

Student Government proudly presents the  
2011-2012 USF Sarasota-Manatee Student Planner



THIS PLANNER IS FUNDED BY A&S FEES

Activity & Service Fees

*The purpose of Activity and Service fees (A&S fees) is to benefit the student body in general. This shall include but not be limited to, student publications and funding to recognized student organizations, the membership of which is open to all students without regard to race, gender, sexual orientation or religion. The allocation and expenditure of the fund shall be determined by the Student Government Association (SGA). Student Organizations, faculty & staff may request funding from the SGA or may seek outside financial assistance to support their group, program or project.*

Please Note:

*Every effort has been made to ensure that accuracy of the information presented in this calendar. Please refer to the website and/or contact event organizer, as events may be subject to change. Note that the catalogue contains the most up-to-date information regarding your academic program.*

Property of: \_\_\_\_\_

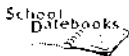
Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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## COMMITMENT TO HONOR

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

### Living the Commitment to Honor

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

***Living the Commitment:*** A commitment to this resolution upholds our core values of honesty, diligence and trust within our academic and professional lives. This means that authentic and sincere efforts motivate our work while we strive for genuine, trustworthy interactions.

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

***Living the Commitment:*** A commitment to this resolution requires appreciation for another's personal right to explore freely, to express oneself responsibly, and to participate actively in building an environment of mutual respect and inclusion for each individual. This means that we will support equal rights and opportunities for all people, while exhibiting behaviors which are compassionate and considerate to others.

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

***Living the Commitment:*** A commitment to this resolution motivates us to serve the University with words and actions that generate a positive impact on the future of the whole community. This means that active and creative thought and contributions within a collegial environment will expand both the nature and scope of knowledge and the quality of community life.

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

***Living the Commitment:*** A commitment to this resolution confirms the shared values that make the University a strong community. We hold high expectations for our own academic and professional work. Concurrently, we endeavor to support the success of others as we *all* seek to contribute to the mission of the University.



## ACADEMIC CALENDAR

Academic Calendar

<http://www.registrar.usf.edu/enroll/regist/calendnt.php#0910>

Registrar's Calendar

<http://www.registrar.usf.edu>

For information on important religious and cultural dates that may impact class attendance refer to:

Cultural/Diversity Calendar:

[http://usfweb2.usf.edu/eoa/deo\\_calendar/default.asp](http://usfweb2.usf.edu/eoa/deo_calendar/default.asp)

Attendance Policy for the Observance of Religious Days

<http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf>

### FALL SEMESTER, 2011

March 1	Tuesday	Application Deadline Date for international applicants outside of the United States to apply for admission and submit all required credentials and supporting documents
July 1	Friday	Application Deadline Date for international applicants currently in the United States to apply for admission and submit all required credentials and supporting documents
July 1	Friday	Application Deadline Date for undergraduate transfers and former students returning to apply for admission (except international applicants)
August 22	Monday	Classes begin
August 26	Friday	Last day to withdraw/drop and receive full refund of registration fees - Deadline: 5:00 p.m.
August 26	Friday	Last day to add courses - Deadline: 5:00 p.m.
August 26	Friday	Last day for late registration - Deadline: 5:00 p.m.
August 26	Friday	Last day to pay fees
September 5	Monday	Labor Day Holiday
September 16	Friday	Graduation Application Deadline
September 28	Wednesday	Rosh Hashanah Begins
October 7	Friday	Yom Kippur
October 29	Saturday	Last day to drop or withdraw from courses without academic penalty - Deadline: 5:00 p.m.
November 11	Friday	Veteran's Day Holiday
November 24-25	Thursday-Friday	Thanksgiving Holidays
December 2	Friday	Classes End
December 3-9	Saturday-Friday	Final Exam Week
December 10	Saturday	Commencement (Tampa)
December 11	Sunday	Commencement (Sarasota-Manatee)

## SPRING SEMESTER, 2012

October 1	Saturday	Application Deadline Date for international transfer applicants outside of the United States to apply for admission and submit all required credentials and supporting documents
November 15	Tuesday	Application Deadline Date for international applicants currently in the United States to apply for admission and submit all required credentials and supporting documents
November 15	Tuesday	Application Deadline Date for undergraduate transfers and former students returning to apply for admission
January 9	Monday	Classes begin
January 13	Friday	Last day to withdraw/drop and receive full refund of registration fees - Deadline: 5:00 p.m.
January 13	Friday	Last day to add courses - Deadline: 5:00 p.m.
January 13	Friday	Last day for late registration - Deadline: 5:00 p.m.
January 13	Friday	Last day to pay fees
January 16	Monday	Martin Luther King Holiday
February 3	Friday	Graduation Application Deadline
March 12-17	Monday-Saturday	Spring Semester Break
March 24	Saturday	Last day to drop or withdraw from courses without academic penalty - Deadline: 5:00 p.m.
April 27	Friday	Classes End
April 28-May 4	Saturday - Friday	Final Exam Week
May 4-5	Friday & Saturday	Commencement (Tampa)
May 6	Sunday	Commencement (Sarasota-Manatee)

## SUMMER TERM, 2012

### Session A (First Six-week Session)

March 1	Tuesday	Application Deadline Date for international freshman or transfer applicants outside of the United States to apply for admission and submit all required credentials and supporting documents
April 1	Sunday	Application Deadline Date for international transfer applicants currently in the United States to apply for admission and submit all required credentials and supporting documents
April 1	Sunday	Application Deadline Date for undergraduate transfers and former students returning to apply for admission (except for international applicants)
May 14	Monday	Classes begin
May 18	Friday	Last day to withdraw/drop and receive full refund of registration fees - Deadline: 5:00 p.m.
May 18	Friday	Last day to add courses
May 18	Friday	Last day for late registration
May 18	Friday	Last day to pay fees
May 28	Monday	Memorial Day Holiday
June 8	Friday	Graduation Application Deadline
June 9	Saturday	Last day to drop or withdraw from courses without academic penalty - Deadline: 5:00 p.m.
June 22	Friday	Last day of classes
August 3-4	Friday & Saturday	Summer Commencement (Tampa) - Tentative Date

**Session B (Second Six-week Session)**

March 1	Tuesday	Application Deadline Date for International freshman or transfer applicants outside of the United States to apply for admission and submit all required credentials and supporting documents
April 1	Sunday	Application Deadline Date for International transfer applicants currently in the United States to apply for admission and submit all required credentials and supporting documents
April 1	Sunday	Application Deadline Date for undergraduate transfers and former students returning to apply for admission (except for international applicants)
June 8	Friday	Graduation Application Deadline
June 25	Monday	Classes begin
June 29	Friday	Last day to withdraw/drop and receive full refund of registration fees - Deadline: 5:00 p.m.
June 29	Friday	Last day to add courses
June 29	Friday	Last day for late registration
June 29	Friday	Last day to pay fees
July 4	Wednesday	Independence Day Holiday
July 21	Saturday	Last day to drop or withdraw from courses without academic penalty - Deadline: 5:00 p.m.
August 3	Friday	Last day of classes
August 3-4	Friday & Saturday	Summer Commencement (Tampa) - Tentative Date

**Session C (Ten-week Session)**

March 1	Tuesday	Application Deadline Date for international freshman or transfer applicants outside of the United States to apply for admission and submit all required credentials and supporting documents
April 1	Sunday	Application Deadline Date for international transfer applicants currently in the United States to apply for admission and submit all required credentials and supporting documents
April 1	Sunday	Application Deadline Date for undergraduate transfers and former students returning to apply for admission (except for international applicants)
May 14	Monday	Classes begin
May 18	Friday	Last day to withdraw/drop and receive full refund of registration fees - Deadline: 5:00 p.m.
May 18	Friday	Last day to add courses
May 18	Friday	Last day for late registration
May 18	Friday	Last day to pay fees
May 28	Monday	Memorial Day Holiday
June 8	Friday	Graduation Application Deadline
June 30	Saturday	Last day to drop or withdraw from courses without academic penalty - Deadline: 5:00 p.m.
July 4	Wednesday	Independence Day Holiday
July 20	Friday	Last day of classes
August 3-4	Friday & Saturday	Summer Commencement (Tampa) - Tentative Date

Dates are subject to change. Please refer to the Registrar's website for current information.



## WELCOME TO THE UNIVERSITY OF SOUTH FLORIDA SARASOTA-MANATEE

Welcome to USF Sarasota-Manatee (USFSM), your local university with a global impact. For over 35 years, USFSM has been making the difference in Manatee and Sarasota Counties and beyond. It has been said that education is the single best investment you can make to impact your quality of life, and we know that you will be proud of the outstanding education you will receive here.

You have joined USFSM at an exciting time in our history as we start new traditions and carve a new path for the future of our area. Our Sarasota campus features state-of-the-art classrooms, an auditorium, dining facilities, a fitness room, and more, and our beautiful new Instructional Site in North Port conveniently serves our students in south Sarasota County. We are also proud to introduce our first athletic team, the USF Sarasota-Manatee Crew Team.

Whether you are pursuing a higher degree or making a career change, you will enjoy our convenient small-campus atmosphere while earning degrees from a top-tier research university. The academic programs offered at USFSM are unmatched on the Southwest Coast of Florida, and our faculty and students are among the best in the nation. All of our academic programs are fully accredited by the Southern Association of Colleges and Schools, our College of Education is accredited by NCATE, and our College of Business by AACSB. These are the highest accreditation bodies for these colleges in the United States. Our faculty have received the highest degrees in their areas of study and provide instruction in an intimate classroom setting.

We take pride in our more than 15,000 alumni living and working in the region as civic and business leaders as well as educators. Our community business and educational partners help us connect their workforce needs with our campus programs and provide valuable internships that often lead to job opportunities upon graduation.

I look forward to having the opportunity to interact with you while you are at USF Sarasota-Manatee. You have selected an excellent university and we hope you take advantage of all of the outstanding opportunities we have to offer.

Proud to be a Bull!

Dr. Arthur M. Guilford

Regional Chancellor of USF Sarasota-Manatee







## WELCOME FROM THE DEAN OF THE COLLEGE OF ARTS AND SCIENCES

As the dean, I am pleased to welcome you to the College of Arts and Sciences at USF Sarasota-Manatee.

We are an interdisciplinary faculty, bound by a shared passion for the study of human ideas and experience, critical inquiry, creative expression, and open discourse. In all of the academic programs of the College of Arts and Sciences, the faculty members are committed to instilling these scholarly skills and values in students. In small classes and beyond the classroom, professors mentor students in study of humanities, social sciences, and applied disciplines, challenging them to achieve and fostering their ability to do so. The

wide range of disciplines within this College provides a solid foundation for advanced study or professional training, as well as providing the building blocks for a thoughtful, productive life.

Undergraduate students from any college can elect to take courses in the 17 undergraduate disciplines taught in the College of Arts & Sciences. Undergraduate students can major in any of 8 degree programs. Among these are degrees in the humanities (literature and history), the social sciences (psychology, criminology, and interdisciplinary social sciences, yoking two disciplines), or professional programs (business & technical writing, information technology, and communication sciences & disorders). Undergraduates can also pursue a minor in any of 12 disciplines.

Graduate students in the College of Arts & Sciences can pursue a master's degree in social work or criminal justice administration. They may begin the Master of Criminal Justice Administration (MCJA) any term, but it is best begun in fall term. The Master of Social Work (MSW) program is a cohort program, which begins every 7 terms; the next cohort is planned to begin January 2012.

Students can also pursue 5 non-degree certificates, aimed at adding workforce need competencies. There of 4 certificates in areas of Information Technology, and 1 in Business & Technical Writing.

Furthermore, students in the College of Arts & Sciences at USF Sarasota-Manatee can take courses designed to meet a variety of learning and life styles. Classes meeting in a traditional classroom setting are scheduled in both the daytime and the evening, as well as on Saturday; most daytime classes meet twice weekly, and evening class meet once a week. In addition to the main campus, USF Sarasota-Manatee has a teaching site in North Port, where students can take a variety of Arts & Sciences courses. In many disciplines, students can also select to take courses online. Some courses are completely online; others are in a blended format that provides several on-campus sessions.

I hope you will find that the College of Arts & Sciences at USF Sarasota-Manatee strives to meet every student's needs. The faculty and staff are committed to helping you achieve your educational goals with a degree you can be proud of!

Dr. Jane Rose  
Dean and Associate Professor  
College of Arts and Sciences  
USF Sarasota-Manatee



## WELCOME FROM THE DEAN OF THE COLLEGE OF BUSINESS

On behalf of the faculty and staff of the College of Business at the University of South Florida Sarasota-Manatee, I want to welcome you. I have included in this welcome to you the College's Mission Statement, Vision and Values. These statements are our commitment to you as business students and were written by and approved by the entire faculty of the College. The statements are the cornerstone of our nationally accredited business and accounting programs. This accreditation by The Association to Advance Collegiate Schools of Business (AACSB) represents the highest standard of achievement for business schools worldwide. Institutions that earn accreditation confirm their commitment to quality and continuous

improvement through a rigorous and comprehensive peer review. AACSB International accreditation is the hallmark of excellence in management education. USF Sarasota-Manatee's College of Business provides its students with the vision they need to create a foundation for a rich future in accounting, general business, finance, global business, and marketing.

### ***Mission Statement***

The USF College of Business will provide a high quality, diverse learning environment preparing students to contribute to and take leading positions in business and society. Our teaching, scholarship, and service will link theory and practice to benefit the University and the communities it serves.

### ***Vision***

The USF College of Business will be a Learning Community

- To enable faculty, staff, and students to participate in an intellectually challenging, caring, and stimulating environment
- Promote Educational Excellence and Extend the Frontiers of Knowledge
- To respond to the changing needs of our constituencies, and perform at the forefront of business education
- Prepare Students Through Critical Inquiry and Creative Thought
- To exercise leadership in business and society

### ***Values***

We Value an Involved Sharing Community

- We value a shared decision-making environment, teamwork, and collaboration among faculty, staff, and students
- Characterized by Mutual Respect, Trust, Ethical Behavior, Enthusiasm, and Fun
- We value the contributions of each individual and our relationships with each other
- Dedicated to Lifelong Learning
- We value learning and intellectual inquisitiveness throughout one's life, and Making Substantive Contributions to Knowledge
- We value the creating of knowledge and its dissemination to students, business, the academic community, and society

Robert L. Anderson, Ph.D.

Dean of the College of Business

USF Sarasota-Manatee



## WELCOME FROM THE DEAN OF THE COLLEGE OF EDUCATION

On behalf of the faculty and staff of the College of Education, it is my great pleasure to welcome you to the University of South Florida Sarasota-Manatee. You have made the first step toward what will be a rewarding and enriching phase of your career as you seek to become an educator or build on an already successful practice. Those of you who have previously worked with children will certainly bring valuable insights and contributions to the learning environment.

An NCATE-accredited institution, the University of South Florida meets the highest standards of professional educator preparation in the United States. Our programs have been examined by the best in the field and have passed their test of excellence—we pledge to continue to lead in teacher education as a reflection of our dedication to you and to our community.

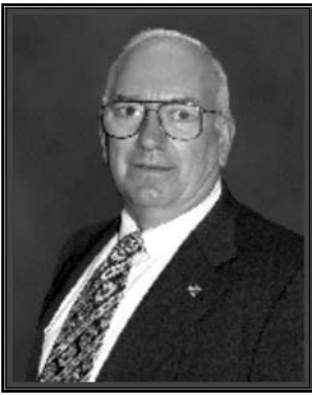
During the coming semesters, you will be challenged in ways that will broaden your professional vision of the role of schools, teachers, and educational leaders in society. Your clinical experiences in a professional development school will be enriched by the guidance and effective teaching strategies of our faculty and colleagues in the field.

It is perhaps most exciting to know that you are joining a community of scholars in an active research environment. While you are learning to become an educator or leader, you do so alongside scholars and practitioners whose life work is to build successful educational institutions, positively impact the lives of students, and strengthen our community. Every day our faculty and students are in the schools of our community, discovering ways we can improve the education of children for years to come, and sharing what they have learned with scholars internationally. This commitment, along with yours, allows me to assert that we do indeed

Learn, lead, inspire and transform.

Terry A. Osborn, Ph.D.  
Dean and Professor  
College of Education  
USF Sarasota-Manatee





## WELCOME FROM THE DEAN OF THE SCHOOL OF HOTEL AND RESTAURANT MANAGEMENT

Welcome to the School of Hotel & Restaurant Management. You are part of an elite group of students that have selected the University of South Florida at the Sarasota-Manatee Campus. We are the first school created in the USF system that was not started on the USF Tampa campus. We offer several degree and certificate programs to fit student's needs. They include: two bachelor degree options, a newly created master's degree, two minor options and two certificate programs. We have study abroad and exchange programs with several international partners. Every student in the School of Hotel and Restaurant Management at the University of South Florida Sarasota

Manatee will have an international opportunity. We also have scholarships and financial aid available for students that qualify and are majoring hospitality. We offer classes in the traditional classroom setting as well as on-line classes, so students can choose the learning style that best fits their needs. We limit the size of our classes to enable student learning and the faculty to know their students personally and provide them with individual attention.

The School of Hotel and Restaurant Management at USF Sarasota Manatee boasts: international faculty, leading hospitality authors, a Dean who has started programs in San Francisco and Texas and a dedicated program administration staff, all with strong hospitality industry experience. Our faculty and staff work diligently to provide the best possible hospitality management education for our students. This dedication translates to an 81 % graduation rate and a 92 % employment rate. Our goal is to ensure your success as one of the very best hospitality business students!

The school growth has been phenomenal and is due to the plethora of outstanding career opportunities, small classes, personalized attention, class times and delivery methods to meet modern life styles. Our students gain practical experience by completing a capstone internship before graduation. This is a supervised internship between the School and an industry partner. The local community supports the program and hires our students because of their hospitality education, experience and dedication to succeed in the industry. Our industry Advisory Board made up of local, regional and national lodging & restaurant professionals, work hard to make the curriculum relevant and the school a success.

WELCOME to USF! No matter what your major is, if we can ever be of any assistance, please stop by and say hello. We are your key to Travel, Lodging, Foodservice and Recreation.

Yours in Hospitality,

Jay Schrock, PhD, FMP, Dean

School of Hotel & Restaurant Management, University of South Florida





## HISTORY

The University of South Florida in Tampa 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 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 Jane Bancroft Cook Library, Counseling & Wellness Center and Campus Police.

The University of South Florida Sarasota-Manatee Regional Campus includes the instructional site located in North Port and is a part of the University of South Florida System. The University of South Florida Sarasota-Manatee is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools 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 values academic excellence, professionalism, and continuous improvement through integrity, collaboration, diversity, and leadership.

## VISION

The University of South Florida Sarasota-Manatee aspires to be a leader in higher education, delivering accessible academic programs and contributing significant research, while inspiring continuous improvement locally and globally.

## MISSION

The University of South Florida Sarasota-Manatee delivers innovative education and relevant scholarship for the benefit of local, national, and global communities.



# USF TRADITIONS

## THE USF ALMA MATER

Hail to thee, Our Alma Mater  
May thy name be told,  
Where above thy gleaming splendor,  
Waves the green and gold.  
Thou our guide in quest for knowledge  
Where we all are free  
University of South Florida,  
Alma Mater, Hail to thee  
Be our guide in truth and wisdom  
As we onward go,  
May thy glory fame and honor  
Never cease to grow,  
May our thoughts and prayers be with thee  
Through eternity,  
University of South Florida,  
Alma Mater, Hail to thee!

## USF FIGHT SONG

USF Bulls are we,  
We hold our standard upright  
and free.  
For green and gold we stand united,  
Our beacon lighted and noble to see.  
USF Bulls are we,  
For USF we'll always be.  
With all our might,  
We fight the battle here and now,  
And we will win the victory.  
S-O-U-T-H F-L-O-R-I-D-A!  
South Florida! South Florida!  
Go Bulls go!

**University Colors:** Green and Gold

**University Athletic Symbol:** Brahman Bull

**Founded – Sarasota Campus:** 1975

**Founded – Tampa Campus:** 1956

**University Seal:** The globe represents the universal expansiveness of educational opportunity and challenge, the sun gives life to all living things, and the lamp symbolizes learning.

**USF OFFICIAL LOGO AND COLORS-**USF established a new visual identity in May 2003 with the launch of a fresh new logo and brand identity. A team of USF graphic designers developed 20 different logo ideas, and more than 300 faculty, staff and students participated to offer input and feedback. The new logo has a strong and sophisticated look and feel and portrays the university's aspirations toward becoming a nationally prominent Research I University. When selecting the official colors of USF, Mrs. Grace Allen, wife of the late founding president John Allen, said, "Green and Gold were selected as the school colors because they were "workable" and no other university in Florida had adopted them as official colors".

The new green and gold color scheme, established in 2003, uses a slightly darker green and shifts from the original yellow to a more golden hue.

**THE USF SEAL** has been used since 1959 and can be seen on diplomas, academic certificates, and other legal documents. Each image on the USF seal has special meaning. The sun symbolizes the gift of life it provides to all living things. The lamp symbolizes learning. The globe represents the universal expansiveness of educational opportunity and challenge. The words "Truth" and "Wisdom" represent the cornerstones on which USF was founded.



**THE USF ALMA MATER** was composed by Wayne Hugoboom, a professor of music at USF in 1960. Hugoboom won a USF song competition and received a check for \$250 for coming up with the tradition-making words and music.

**USF ACADEMIC MACE** has been seen at every graduation ceremony since 1998. Academic mace proves the right of academic institutions to grant degrees to graduates. USF's mace includes a gold pine cone at the top as a representation of growth and continuity. Eight silver semicircles, which support the pine cone, stand for the eight colleges in existence at USF when the mace was commissioned.



**FROM BRAHMAN TO BULL.** In 1962, the Golden Brahman was voted as the USF mascot. Since Florida was a cattle-raising state like Texas, the Golden Brahman was comparable to the Texas Longhorn. It was not until the late 1980s that the mascot evolved into the “Bulls” for promotional reasons. Go Bulls!

**ROCKY THE BULL** has been USF’s biggest cheerleader since becoming the school mascot in 1974. The first Rocky was drawn as a cartoon rendition for the Athletic Department to use in newsletters. Today, Rocky can be spotted at various USF events.

**“GO BULLS!”** Hand Symbol is created when USF fans raise their pinkie and index finger to create bull horns. The powerful symbol silently screams “Go Bulls!” The symbol started as a good luck for basketball free-throw shooters, and is now seen at all USF events.

**THE STAMPEDING HERD OF THUNDER,** USF’s Marching Band, first took to the field at the 1999 season home opener against Southwest Texas State. Their entrance began as a running “stampede” and has continued at every home game since.

**RETIRED ATHLETIC JERSEYS** have been a symbol of outstanding USF athletics and athletes since 1987. Jerseys have been retired in men’s basketball, baseball, and women’s basketball.

**HOMECOMING** has been held on the Tampa campus since 1964. Early Homecomings were scheduled around the Golden Brahman’s (later the Bulls) basketball games. In 1997, two Homecomings were celebrated: in spring for the last traditional basketball Homecoming and in October for the first USF football Homecoming. Since 1997, USF’s Homecomings have been named “SuperBull,” followed by the numeric succession since 1997. SuperBull includes a traditional cake cutting ceremony and bonfire, campus carnival (beginning in 1991), fireworks, a dance, and a campus parade with floats and cars.

Beginning in 2003, the regional campuses began sending their own members of Homecoming Royalty to the Tampa campus for the parade, the Masquerade Ball, and the Homecoming Football Game. The student body elects the USF Sarasota-Manatee Earl and Countess.

**COMMENCEMENT** Although commencement seems a long way away from Orientation, the ultimate goal of every student is to obtain a degree. Commencement, or graduation, is a milestone in the life of every student and the culmination of many hours of hard work. USF Sarasota-Manatee has two commencement ceremonies each year, one in the fall (December) and one in the spring (May). There are several symbolic and important parts of the ceremony. These include:

- The gown is a symbol of the democracy of scholarship.
- The cap is a sign of free scholarship and the responsibility and dignity with which scholarship endows the wearer.
- The mace is symbolic of authority and power and signifies the authority of the Chief Executive Officer of the University.
- The medallion is worn by candidates for the bachelor’s degree and identifies those graduating with honors.
- The black hood indicates a student who has earned a degree in the Honors College.
- The sash is golden-colored and worn by students who are members of university honors societies.
- The hood is lined with the color green with gold chevron, representing the official colors of USF, the institution conferring the degree.

## USF SARASOTA-MANATEE TRADITIONS

**ADOPT-A-ROAD.** Four times per year, students gather to clean University Parkway between US#41 and 301. Dates and times to be announced.

**ANGEL TREE PROJECT/SANTA'S WORKSHOP.** This signature SGA event occurs at the end of the fall semester, in December. Its purpose is to provide clothing and toys for children during the winter holiday season. Each year, two local grade schools serving low-income families are chosen to participate in the project. The wishes of these children are identified and are written on ornaments along with their gender and age. USF Sarasota-Manatee students, faculty and staff, select children to help by taking an ornament from the tree and purchasing items on their wish list. These gifts are given to the children by "Rocky the Bull" at Santa's workshop. All are invited to attend.

**BRUNCH ON THE BAY.** This major campus event celebrates the leadership and generosity of USFSM's donors. Funds raised are used to endow scholarship for Sarasota and Manatee residents so they can continue to live and work here at home while studying on our campus. This event takes place in early November.

**BULL-O-WEEN** is our version of Halloween and will be held on October 31, 2011. Offices will be decorated and the festivities will continue with games and candy distribution. Kids of all ages are welcomed!

**GET ON THE BUS!** Each year the Tampa SGA provides 250 tickets for a designated football game. USFSM SGA provides a tailgate party and coordinates transportation from the Sarasota-Manatee Campus to Raymond James Stadium. Instead of charging a fee, USFSM students are asked to donate canned goods in exchange for their tickets. Canned goods are used to supply the USFSM Student Pantry and are given to local charities.

**GRAD STAMPEDE** is sponsored by the Office of Student Affairs and is held prior to the USFSM fall and spring commencement ceremonies. Any individual wishing to walk in one of the USF Sarasota-Manatee ceremonies must attend a grad stampede. In addition to information about the commencement ceremony and the protocols involved, the graduate is given a chance to receive information from financial aid and the career services center, to pick up regalia from the bookstore and, most importantly, to join the Alumni Association! At the end of the stampede, graduates receive their tickets to the ceremony.

**HOMECOMING** is always held during mid-October and consists of the election of the King & Queen of Court, Office & Cake Decorating Contests, and a football game and dance held on the Tampa campus.

**USFSM Day** is held in the Spring and is open to all Students, Staff, Faculty and their families. What better way to celebrate USFSM than by having a carnival complete with food, music, games and face painting!

**WEEK OF WELCOME (WOW)** is always held during the first week of classes on Tuesday, Wednesday and Thursday from 12-2 and 4-6. The day of welcome for graduate students is Saturday morning. The day of welcome for North Port students is Wednesday afternoon. SGA provides a specially-designed tee shirt, student planners, give-aways, and free food! Student Affairs sponsors an "Information Center" where students can find information regarding services offered by the University and local community.



## ACADEMIC PROGRAMS

USF students have numerous major and degree possibilities! Degree programs are subject to change; please see our website for the most updated information: <http://sarasota.usf.edu/students/prospective/programs.php>

### Articulation

An articulation agreement, in effect since April 13, 1971 and later adopted by the Florida Legislature in statute form as Florida law, governs an effective and orderly transfer of Florida college students into the State University System (SUS). The agreement defines and establishes the Associate in Arts degree from a Florida public college as the basis for all articulation rights. USF Sarasota-Manatee subscribes fully to all of the provisions of the statewide Articulation Agreement (Rule 6A-10.024) and strongly recommends that students complete the Associate in Arts degree before transferring. Students who wish to apply for the Bachelor of Science in Applied Science (B.S.A.S.) major should complete the Associate in Science degree before transferring.

## COLLEGE OF ARTS & SCIENCES

<http://www.sarasota.usf.edu/Academics/CAS/>

The College of Arts and Sciences is a community of scholars dedicated to the idea that educated people are the basis of a just and free society. The essences of education are a capacity for and an appreciation of social change within a context of prior human achievement. The faculty of the College of Arts and Sciences strives to instill in its students an understanding of the history of human ideas, a sense of love for learning, and an appreciation of the means that scholars have used in their search for order and beauty in the natural and social worlds.

The education provided by the disciplines of the Arts and Sciences is the foundation upon which the lives and professions of our students are built, and the basis from which personal growth occurs. The College of Arts and Sciences takes as its goal a melding of the natural, humanistic, and social philosophies into a comprehensive whole that encourages the development of new ideas and new approaches to the understanding of our universe.

It is the responsibility of scholars to share their discoveries for the betterment of society. Thus, the College of Arts and Sciences embraces disciplines that strive to make immediate use of the knowledge in the service of social goals as well as disciplines whose discoveries contribute to the fund of basic information that is the stepping stone of applied knowledge.

### College of Arts and Sciences Academic Programs

#### *Undergraduate Degree Programs*

- Applied Science - B.S.A.S.
  - o Concentrations:
    - Gerontology
    - Hospitality Management
    - Information Technology
    - Leadership Studies
- Criminology - B.A.
- English - British and American Literature - B.A.
- English - Business and Technical Writing - B.A.
- History - B.A.
- Information Technology - B.S.
- Interdisciplinary Social Science - B.A.
  - o Cognates
    - Anthropology
    - Criminology
    - Gerontology

- History
- International Studies
- Political Science
- Psychology
- Religious Studies
- Social Work
- Sociology
- Psychology - B.A.
- Post-Baccalaureate Course Sequence
  - Language, Speech & Hearing Sciences Online Prerequisites - Communication Sciences & Disorders

**Graduate Degree Program**

- Criminal Justice Administration - M.A.

**Related Programs**

- Honors Program

## COLLEGE OF BUSINESS

<http://www.sarasota.usf.edu/Academics/COB/>

The College of Business at the University of South Florida, Sarasota-Manatee provides a high quality, diverse learning environment for business students at the upper-division undergraduate and graduate levels. The College strives to prepare students to become ethical decision makers and business and community leaders. The College faculty maintains a balanced emphasis on quality teaching, scholarly pursuits and service activities to benefit the community it serves.

**College of Business Academic Programs**

**Undergraduate Degree Programs**

- Accounting - B.A., B.S.
- Finance - B.A., B.S.
- General Business Administration - B.A., B.S.
- Management - B.A., B.S.
- Marketing - B.A., B.S.

**Graduate Degree Program**

- Master in Business Administration, MBA

## COLLEGE OF EDUCATION

<http://www.sarasota.usf.edu/Academics/COEDU/>

The College of Education at the University of South Florida Sarasota-Manatee is home to undergraduate and graduate programs preparing those who enter the field of education as teachers and administrators as well as professionals who can assume roles in business, industry, and the non-profit sector related to education. Our graduates are in demand throughout the state and region for their excellent preparation to impact learning. The USF College of Education has been continuously accredited by the National Council for the Accreditation of Teacher Education (NCATE). To receive national accreditation, a college must meet the six NCATE standards.

**College of Education Academic Programs**

**Undergraduate Program**

- Elementary Education, B.A., B.S.

**Graduate Programs**

- Educational Leadership, M.Ed.
  - P-12 Public School Leadership
  - Curriculum Leadership
  - Non-Public or Charter School Leadership

- Elementary Education: Curriculum Emphasis, M.A.
- Elementary Education Teaching K-6 M.A.T.
- Reading Education, M.A.

### ***Graduate Certificates***

- Modified Program in Educational Leadership K-12
- Reading Certificate and Endorsement

## **SCHOOL OF HOTEL AND RESTAURANT MANAGEMENT**

<http://www.sarasota.usf.edu/Academics/SHRM/>

The mission of the School of Hotel Restaurant Management at the University of South Florida is to provide excellence in teaching, research and service to all persons and to build foundations for lifelong learning. The School of Hotel and Restaurant Management prepares individuals for industry management and leadership roles in a global economy and interfaces with stakeholders to deliver hospitality professionals that add to the financial, intellectual, environmental, ethical and social growth of Florida and the Nation.

### **School of Hotel and Restaurant Management Academic Programs**

#### ***Undergraduate Degree Program***

- Hospitality Management, B.S.

#### ***Graduate Program***

- Hospitality Management, M.S.

#### ***Certificate Programs***

- Certificate in Hotel Management
- Restaurant Management

## **USF SARASOTA-MANATEE AT NORTH PORT**

USF Sarasota-Manatee at North Port  
5920 Pan American Boulevard  
North Port, FL 34287

This state-of-the art Instructional Site offers coursework for undergraduate degrees in:

Applied Science (A.S. to B.S.)

Business

Criminology

Elementary Education

Interdisciplinary Social Science

Psychology

USF Sarasota-Manatee at North Port offers graduate coursework for the M.Ed. in Educational Leadership.

Our convenient location allows students from the North Port and surrounding communities to complete much of their coursework for programs through day or evening classes and with various methods of delivery that include online, blended and traditional face to face instruction. Students have access to an academic advisor, a computer lab, study areas, selected activities sponsored by the Student Government Association, student clubs and organizations, and video-conference courses. Students may drop off important documents that can get faxed or sent to the USFSM campus and they may utilize private office space to confer with student service advisors on the USFSM campus via telephone or SKYPE.

We welcome you to visit our facility in person or our website at:

<http://sarasota.usf.edu/academics/northport/>

Phone: 941.426.7330

Fax: 941.426.7331

# OFFICE OF STUDENT SERVICES

<http://www.sarasota.usf.edu/Students/StudentServices/>

The Office of Student Services provides a One-Stop shop and incorporates the departments of Admissions, Academic Advising, Career Services, Disability Services, Diversity, Financial Aid, Registration, Recruitment, and Student Affairs.

## ACADEMIC ADVISING

<http://www.sarasota.usf.edu/Students/AcademicAdvising/>

Academic Advisors provide one-on-one and group advising to prospective, newly admitted, and current undergraduate students. Seven professional academic advisors provide students with information regarding admission requirements, majors offered at USF Sarasota-Manatee, initial transfer credit evaluations, course selection, and University policies and procedures. Advisors can provide additional academic assistance to students through pre-orientation appointments, routine progress checks, graduation and internship checks for degree programs offered at USF Sarasota-Manatee.

Our goal is to provide the best academic advising services for the majors we have on our campus. Your success is important to us! One of the keys to a successful undergraduate career is to utilize academic advising resources.

### **Mission Statement:**

To take a personal approach towards academic advising by contributing to the growth, education, and enrichment of all the lives we touch in a student-centered environment.

### **Vision Statement:**

Academic Advising is an integral part of the social, psychological, and educational development of the student population at USF Sarasota-Manatee.

USF Advisors serve students in four locations: USF Sarasota–Manatee, USF Sarasota-Manatee at North Port Instructional Site, and the State College of Florida University Advising Centers in Bradenton and Venice. If you would like to make an appointment with your advisor please go to [www.sarasota.usf.edu](http://www.sarasota.usf.edu). Click “Our Students,” then “Academic Advising,” then “Make an Advising Appointment”. For USF North Port appointments, please call (941) 426-7330.

Advising is located at USF Sarasota–Manatee off the Main Rotunda (C-107). (Hours change for peak periods during the year. Regular business office hours are Monday through Thursday, 8:00 a.m. to 7:00 p.m., and Friday, 8:00 a.m. to 5:00 p.m.) USF Sarasota-Manatee at North Port hours are Monday through Thursday, 8:30 a.m. to 5:30 p.m., and Friday 8:30 a.m. to 1:00 p.m.

Advisors are available for Walk-ins on a first-come, first-serve basis. Please call for Walk-in availability especially during peak periods.

Schedule an appointment with your Academic Advisor on-line:

<http://www.sarasota.usf.edu/students/academicadvising/appointments.php>

Requests permits for courses online 24/7: <http://www.sarasota.usf.edu/students/academicadvising/permits/>

### **Meet the USF Sarasota-Manatee Academic Advisors**

Academic Advisors have expertise in given areas. It is suggested that current and prospective students meet with an advisor in their area of interest.

#### ***Mary Beth Wallace***

Director of Academic Advising

[marybeth@sar.usf.edu](mailto:marybeth@sar.usf.edu)

Advisor for the College of Business, Applied Science, and Hospitality Management

#### ***Jennifer Infanti***

Academic Advisor, College of Education and Applied Science

[jinfanti@sar.usf.edu](mailto:jinfanti@sar.usf.edu)

**Jennifer Meier**

Academic Advisor, College of Arts and Sciences  
[jlmeier@sar.usf.edu](mailto:jlmeier@sar.usf.edu)

**Jennifer Holweger**

Academic Advisor, College of Education  
[jenh@sar.usf.edu](mailto:jenh@sar.usf.edu)

**Amanda Shurtleff**

Academic Advisor, College of Business and Hospitality Management  
[amandas@sar.usf.edu](mailto:amandas@sar.usf.edu)

**Bethery von Dassow**

Academic Advisor, College of Arts and Sciences and Information Technology [bethery@sar.usf.edu](mailto:bethery@sar.usf.edu)

**Aaron Reeher**

Academic Program Specialist, College of Business  
[areeher@sar.usf.edu](mailto:areeher@sar.usf.edu)

**Kailee Minor**

Academic Advising Program Specialist  
[kbutters@sar.usf.edu](mailto:kbutters@sar.usf.edu)

**Michele Groves**

Academic Advisor, North Port Instructional Site  
[mgroves@sar.usf.edu](mailto:mgroves@sar.usf.edu)

**Nursing**

To schedule a nursing advising appointment on the USF Sarasota-Manatee campus call (941) 359-4330. These appointments are supported by the College of Nursing, USF Tampa.

## CAREER SERVICES

(<http://www.sarasota.usf.edu/Alpha/CareerCenter/>)

Meet individually with a counselor to discuss career-related needs and questions. We can identify your interests, skills, personality type, and values as they relate to various occupations and introduce you to a variety of resources available for career exploration.

The Career Services Library has a collection of books and other materials that provide information about specific career fields and occupations.

All USF students and alumni can use the material in the Career Library. Ask a Career Services staff member for assistance in finding the information that you need.

Workshops in resume writing, interviewing techniques, job search strategies, and career decision-making is offered throughout the semester. For your convenience, we have handouts on topics such as Interviewing, Resume & Cover Letter Writing, and Job Search Strategies available to you in the Career Services. Submit your resume and cover letter on line for review, make an appointment on line with the Career Services Coordinator, and practice your interview skills with the Career Services' Perfect Interview™. As you sit in front of the computer, a professional interviewer appears on the screen and asks the questions. Your response is captured by digital video camera and the interview is saved to your file. A virtual career coach is available for hints and encouragement. It's fun and it's FREE! Practice does make perfect, so call Career Services and make an appointment.

## DISABILITY SERVICES

Pat Lakey, Coordinator of Disability Services, is available to coordinate any services you may. Information sessions on Disability are planned throughout the year, so read that student e-mail! For information on disability services offered by the University of South Florida Sarasota-Manatee, contact Pat Lakey at (941) 359-4714 or via e-mail at [plakey@sar.usf.edu](mailto:plakey@sar.usf.edu).

<http://www.sarasota.usf.edu/Students/Disability>

Students with Disabilities Services (SDS) is dedicated to providing comprehensive services to students with disabilities to ensure full participation in all aspects of university life. Support services are provided for students with temporary or permanent disabilities. The student initiates the process by identifying herself/himself to the SDS office and completing an application. Students must provide documentation of a disability. Please visit our website for guidelines and verification forms, SDS staff and other experts will review the documentation. Once approved, the SDS Coordinator and the student will sign an accommodation plan outlining academic accommodations. The accommodations should maintain the academic integrity of the course and never alter the level of ability or mastery the individual is required to demonstrate. Please contact Pat Lakey, Coordinator, Students with Disabilities Services at 359-4714 or [plakey@sar.usf.edu](mailto:plakey@sar.usf.edu) for further information.

## DISTANCE LEARNING

<http://www.sarasota.usf.edu/Academics/DE/index.php>

Distance education provides access to the university learning experience by removing barriers of time and place. The USF Sarasota-Manatee offers courses in a variety of disciplines and offers alternatives in time, place, format, or delivery systems to extend educational opportunities throughout the region and beyond. A variety of technology options such as the World Wide Web, television, videoconferencing, and other technologies, allow faculty and students to communicate at the same time or on a time-delayed basis at times that fit the student's personal schedule. Distance learning courses are included with regular course offerings in OASIS and are identified by distance learning icons.

## FINANCIAL AID

<http://www.sarasota.usf.edu/Students/FinancialAid/>

### Who Can Apply?

Both undergraduates and graduates may apply for Federal Student Aid. Applications must meet the following criteria:

- U.S. citizen or eligible non-citizen
- Acceptance into a degree program and enrollment of at least half-time (6 hrs. undergraduate, 5 hrs. graduate)
- Maintain satisfactory academic progress as outlined in the *STANDARD OF SATISFACTORY PROGRESS FOR FINANCIAL AID*.
- Registration with Selective Service, if required
- Not be in default status on any prior Financial Aid

### How To Apply?

Apply on line at [www.fafsa.gov](http://www.fafsa.gov). The Free Application for Federal Student Aid must be completed every year.

### When To Apply?

Applications should be submitted as soon as possible after January 1 of each year for the upcoming school year. Students are required to re-apply for Federal Aid each year. Need-based students who apply before March 1 receive priority. Transfer students should contact the Financial Aid Office as soon as possible for information pertaining to the transfer procedure.

## REGISTRATION AND RECORDS

### Registration for Admitted Degree-Seeking Students

Continuing degree-seeking students register by appointment for their next semester's courses during the preceding term. Instructions for all registration periods are online in the Schedule of Classes for the appropriate semester at [www.registrar.usf.edu](http://www.registrar.usf.edu). Registration appointment times can be found in OASIS. Registered students may make schedule adjustments in the regular registration period during the preceding term or in the drop/add period during the first week of classes. (Deadline information is available in the Academic Calendar.) Degree-seeking students who do not register prior to the first day of classes may late-register the first week of classes. A \$100.00 late registration fee is charged during this week. (See the section on fees for additional information and the appropriate term's Schedule of Classes for dates.) To avoid cancellation of registration, fees are due and payable for all registered courses of record on the fifth day of classes (end of drop/add period). (See Academic Calendar for dates.)

## **General Attendance**

Only officially registered students or students approved to audit a class are entitled to attend class. Students are responsible for being aware of all instructor-based and University issued attendance policies and the requirements of the Registrar for enrollment, drop/add, and fee liability. Students are responsible for completing the academic requirements of each class as defined by the instructor and as set forth in the class syllabus. An instructor may make attendance mandatory and may impose penalties, including failing a class, for excessive absences. It is University policy that student absences will be excused for military duty, jury duty, and religious days (as set forth in University policy 10-045). Excused absences for other documented reasons may be allowed at the discretion of the instructor. Though excused, the student is responsible for completing all academic work, examinations, assignments, and labs in a timely fashion.

## **Jury Duty**

The University respects the need for all citizens to serve on a jury when called to duty. If a student serves as a juror, class absences will be considered excused when the student provides advance notice to the instructor, the instructor acknowledges the request, and the student provides written verification of jury selection and proof of service. It is important to note that excused absence only applies to physical presence, and not to the academic work missed. A student, though excused, is responsible for all academic work, examinations, assignments, and labs, if applicable. These issues are unique to University students and clearly may present undue hardship for a student to serve while enrolled in an active course of study.

Any potential student juror may notify the court of conflicts or undue hardship and request an excuse from service. The individual student must make the decision as to whether jury service will present an undue hardship and then take the affirmative action to request to be excused from service, USF Sarasota-Manatee may need to provide a written explanation to the court. If a student does not request to be excused and is selected to serve, the student may miss a prolonged period of time resulting in the inability to complete the academic requirements of their classes.

## **Religious Days**

The University has an official Attendance Policy for the Observance of Religious Days (University policy 10-045) which provides that all students, faculty, and staff at the University have a right to expect that the University will reasonably accommodate their religious observances, practices, and beliefs.

Students are expected to attend classes and take examinations as determined by the University. The University will, at the beginning of each academic term, provide written notice of the class schedule and formal examination periods. The University, through its faculty, will make every attempt to schedule required classes and examinations in view of customarily observed religious holidays of those religious groups or communities comprising the University's constituency.

Students must provide written notice to their instructors at the beginning of each academic term if they expect to be absent for a class or announced examination for the observance of religious holidays. In any case, no student shall be compelled to attend class or sit for an examination at a day or time when such activity is prohibited by his or her religious belief, as long as the student has provided timely notice.

If a student believes that an instructor or program has not responded reasonably to a timely notice of expected observance of religious days, he or she may seek review of a complaint through established University Academic Grievance Procedures (found in the Graduate and Undergraduate Catalogs) and those provided by the University's Office of Diversity and Equal Opportunity.

## **Adds**

After a student has completed her/his registration on the date assigned, she/he may add courses until the add deadline specified in the Academic Calendar. See the appropriate semester's University Schedule of classes for detailed instructions and dates. The website is as follows: [www.registrar.usf.edu/ssearch/search.php](http://www.registrar.usf.edu/ssearch/search.php).

## **Drops**

A student may drop a course(s) during the regular registration and drop/add periods (first five days of classes). No entry of the course(s) will appear on any permanent academic records and full refund of fees is due for the course(s) dropped within those periods.

A student may also drop a course(s) between the second and tenth week of the semester (except for Summer sessions - see the Summer Schedule of Classes for dates). Registration fees must be paid for the course(s) and the academic record will reflect a W grade for the dropped course(s).

## **Cancellation of Registration**

Students may cancel their registration by logging into OASIS and dropping all their classes prior to the end of the fifth day of classes. If fees have already been paid, the student may request a full refund of fees from the Office of Business and Finance.

## **Withdrawal**

A student may withdraw from the University without academic penalty during the first ten weeks of any term (except for Summer Sessions). He/she must submit a completed Withdrawal Form to the Office of the Registrar. No entry is made on the academic record for withdrawals submitted during the first week of the term. All subsequent withdrawals (through the tenth week of classes in the Fall and Spring semesters) are posted to the academic record with W grades assigned to the courses. Withdrawal deadlines for the Summer sessions are listed in the Academic Calendar and are published in the Schedule of Classes for the Summer term. Students who withdraw may not continue to attend classes.

Students who withdraw during the drop/add period, as stated in the Academic Calendar may receive a full refund of fees. All refunds must be requested in writing from the Office of Purchasing and Financial Services. No refund is allowed after this period except for specified reasons. See Refund of Tuition/Fees under Financial Information for complete details.

## **Repeat Course Surcharges**

Initiated by the Florida Legislature (H.B. 1545 of 1997) to reduce costs, all state universities must monitor undergraduate student progress and charge students the full cost of instruction for certain repeats of undergraduate courses. This policy became effective Fall 1997 and requires USF to charge students a substantial per credit hour surcharge when they attempt a course three or more times at USF, unless the course is specifically designed to be repeated or is required to be repeated by their major. Requirements to earn a passing or higher grade than previously earned in a course do not exempt the surcharge. Students will be required to pay the surcharge in addition to the appropriate in-state or out-of state tuition rates. It is important to note that all attempts count, including withdrawals after the first week of classes and courses with incomplete grades.

The University may grant exceptions to this rule based on extenuating circumstances and financial hardship. However, the University may only approve one appeal per course. The exceptions included in the Statute are defined as follows:

Extenuating circumstances are those circumstances determined by the University to be exceptional and beyond the control of the student and may include but not be limited to: serious illness, documented medical condition preventing completion, death of an immediate family member, involuntary call to active duty, university error, other emergency circumstances, or extraordinary situations. Documentation, regardless of the situation, must be submitted with the request for a waiver of this surcharge.

The criteria used by the University for determining financial hardship should include, but not be limited to: qualification for federal need-based financial aid. Students with other documented financial hardships may also be considered.

The student must fill out a Fee Adjustment Request Form and indicate the request is for a waiver of the repeat course surcharge. They must also submit a statement that explains their request and provide all documentation relating to it. The completed form with documentation should be submitted to the Office of the Registrar for consideration.



## **OASIS: Online Access Student Information System**

<http://usfweb2.usf.edu/oasis/>

Students can access OASIS through the Internet using a browser to view grades for any semester, view their class schedule, browse USF and transfer credits, browse the current schedule of classes and change address/telephone numbers on-line. OASIS can also be accessed from any computer on campus. Please contact the Office of Registration if you have questions or concerns.

### **Course Catalogs**

Course catalogs are available online by going through OASIS (at registration), or by clicking on the *Course Schedule* link at the bottom of the USF Sarasota-Manatee home page. Course catalogs and schedules are no longer published as hard copies.

### **Transcript Information**

Transcripts of a student's USF academic record may be released only by authorization of the student online at <http://usfonline.admin.usf.edu/>, in person, or by writing to the Office of the Registrar. By law, requests must include the student's identification number, the date, and the student's signature or must be requested online via the student's 6-digit self-assigned personal identification number (PIN), which is essentially the student's electronic signature. In order for transcripts to be issued, the student must have no financial obligations to the University. Transcripts are normally mailed/ready for pick-up (at USF Tampa) within two working days after the request is received.

Letter requests must include: (1) date of request and student's current address; (2) student ID number and full name; (3) name and complete address of recipient; (4) number of copies and special instructions, such as, hold for degree statement or hold for current term grades, and (5) the student's signature. Degree statements are posted approximately four to six weeks after the graduation ceremony. Current term grades are posted approximately one week after final exams end. If grades for the current term are needed, clearly indicate that the transcript request is to be held for grades.

To order transcripts by mail, send payment (\$10.00 per copy, check or money order only) and form to:

Transcript Clerk, Registrar's Office  
USF- SVC 1034  
4202 E. Fowler Avenue  
Tampa, FL 33620-6950

To order a transcript in person, hand-carry payment (check, money order or cash) and form to a USFSM Cashier's Office located at USF Sarasota-Manatee, Room SMC-B116. Students may complete the request process in one stop at the cashier's offices. Note: Transcript fees are subject to change.

## **STUDENT AFFAIRS**

USFSM is a community of learners where students can develop skills and acquire the knowledge necessary to be responsible, engaged leaders and global citizens. The mission of Student Affairs is to enhance academics by offering services, programs, activities which foster an inclusive, collaborative and student-engaged learning environment. The office advises SGA and Clubs & Organizations, manages the co-curricular transcript, promotes diversity & wellness, provides leadership development opportunities and oversees commencement and Campus Spiritual Life. The office is located in A110. Students and/or staff are here from 8am - 9pm, Monday through Thursday and 8am - 5pm on Friday.

Alena Scandura, Coordinator Student Affairs  
[ascandura@sar.usf.edu](mailto:ascandura@sar.usf.edu) A114 359-4268

Darren Gambrell, Program Coordinator  
[dgambrell@sar.usf.edu](mailto:dgambrell@sar.usf.edu) A112 359-4263

Christine Uphoff, SGA Business Manager  
[cuphoff@sar.usf.edu](mailto:cuphoff@sar.usf.edu) A110 359-4773

## Activities

The Office of Student Affairs provides diverse co-curricular programming, including but not limited to lectures, musical guests, fun days, films, leadership development, workshops, or opportunities to do community service. If there are events that you wish to see happen please stop by and talk to someone in Student Affairs or Student Government.

## Clubs and Organizations

You can join an existing club, or start one of your own. Information can be found on Blackboard by clicking on the "Student Life" tab or by visiting the Student Government website. New clubs must have at least 5 officers/members, a constitution and a faculty/staff advisor. In addition, you can join the largest club on campus – Student Government in one of two ways: Run for an Executive Board position (elections are held in the Spring) or apply to be a Senator. Applications for Senators are on-going and can be found in the Student Affairs Office. Current clubs include:

Accounting Society	Social Justice Initiative
Ambassadors	Student Government Association
Bullpen- Athletics Club*	Student Veterans Society
Circle K International	SWICH (Social Workers in Community Helping)*
Criminology Club	Toastmasters – Communication/Leadership
English Society	USF(SM)2 – Math Club
Finance Club	USF IT Network at Sarasota-Manatee
Gerontology Club	USF Sarasota-Manatee Crew Team
HFTP (Hospitality Financial & Technology Professionals)	
History Club	USF Sarasota-Manatee - Hillel
Intervarsity Christian Fellowship*	VOX (Voice of Planned Parenthood)
Phi Beta Lambda – Business Club (Division of Future Business Leaders of America)	
PRIDE (Promoting, Recruiting, Increasing, Diverse Education)	
Psychology Club	
Sigma Tau Delta (English Honor Society)	* Inactive Clubs

## Co-Curricular Transcript.

Your co-curricular transcript is an official document that records verifiable student involvement that occurs outside of the classroom. You may add activities, awards, programs and your involvement in Student Government, Clubs/organizations or community service projects to your transcript.

The process is SIMPLE and as EASY as 1, 2, 3.

Step 1: Log on to Blackboard ([learn.usf.edu](http://learn.usf.edu)) and click on the "Student Life". Go to the Co-Curricular Transcript module and start your portfolio.

Step 2: Select add activity and complete the screen to add activities/clubs/awards and position held.

Step 3: Once your record has been verified by a Student Affairs staff member you can view your co-curricular transcript and choose which activities you want to appear on your official record. Then just request for your co-curricular portfolio to be printed!

The co-curricular portfolio program is an important part of your involvement at USFSM. It gives credibility to your out-of-class experience just as an academic transcript does for your coursework. You can also share your co-curricular transcript with future employers.

## Commencement

Graduation is held in the fall and spring semesters and the deadlines to apply is the fourth Friday of the semester. Please see an academic advisor as early as possible to make sure that you have completed all necessary degree requirements to apply for graduation. Once you have applied for and been approved to graduate, your name will be submitted to the Office of Student Affairs who will contact you with information on deadlines you must meet - including attending Grad Stampede. Please check the website for updates: <http://www.sarasota.usf.edu/commencement/>

## Spiritual Life

Spiritual growth and development occurs naturally in college life, and that's why the University of South Florida Sarasota-Manatee offers students, staff and faculty the services of a campus chaplain and a program in support of spiritual development.

The Campus Chaplain listens, gives counsel, provides spiritual direction and helps network students with local resources for their specific religion or denominational body. Working together with campus ministry, students may find themselves called to social justice projects, candlelight vigils or special services such as pastoral prayer or Soulful Sundowns, a form of young adult worship. The chaplain, with the assistance of other approved, ordained clergy, leads Transitions, a weekly interfaith support group for anyone going through change and challenges. This drop-in gathering occurs Wednesdays at 5pm and is open to everyone regardless of religious perspective.

Internships are available for campus leadership or for volunteer community service. Summer interns are required to live on campus in an intentional spiritual community. On occasion, students may have the opportunity to participate in service learning or mission trips with area faith-based organizations. The chaplain also offers support to on-campus student organizations such as Hillel, which serves Jewish students, and the Intersarsity Christian Fellowship.

The Sarasota Association of Campus Ministry, a 501-c3 organization, works in conjunction with this and other area institutions of higher learning to provide a comprehensive program of spiritual life for students, staff, faculty and the campus community. No state or government funding goes into this program, which is funded primarily by participating congregations in Sarasota and Manatee Counties.

To contact the Campus Chaplain directly, call 941-309-0200, e-mail [chaplain@ringling.edu](mailto:chaplain@ringling.edu) or on Facebook contact: Campus Chaplain. The Chaplain also has a mailbox in the USFSM SGA Office.



## Student Government Association

Student Government is the largest student organization on campus. It was created under Florida Statutes 1004.26 to advocate for students at the University, Local, State and National levels and to properly allocate and expend Activity and Service fees. In addition, its mission is to support USFSM students through Activities, Services, Advocacy, Leadership and School Pride. Students are encouraged to get involved in the campus by attending or planning events or becoming a member of a club/organization, including Student Government.

Some of the services and activities include: club funding, Student Food Pantry, limited free printing, fitness center, Week of Welcome, Get On the Bus, Adopt-a-Road, Sweet Relaxation, Bull-o-ween, Homecoming and USFSM Day.

Student Government consists of two parts, **the Executive Board** (President, Vice-President, Secretary, Treasurer and Senate Chair) and the Senate Board. **The Executive Board** members are elected by a 2/3 majority of voters from the student body. Elections are held each year in the spring semester.

**The Student Senate** is made up of members of the campus community representing each of the Colleges. These are appointed positions and openings occur throughout the year. The number of Senators per College is dependent on the number of students enrolled in the college. To join the Senate you must be in good standing, complete an application and be nominated by the constituents that you will represent. Appointments to the position are made by the SGA Senate Chair, with recommendations from the Senate Board.

### Executive Board



2011-2012 Student Government Association Executive Board

From left: Rakhikumari Lansiquot, Treasurer; Regina Oykherman, Senate Chair; Rebecca Gutherz, President; Dat Vu, Vice President; and Jessica Hall, Secretary;

### Senate Board



2011-2012 Student Government Senate Board

From top left: Olivia Santiago, Kate Manning, Andrew Westerberg;  
From bottom left: Regina Oykherman (Senate Chair), Richard Moore, Tam Phan

# CAMPUS RESOURCES

## ACADEMIC POLICIES

Please refer to the USF Sarasota-Manatee undergraduate and graduate catalogs for the USF Academic Policies: <http://www.sarasota.usf.edu/Academics/Catalogs/>

## ALUMNI AFFAIRS

Jay Riley, Alumni Affairs USF Sarasota Manatee

941-359-4694 email: [jayriley@sar.usf.edu](mailto:jayriley@sar.usf.edu) Your local USF Manatee-Sarasota Alumni Chapter serves more than 13,000 alumni living in the Manatee-Sarasota region. Our chapter is an integral part of the university and is critical to USF's success in achieving its goal of becoming a premier institution of national prominence. As the lifeline of the university, the alumni association has, as its mission, the goal of fostering the spirit of loyalty, commitment, involvement and pride of the students, alumni, faculty, staff and friends of the university.

**WE NEED YOU:** The chapter is actively expanding its membership and activities schedule. If you are not a member, we invite you to become involved now. This is an open invitation to use this opportunity to help yourself and others. Join our local alumni and volunteer your expertise to help make good things happen.

**CONTACT US:** If you would like to get involved with our chapter or be added to our chapter communications please contact us.

## BOOKSTORE

(941) 355-5252 [usfsarasota.bkstore.com](http://usfsarasota.bkstore.com)

The bookstore is located on the west side of Route 41, across from the Sarasota-Bradenton International Airport. The Bookstore is the most convenient place to purchase books and imprinted merchandise for students, families, and the USF community to show their Bull Pride! The USF Bookstore stocks all required textbooks, recommended books, and course materials for USF classes.

### Bookstore Advance Purchase Program (BAPP)

BAPP is offered in conjunction with the Office of Financial Aid. This program provides an advance to students eligible for financial aid. The Office of Financial Aid decides on student eligibility and sends an e-mail.

## BUSINESS OFFICE

### ID Cards

The USFCard is the official identification card of the University of South Florida which provides electronic verification and validation for a variety of University services and functions. University policy requires that all students, faculty and staff members carry the USFCard while on campus. Students may be denied services if they are not in possession of their USFCard. The card may also be used for print services in USF Sarasota-Manatee computer labs. Value can be added to the card online at <http://www.usf.edu/bullbucks>. The USFCard may be obtained at the Sarasota Campus Cashier's Office located in room B116. Additional information pertaining to the Card can be found at <http://it.usf.edu/services/usfcard>.

## CASHIERS OFFICE

Current fees are posted on the Campus Cashier's website, the University Controller's website, and on the OASIS website. Schedule/Fee Statements are not mailed to the student; it is the student's responsibility to review their student financial account for accuracy and any balances due. Tuition is due by the fifth day of each academic term, as stated on the Campus Cashier's website as well as the University Controller's website. Students may view and/or pay their current term fees online by accessing the "Tuition, Fees & Payments" option in OASIS at: <http://usfonline.admin.usf.edu>. Cash, checks and money orders are accepted at the Campus Cashier's Office in payment of tuition and fees. Checks made payable to USF may be mailed to the Campus Cashier's Office, but must be postmarked by the post office, not office meter stamped, on or before the fifth day of the academic term. The University is not responsible for lost or misdirected U.S. Postal mail.

Returned Registration Checks - A student's current registration is subject to cancellation if the check presented in payment of fees is returned to the University unpaid. Dishonored fee payment checks must be redeemed within 10 calendar days to avoid cancellation of a student's current registration. A \$100.00 Late Payment Fee and a \$25.00 administrative charge will be assessed on any registration check returned unpaid to the University.

Failure to pay fees by University designated deadlines may result in cancellation of the student's registration, which will result in the assessment of a \$100 late registration fee as well a \$100 late payment fee. Students whose registration is cancelled for financial reasons may apply to the Registrar's Office for reinstatement upon the payment of all tuition and fees, a \$100 late registration fee, and a \$100 late tuition fee. Application for reinstatement must be made no later than the end of the fourth week of classes for Fall and Spring terms (reinstatement deadline for Summer terms is the end of the third week of classes). Students who fail to successfully reinstate their registration by the end of the fourth week of classes must petition the University's Academic Review Committee (ARC) to have their classes reinstated.

**THE SARASOTA CAMPUS CASHIER'S OFFICE IS A SUBSIDIARY OPERATION OF THE TAMPA CONTROLLER'S OFFICE AND IS GOVERNED BY ALL STANDARD USF POLICIES AND GUIDELINES. THE OFFICE ACCEPTS PAYMENTS FOR ALL FEES AND FINES.**

## **COUNSELING & WELLNESS CENTER**

5805 Bay Shore Road

(941) 487-4254 | Victim Advocate 252-5156

<http://www.sarasota.usf.edu/CounselingWellness/index.html>

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 487-4210 (2-4210).

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 and social workers, as well as post-doctoral residents. 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 perhaps 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:

- Group Counseling
- Individual 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 is on a pager: 252-5156)
- 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, Staff, and Residence Life

### **LOCATION**

The Counseling & Wellness Center is located opposite the Jane Bancroft Cook Library on Bay Shore Road. The office is open between the hours of 8:00am-5:00pm, Monday through Friday. The phone number is 487-4254. In addition, the Post-doctoral Residents are available for emergency during evenings and weekends. They may be reached by contacting the University Police. The Victim Advocate pager number is 252-5156.

## 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 and social workers who are highly skilled professionals trained in the science and practice of human behavior. When a student meets with a Counseling & Wellness Center staff person, he/she is 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 him/her identify strengths, locate support resources, and to begin a process of change and growth. This work may occur one-on-one with an individual counselor, or in one of the Center's groups where students meet together with one or two counselors. Whatever the format, 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 & WELLNESS 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, suicidality, 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.

## ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) EDUCATION

HIV stands for human immunodeficiency virus and AIDS stands for acquired immune deficiency syndrome. Over time HIV breaks down one's immune system and evolves into AIDS. It effects an equal amount of men as women and does not discriminate based on age, ethnicity, or sexual orientation. HIV can be asymptomatic for many years (10+), and therefore can be easily spread through unprotected sex and intravenous drug use.

**Here are guidelines to protect against the transmission of HIV:**

### **Practice Safe Sex!**

New ways to practice safe sex and have fun at the same time are always evolving. Talk to your doctor or do an internet search to learn about safe sex practices.

### **Know How to Use a Condom Correctly!**

Proper and regular use of condoms can reduce the risk of HIV by 80-85% as well as reduce the risk of STIs.

### **Know Your Limit!**

Using alcohol and drugs increases impulsive decision making and limits judgment. Have a proactive plan before mixing substances with romance regarding how far you want to go sexually and how you plan on being safe.

### **Get Tested Regularly!**

The CWC offers free and confidential HIV testing on a regular basis throughout the academic year.

For more information on HIV/AIDS please visit the following internet resources:

<http://www.aids.org/>

<http://www.aidshealth.org/>

<http://www.aegis.com/>

<http://www.cdc.gov/education/college/epidemiology.html>

## FITNESS CENTER

Student Government Association provides a fitness center at USF Sarasota-Manatee. This center contains, among other pieces of equipment, 2 elliptical machines, 2 treadmills, several free weights, and multiple weight machines for your legs, arms, back, chest, and core. The fitness room is open from 8:00 a.m. to 9:00 p.m., Monday through Friday. Please adhere to posted policies which includes but is not limited to the following: no one under the age of 18 permitted, wear proper clothing, leave the facility in the condition that you found it, no food or drinks allowed and wipe down the equipment after use. *Special note: a USF student, staff member or faculty member must accompany any non-USF individual.*

*As an additional service, Student Government provides 6 rowing machines (Ergs) for students to check out and use. This service is open to all students and the USFSM Crew Team. To check out the machines please visit the Chiller Plant or the Student Government offices (A110).*

## INTERNATIONAL STUDENT AND SCHOLAR SERVICES (ISSS)

(813) 974-5103 / CPR 469

<http://global.usf.edu/iss/> International Student and Scholar Services (ISSS) serves over 2000 international students and scholars at the University of South Florida. ISSS primarily works with immigration-related issues but also provides students with workshops on subjects such as culture shock, job search strategies, and employment and academic issues.

ISSS is available to all USF students but is located on the Tampa campus. For assistance with immigration-related issues on the USF Sarasota-Manatee campus, please contact Amanda Shurtleff ([AmandaS@sar.usf.edu](mailto:AmandaS@sar.usf.edu)) or Julie Lazaris ([JLazaris@sar.usf.edu](mailto:JLazaris@sar.usf.edu)) at 941-359-4330.

## LIBRARY

Your USF photo ID serves as your library card and must be presented in order to check out materials at any of the USF campuses. You also need the 14 digit ID number to log into most Virtual Library databases when you are off campus and to request interlibrary loans. The card cost \$10 and is available at the Cashiers office, USS-A.

### Finding Library Materials

WEBLUIIS, available from the Virtual Library (VL) homepage, is USF's library catalog. The VL also includes many periodical databases as well as electronic journals and reference resources. In the Reference area of the Library you will find an information kiosk, containing pathfinders for various subject areas and other useful information about the Library and the campus.

The Library Faculty offers two credit courses, LIS 2001 Use of library, and LIS 2937 Internet Resources, as well as bibliographic instruction for classes and individual students upon request.

- Loan Periods: Circulating books-end of each semester (unless book is recalled)
- Reserved materials: 3 hour loan or end of the currently (in-house use only). Fine-\$0.25/hour/item.
- Periodicals and Reference books do not circulate.
- Lost books: There is a minimum of \$50.00 charge for books that are lost or damaged beyond repair. Please notify Circulation immediately when a book is lost.
- Recalls: Books that checked out on LUIS may be recalled for you. You will receive the book in 1-2 weeks.

### Interlibrary Loan

To obtain books or articles not available in Cook Library, go to ILLiad via the Virtual Library homepage, and complete the appropriate online forms. It is essential to provide complete and accurate information. Materials from other USF campuses usually arrive within seven business days, while non-USF materials may take up to 4 weeks or more.

## LIBRARY INFORMATION COMMONS

In order to better serve our students, a librarian will be in attendance (hours will be announced each semester) on the second floor of the main lobby. Computers are available for research purposes and the librarian will be available to assist in your research and how to make the most of the USF libraries online.



## **PUBLIC SAFETY**

### **CAMPUS POLICE**

**Location:** 501 College Drive (New College Campus), Mail Point CPD, Sarasota, FL

**Telephone:** (941) 487-4210

### **CAMPUS SECURITY**

**Location:** 8350 N. Tamiami Trail, Sarasota, FL 34243, SMC B125

**Telephone:** (941) 993-8548

Police Dispatcher/Emergency number: (941) 487-4210

Police Chief: (941) 487-4211

Patrol Coordinator Lieutenant: (941) 487-4212

**Website:** <http://www.ncf.edu/usfpolice>

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

### **DEPARTMENT MISSION AND VALUES**

The Campus Police Department proudly serves USF Sarasota-Manatee and New College of Florida. Our mission is

- to protect life and property;
- to identify and prevent any criminal activity that may occur;
- to apprehend and assist in the prosecution of any person who commits a crime on our campus; and
- to seek to identify community problems and solutions to those problems, so as to improve the overall quality of life in this community.

The department values to accomplish our mission are:

- to provide a safe environment in which the community can work and live;
- to provide service to all people in a manner that demonstrates respect and dignity for each person;
- to recognize that we serve a diverse community; and
- to treat all persons fairly and equally; and to provide a strong commitment for the development of our employees' knowledge, training, abilities, and professionalism.

### **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 programs.

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 on the USF campus in room 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 provide 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 AND 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 <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, including pay 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 487-4210. All campus personnel are urged to immediately report any suspicious person (s) or incident(s) to the Campus Police by calling 487-4210, or 2-4210 from a USF campus phone.

### **CAMPUS EMERGENCY TELEPHONES**

There are emergency telephones located throughout the campus. They are painted blue and labeled as emergency telephone. Some 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 USF 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 managed by Financial Aid for 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 AND 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. Visit our website for office location and hours of operation.

## SECURITY – GENERAL

USF Sarasota-Manatee is a relatively safe place, but it is vulnerable because of its open borders and exposure to a major highway. Campus Police are always on duty to assist and protect you. Always be alert to your surroundings. The reporting of any suspicious persons and/or activities to the University Police 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

Florida State Statute 790.06(12) forbids any person from carrying a firearm on a university campus. Florida State Statute 790.115 forbids any person from possessing a firearm on university property. The Campus Police do not have any facilities for securing personal firearms for students, staff, or faculty members; and cannot provide weapons storage for individuals.

## 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 BATTERIES

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.**

## **PROGRAMS**

### **The 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's pager number is (941) 252 - 5156.

### **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 briefings, orientation presentations, bulletins, crime alerts, posters, brochures, residential bulletins, as well as student and employee newspapers.

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

- Personal Safety Presentations
- Burglary and Theft Prevention
- Date Acquaintance Rape Presentation
- Drinking and Driving (DUI) Information
- Drugs - Health Risk, Liabilities
- Police Department, Who We Are and What We Do
- Alcohol Programs
- Participation In The National Alcohol Awareness Week and the Collegiate Drug Awareness Week
- Operation ID: Engraving of personal property
- Police Escort Services
- Bicycle Engraving/Decal Program and Theft Prevention
- Orientation programming for all new students and employees including information on Campus Safety and Wellness issues
- Date/Acquaintance Rape
- Sexually Transmitted Diseases
- Substance Abuse and Awareness
- 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.
- Monitor alarms for intrusion, robbery, and fire.
- Maintain police records.

- Provide motorist and citizen assistance Provide “Safety Escorts.”
- 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.
- Handle special security requests.
- Conduct physical security surveys.
- Receive and return lost and found property.
- Provide engravers for the marking of personal 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.

### **GENERAL WEBSITES**

#### **Campus Police Department Link**

<http://www.ncf.edu/usfpolice>

#### **Campus Safety Preparedness Link**

<http://www.sarasota.usf.edu/Alpha/ready/index.html>

#### **FDLE Sexual Offender Data Base**

<http://www.fdle.state.fl.us>

## STUDENT OMBUDSMAN

<http://www.sarasota.usf.edu/Academics/AcadAffairs/Ombudsman.php>

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) 359-4216.

## STUDENTS OF CONCERN ASSISTANCE TEAM

The Students of Concern Assistance Team (SOCAT) is here to work with students who may be troubled or whose behavior is of concern to others. SOCAT was started as a way to identify and provide support to a student before more significant problems arise. **Anyone who is concerned about a student's behavior, may make a referral to the Students of Concern Assistance Team.**

SOCAT is a multi-disciplinary campus committee. The SOCAT Coordinator reaches out to students to offer assistance, to help coordinate referrals to campus and community resources, and to develop an Action Plan for student success. The goal is to help the student focus on academic success, avert more serious difficulties, and ensure the safety of both the student and USF community.

For more information or to make a referral: [www.sarasota.usf.edu/socat](http://www.sarasota.usf.edu/socat) or [socat@sar.usf.edu](mailto:socat@sar.usf.edu)



# OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

The office of Student Rights and Responsibilities' mission is to provide for the safety and well-being of the University environment; to aid in the growth and development of a student as related to a student's behavior; and to serve as the management agency for the University Judicial System. Student Judicial Services receives all referrals regarding alleged violations of the Student Code of Conduct. Any member of the University community may file charges against a student for an alleged violation of the Student Code of Conduct. RAR 234, 813-974-9443, <http://www.sa.usf.edu/srr>.

## **Rights and Responsibilities**

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**

1. The right of respect for personal feelings, freedom from indignity, and to expect an education of the highest quality.
2. The right to participate in self-governing student bodies which provide channels of communication and means for using democratic processes to solve problems.
3. The constitutional rights of freedom of expression and assembly.
4. The right of freedom to hear and participate in dialogue and to examine diverse ideas.
5. 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 and procedures prescribed in the Student Code of Conduct.

### **Student Responsibilities**

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

# STUDENT CODE OF CONDUCT

## SECTION 1: STATEMENT OF PRINCIPLES

The University of South Florida system (USF system) values a community based on the principles of integrity, civility, and respect. As such, the USF system community expects students to behave in a manner that supports these principles. The Student Code of Conduct is a document, which describes behavior that is counteractive to these principles and how the USF system will hold students accountable for those inappropriate behaviors.

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

Any member of the USF system community may refer a student for an alleged violation of the Student Code of Conduct by filing a referral in writing with the Office of Student Rights and Responsibilities. The Office of Student Rights and Responsibilities 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.

## SECTION 2: AUTHORITY AND JURISDICTION OF THE USF SYSTEM

USF system jurisdiction and discipline extends to conduct which occurs on USF system premises or which adversely affects the USF system community and/or the pursuit of its mission. Specifically, USF system officials may initiate disciplinary charges for conduct off campus when the behavior relates to the good name of the USF system; the integrity of the educational process; or the safety and welfare of the USF system community, either in its public personality or in respect to individuals within it; or violates state or federal law.

USF system disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and the Student Code of Conduct without regard to the pending civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under the Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Office of Student Rights and Responsibilities. Determinations made or sanction(s) imposed as a result of the Student Code of Conduct process shall not be subject to change because criminal charges arising out of the same facts giving rise to violation(s) of USF system policies were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

## SECTION 3: DEFINITIONS

- (a) The term “USF system” means the University of South Florida, any regional campus, or separately accredited institution affiliated with the USF system.
- (b) The term “USF system official” means any representative of a USF system direct service organization, USF system board, committee, office or member of the USF system faculty, administration, or staff.
- (c) The term “member of the USF system community” includes any person who is a student, faculty member, USF system official, or any other person involved with or employed by the USF system.
- (d) The term “USF system premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the USF system (including adjacent streets and sidewalks).
- (e) The term “student,” for the purposes of the Student Code of Conduct, includes all persons, registered organizations, or a person who has submitted an application for admission, housing, or any other service provided by the USF system which requires student status. The term “student” includes all persons taking USF system courses, either full-time or part-time, pursuing undergraduate, graduate, non-degree seeking, or professional studies. Persons who withdraw after allegedly violating the Student Code of Conduct, or who are not officially enrolled for a particular term but who have a continuing relationship with the USF system, or who have been notified of their acceptance for admission are considered “students.”
- (f) The term “student organization” means any group of students recognized by the USF system as a registered organization, including fraternities and sororities.
- (g) The term “Office of Student Rights and Responsibilities” or designee is the person(s)/area designated by the USF system President to be responsible for the administration of the Student Code of Conduct.



- (h) The term “Conduct Officer” means a USF system official authorized to adjudicate student disciplinary cases and to impose sanctions upon any student(s) or student organization found to have violated the Student Code of Conduct.
- (i) The term “Administrative Officer” is a USF system faculty or staff member designated by the Conduct Officer, the Dean, or the designated system official, who will adjudicate the case, hearing both the student explanation of events and the information presented by the Office of Student Rights and Responsibilities.
- (j) The term “complainant” means any person who submits a referral alleging that a student or organization violated the Student Code of Conduct.
- (k) The term “referral” means the written documentation provided to Office of Student Rights and Responsibilities alleging that a violation of the Student Code of Conduct may have occurred.
- (l) The term “offense” means the alleged action that represents a violation of the Student Code of Conduct.
- (m) The term “policy” means the written and published policies or regulations of the USF system as found in, but not limited to, the Student Code of Conduct, the residence halls, the library, regulations governing the use of technology and information systems, those regarding the Student Identification Card, and Graduate/Undergraduate Catalogs. Other policies include those related to building and classroom use, to dining services, to campus recreation, and to any regulation of the Board of Trustees.
- (n) The term “days” in terms of process is defined as the normal business day and will not include Saturdays, Sundays, or legal holidays/USF system administrative holidays when the campus is closed for business.
- (o) The term “will” is used in the imperative sense.
- (p) The term “may” is used in the permissive sense.
- (q) Notice: Whenever notice is required to be given to a student, it will be conclusively presumed that the student has been given such notice if it has been sent to the student by official USF system email, or mailed to the address appearing on either the student’s current local address or permanent address on record with the USF system, at the discretion of the Office of Student Rights and Responsibilities.
- (r) Administrative Hold: A hold may be placed on a student’s record at any point in the conduct process to assure compliance with sanctions or pending the resolution of conduct matters. When terms and conditions of sanctions have been satisfied and/or pending conduct matters have been resolved, the hold may be removed.
- (s) Appointment Letter: A written letter to a student, which states that a referral has been made and informs the student of an opportunity for a meeting. If the student chooses not to attend, the conduct officer reserves the right to have an In Absentia Review, at which point a Disposition Letter will be sent to a student.
- (t) Disposition letter: A written letter to a student, which states either that a referral has been dismissed or has been accepted. In the case where the referral has been accepted, the letter will include the imposed formal charges, recommended disposition, and/or the availability of a formal hearing.

## SECTION 4: 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 conduct process.**

(4.01) **Theft** - The unauthorized taking, misappropriation or possession of any real, personal, or intellectual property or services provided, owned or maintained by the USF system or by any person. “Services” includes, but is not limited to, unauthorized copying of software and acts considered to be in violation of copyright laws.

(4.02) **Misuse of Property** - Destruction, damage, misuse, or defacing of, or unauthorized entry into or otherwise accessing USF system buildings or property, private property and personal property, on the campus of the USF system.

(4.03) **Misuse of Materials** - Unauthorized accessing, removing, duplicating, photographing, and/or forging, counterfeiting, altering or misusing of any USF system material (including USF system intellectual property), file document or record, computer records, software, data files and similar entities owned or maintained by any member of the USF system faculty, administration, staff, or student body.

(4.04) **Weapons, Firearms, or Explosive Devices** - The unauthorized possession, storage, use or sale of any weapon (lethal or non-lethal), firearm, or any incendiary, explosive or destructive device. This includes but is not limited to, dangerous chemicals, air soft guns, Chinese stars, paint ball guns, fireworks, swords, and ammunition. This also covers any item used as a weapon to cause actual physical harm or threaten physical harm. Please also refer to the USF Weapons Policy (6-009).

(4.05) **Harassment** - Conduct which creates an unsafe, intimidating or hazardous situation that interferes with the ability of a USF system student or employee to study, work, or carry out USF system functions.

(4.06) **Stalking** - To follow another person or repeatedly interact with a person so as to harass that person.

(4.07) **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, admission into, or affiliation with, an organization. Refer to USF Regulation (6.0023).

(4.08) **Disorderly Conduct** - Breach of peace, such as causing a disturbance or being unruly.

(4.09) **Disruptive Conduct** - Actions that impair, interfere with or obstruct the orderly conduct, processes and functions of the USF system. 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 USF system.
- b. Impeding or interference with the rights of others to enter, use or leave any USF system 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 USF system.
- d. Actions that disrupt, endanger, or disturb the normal functions of the USF system or the safety of a person or persons.

(4.10) **False Alarm** - Issuing a bomb threat or other warning of impending disaster without cause. Intentional misuse, disabling, or tampering with any fire alarm or fire safety equipment.

(4.11) **Threats of Violence** - An intentional threat by word or act to do violence to a person or persons.

(4.12) **Injurious Behavior** - When one person actually and intentionally touches or strikes a person or persons against his/her will, or intentionally causes bodily harm to him/herself, or others.

(4.13) **Reckless Injurious Behavior** - Conduct that may be unintentional, but is with conscious disregard for its consequences to person(s) or property and results in actual or potential damage, injury, or harm to a person(s).

(4.14) **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 type of force employed may involve physical violence, coercion or threat of harm to the victim.

(4.15) **Sexual Misconduct** - Including sexual harassment; or the unwanted touching of another's sexual parts without consent; or obscene or indecent behavior which includes, but is not limited to, exposure of one's sexual organs or the display of sexual behavior that would reasonably be offensive to others; or public indecency; or voyeurism.

(4.16) **Misuse or Possession of Illegal Drugs** - Possession, use, sale or attempt to obtain any illegal drug. The term "drugs" includes, but is not limited to, 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 and paraphernalia used for drugs is a violation. Attending class, an organizational meeting or other USF system event that is specific for an educational purpose while under the influence of drugs, as noted in this section, is a violation.

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

(4.18) **Misuse of Alcohol** - Failure to abide by the USF system Alcohol Policy(30-006) and all USF system protocols and policies and state and federal law regarding alcohol. Specific Code of Conduct standards include but are not limited to:

- 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;
- Possession or consumption of alcohol by persons not of legal age;
- The operation of a motor vehicle by a person under the age of 21 while having a blood alcohol level of .02 or higher;
- The operation of a motor vehicle, by an individual of any age, under the influence of alcohol;
- The consumption of alcohol on streets, according to local ordinance;
- Public intoxication;
- Conducting an open house party which can include, but is not limited to, an event at which minors may possess or consume alcohol;
- Attending class, an organizational meeting or other USF system event that is specific for an educational gain while under the influence of alcohol is a violation.

(4.19) **False Information** - Knowingly making a material false oral or written statement to any USF system official.

(4.20) **Bribery** - Offering or accepting a bribe or inducement that 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 USF system.

(4.21) **Failure to Respond to Instructions** - Failure to comply with authorized official requests (oral or in writing) from or in agreement with USF system officials acting in accordance with their assigned duties.

(4.22) **USF system Policy and/or Local Ordinance, State or Federal Law** - Such policies include, but are not limited to, all those in Section (3)(m) and local ordinance, state or federal law.

(4.23) **Violation of Probation** - Failure to abide by the conditions of probation which resulted from previous behavior that was deemed unacceptable at the University level.

## SECTION 5: STUDENT CONDUCT PROCESS AND PROCEEDINGS

**This section includes the following: Receipt of Referral, Provisional Suspension, Initial Review, Formal Hearing, and Appeal Rights.**

- (a) **Receipt of Referral:** A referral should be made to the Office of Student Rights and Responsibilities within a reasonable time following the discovery of the alleged violation and no 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 USF system. The Conduct Officer may request information concerning prior misconduct of the student from the University Police and other appropriate persons or offices.
- (b) **Appointment Letter:** A written letter to a student, which states that a referral has been made and informs student of an opportunity for a meeting. If the student chooses not to attend, the Conduct Officer reserves the right to have an In Absentia Review, at which point a Disposition Letter will be sent to a student.
- (c) **Provisional Suspension Process:** In certain circumstances, at any time, the USF system may immediately impose a provisional suspension as follows:

The President of the USF system or the Office of Student Rights and Responsibilities or his/her designee, will have the authority to immediately suspend a student from the USF system or from participating in official USF system functions, programs, intercollegiate competitions, and other student activities.

A Provisional Suspension may be imposed to ensure the safety and well-being of members of the USF system community or preservation of USF system property; to ensure the student's own physical or emotional safety and well-being; or when the student's continued presence or use of privilege at the USF system is likely to pose an ongoing threat of disruption or interference with the normal operation of the USF system.

The Provisional Suspension may be imposed by the President or the Office of Student Rights & Responsibilities upon notice of the alleged conduct. Students issued a Provisional Suspension from the USF

system will be provided an Emergency Hearing within five days from the date of suspension with the appropriate Conduct Officer. The Conduct Officer may impose any sanction as appropriate or may continue the Provisional Suspension and delay a final determination pending the outcome of a criminal case, civil case, or other fact gathering body.

The student may appeal the outcome of the Emergency Hearing to the Dean for Students, or appropriate designee at the regional campus or separately accredited institution. The decision of the Dean for Students will be rendered within ten business days of receipt of the written appeal, except in extraordinary cases as determined by the Dean for Students, and is the final decision of the USF system.

- (d) **Initial Review:** If the subject student(s) fails to appear for a meeting, the Conduct Officer will conduct an In Absentia Review and a determination as to the appropriate charges to be filed will be made. A Disposition Letter will be provided to the absent student(s) and all hearing and appeal rights will be explained.

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

At the conclusion of the Initial Review, the Conduct Officer will issue a Disposition Letter, which will indicate either that the Referral has been dismissed or that the Referral has been accepted. In the case where the Referral has been accepted, the Disposition Letter will include the imposed formal charges, recommended dispositions, and the alternative procedures that may be available, which will be one or more of the following:

- **Acceptance of Responsibility:** The charged student will have the option to accept responsibility and agree to the proposed sanctions.
  - **Formal Hearing:** There are two choices of forum for the Formal Hearing: (a) a hearing before an Administrative Officer, which includes a specific waiver of a hearing before a University Conduct Board or (b) a hearing before a University Conduct Board, which would then include a specific waiver of a hearing before an Administrative Officer. This choice must be made and submitted in writing within 10 class days of the date of the Disposition Letter.
- (e) **Formal Hearing:** When the Conduct Officer receives the request for a Formal Hearing within the time frame the charged student shall be provided information about charges and pertinent information provided to the Conduct Officer that may be needed to prepare for the hearing. Such information shall be provided to the student no less than three days before the hearing, except in cases of an emergency hearing.

The student will be notified by telephone or email concerning the availability of the documents. The outcomes of the hearings held by the Administrative Officer or the University Conduct Board are recommendations to the Conduct Officer. The Conduct Officer will render the Final Decision within five days of receipt of the recommendation. Any differences between the recommendation and the final decision, and the reasons, will be presented to the student in writing. The Formal Hearing will take place within six weeks from the date of the Disposition Letter, except in special circumstances, which will be identified by the Conduct Officer. The procedure will then depend upon the choice of forum chosen by the charged student as follows:

1. **Administrative Officer** - If the student chooses a hearing before an Administrative Officer, an individual appointed by the Office of Student Rights and Responsibilities will conduct such hearing. 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 business days of notification. An Administrative Officer whose impartiality is challenged by reasonable rationale will be excused. Indiscriminate challenges are not permitted.
2. **University Conduct Board** - A student who chooses a hearing before a University Conduct 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 whose impartiality is challenged by reasonable rationale will be excused. 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 conduct 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.

- (f) **Appeal Process:** The charged student may appeal in writing the Final Decision of the Conduct Officer within five business days of the date of the letter describing the decision. The appeal must be written to the Dean of Students or appropriate designee at the regional campus or separately accredited institution. The Dean of Students may adopt, modify, or reject the recommended decisions and/or sanctions for the Formal Hearing. 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.
1. **Basis of Appeal:** Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Formal Hearing and supporting documents for one or more of the following purposes:
    - a. To determine whether the Formal Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
    - b. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code, which the student was found to have committed.
    - c. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Formal Hearing. Outcomes of criminal or civil cases have no bearing in any aspect of the process, including the appeal.
  2. **Decisions:** The decision made by the Dean of Students will be rendered within 10 business days of receipt of the appeal, except in extraordinary cases as determined by the Dean of Students. The decision made by the Dean of Students is considered final. If an appeal is not upheld, the matter shall be considered final and binding upon all involved. The final appellate decisions resulting in a suspension or expulsion of a student may be appealed by the student to an external judicial forum, i.e. Florida Second District Court of Appeal.

## **SECTION 6: GENERAL PRINCIPLES APPLICABLE TO INITIAL REVIEW, FORMAL HEARING, AND APPEAL**

Unless otherwise specified all proceedings will be closed to spectators. No irrelevant information should be discussed or considered in the proceeding. At the conclusion of the appeals process, the decision of the Dean of Students or the appropriate designee shall be final. The final appellate decisions resulting in a suspension or expulsion of a student may be appealed by the student to an external judicial forum, i.e. Florida Second District Court of Appeal.

### **(a) 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 “preponderance of the evidence,” that is, from the evidence/information submitted it is more likely than not 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 Formal Hearing proceedings shall be recorded by audio tape or video. Deliberations shall not be recorded. The record will be the property of the USF system. A student and his/her advisor may not record any proceeding but may request a copy of the recording if available. Records will be maintained according to our record retention schedule.

3. **Review of Information** - The student may review the evidence that will be presented against him/her. Pertinent records, exhibits and written statements may be accepted as information for consideration by the Conduct Officer or Formal Hearing forum.
4. **Presentation of Information** - The student may present evidence on his/her own behalf.
5. **Question Witnesses** (Applicable to Formal Hearing) - 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 Presented Information** - 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, USF system 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. It is the student's responsibility to make appropriate arrangements for travel, costs and attendance for the advisor. The proceedings shall not be delayed due to scheduling conflicts of the chosen advisor. The advisor may be present to advise the student but shall not speak for or present the case for the student or otherwise participate directly in the proceeding.
8. **Decision Based on Presented Information** - 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 the Office of Student Rights and Responsibilities.
9. **Decision in Writing** - Hearing decisions of the University Conduct 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 business 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.
12. **Student Rights Throughout Conduct Process** - A student shall remain eligible to attend classes and USF system activities pending the USF system's final decision in the conduct proceeding. However, in cases where the President or President's designee determines that the health, safety, or welfare of the student or the USF system community is involved, a student's privileges within the USF system, including the ability to attend classes or engage in USF system activities, may be suspended on an interim basis. If a student's privileges are temporarily revoked as described in this paragraph, but the student is subsequently found not responsible for the violation, the USF system must:
  - a. Correct any record of the change in enrollment status in the student's permanent records and reports in a manner compliant with state and federal laws; and
  - b. Refund to the student: a pro rata portion of any charges for tuition and out-of-state fees, as appropriate, if the temporary revocation or suspension of the student's ability to attend classes lasts for more than ten school days.

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

1. **Presentation of Information** - The complainant shall have the right to submit a list of questions to the Office of Student Rights and Responsibilities. Those questions must be related to the alleged incident for consideration prior to the hearing, and that she/he feels the accused should be asked during the hearing process.
2. **Advisor** - The student may have an advisor of his/her choice present, however, USF system 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. It is the student's responsibility to make appropriate arrangements for travel, costs and attendance for the advisor. The proceedings shall not be delayed due to scheduling conflicts of the chosen advisor. The advisor may be present to advise the student but shall not speak for or present the case for the student or otherwise participate directly in the proceeding.

3. **Specific Offenses** - In case of alleged violent conduct, injurious behavior, and non forcible sex offenses the following additional rights pertain:
  - a. The complainant shall be notified of the available assistance within the USF system.
  - b. The complainant shall have the right to submit an impact statement to the Conduct Officer for use during the sanctioning portion of the conduct 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 Conduct Officer will inform the complainant in writing of the outcome of the conduct proceeding within ten business days from the conclusion of the hearing/appeal process unless extraordinary circumstances exist.

## SECTION 7: 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 USF system. 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 USF system 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 sanction places the student's enrollment dependent 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 USF system activities as specified by the Conduct Officer or as regulated by other USF system departments.
- (d) **Restrictions** - Conditions imposed on a student that would specifically dictate and limit future presence on campus and participation in USF system activities. The restrictions involved will be clearly identified and may include but are not limited to a USF system order forbidding the offender from all contact with the victim. Restrictions may also apply to denial of operating a motorized vehicle (including golf carts) on campus, access and use of USF system services, and presence in certain buildings or locations on campus.
- (e) **Restitution** - A payment for injury or damage.
- (f) **Financial Aid Impacts** - A restriction on or revocation of financial aid where appropriate pursuant to law or NCAA policy.
- (g) **Other Appropriate Sanctions** - such as mandated community service, fines, educational programs (payment of associated fees), and written assignments.
- (h) **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/nature of the first accountability)
    - Educational Program Referral
    - Educational Program Fee (\$50 or \$75 depending on program)
  - 2a. Second Level Alcohol Accountability
    - Deferred Suspension
    - Deferred Cancellation of USF system Housing Contract
    - Restriction from residence halls

- Parental Notification
- Educational Program Referral
- Educational Program Fee (\$75)

2b. Second Level Substance Use Accountability

- Deferred Suspension
- Cancellation of USF system Housing Contract
- Restriction from residence halls
- Parental Notification
- Educational Program Referral
- Educational Program Fee (\$75)

3. Third Level Accountability

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

## **SECTION 8: PARENTAL NOTIFICATION**

The USF system is committed to the success of its students both inside and outside of the classroom. Therefore, it is our goal to maximize students' learning and development, and promote their health, safety and welfare. In this regard, the USF system has implemented a Parental Notification in compliance with the request of the Florida Board of Education. Parental Notification permits the USF system the right to inform parents or guardians when their dependent student, under the age of 21, has been found in violation of the USF system alcohol and substance abuse policy.

In non-emergency situations, parents of dependent students, under the age of 21, may be notified in writing, at the discretion of the Office of Student Rights and Responsibilities. However, in emergency situations, parents may be notified by an immediate phone call from a USF system Official. These guidelines do not preclude Parental Notification for other policy violations that may endanger the health, safety and well-being of a student or other individuals in the USF system community. In addition, Parental Notification may occur in health and safety emergencies, regardless of the student's age or dependent status.

Students, whose parents are to be notified under these guidelines, will be informed before such notification occurs and given an opportunity to initiate contact with their parents if and when possible.

## **SECTION 9: DISCIPLINE RECORDS AND RETENTION POLICY**

*The following applies to individual student disciplinary records.*

(a) **Maintenance of Records**

1. Student discipline records are maintained in the Office of Student Rights and Responsibilities.
2. All discipline records in all formats (paper, computer, audio, etc.) will be destroyed in accordance with the current discipline records and retention policy.
3. The Office of Student Rights and Responsibilities maintains all student discipline records in accordance with the Family Education Rights and Privacy Act (FERPA). Student Rights and Responsibilities will abide by all laws requiring confidentiality and privacy with regard to the student conduct process. This confidentiality extends to all Student Rights and Responsibilities staff, including the University Conduct Board and individual Conduct Officers. In cases involving alleged violent misconduct or injurious behavior Student Rights and Responsibilities will inform the victim, whenever appropriate, of the outcome of the conduct proceeding.
4. A student may choose to sign a release form granting Student Rights and Responsibilities staff permission to discuss information related to his/her disciplinary file with any individual that he/she designates. This form is available in the Office of Student Rights and Responsibilities.



5. Any educational institution requesting conduct information about a current or former USF system student is required to submit the request in writing. If a non-educational agency is requesting information, those requests must include the signature of the student granting the release of information related to his/her disciplinary record.

**(b) Destruction of Records**

1. Records resulting in a discipline sanction of expulsion or suspension from the USF system will be permanently maintained in the Office of Student Rights and Responsibilities.
2. All other discipline records are maintained for a period of five years from the first date of matriculation or until one year after graduation, whichever date is the later. In the event that a student matriculates, but does not graduate, the Office of Student Rights and Responsibilities will retain the record for five years from the last date of attendance.
3. No personally identifiable record(s) will be kept after a record has been designated for destruction. Statistical data will be maintained but all information that would identify an individual is removed.
4. All paper records will be destroyed by shredding or other similar process. Computer files will be modified in a manner so that only statistical data that cannot identify an individual is kept. Non-paper information (i.e. audio recordings) will be destroyed in a manner that will insure that the information cannot be traced to any individual or any discipline case.

**SECTION 10: REGIONAL CAMPUSES**

The foregoing applies to all campuses of the USF system; however, non-substantive procedural modifications to reflect the particular circumstances of each regional campus or separately accredited institution are permitted. Information concerning these procedures is available through the student affairs office at those regional campuses or separately accredited institutions.

**SECTION 11: REVIEW OF STUDENT CODE OF CONDUCT**

A student conduct 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.

*Authority: Art. IX, Sec. 7, Fla. Const. and Resolutions issued by the FL Board of Governors, §§ 1001.74, 1006.50, 60, 61, 62, 63, Florida Statutes. History—New 9-23-85, Formerly 6C4-6.021, Amended 5-27-92, 7-26-92, 12-2-92, 12-29-94, 4-11-99, 9-27-05, Formerly 6C4-6.0021, Amended 6-5-08, 6-25-09.*

§ 03



# STUDENT ACADEMIC GRIEVANCE PROCEDURE

Reference: USF Policy 10-002

<http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-002.pdf>

## I. INTRODUCTION (PURPOSE AND 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.

The procedures that follow are designed to ensure objective and fair treatment of both students and instructors. These guidelines are meant to govern all colleges (exclusive of the College of Medicine which maintains its own procedures), however, as individual USF System institutions, colleges or campuses may have different levels of authority or titles, each student must obtain the specific designations used by each entity for levels of authority and titles in the process with appropriate designations of authority if necessary.

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. In such circumstances, the Dean or Provost/Sr. 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. 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 the case of all other academic grievances, the USF System reserves the right to determine the final outcome based on the procedures detailed herein.

In the case of Academic Integrity (USF Regulation 3.027) violations, these Student Academic Grievance Procedures apply and include an Academic Integrity Review Process at the College Level as described in section III below.

## II. TERMS AND GUIDELINES

An "academic grievance" is a claim that a specific academic decision or action that affects that 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. Grievances may relate to such decisions as the assignment of a grade seen by the student as incorrect or the dismissal or failure of a student for his or her action(s), including violations of the professional/ethical standards in clinical or field-based programs. Academic grievances will not deal with general student complaints.

"Instructor" shall mean any classroom instructor, thesis/dissertation/directed study supervisor, committee member or chair, or counselor/advisor who interacts with the student in an academic environment.

"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 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 hard copy to the recipient's address of record or email communication using assigned USF email address.

The “burden of proof” shall be upon the student such that the student challenging the decision, action or 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. In cases where the issue is academic integrity, the burden of proof shall be upon the instructor. In considering grievances, decisions will be based on the preponderance of the evidence.

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

As some Colleges may not have departments or some campuses may use different titles, the next level that applies to that College shall be substituted. If the incident giving rise to a grievance occurs on the St. Petersburg campus, the approved policy on that campus shall govern.

### **III. STATEMENT OF POLICY**

#### *A. Resolution at the Department Level*

1. 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 grade; the receipt of an assignment) and the instructor shall accommodate a reasonable request to discuss and attempt to resolve this issue.
2. If the situation cannot be resolved or the instructor is not available, the student shall file a notification letter within three weeks of the triggering incident to the department Chairperson/Director. This shall be a concise written statement of particulars and must include information pertaining to how, in the student’s opinion, USF System policies or procedures were violated. The department Chairperson/Director shall provide a copy of this statement to the instructor. The instructor may file a written response to the grievance.
3. The department Chairperson/Director shall discuss the statement 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.
4. 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. Should the student not file a written request to move the grievance to the College Level within the prescribed time, the grievance will end.

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.

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

1. Upon receipt of the grievance, the College Dean shall either determine that the matter is not an academic grievance and dismiss it or within three weeks 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 at least one member assigned to oversee, or with expertise, in that clinical area. In addition, deficiency in, or violations of, clinical or professional standards may be sufficient to support academic failure or dismissal notwithstanding success in other areas of the academic

record. The student or faculty may request to attend a Committee meeting. The Chairperson will designate which meeting the student or instructor may attend to present any final statement to the Committee. In addition, 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.

c. The student or instructor may bring an advisor (not to act as legal counsel or to participate in the meetings) to the meeting.

2. The Committee will operate in the following manner:

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

b. 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.

c. In Committee reviews involving Academic Integrity, the following Academic Integrity Review Process shall be followed in addition to the other Departmental procedures, if applicable:

1) The Committee Chairperson shall notify the student and instructor of the date and time of the meeting.

2) The student and instructor may submit a list of questions to the Committee Chairperson to be answered by the student and instructor. If submitted, the questions will be disseminated by the Committee Chairperson and the Committee Chairperson will ensure that the questions are answered in writing and submitted for review by the Committee, student, and instructor before the initial meeting.

3) Students shall be permitted to remain in the course or program during the Academic Integrity Review Process. However, if the student is in a clinical or internship setting, the student may be removed from such setting until the issue of Academic Integrity is resolved. In such cases, the program will attempt to identify an alternative educational option to the clinical or internship to enable the student to continue progressing in the program.

d. All deliberations shall be in private and held confidential by all members of the Committee. The recommendation of the Committee shall be based on the factual evidence presented to it.

e. Within three 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.

f. Within three 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.

g. The student or the instructor may appeal the decision of the College Dean to the University Level only if the decision of the College Dean is contrary to the recommendation of the Committee (which will be indicated in the Dean's decision) or if there is a procedural violation of these Student Academic Grievance Procedures. Such an appeal must be made in writing to the Dean of Undergraduate Studies or Graduate School (as appropriate) within three weeks of receipt of the decision from the College Dean. Otherwise, the College Dean's decision is final and not subject to further appeal within the USF System.

### C. *Resolution at the University Level*

The Provost/Sr. Vice President for Academic Affairs or the Sr. Vice President, USF Health has delegated authority to the Dean of Undergraduate Studies to act in place of the Provost/Sr. Vice President in all academic grievance appeals involving undergraduate students unless the grievance occurred in a program within Undergraduate Studies, wherein it will go back to the Provost to redelegate. The Dean of Graduate School will act in place of the Provost/Sr. Vice President in all academic grievance appeals involving

graduate students. The Regional Vice Chancellor for Academic Affairs at USF St. Petersburg may delegate authority to a designated academic administrator at USF St. Petersburg to hear the appeal at the University Level.

1. The student or the instructor may appeal at the University Level within three weeks of the receipt of a decision made at the College Level, when (1) the decision by a College Dean is contrary to the recommendation of a college Grievance Committee, or (2) there is cause to think a procedural violation of these USF System Academic Grievance Procedures has been made. Within three weeks of receipt of the appeal to the decision, the Undergraduate/Graduate Dean in consultation with the Faculty Senate and the Student Senate, shall appoint an Appeals Committee consisting of three faculty members drawn from the USF System Undergraduate Council or Graduate Council (as appropriate), and two students, undergraduate or graduate (as appropriate).
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 Undergraduate/Graduate Dean 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 Undergraduate/Graduate Dean, etc.).
3. Within three weeks of the appointment, the Committee Chairperson shall deliver in writing to the Undergraduate/Graduate Dean a report of the findings of the Committee and a recommended resolution.
4. Within three weeks of receipt of the Committee recommendation, the Undergraduate/Graduate Dean shall provide a decision in writing to all parties.
5. If the Undergraduate/Graduate Dean's decision is that a grade change is merited, the Undergraduate/Graduate Dean shall initiate the grade change on the authority of the Provost and so inform all parties. In all academic grievance appeals, the Undergraduate/Graduate Dean's decision is final and not subject to further appeal within the USF System.

These procedures shall take effect commencing (February 10, 2009) and shall supersede all other academic grievance procedures currently in effect, with the exception of the procedures of the College of Medicine.

\*Departments may develop their own formal procedures for considering grievances. Such procedures must be considered and approved by the College Dean and the Provost, and published on the Department's web site. When such procedures exist, the Department's examination of the grievance will unfold as specified in the procedures, however, those procedures must adhere to the three-week timeline (with a notice to the student in writing of any need for an extension). If the Departmental process upholds the student's grievance, the Department Chair will work with the College, the student and the instructor to remedy the situation. If the Department does not uphold the grievance, the Chair will report the fact to the Dean. The student may, in such cases, request the College Level review as outlined in these USF System procedures.



<b>Office of the Regional Chancellor</b>			
Dr. Arthur M. Guilford Regional Chancellor	359-4340	aguilford@sar.usf.edu	<a href="http://www.sarasota.usf.edu/Administration/CEO/">http://www.sarasota.usf.edu/ Administration/CEO/</a>
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<b>Academic Affairs</b>			
Bonnie Jones Regional Vice Chancellor for Academic Affairs	359-4504	bjjones@sar.usf.edu	<a href="http://www.sarasota.usf.edu/Academics/">www.sarasota.usf.edu/Academics/</a>
College of Arts & Sciences	359-4708		<a href="http://www.sarasota.usf.edu/Academics/CAS/">www.sarasota.usf.edu/Academics/ CAS/</a>
College of Business	359-4455		<a href="http://www.sarasota.usf.edu/Academics/COB/">www.sarasota.usf.edu/Academics/ COB/</a>
School of Hotel & Restaurant Management	359-4563		<a href="http://www.sarasota.usf.edu/Academics/SHRM/">www.sarasota.usf.edu/Academics/ SHRM/</a>
College of Education	359-4395		<a href="http://www.sarasota.usf.edu/Academics/COE/">www.sarasota.usf.edu/Academics/ COE/</a>
Distance Learning	359-4355		<a href="http://www.sarasota.usf.edu/Academics/DE/index.php">http://www.sarasota.usf.edu/ Academics/DE/index.php</a>
<b>Student Services</b>			
Pamela Doerr Regional Vice Chancellor for Student Services	359-4330	Office of Student Services	<a href="http://www.sarasota.usf.edu/student-services">www.sarasota.usf.edu/student-services</a>
O.A.S.I.S.			<a href="http://oasis.usf.edu/">http://oasis.usf.edu/</a>
Admissions	359-4330	admissions@sar.usf. edu	<a href="http://www.sarasota.usf.edu/Students/Admissions/">www.sarasota.usf.edu/Students/ Admissions/</a>
Academic Advising	359-4330	advising@sar.usf.edu	<a href="http://www.sarasota.usf.edu/Students/AcademicAdvising/">www.sarasota.usf.edu/Students/ AcademicAdvising/</a>
Career Services	359-4586	career@sar.usf.edu	<a href="http://www.sarasota.usf.edu/Students/CareerCenter/">www.sarasota.usf.edu/Students/ CareerCenter/</a>
Counseling and Wellness Center	487-4254		<a href="http://www.ncf.edu/usf-cwc">www.ncf.edu/usf-cwc</a>
Disability Services	359-4714	plakey@sar.usf.edu	<a href="http://www.sarasota.usf.edu/Students/Disability/">www.sarasota.usf.edu/Students/ Disability/</a>
Financial Aid	359-4459	finaid@sar.usf.edu	<a href="http://www.sarasota.usf.edu/Students/FinancialAid/">www.sarasota.usf.edu/Students/ FinancialAid/</a>
Registration	359-4641	records@sar.usf.edu	<a href="http://www.sarasota.usf.edu/Students/Registration/">www.sarasota.usf.edu/Students/ Registration/</a>

<b>Student Affairs</b>			
Student Affairs	359-4268	ascandura@sar.usf.edu	<a href="http://www.sarasota.usf.edu/Students/SA/">www.sarasota.usf.edu/Students/SA/</a>
Commencement	359-4632	mayres@sar.usf.edu	<a href="http://www.sarasota.usf.edu/commencement/">www.sarasota.usf.edu/commencement/</a>
Clubs and Organizations	359-4263	dgambrell@sar.usf.edu	<a href="http://www.sarasota.usf.edu/Students/SA/clubsandorgs/">www.sarasota.usf.edu/Students/SA/clubsandorgs/</a>
Orientation	359-4330	admissions@sar.usf.edu	<a href="http://www.sarasota.usf.edu/Students/Orientation/">www.sarasota.usf.edu/Students/Orientation/</a>
Student Government President Vice-President Secretary Treasurer Senate Chair Senate Office Business Manager	359-4253 359-4560 359-4716 359-4716 359-4717 359-4431 359-4773		<a href="http://www.sarasota.usf.edu/Students/SG/">http://www.sarasota.usf.edu/Students/SG/</a>
<b>Other Services</b>			
Bookstore	359-4467		<a href="http://usfsarasota.bncollege.com/">http://usfsarasota.bncollege.com/</a>
Campus Computing	359-4350		<a href="http://www.sarasota.usf.edu/CampusComputing/index.php">www.sarasota.usf.edu/CampusComputing/index.php</a>
Copy Center	359-4289	CopyCenter@sar.usf.edu	<a href="http://www.sarasota.usf.edu/services/copycenter/">www.sarasota.usf.edu/services/copycenter/</a>
Campus Police Campus Security	487-4210 993-8548	police@ncf.edu	<a href="http://www.ncf.edu/UniversityPolice">www.ncf.edu/UniversityPolice</a>
Library	359-4285		<a href="http://lib.sar.usf.edu/">http://lib.sar.usf.edu/</a>
Emergency Numbers Victim Advocate Safe Place and Rape Crisis Center Bayside Center for Behavioral Health Hope Family Services (Bradenton)	252-5158 365-1976 917-7760 755-6805		

