigned has the burden of supplying evidence that proves that the instructor's decision was incorrect, in all cases except alleged violations of academic integrity (<http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.027.pdf>). In cases where the academic decision is based on a deficiency in or a violation of a clinical or professional standard, the deficiency or violation may be considered sufficient proof to support an academic failure or dismissal notwithstanding a student's success in other areas of academic performance.

***“Jurisdiction”*** Where the course (not the student's registration status) is housed (e.g., payment of faculty salary for the course) determines the appropriate forum (institution, college or department) where the grievance will be conducted. The outcomes of the grievance should be shared with the home institution, College and Department (Program Director or Chair of the students major). In the case where there is a joint program or it is unclear where jurisdiction shall fall, the Provost (or designee) may be consulted to identify the appropriate forum for the grievance. If a student is dismissed from a course, program, college or institution, that forum may make an additional recommendation for a more comprehensive sanction across the System directly to the Provost. In the event there is a System level dismissal by the Provost, and a student wishes to appeal that system level action, the President may designate an administrative officer to review that appeal and make a final determination.

***“Institution”*** There are three member institutions in the USF System specifically referred to as USF, USF St. Petersburg (USFSP) and USF Sarasota-Manatee (USFSM).

***“Legal Representation”*** Neither party shall be entitled to bring *“legal representation”* to any actual grievance proceeding as this is an internal review of an academic decision.

#### IV. **OUTCOMES**

The final outcome will vary on an individual case basis. In the case of grade appeals, the USF System reserves the right to change a student's grade if it is determined at the conclusion of the grievance process that the grade given was incorrect. The term *“incorrect”* means the assigned grade was based on something other than performance in the course, or that the assignment of the grade was not consistent with the criteria for awarding of grades as described in the course syllabus or other materials distributed to the student. In such

circumstances, the Dean or Provost/Executive Vice President for Academic Affairs, the Regional Vice-Chancellor for Academic Affairs, or the Sr. Vice President, USF Health may file an administrative grade change. In the case of all other academic grievances, the USF System reserves the right to determine the final outcome based on the procedures detailed herein.

**Authorized and signed by:**

**Ralph Wilcox, Provost and Sr. Vice President  
Judy Genshaft, President**