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## ACADEMICS

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The University of South Florida is committed to supporting and enhancing the academic experience of students. The faculty work very hard to design and deliver academic programs that will prepare you to achieve your educational aspirations. At USF, you will find faculty who are knowledgeable in their fields, advisors who can help you understand the requirements of your major, and library staff who are helpful and approachable. Most importantly, you will experience intellectual growth at USF. We hope that you will enhance your academic experience by taking advantage of several opportunities listed below:

### **Academic Enrichment**

- **USF Learning Communities:** (813) 974-8127, <http://web.usf.edu/~lc/>
- **USF Honors Programs:** (813) 974-3087
- **Honor's Societies:** <http://www.ctr.usf.edu/sa/query.asp>
- **Study Abroad Programs:** CPR 468, (813) 974-4314
- **Undergraduate Research Opportunities:** (813) 974-3087 <http://web.usf.edu/~ugradrch/>
- **Academic Organizations:** <http://www.ctr.usf.edu/sa/query.asp>
- **Internships:** SVC 2088, (813) 974-2171
- **Washington, D.C. Internship Program-** Dept. of Government and International Affairs, SOC 352

### **Academic Advising**

- Help with choosing a Major, coursework, etc.
- Meeting with an Academic Advisor: SVC 2011, (813) 974-2645

### **Learning Assistance**

- **Math Lab:** PHY 301-C
- **Reading and Learning Program:** Counseling Center - SVC 2124, (813) 974-9308
- **Writing Lab:** CPR 257, (813) 974-9572

### **Library Services**

- **USF Library System:** <http://www.lib.usf.edu/>.
- **USF Virtual Library:** <http://www.lib.usf.edu/virtual>.

### **Resources for Students with Disabilities**

- **ADA Coordinator:** ADM 274, (813) 974-4373.
- **Student Disability Services:** SVC 1133, (813) 974-4309 (voice), (813) 974-7337 (TDD)

### **Important Academic Policies**

#### **Release of Student Information**

Pursuant to requirements of the Family Educational Rights and Privacy Act (FERPA), the following types of information, designated by law as "directory information," may be released via official media of the University of South Florida (according to USF policy as described in the "Student Rights and Responsibilities" section of this handbook): student name, local and permanent addresses, telephone listings, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, full-time/part-time status, the most recent previous educational agency or institution attended, date of birth, and other similar information.

The University Directory, published annually by the University, contains only the following information: student name, local and permanent address, telephone listing, classification, and major field of study. The Directory and other listings of "directory information" are circulated in the course of University business and, therefore, are accessible to the public, as well as to students, faculty and staff. Notification to the University to prevent release of student information in the University Directory must be received in the Registrar's Office no later than the end of the first week of classes in the Fall Semester.

Privacy requests (i.e., refusal to permit the University to publish or disclose "directory information") will remain in effect until the student has not been enrolled at USF for three (3) consecutive terms.

### **Policy on Course Attendance at First Meeting**

So that the University of South Florida may effectively utilize classroom space and ensure all students the opportunity to enroll in classes where demand exceeds availability of seats, the following policy has been put into effect:

**Students are obligated to attend the first class meeting of all regularly scheduled undergraduate classes for which they have registered in order to ensure their enrollment in those classes. The consequence of non-attendance is that the student is dropped from the course and the available space may be assigned to another student.**

Undergraduate courses that do not have regularly scheduled class meetings (Independent Study, Directed Study, Directed Reading, Internship, Practicum) and graduate courses (numbered 6000 and above) are exempt from this policy. However, individual colleges and other campuses may elect to enforce the policy at the graduate level. Graduate students are advised to check with the college offering the course or the campus on which the course is offered for clarification of the policy application.

Students who do not plan to attend a particular course have the responsibility to drop the course by the end of the first week of classes in order to avoid paying the fee.

Students having extenuating circumstances beyond their control and who are unable to attend the first class meeting must notify the instructor or department prior to the first meeting to request a waiver of attendance.

**The above process requires faculty to take attendance at the first class meeting during the first week of class and to report any absent students to the Registrar's Office so the students can be dropped from the course. However, to avoid fee liability and academic penalty, the student is ultimately responsible for ensuring that s/he has dropped or been dropped from all undesired courses by the end of the 5th day of classes by turning in a Drop/Add form or by using the student information system (OASIS) to complete the Drop/Add action.**

Students who add courses or register late during the first week of classes will **not** be on the first class roll and, therefore, will not be dropped for non-attendance by the instructor.

### **Required Hours at USF**

A student must complete at least 30 of the last 60 semester hours at USF to be certified for graduation. Furthermore, students must complete a minimum of 48 hours of upper-level course work, but some of that work might be transferred from other baccalaureate degree granting institutions.

### **Summer Enrollment Requirement**

All students entering USF with fewer than 60 semester hours of credit completed are required to earn at least 9 semester hours of credit during one or more summer semesters, prior to graduation. See the Summer Enrollment Requirement in the Undergraduate Catalog.

### **Academic Dishonesty And Disruption Of Academic Process**

Students attending USF are awarded degrees in recognition of successful completion of coursework in their chosen fields of study. Each individual is expected to earn his/her degree on the basis of personal effort. Consequently, any form of cheating on examinations or plagiarism on assigned papers constitutes unacceptable deceit and dishonesty. Disruption of the classroom or teaching environment is also unacceptable. This cannot be tolerated in the University community and will be punishable, according to the seriousness of the offense, in conformity with this rule.

## Plagiarism

Plagiarism is defined as “literary theft” and consists of the unattributed quotation of the exact words of a published text, or the unattributed borrowing of original ideas by paraphrase from a published text. On written papers for which the student employs information gathered from books, articles, web sites, or oral sources, each direct quotation, as well as ideas and facts that are not generally known to the public at large, or the form, structure, or style of a secondary source must be attributed to its author by means of the appropriate citation procedure. Only widely known facts and first-hand thoughts and observations original to the student do not require citations. Plagiarism also consists of passing off as one’s own segments or the total of another person’s work. Citations may be made in footnotes or within the body of the text. Footnoting/citation styles will depend upon those used by different academic disciplines. Many disciplines in the Natural Science areas, for example, will cite the sources within the body of the text.

## Punishment Guidelines

The student who submitted the subject paper, lab report, etc., shall receive an “F” with a numerical value of zero on the item submitted, and the “F” shall be used to determine the final course grade. It is the option of the instructor to fail the student in the course.

## Cheating

Cheating is defined as follows: (a) the unauthorized granting or receiving of aid during the prescribed period of a course-graded exercise: students may not consult written materials such as notes or books, may not look at the paper of another student, nor consult orally with any other student taking the same test; (b) asking another person to take an examination in his/her place; (c) taking an examination for or in place of another student; (d) stealing visual concepts, such as drawings, sketches, diagrams, musical programs and scores, graphs, maps, etc., and presenting them as one’s own; (e) stealing, borrowing, buying, or disseminating tests, answer keys or other examination material except as officially authorized, research papers, creative papers, speeches, etc. (f) Stealing or copying of computer programs and presenting them as one’s own. Such stealing includes the use of another student’s program, as obtained from the magnetic media or interactive terminals or from cards, print out paper, etc.

## Punishment Guidelines for Academic Dishonesty

Punishments for academic dishonesty will depend on the seriousness of the offense and may include receipt of an “F” or “Zero” on the subject paper, lab report, etc., an “F” in the course, suspension or expulsion from the University. The University drop and forgiveness policies shall be revoked for a student accused of academic dishonesty. The internal transcript of a student who is awarded an “F” for academic dishonesty will read “FF.” Notice that a student has been dismissed for reasons of academic dishonesty may be reflected on the student’s transcript.

1. For observation of or exchanging test information with other students during the course of a classroom test, the students who receive or give such information may receive an “F” with a numerical value of zero on the test, and the “F” *shall* be used to determine the final course grade. It is the option of the instructor to fail the student in the course.
2. For the use of any prohibited device, such as a cheat sheet, recording, calculator if forbidden on exam, etc., during the course of a classroom test to assist the student or other students, the student using such prohibited device may receive an “F” in the course.
3. For the use of another student, a stand-in, to take an examination for the enrolled student, it is suggested that the enrolled student receive an “F” in the course and be suspended from school for one year and that the stand-in, if a University student, be suspended from school for one year.
4. For stealing, borrowing, or buying of research papers, creative works, speeches or tests and other exam materials, or the dissemination of such materials, or the manipulation of recorded grades in a grade book or other class records, the student, if enrolled in the course, may receive an “F” in the course and may be expelled from the University.
5. It is suggested that students who receive or give stolen computer programs receive an “F” with a numerical value of zero on the program or programs, and the “F” be used to determine the final course grade. It is the option of the instructor to fail the student in the course.

### **Disruption of Academic Process**

Disruption of academic process is defined as the act or words of a student in a classroom or teaching environment which in the reasonable estimation of a faculty member: (a) directs attention from the academic matters at hand, such as noisy distractions; persistent, disrespectful or abusive interruptions of lecture, exam or academic discussions, or (b) presents a danger to the health, safety or well being of the faculty member or students.

### **Punishment Guidelines for Disruption of Academic Process**

Punishments for disruption of academic process will depend on the seriousness of the disruption and will range from a private verbal reprimand to dismissal from class with a final grade of "W," if the student is passing the course, shown on the student record. If the student is not passing, a grade of "F" will be shown on the student record.

### **Procedures for Handling Student Violations Involving Alleged Academic Dishonesty And Disruption Of Academic Process**

Alleged violations of academic dishonesty or alleged disruptions of academic process will be handled initially by the instructor, who will discuss the incident with the student. It must be noted that the Faculty Senate considers the traditional relationship between student and faculty member as the primary means of settling disputes that may arise. If the instructor observes the alleged dishonesty occurring during an examination, he/she should, with discretion, notify the student of the fact before the student leaves the examination. In all cases, the instructor must attempt to schedule a meeting with the student to discuss the alleged dishonesty or disruptions.

After the discussion, if the student and instructor have reached a mutual agreement as to the solution, the instructor shall file a statement with the chairperson of the department or equivalent, e.g. campus dean, responsible for the course outlining the facts of the incident and the agreed-upon solution signed by both the instructor and student. A copy of this statement shall be given to the student. If no solution is reached, the matter should be referred to the chairperson of the department or the equivalent, e.g. campus dean, for attempt at resolution. If no resolution is reached, the matter should be referred to the dean of the college for attempt at resolution. If no solution is reached, the dean shall appoint a student/faculty committee consisting of an equal number of students and faculty to hear the two sides of the incident and to advise the dean regarding the disposition of the case.

Academic Committee Pre-Hearing Procedure: Within a reasonable time following the failure of the student/instructor/dean meetings to bring about a solution, and in no event later than three (3) months after such failure, the dean shall cause formal charges to be filed with the appointed academic committee. The charged student shall be provided a written notice of charges, in sufficient detail to prepare for the hearing, no less than three (3) days before the hearing, except in cases of emergency as specified below.

### **Academic Hearings**

1. **Emergency Hearings-** An expedited emergency hearing may be held before an academic administrator appointed by the dean or by the appointed academic committee in cases that involve the safety, health or welfare of any student or staff member.
2. **Non-Emergency Hearings-** Non-emergency hearings are held before the Academic Committee.

### **General Principles for Non-Emergency Hearings**

1. **Burden of Proof-** The burden of proof shall be on the complainant. The standard of proof for decision shall be "substantial evidence," that is, whether it is reasonable to conclude from the evidence submitted that the student did commit the violations for which he/she has been charged and shall not be the strict criminal law standard of proof beyond a reasonable doubt.
2. **Record-** the proceedings of all hearings shall be recorded.
3. **Inspection of Evidence-** The student may inspect the evidence that will be presented against him/her.

4. **Present Evidence-** The student may present evidence on his/her own behalf.
5. **Question Witnesses-** The student may hear and question adverse witnesses.
6. **Self-Incrimination-** The student shall not be forced to present testimony that would be self-incriminating.
7. **Advisor-** The student may have an advisor of his/her choice present; however, the role of such a person is as an advisor to the student only. The advisor may speak to and consult with the student but may not serve as the student's advocate, question witnesses or otherwise participate in the proceedings.
8. **Decision Based on Evidence-** The decision of the academic committee or appointed academic administrator shall be based solely on the evidence presented at the hearing.
9. **Decision in Writing-** The decision of the academic committee or appointed academic administrator, including findings of fact and a determination of penalty or sanction if any, shall be presented to the student in writing within a reasonable period of time following the hearing.
10. **Enrollment Status-** The student's enrollment status will remain unchanged pending final resolution, except in cases of emergency, as described above. If the student has filed a formal appeal of the instructor's action at the time that final grades are assigned, the instructor must assign a grade of "I" until the appeal process has concluded. Upon conclusion of the appeal process, the instructor should submit a Change of Grade form to the department chair for the assignment of the appropriate final grade.
11. **Closed Hearings-** All hearings shall be closed unless specifically requested otherwise in writing by the charged student prior to the hearing.
12. **Failure to Appear-** If a student against whom charges have been made fails to appear, the academic committee or academic administrator may proceed in his/her absence.
13. **Hearing on Appeal-** The charged student may appeal the decision of the academic committee or appointed academic administrator within thirty (30) working days of decision to the Dean of Undergraduate Studies or the Dean of the Graduate School, whichever is appropriate. The record of the initial hearing may be considered on appeal and the student is entitled to access the record when appealing. The decision of the Dean of Undergraduate Studies or the Dean of the Graduate School is final.

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## STUDENT SERVICES

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### **Financial Aid**

Applying for financial aid is a process that takes time to complete. Plan ahead and know what is expected of you to afford yourself the best chance for student aid. The Free Application for Federal Student Aid (FAFSA) is available year round, but many programs have limited funds and/or priority dates or deadlines for applying. An ideal time to obtain information and application materials is in December or January for the next school year, which starts in August.

#### **Use the information that is available to you . . . Help yourself with the Web!**

- Office of Financial Aid's Web: <http://usfweb.usf.edu/finaid>
  - Financial Aid Assistance: Tampa (813) 974-4700 or 1-877-USF-BULL.
- Nationwide scholarship search: <http://www.fastweb.com/>
- OASIS (USF Online Access Student Information System): <http://usfonline.admin.usf.edu>. If you need help accessing OASIS contact the Registrar at (813) 974-2000.
- Complete and submit the FAFSA via the Web: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- You and/or your parents should also apply for a Federal PIN (<http://pin.ed.gov/>). This allows you to sign your FAFSA electronically and to renew your application each year electronically.

#### **Always ensure that your e-mail address is current in OASIS.**

The Office of Financial Aid communicates financial aid information via your OASIS e-mail address as opposed to sending out paper notices. If you do not have an e-mail address all currently registered students are eligible for USF e-mail. Instructions on how to obtain your account can be found at <https://una.acomp.usf.edu/>.

### **Student Health Services**

Student Health Services (SHS) provides primary health care and health education services to all eligible registered students. The SHS staff is comprised of general practice physicians and board certified specialists, registered nurses, advanced registered nurse practitioners, a board certified physician assistant, licensed practical nurses and assistants, licensed laboratory technologists, certified health educators, a registered dietitian, and administrative personnel.

#### **Location and contact info**

SHS is located east of the USF bookstore and north of the Student Services Building. Hours are Monday through Friday 8:30 a.m. to 5:00 p.m. (hours may vary on holidays and semester breaks). SHS is closed on weekends. Call 974-2331 for current information or visit our web site at [www.shs.usf.edu](http://www.shs.usf.edu).

#### **Emergency Services**

SHS does not provide ambulance services. If students require emergency services or immediate medical attention after hours, here are two nearby facilities:

- University Community Hospital (971-6000) on Fletcher Avenue
- Doctor's Walk-in Clinic (977-2777) on Bruce B. Downs Boulevard

#### **After Hours Telephone Consultation**

24-hour on-call physician may be contacted at the SHS telephone number, 974-2331.

#### **Eligibility and Fees**

SHS provides services to any registered student with a valid student ID card who has paid the Tampa campus health fee. USF Tampa Campus students are assessed this health fee and it is included in their tuition each semester. Students registered on campuses other than Tampa may volunteer to pay this health fee. Students taking a semester off may also elect to pay this health fee, entitling them to the same benefits as any student who is currently registered.

#### **The Health Fee entitles students to**

- Unlimited visits to the ambulatory clinic.
- Access to SHS specialty clinics at a reduced cost (Gynecology, Dermatology)
- Reduced cost for laboratory tests
- Reduced cost for medications dispensed at SHS
- Limited visits to the Counseling Center at no charge

- Unlimited access to all health education programs at no cost (some specialty services will have a minimal co-payment)
- Antigen injections (if you require allergy shots, SHS can store and administer your injections. Complete written instructions must be submitted by the prescribing physician for antigen therapy to be approved by SHS's medical director.)
- HIV Antibody Testing – Confidential HIV Antibody testing is available to USF students for a fee. Referrals are made to local community agencies for anonymous testing.
- Nutrition Education Services – A variety of services including individual nutrition counseling and group nutrition education. Topics may include nutrition myths and facts, nutrition for wellness, eating disorders, weight management, cardiovascular nutrition, diabetes, dietary supplement facts, vegetarianism, and other nutrition-related issues.
- “REACH (Responsible Education and Action for Campus Health) Peer Education Program” – REACH peer educators are selected and trained to provide innovative, non-threatening educational programs and activities regarding sexual responsibility, sexually transmitted infections, contraception, and alcohol and other drug awareness to fellow students. Workshops are presented in residence halls, academic classes, and to university student organizations.

### **Prescriptions**

SHS does not operate a pharmacy; the physicians dispense frequently prescribed medications at the time of the visit. If the necessary medication is not available in the inventory, a prescription will be written which can be filled at any local pharmacy

### **Health Insurance**

For Student Health Services to provide optimal service to students, it is important that they have adequate health insurance. The Student Insurance Office (SIO), located just west of SHS in the lower level of the Bookstore building (next to textbook buyback), has contracted a reliable health insurance company to provide our students with an affordable student health insurance plan for sickness and accidental injury tailored to the particular needs of college students.

### ***Counseling Center for Human Development***

The Counseling Center is a comprehensive, student-oriented facility providing services in educational skill enhancement, career development, and mental health to the USF community.

SVC 2124, 974-2831, <http://usfweb.usf.edu/counsel>

- Career Counseling
- The Personal Counseling Program
- The Reading and Learning Program
- Veterans Services Program
- Testing and Assessment Services
- Outreach Program
- Career Development/Academic Skills
- Performance Anxiety
- Interpersonal Relationship Skills
- Personal Development/Skills Enhancement
- Support Groups
- Center for Alcohol and Substance Abuse (CASA) and Vocational Rehabilitation Services

### ***Center for Addiction and Substance Abuse***

The Center for Addiction and Substance Abuse (CASA) serves as the central coordinating office for all drug and alcohol abuse prevention efforts at USF and is located in SVC 2124, 974-2677. CASA co-sponsor student education and prevention activities, as well as assisting in faculty and staff research and prevention efforts

### ***The Advocacy Program***

The Advocacy Program is available to assist all USF students and employees who are victims of actual or threatened abuse or violence. This includes, but is not limited to, battery, assault, sexual battery

(date rape, acquaintance rape, stranger rape), attempted sexual battery, stalking, relationship and domestic violence, and sexual harassment. Abuses may have occurred on campus or off, in the past or present. Certified victim advocates will assist persons who seek their services. While it is not necessary to report to law enforcement, the advocates will assist those who wish to do so. Advocates provide crisis intervention, information, support and referrals, all with the goal of reducing continued victimization and facilitating recovery. Advocacy services are available 24 hours a day, 7 days a week. ADM 273, 974-5756, 24-hour Crisis Line: 974-5757, <http://usfweb.usf.edu/advocacy>

### ***The Career Center***

The Career Center assists students in making the transition from academic life to professional employment. SVC 2088, 813-974-2171, [www.career.usf.edu](http://www.career.usf.edu)

- Part-time Student Employment
- Experiential Learning Program:
  - Careerships
  - Internships
  - Cooperative Education
- Full-time Professional Employment
- Individual Career Advising
- On-call Career Advising
- Career Development & Job Search Workshops
- On-Campus Interviews
- Candidate Resume Referral
- Career Networking Fairs
- Web-based Job Listings
- Career & Employer Reference Library
- Career/Job Search Computer Lab

### ***International Student and Scholar Services (ISSS)***

International Student and Scholar Services (ISSS) is the primary administrative office for all foreign nationals at the University of South Florida. ISSS is located in CPR 469. (813) 974-5102, <http://web.usf.edu/iac/default.htm>. The four functions of ISSS are administrative, counseling, programming, and community service.

### ***Veterans Services***

Veterans Services provides specialized services and programs to veterans, eligible dependents, active duty personnel, and members of the Selected Reserve. Veterans Services is the point where students submit all paperwork concerning VA Educational Benefits. Programs to help students financially include VA Work-Study Program, VA Deferment of Fees, Advance Payment Program and VA Tutorial Assistance. SVC 2127, 974-2291, <http://usfweb.usf.edu/vetserve/> or email [vetserve@cchd.usf.edu](mailto:vetserve@cchd.usf.edu).

### ***Adult and Transfer Student Services***

The Office of Adult and Transfer Student Services (ATSS) is a department created to meet the needs of adult students entering or returning to the university and students transferring from a community college or other academic institution. SVC 1001, 974-6444, <http://www.atss.usf.edu>.

### ***Student Publications***

The *Oracle* is a five-column tabloid campus newspaper and is published Monday through Friday during fall and spring semesters and twice weekly (Monday and Thursday) during summer terms. 813-974-6242, SVC 0002, <http://www.usforacle.com>

### ***The University of South Florida Bookstore***

The University of South Florida Bookstore is conveniently located on the Tampa Campus, adjacent to the Marshall Center and the Student Services Building on Martin Luther King Plaza. The store offers a



wide variety of merchandise for the USF community. 974-2631, <http://sftampa.bkstore.com>.

### **The University Police Department Campus Security Act**

In 1990, President Bush signed into law the "Student Right to Know and Campus Security Act". This act requires all postsecondary institutions to prepare, publish and distribute certain information regarding campus crimes and policies relating to security.

On the Tampa Campus the University Police Department is located at the corner of Fletcher Avenue and Maple Drive. The University of South Florida Police provide a full range of public safety services to the community 24 hours a day, seven days a week on the Tampa, Sarasota and St. Petersburg Campuses.

The University Police Department routinely publishes a Daily Police Activity Report that is available through USF News or upon request. A Campus Safety Guide can be obtained by calling 974-2628 or on our website at <http://upolice.up.usf.edu>.

### **Campus Sex Crimes Prevention Act**

The Federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where they may obtain information provided by the state concerning registered 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. USF Police will notify the University Community when a registered sexual predator or offender has registered as being on campus per State law. Sexual predator or offender information can be obtained by visiting the USF Police Department's website: <http://upolice.up.usf.edu/> or by visiting the Florida Department of Law Enforcement website at: <http://www.fdle.state.fl.us/>.

### **Citizen Complaints**

It is important that our community members receive fair and impartial treatment from the employees of the University Police Department. At any time a community member has a concern about the actions of an employee of the University Police, they can speak to a supervisor to discuss that concern. If a community member wishes to file a complaint against an employee of the University Police, they can obtain a complaint form at the police department or call 974-2628.

### **Weapons**

Florida State Statute 790.06(12) forbids any person from carrying a firearm on a university campus. Firearms are not allowed in USF Housing facilities. To assist persons who may desire to have access to firearms for recreational purposes, the University Police Department provides weapon(s) storage.

### **RAD**

The University Police Department provided several different crime prevention programs to the University Community members to include RAD. What is R.A.D.? The Rape Aggression Defense System is a program of realistic self-defense tactics and techniques. It is a comprehensive course for women that begin with awareness, prevention, risk reduction and avoidance while progressing to the basics of hands-on defense training. R.A.D. is not a martial arts program. Members of the University Police Department are currently teaching the RAD System of Physical Defense on the Tampa Campus. A 14-hour basic self-defense course or a 2-hour credited semester course through the Physical Education Department is offered by the University Police. For information and class registration, contact Charlotte Domingo 974-2859 or Judy Fowler at 974-2156.

### **Residence Services**

The Mission of the Department of Residence Services is to promote a safe, inclusive and healthy living-learning environment for on-campus students through co-curricular education, community enhancement, student development initiatives and strong customer service. Residents are supported by full-time and student staff who are trained and empowered to make your college experience everything you expect.

USF residence halls are designed for both undergraduate and graduate degree-seeking students. Both single and double occupancy rooms are available. Students may choose from traditional, suite-style or apartment floor plans, female or co-ed halls, and general or special-interest. All residence halls rooms and apartments are carpeted and air-conditioned, and all exterior doors are locked 24 hours a day.

Resident students are issued a key at check-in so they may have access to their living unit. Students are encouraged to safeguard keys in order to enhance their personal safety and the safety of others. An effective residence hall security system program depends upon resident cooperation, staff supervision, and University Police assistance. The best security system is one in which every member of the community takes personal responsibility for self-protection and the protection of their property.

University Police officers regularly patrol the residence halls and are readily available to assist on a 24-hour basis. The University Police Department also has a satellite office in the residential area with two officers assigned to the residential facilities to specifically deal with the needs of Residential Students. A Resident Assistant or Night Clerk is on duty in each residence hall complex every night for security purposes. These security measures and personnel are representative of our concern for the protection of your person and property. Maintenance personnel make security inspections and corrections as needed. Students are encouraged to call the Housing Office or the police department to promptly report security deficiencies.

Some of the services provided to residents include 24-hour access to residence life staff members, employment opportunities, fitness center, computer labs, swimming pools, mail service, voicemail, Ethernet, and cable television with a movie channel. For more information, visit <http://www.reserv.usf.edu>, or contact us at 866-974-0001.

### ***Parking and Transportation Services***

Parking permits are required for all vehicles parking at the University of South Florida 24 hours a day, 7 days a week. Each person may purchase only one vehicle permit (additional permit for motorcycle and/or bicycle are allowed). Permit campus designation is based on home campus/class location. Parking permit fees vary based on parking lot location. If you do not have a permit, you must park at a metered parking space or a timed space.

You may stop in at either the Campus Information Center, located on LeRoy Collins Blvd north of Fowler Ave, or the Parking Services Building, located on West Holly Drive (between Office Stores and Central Receiving) for detailed information, maps, permits, and directions. PSB 101, 813-974-3990, [http://isis2.admin.usf.edu/parking\\_services](http://isis2.admin.usf.edu/parking_services).

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## STUDENT ACTIVITIES

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**Marshall Center**

The Phyllis P. Marshall Center (MC), more so than any other campus facility, serves as a focal point of daily activity for students, faculty, alumni, guests, and visitors. Located at the apex of Cedar Drive, it is the community center of the University, providing a multitude of services and programs. The Marshall Center seeks to add another dimension to your educational experience by providing an environment for informal association outside the classroom.

The Marshall Center houses a myriad of programs and services. Here you'll find organizational offices, meeting rooms, games area, study lounges, a travel service and much more! The Information Desk can direct you to any facet of the Marshall Center. (813) 974-3180, <http://www.ctr.usf.edu>. To search for a student organization, go to <http://www.ctr.usf.edu/sa/query.asp>

**Lower Level**

**Games Room**  
**USF Dining Services**  
**Sales Office**  
**SG Computer Services**  
**WBUL Student Radio**  
**TV and Vending Machine Area**  
**Office of Greek Life**  
**SAFE Team office**

**Second Level**

**Marshall Center Reservations**  
**Student Activities/Leadership Center**  
**Marshall Center Administration**  
**Volunteer USF**  
**Student Information Services**  
**Student Government**  
**Campus Activities Board**  
**Multicultural Activities**  
**Student Organization offices**

**First Level**

**Information Desk**  
**USF Credit Union and ATMs**  
**STA Travel Agency**  
**USFCard Center**  
**Centre Gallery**  
**Einstein Brothers Bagels**  
**Freshens Smoothies**  
**"Tampa Room" Food Court**

**Third Level**

**MC Business Office**  
**Building Facilities**

**Fourth Level**

**On Top of the Palms Restaurant**  
**Campus View East conference room**

**Campus Recreation**

Campus Recreation's mission is to enrich the educational experience and promote student/staff wellness by providing high quality, satisfying recreational experiences. The unit's programs and facilities provide opportunities for direct participation in a wide variety of sports and recreation activities. 813-974-3177, <http://usfweb.usf.edu/CampRec/rec.html>

**Outdoor Recreation**

- **Adventure Trips**
- **Outdoor Rental Center**
- **Riverfront Park**

**Intramural Sports**

- **Structured leagues and tournaments**
- **30 Different Activities**

- **Ropes Course (High and Low)**

- Recreation Center**
- **Fitness, weights, pool, courts , etc.**

***Intercollegiate Athletics***

The University of South Florida athletics program to enjoy annual success across the board in its 18 intercollegiate sports that compete within Conference USA. 813-974-2125, <http://www.gousfbulls.com>

**Women's Sports**

- Cross country**
- Indoor and outdoor track**
- Soccer**
- Sailing**
- Basketball**
- Golf**
- Softball**
- Tennis**
- Volleyball**

**Men's Sports**

- Baseball**
- Basketball**
- Indoor and outdoor track**
- Cross country**
- Football**
- Golf**
- Soccer**
- Tennis**

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## STUDENT RIGHTS & RESPONSIBILITIES

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The University of South Florida is a learning community designed to foster collaboration, open communication, mutual respect and inclusiveness among students, faculty and staff as they engage in the education process. As members of this community, all students are entitled to certain rights and privileges, which are protected. In order to protect the rights and privileges of all students, there are guidelines for conduct that are intended to facilitate the desired environment and educational goals of the University and its students. It is important that each student become familiar with the rights and responsibilities afforded students at the university.

### **Student Rights include but are not limited to the following:**

- The right of respect for personal feelings, freedom from indignity, and to expect an education of the highest quality.
- The right to participate in self-governing student bodies which provide channels of communication and means for using democratic processes to solve problems.
- The constitutional rights of freedom of expression and assembly.
- The right of freedom to hear and participate in dialogue and to examine diverse ideas.
- The right to a learning environment free from harassment, discrimination, and violence.
- The right to due process in disciplinary procedures in accordance with the rules of procedure prescribed in the Student Code of Conduct.

### **Student Responsibilities include but are not limited to the following:**

- The responsibility of assuming the consequence of one's actions.
- The responsibility for knowledge and observance of established University policies presented in official University publications.
- The responsibility that free discussion represent the scholarly nature of the learning community.
- The responsibility to insure that no student organization, constitution nor other organizational document include discriminatory clauses.
- The responsibility to respect the rights and privacy of others.

### **Student Records Policy**

Pursuant to the provisions of the Family Education Rights and Privacy Act (FERPA; 20 USC 1232g), 34 CFR 99.1 et seq, Florida Statutes 228.093 and 240.237 and USF Rule 6C4-2.0021, Florida Administrative Code, students have the right to:

- Inspect and review their education records, and to challenge the accuracy of their education records.
- Privacy in their education records.
- Report violations of FERPA to the FERPA Office, Department of Education, 400 Madison Avenue, SW, Washington, D.C. 20202 and/or bring actions in Florida Circuit Court for violations of Rule 6C4-2.001, Florida Administrative Code. Copies of the University's student records policy may be obtained from: University Registrar, SVC 1034, or Office of the General Counsel, ADM 250.

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## Student Code of Conduct

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Students are responsible for compliance with all public laws as well as university rules and regulations. Students accused of a crime may be prosecuted under the appropriate jurisdiction and also disciplined under the Student Code of Conduct. The University may pursue disciplinary action even if criminal justice authorities choose not to prosecute, and it may also act independently of the criminal judicial process.

Any member of the University community may file charges against a student for an alleged violation of the Student Code of Conduct. Such charges should be filed in writing with the Office of Student Judicial Services. Student Judicial Services also reserves the right to initiate or follow-up any investigative leads where there is reasonable belief of possible violations of the Student Code of Conduct.

## Jurisdiction of the University

University jurisdiction and discipline extends to conduct which occurs on University premises or which adversely affects the University community and/or the pursuit of its mission. Specifically, University officials may initiate disciplinary charges for conduct off campus when the behavior relates to the good name of the University, the integrity of the educational process, or the safety and welfare of the University community, either in its public personality or in respect to individuals within it. A student, registered organization or a person who has submitted an application for admission, housing, or any other service provided by the University which requires student status will be subject to the Student Code of Conduct for any action found in violation of the Code which occurs on University property, at University-sponsored events, or off campus under the conditions described previously.

- I. **Offenses** -The commission, aiding, abetting, attempting, or inciting of any of the following actions constitutes an offense for which a student or a student organization may be subject to the student judicial process.
- (1) **Theft** - The unauthorized taking, misappropriation or possession of any real, personal, or intellectual property or services (“services” includes but is not limited to unauthorized copying of software and acts considered to be in violation of copyright laws) provided, owned, or maintained by the University or by any person.
  - (2) **Misuse of Property and Materials:**
    - a. **Misuse of Property** – Destruction, damage, misuse, or defacing of, or unauthorized entry into or otherwise accessing university buildings or property, private property and personal property, on the campus of the University.
    - b. **Misuse of Materials** - Unauthorized accessing, removing, duplicating, photographing, and/or forging, counterfeiting, altering or misusing of any university material, file document or record, computer records, software, data files and similar entities owned or maintained by any member of the faculty, administration, staff, or student body.
  - (3) **Weapons, Firearms, or Explosive Devices** - The unauthorized possession, use or sale of any weapon, firearm, or any incendiary, explosive or destructive device, including fireworks.
  - (4) **Harassment** - Conduct which creates an unsafe, intimidating or hazardous situation that interferes with the ability of a University student or employee to study, work, or carry out University functions.
  - (5) **Stalking** - To follow another person or repeatedly interact with a person so as to harass that person.
  - (6) **Hazing** - Hazing means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into an affiliation with an organization.
  - (7) **Disorderly Conduct** - Breach of peace, such as causing a disturbance or being unruly.
  - (8) **Disruptive Conduct** - Actions that impair, interfere with or obstruct the orderly conduct, processes and functions of the University. Disruptive conduct shall include, but not be limited to, the following:
    - a. Interference with freedom of movement or with the right to address an audience of any member or guest of the university; or
    - b. Impeding or interference with the rights of others to enter, use or leave any university facility, service or scheduled activity, or carry out their normal functions or duties;
    - c. Interference with academic freedom and freedom of speech of any member or guest at the University.
    - d. Actions that disrupt, endanger, or disturb the normal functions of the University or the safety of a person or persons.
  - (9) **False Alarm** - Intentional misuse or disabling of any fire alarm or fire fighting or safety equipment or falsely issuing a bomb threat or other warning of impending disaster.
  - (10) **Threats of Violence** - An intentional threat by word or act to do violence to a person or persons.

(11) **Injurious Behavior** - When one person actually and intentionally touches or strikes a person or persons against his/her will, or intentionally causes bodily harm. Reckless injurious behavior is conduct that may be unintentional but is with conscious disregard for its consequences to people or property and results in actual or potential damage, injury, or harm to a person or persons.

(12) **Sexual Battery/Rape** - Sexual battery is the Oral, anal or vaginal penetration by or union with a sexual organ of another or anal/vaginal penetration by another object. The act is performed against the victim's will or without her/his consent. An individual who is mentally incapacitated, asleep or physically helpless or unconscious due to alcohol or other drug consumption is considered unable to give consent. The same definition applies regardless of whether the assailant is a stranger or an acquaintance or a group of individuals. The type of force employed may involve physical violence, coercion or threat of harm to the victim. Date or acquaintance rape is the sexual battery of an individual by someone the victim knows. Group or gang rape is the sexual battery of an individual by multiple perpetrators.

(13) **Sexual Misconduct**, including sexual harassment and public indecency and voyeurism.

(14) **Use or Possession of Illegal Drugs** - Possession, use, sale or attempt to obtain any illegal drug. The term "drugs" includes any narcotic drug, central nervous system stimulant, hallucinogenic drug, barbiturate, or any other substance treated as such and defined by the law. Further, the unauthorized possession or use of a regulated or controlled substance, including prescription drugs, is a violation.

(15) **Gambling** - Conducting or organizing any form of gambling.

(16) **Violation of USF Alcohol Policy** - The University of South Florida Alcoholic Beverages Policy establishes guidelines for the sale, service, and consumption of alcoholic beverages on the campus in compliance with applicable Federal and State laws, municipal ordinances, and its concern for the health and safety of the campus community. It establishes time, place, and manner for the use of alcohol, and students should be familiar with it. Violations of that policy will be treated as Code of Conduct violations.

Specific Code of Conduct standards related to Florida State law include the sale of, or intent to sell alcohol without a proper license; providing alcohol to any person who is not of legal age to possess or consume alcohol; and possession or consumption of alcohol by persons not of legal age. Further, the operation of a motor vehicle by a person under the age of 21 while having a blood alcohol level of .02 or higher is a violation of the Code of Conduct. Also, operating a motor vehicle, by an individual of any age, under the influence of alcohol or drugs is a violation of the Code of Conduct.

Local ordinances that relate to alcohol consumption and violations of which are Code of Conduct violations include the prohibition of alcohol consumption on streets or conducting a house party in which minors may possess or consume alcohol.

Students are encouraged to read the USF Alcohol Policy, so they can be familiar with the expectations of the University on this regard.

(17) **False Information** - Knowingly making a material false oral or written statement to any University official, which means any representative of a University direct service organization, university board, committee, office or member of the University faculty, administration, staff, student staff, or student body.

(18) **Bribery** – Offering or accepting a bribe or inducement which would impinge upon or compromise the integrity of academic work product, student performance, or the unbiased and professional duty of faculty and staff of the University.

(19) **Failure to Respond to Instructions** - Failure to comply with authorized official requests (oral or in writing) from or agreements with University officials, as previously defined [(17), above], acting in accordance with their assigned duties.

(20) **Violation of policies published by the University and intended to maintain order, protect the University community and safeguard property.** Such policies include, but are not limited to: policies of the Residence Halls, of the Library, those governing the use of technology and information systems, and those regarding the Student Identification Card. Other policies that fall under the Code of Conduct are related to building and classroom use, to dining services, to Recreational Sports, and to any rule of the Board of Trustees, or any local, state, or federal law or ordinance.

(21) **Violation of Probation** - failure to abide by the conditions of probation.

II. **Student Judicial Process and Proceedings:** This section is divided into four subsections as follows: (a) Receipt of Referral, (b) Initial Review, (c) Formal Hearing, (d) Appeal Rights.

(a) **Receipt of Referral:**

1. A Referral should be made to the Office of Student Judicial Services (813-974-9443, RAR 234) within a reasonable time following the discovery of the violation and in no event later than six months after the discovery, except in extraordinary cases. A Referral may be initiated by a student, faculty member, University Police personnel, staff member, office personnel or interested party to the University.
2. The Associate Dean of Students for Student Judicial Services or his/her designee acts as the Student Judicial Officer. The Dean of Students may appoint faculty/staff members to serve as alternate judicial officers in appropriate cases and maintain a list of individuals for this purpose.
3. **Provisional Suspension:** The President of the University or Student Judicial Officer will have the authority to suspend a student from the University or from participating in official University functions, programs, intercollegiate competitions, and other student activities. This will occur if, in the judgment of the Student Judicial Officer or the President, the student's continued presence or use of privilege at the University pending outcome of the proceedings is likely to cause harm to members of the University community. Any provisional judgment will be based on evidence gathered in the Referral or Initial Review of an investigation of student misconduct. Students issued a Provisional Suspension from the University will be provided a Hearing with the Student Judicial Officer.
4. **Request for Additional/Prior Incident Reports:** The Student Judicial Officer may request information concerning prior misconduct of the student from the University Police and other appropriate persons or offices.

(b) **Initial Review:** The Student Judicial Officer as designated above will begin an Initial Review of the complaint and will normally request, within six class days of the Receipt of Referral, a meeting with the subject student(s) to determine whether relevant evidence exists and if there is a reasonable basis for believing the University's Student Code of Conduct was violated.

If the subject student(s) do not respond or appear for a meeting, an In Absentia review will be conducted by the Judicial Officer and a determination and appropriate sanction levied. Notice will be provided to the absent student(s) and all appeal rights will be explained.

If the subject student(s) appears, an Initial Review will be made by the Judicial Officer. The Judicial Officer will conclude the review within six weeks of Receipt of the Referral, unless an extension is necessary as determined and documented by the Judicial Officer.

At the conclusion of the Initial Review, the Judicial Officer will issue a Determination Letter which will indicate either that the Referral has been dismissed or that the Referral has been accepted and a disposition



of the matter required. All Referrals will be documented and the result of the Initial Review kept for reference. The Determination Letter will include the determination, the details of the referral and the violations alleged, and explain the alternative dispositions that may be available, which will be one or more of the following:

1. Acceptance of Responsibility: The charged student will have the option to admit responsibility and agree to the imposition of sanctions.
  2. Formal Hearing: There are two choices of forum for the Formal Hearing: (a) a hearing before an administration officer or (b) a hearing before a University Judicial Board. This choice must be made and submitted in writing within 10 class days of the date of the Determination letter.
- (c) Formal Hearing: If the charged student elects to have a Formal Hearing, he/she must do so, designating the choice of forum as either a hearing before an Administrative Officer or University Judicial Review Board, by notifying the Judicial Officer in writing within 10 class days from the date of the Determination Letter. Upon notice to the Judicial Officer of the election of the Formal Hearing, the charged student shall be provided information about the charges or pertinent information that has been provided to the Judicial Officer that may be needed to prepare for the hearing. Such information shall be provided no less than three days before the hearing, except in cases of emergency. The Formal Hearing will take place no more than six weeks from the date of the Determination Letter except in special circumstances which will be identified by the Student Judicial Officer. The procedure will then depend upon the choice of Full Hearing forum chosen by the charged student as follows:
1. Hearings before an Administrative Officer - If the student chooses a hearing before an Administrative Officer, such hearing will be conducted by an individual appointed by the Associate Vice President for Student Life and Wellness. The charged student shall be notified of the person appointed to hear his/her case and shall have the opportunity to challenge the impartiality of that individual within three working days of notification. An Administrative Officer so challenged will be excused; however, indiscriminate challenges are not permitted.
  2. University Judicial Board - A student who chooses a hearing before a University Judicial Board will be heard by a panel composed of three faculty/staff members, one of whom shall be appointed chairperson, and three students. The panel members will be selected from a bank of faculty/staff and students. The charged student shall be notified of the persons selected to hear his/her case and shall have the right to challenge the impartiality of any panel member within three working days of notification. A panel member challenged for impartiality may be excused; however, indiscriminate impartiality challenges shall entitle the panel to proceed without regard to the challenge. Any board member not present for the presentation of testimony at the hearing may not further participate. A quorum for the hearing shall consist of a simple majority of the panel. However, the charged student has the right to choose to proceed or to request that the hearing be rescheduled if the judicial board present does not consist of 50% faculty/staff and 50% students. After the hearing, the board will reach its decision in executive session. A simple majority of the quorum is required for decision.
- (d) Appeal Rights – Hearing on Appeal - The charged student may appeal in writing the decision of the University Judicial Board or Administrative Officer within five class days of the date of the letter describing the decision. The appeal is written to the Dean of Students. The Dean of Students may impose the sanction recommended at the hearing or any other sanction. The record of the initial hearing may be considered on appeal as well as any new information that comes to the attention of the Dean of Students. The Dean of Students is authorized to contact any participants in the initial hearing for clarification and the student is entitled access to the record when appealing. The decision of the Dean of Students will be rendered within ten class days of receipt of the appeal except in extraordinary cases as determined by the Dean of Students and is the final decision of the University of South Florida.

**III. General Principles Applicable to Initial Review, Hearings, and Appeals** (unless otherwise specified)

(a) All proceedings will be closed to spectators. No irrelevant information should be discussed or considered in the proceeding.

(b) Due Process Rights of Charged Student.

1. **Provision of Proof** - The provision of proof shall be the duty of the complainant. The level of proof for a decision shall be "substantial evidence," that is, whether it is reasonable to conclude from the evidence submitted that the student did commit the violation(s) for which he or she has been charged, and shall not be the strict criminal law standard of proof beyond a reasonable doubt.
2. **Record** - All proceedings shall be recorded in writing. All proceedings may be tape recorded at the discretion of the presiding official or at the request of the student. A student and his/her advisor may not record any proceeding but may request a copy of the tape recording if available.
3. **Review of Evidence** - The student may review the evidence that will be presented against him/her. No evidence shall be presented at a Hearing or Appeal when the student is not present to hear it if the student is otherwise in attendance at the proceeding.
4. **Present Evidence** - The student may present evidence on his/her own behalf.
5. **Question Witnesses** - The student may hear adverse witnesses, except in the certain cases of violent misconduct. In all instances, the student may submit questions to the hearing officer for use in questioning adverse witnesses.
6. **Response to Evidence** - The student shall not be forced to present testimony or respond to particular questions.
7. **Advisor** - The student may have an advisor of his/her choice present, however, University employees who have a potential conflict of interest are not to serve. The advisor may speak with the charged student but may not speak for the charged student, act as attorney, nor otherwise participate.
8. **Decision Based on Evidence** - The decision shall be based solely on the evidence presented, including any file referencing prior misconduct or meetings with the charged student in the custody of Student Judicial Services.
9. **Decision in Writing** – Hearing decisions of the University Judicial Board or Administrative Officer, including findings of fact and a determination of sanction, if any, shall be presented to the student in writing within ten class days following the hearing.
10. **Enrollment Status** – The student's enrollment status will remain unchanged pending final decision, except in cases of Provisional Suspension, as considered above.
11. **Failure to Appear** - If a student against whom charges have been made fails to appear for any proceeding, the matter may be resolved in his/her absence.

(c) **Rights of the Complainant/Victim**

1. The complainant shall have the right to submit a list of questions related to the alleged incident for consideration prior to the hearing, that she/he feels the accused should be asked during the hearing process.
2. In cases of alleged violent or injurious behavior the following additional rights pertain:

- (a) The complainant shall be entitled to the assistance and advice of a person designated by the University with substantial knowledge of the USF student judicial process.
- (b) The complainant shall have the right to submit an impact statement to the Student Judicial Officer for use during the sanctioning portion of the judicial process.
- (c) The complainant shall have the right to be present during all fact-gathering aspects of the hearing, notwithstanding the fact that the complainant is to be called as a witness. In extraordinary cases, alternate arrangements may be made for the complainant to participate in the hearing without being present in the same room.
- (d) The complainant may have an advisor of his/her choice present, however, University employees who have a potential conflict of interest are not to serve. The advisor may speak with the complainant, but may not speak for the complainant, act as attorney nor otherwise participate.
- (e) The Student Judicial Officer will inform the complainant, whenever appropriate, of the outcome of the judicial proceeding.

IV. **Sanctions** - Any of the following sanctions may be imposed on a student or a student organization:

- (a) **Expulsion** - Permanent termination of a student's privilege to attend the University. This may include a restrictive order that would exclude the person from campus. In cases where the student resides on campus, the student will be given reasonable time to vacate the residence halls, (i.e., 24 to 48 hours).
- (b) **Suspension** - Termination of a student's privilege to attend the University for an indefinite or a specified period of time. This may include a restrictive order that would exclude the person from campus. In cases where the student resides on campus, the student will be given reasonable time to vacate the residence halls (i.e., 24 to 48 hours).
- (c) **Probation** - An official warning that the student's enrollment depends upon the maintenance of satisfactory citizenship during the period of probation. When probation is imposed as a sanction, the student should be advised of the consequences of violation of probation. Any student placed on conduct probation may be restricted from participating in certain University-sanctioned positions of leadership during period of probation.
- (d) **Restrictions** - Conditions imposed on a student that would specifically dictate and limit future presence on campus and participation in University-related activities. The restrictions involved will be clearly identified and may include but are not limited to a requirement to remain on campus or in rooms during specified periods of time or a University restraining order forbidding the offender from all contact with the victim. Restrictions may also apply to denial of the privilege to operate a motor vehicle on campus, participation in certain activities/events/organizations, access and use of University services, and presence in certain buildings or locations on campus.
- (e) **Restitution** - A payment for injury to an innocent party in cases involving theft, destruction of property, or deception.
- (f) **Restrictive Order** - A restriction placed on a student's ability to physically be on campus or in specific areas on the campus.
- (g) **Reprimand** - A written record of an incident which reflects unfavorably on a student's file as long as he or she is a student of the University.
- (h) **Restrictions – A restriction** on or revocation of financial aid where appropriate pursuant to law or NCAA policy.

(i) **Other Appropriate Sanctions** - such as mandated community service, educational programs (and payment of associated fees), and written assignments.

(j) **Alcohol and Substance Use Sanction Guidelines**

1. First Level Alcohol and Substance Use Accountability

- Probation – one year
- Parental Notification (may be implemented depending on the severity or nature of the first accountability)
- Educational Program Referral
- Educational Program Fee (\$25 or \$35)

2A. Second Level Alcohol Accountability

- Deferred Suspension
- Deferred Cancellation of USF Housing Contract
- Restriction from residence halls
- Parental Notification
- Educational Program Referral
- Educational Program Fee (\$35 or \$50)

2B. Second Level Substance Use Accountability

- Deferred Suspension
- Cancellation of USF Housing Contract
- Restriction from residence halls
- Parental Notification
- Educational Program Referral
- Educational Program Fee (\$35 or \$50)

3. Third Level Accountability

- Indefinite Suspension
- Restriction from all USF campuses
- Parental Notification

V. **Regional Campuses** - The foregoing applies to all campuses of the University of South Florida; however, non-substantive procedural modifications to reflect the particular circumstances of each regional campus are permitted. Information concerning these procedures is available through the student affairs office at those regional campuses.

VI. **Review of Student Code of Conduct** - A student judicial advisory group, a committee consisting of faculty/staff and students appointed by the Vice President for Student Affairs shall periodically evaluate the Student Code of Conduct.

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**SELECTED ADMINISTRATIVE POLICIES**

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***Issuance of USF Identification Card (USFCARD) to Students*****Statement of Policy / Purpose**

It is the policy of the University of South Florida that all students must obtain and carry the USFCard while on campus. The USFCard is primarily used for identification, for verification of USF status, and for using University services such as the Library, the purchase of parking decals, obtaining passes for University sporting and theatrical events, and other related events/services.

**Types of Photo USFCards**

- Student cards
- Family cards, issued upon request.

**Equal Opportunity Policy Statement**

The University of South Florida is committed to the principles of Equal Education and Employment Opportunities without regard to race, color, marital status, sex, religion, national origin, disability or age, as provided by law, and in accordance with the University's respect for personal dignity. The University is also committed to the employment and advancement of qualified veterans with disabilities and veterans of the Vietnam era. These principles are applied in the conduct of University programs and activities, personnel and student actions, and the provision of facilities and services.

The University's Equal Opportunity/Affirmative Action Plan, Equity Accountability Plan and its Educational Equity Plan set forth goals to achieve appropriate utilization and treatment of minorities and women in the work force and student body. Additionally, these Plans ensure the inclusion of persons with disabilities and veterans of the Vietnam era. The plans are updated every year. They are available for review in the Office of Equal Opportunity Affairs and at the USF Libraries. Copies of the USF policies can be obtained through the Office of Equal Opportunity Affairs, located in the Administrative Building (ADM 274). 813-974-4373.

The Office of Equal Opportunity Affairs facilitates and ensures compliance with Affirmative Action, Equity and Equal Opportunity regulations through education, policy formulation, complaint resolution, program administration, monitoring and evaluation.

**Prohibition of Harassment**

The University of South Florida expects its students to treat other individuals with respect and human dignity in all interpersonal relationships. Harassment is defined as conduct that unreasonably interferes with an employee or student's status or performance by creating an intimidating, hostile, or offensive working or educational environment. Any behavior that results in the harassment or intimidation of another person will not be tolerated. Harassment is prohibited whether on the basis of race, color, religion, sex, national origin, age, disability, or marital status.

Students who have experienced harassment or who have friends who have been harassed may find it helpful to discuss the situation with someone. Confidential counseling services are available at the Counseling Center for Human Development, SVC 2124 (813-974-2831). Additionally, the Dean of Student Relations has been designated to assist students who have complaints or questions about offensive behavior by faculty, staff, and students. Students can also contact various administrators in their particular college, as well as the Office of Equal Opportunity Affairs. A complaint can be filed with the EOA office. Students are encouraged to report incidents of harassment.

Students who prefer to file a complaint with an external agency may contact the Office for Civil Rights, U.S. Department of Education 404-331-5938. Employees may contact the U.S. Equal Employment Opportunity Commissions at 813-228-2310 or the Florida Commission on Human Relations at 1-800-342-8170.

**Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1973, the Florida Educational Equity Act, and in conformance with our policy of equal opportunity, it is the goal

of the University of South Florida to create and maintain a work and study environment that is positive and free of discrimination. In order to help provide such an environment, faculty, staff, and students must be aware that sexual harassment is sex discrimination and it is unacceptable conduct that will not be tolerated at the University.

Sexual harassment is defined as conduct of a sexual nature or with sexual implications, which interferes with a student's status or performance by creating an intimidating, hostile or offensive working or educational environment. This conduct may include, but is not limited to, the following:

Inappropriate touching; the display of sexually explicit or suggestive materials; use of sexually explicit or suggestive language or gestures; and subtle pressure for sexual activity as well as demands for sexual favors or physical assault. Sexual harassment is a serious form of abuse.

Because of the seriousness of this kind of offense, malicious, false accusations of sexual harassment can have far-reaching effects on the careers and lives of individuals and will not be tolerated. By all means, seek help as soon after the incident as possible. *You are encouraged to contact the Office of Equal Opportunity Affairs at 813-974-4373, or stop by ADM 274 for assistance.*

**It is prohibited for any administrator, supervisor, or other employee of USF to take any retaliatory action against an individual who in good faith has made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under provisions of applicable law.**

#### **Statement on Harassment Based on Sexual Orientation/Gender Identity**

Unlawful discrimination and harassment have no place on a university campus, particularly one that strives to meet the needs of an increasingly diverse student, faculty and staff population. The University of South Florida is such an institution.

Discrimination and harassment based on sexual orientation/gender identify hinder the ability of any academic institution to foster a safe, open environment for its students, faculty and staff and they have no place at USF.

Although, at this time, there is no state or federal law which specifically prohibits discrimination based on sexual orientation, the Florida Legislature has enacted the State Hate Crimes Act, Fla. Stat. 775.085, which provides for enhanced penalties for any felony or misdemeanor evidencing prejudice based on sexual orientation. In addition, the University currently maintains rules and policies that govern the conduct of all members of the University community. To the extent that any rules and policies are violated, the University will vigorously support all actions necessary to achieve conformance with its rules and policies.

#### **Sexual Battery Policy**

Sexual battery is a felony under the criminal laws of the State of Florida and will not be tolerated at the University of South Florida. Any such act is a violation of University policy which, in the case of students, is subject to disciplinary action under the USF student disciplinary rule; and, in the case of employees, is subject to disciplinary action under applicable University rules and collective bargaining agreements.

It is the intent of the University to create and maintain a work and study environment that is safe from sexual battery. In addition, the University is committed to establishing policies and procedures that are responsive to victims of sexual battery or rape.

##### **1. Definitions and Enforcement**

(a) Sexual battery/rape is a felony under criminal laws of the State of Florida. (Florida Statutes Chapter 794). Rape is defined as the "oral, anal or vaginal penetration by, or in union with, the sexual organ of another or by any other object," without the person's consent. Other related crimes are: sexual battery by multiple perpetrators (s.794.023, F.S.); failure of certain witnesses to report sexual batteries (s.794.027, F.S.); and carnal intercourse with unmarried person under 18 years (s.794.05, F.S.). These laws apply to male and female students, staff and faculty of the University, on and off campus.

(b) ***The same definitions apply regardless of whether the assailant is a stranger or an acquaintance. The type of force employed may involve physical violence, coercion, or threat of harm to the victim. On college campuses, the prevalent form of sexual battery is acquaintance rape. Acquaintance rape is forced, manipulated, or coerced sexual intercourse by a friend or an acquaintance. The acquaintance may be a date or boyfriend of the victim, or someone who the victim knows only casually, from the residence halls, a class, or through a mutual friend. Frequently, the students involved in these assaults have been drinking heavily or using drugs.***

- (c) As law enforcement officers of the State with jurisdiction of crimes occurring on property or facilities that are under the University's supervision, the USF Police Department provides immediate assistance to the victim and initiates investigative processes to apprehend the perpetrator of the crime. The USF Police Department promptly informs the Hillsborough County State Attorney's Office of rape complaints, and is guided by the State Attorney in the investigation and handling of complaints.
- (d) Sexual battery/rape committed by students is a violation of the USF student conduct rule (6C4-6.0021). Student perpetrators are subject to institutional disciplinary sanctions including expulsion as provided by the USF rule in addition to those stated above in accordance with State law.
- (e) Campus related sexual battery/rape committed by employees is misconduct as provided by applicable rules and collective bargaining agreements. Employee perpetrators are subject to institutional disciplinary action including termination as provided by such rules/agreements in addition to those stated above in accordance with State law.

## 2. Rights of Victims of Campus Related Sexual Batteries

The following rights shall be accorded to victims in connection with proceedings involving alleged student perpetrators under the USF student disciplinary rule 6C4-6.0021:

- (a) The right to request a University directive forbidding the alleged perpetrator from all contact with the victim.
- (b) The right to request an immediate change in residence hall arrangements and/or transfer of classes/workplaces;
- (c) The right to have present throughout the disciplinary process an advisor who may also be a legal counsel;
- (d) The right to be present during the entire hearing;
- (e) The right to have irrelevant sexual history excluded from the hearing;
- (f) The right to submit a list of related questions for consideration prior to the hearing;
- (g) The right to submit a victim impact statement;
- (h) The right to know the outcome of the proceeding.

The same rights shall be accorded the victims in connection with disciplinary actions involving alleged employee perpetrators subject to applicable rules and collective bargaining agreements.

## State University System and University of South Florida AIDS (Acquired Immune Deficiency Syndrome) Policy

The University must offer students infected with Human Immunodeficiency Virus (HIV) or who have been diagnosed with Acquired Immune Deficiency Syndrome (AIDS) THE SAME OPPORTUNITIES AND BENEFITS OFFERED TO NONDISABLED STUDENTS. This includes access to educational programs, counseling, health insurance, housing, employment opportunities, transportation, health care and financial assistance.

It is the policy of the State University System (SUS) to balance the education and employment rights of students and university employees with HIV with the rights of infected students and University employees. In the belief that education will prevent the spread of HIV and help the public respond in a reasoned manner, the SUS is committed to providing the university community with education on the nature and transmission of the disease and the rights of individuals infected with HIV.

Each USF campus has a designated HIV/AIDS Education Coordinator. The name, location, and telephone number of the HIV/AIDS Education Coordinator for the USF Tampa campus is provided below. Students may request information on HIV/AIDS, receive printed materials and/or referral to community resources. Confidential HIV Antibody Testing is available to students on the Tampa Campus.

### Campus HIV/AIDS Education Coordinators:

#### Tampa Campus

Ms. Holly Rayko  
Health Education Coordinator  
Student Health Services, SHS 100  
Phone: 813-974-4936

#### St. Petersburg Campus

Dr. Diane McKinstry  
Director, Counseling and Career Dev. Center  
Bay Bldg., Room 115  
Phone: 727-553-1129

Sarasota Campus

Ann Fisher, Ph.D.  
 Director of Counseling and Wellness  
 Parkview House  
 Phone: 941-359-4254

Lakeland Campus

Ms. Willette Roache  
 3433 Winterlake Rd  
 Lakeland, FL 33803  
 Phone: 941-667-7029

**Religious Practices Policy**

In accordance with Florida Statutes 240.134, Religious observances, it is the policy of USF to reasonably accommodate the religious observances, practices and beliefs of individual students in regard to admissions, class attendance, and the scheduling of examinations and work assignments. A student who believes he/she has been treated unreasonably because of religious practices may seek redress by appealing to an appropriate University official (e.g., Office of Diversity and Equal Opportunity at 813-974-4373, Dean, Provost, Executive Vice President).

**Distribution of Material and Solicitation on Campus, USF Rule 6C4-6.026**

1. General Rules
  - (a) Distribution- i.e. handing out, stacking, placement in racks etc. of commercial material or advertisements is prohibited.
  - (b) Commercial solicitation and business transactions are prohibited
  - (c) No material of any kind may be placed on automobile windshields
  - (d) Posting of any materials is prohibited
  - (e) Non-Commercial material or literature, the author of which must be identified, may be handed out in any outdoor University location open to the general public.
2. Exceptions
  - (a) Fundraising and promotional activities by student organizations shall be reviewed and approved in accordance with USF Rule 6C4-6.017
  - (b) Fundraising and promotional activities by employees shall be reviewed and approved by the appropriate vice president
  - (c) Exceptions to the above are not granted to non-university groups or persons unless they have entered into one of the three following written agreements with the University:
    - i. An agreement to participate in the USF Elm Street Market Mall
    - ii. An agreement solicited by the University permitting commercial activity
    - iii. An agreement or written approval to post notices executed by a University Building Supervisor responsible for posting in a particular building.