

UNIVERSITY OF SOUTH FLORIDA
2009/2010

**Student Government presents the
2009/2010 USF Student Planner**

THIS PLANNER IS A & S FUNDED

Special Thanks to

The Department of Student Life & Traditions:

**Ken Getty, Caitlin Butler, Spencer Montgomery, Chaz Luce, Emily Yount, David Moreno, Sarah Shoffner,
Brenton Higgins, Noah Matz, Josh Agramonte, Kelly Budnick, Blair Greene, Chaz Luce, & Ja'nay Lewis**

The Department of Marketing & Communications

Jasmine Fowlkes, Ivan Gil, & Sarah Rasheid

Very special thanks to Jason LaBerge & Eric Reiter

for their expertise, which without we could not have created this great resource.



Student Government offers both paid and volunteering positions.

If interested, please call 974-2401 or visit www.sg.usf.edu

Please Note:

Every effort has been made to ensure the accuracy of the information presented in this calendar. However, to make the Student Government Campus Planner available at the beginning of the fall 2009 semester, all event schedules were obtained in the spring, therefore they may be subject to change. Before attending any scheduled events you should call the appropriate scheduling office. If you have any questions or suggestions to next year's planner, please submit them to the Department of Student Life & Traditions.

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Student Affairs departments

Advocacy Program	(813) 974-5756
Campus Recreation	(813) 974-3177
Center for Leadership & Civic Engagement*	(813) 974-7595
Counseling Center	(813) 974-2831
Dean for Students*	(813) 974-6677
Development & Fundraising	(813) 974-8303
Fraternity & Sorority Life*	(813) 974-7335
Housing & Residential Education	(813) 974-0001
Marshall Student Center*	(813) 974-5400
Multicultural Affairs*	(813) 974-5111
New Student Connections	(813) 974-2896
Office of the Student Ombudsman*	(813) 974-6677
Office of Student Organizations*	(813) 974-7912
Office of Student Programs*	(813) 974-5306
Office of the Vice President for Student Affairs	(813) 974-5533
Parents & Family Association	(813) 974-1663
Students with Disabilities Services	(813) 974-4309
Student Government*	(813) 974-2401
Student Health Services	(813) 974-2331
Student Publications	(813) 974-2617
Student Rights & Responsibilities	(813) 974-9443

* office is located in the Marshall Student Center

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TABLE OF CONTENTS

STUDENT SECTION

Year Calendar	5
General Directory	7
Student Organizations	13
University Cable Guide	21
Monthly Calendar Section	26
Weekly Agenda Section	38
Student Handbook Section	147
Resident Life Packet	154
Administrative Policies	165



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985-7272

July '09

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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August '09

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September '09

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October '09

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November '09

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29	30					

December '09

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January '10

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31						

February '10

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28						

March '10

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April '10

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May '10

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June '10

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July '10

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August '10

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29	30	31				

September '10

Su	M	Tu	W	Th	F	Sa
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



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Name	Number	Building	Room
A&S Business Office	4-2045	MSC	4300
Academic Affairs	4-2154	ADM	226
Administration	4-5002	MSC	4100
Admissions	4-3350	SVC	1036
Adult & Transfer	4-6444	SVC	1001
Advising			
Bus. Administration	4-4290	BSN	1406
Education	4-2458	EDU	106
Engineering	4-2684	ENC	1302
Fine Arts	4-3660	FAH	120
Medicine	4-2068	MDC	1002
Nursing	4-9305	MDN	1036
Pre-Admission	4-3350	SVC	1036
Pre-Medical	4-6957	BEH	201
Public Health	4-6505	CPH	1150
Undergraduate	4-2645	SVC	2011
Advocacy	4-5756	ADM	273
Crisis Line	4-5757		
Air Force ROTC	4-2795	CWY	407
Army ROTC	4-4065	HMS	115
Alumni Office	4-4380	ALC	100
Andros Center	4-2477	RAN	122
Argos Center	4-2761	RAR	229
Art Museum	4-2849	CAM	101
Athletics	4-2125	ATH	100
Audio Visual	4-2380	SVC	0061
Bookstore	4-2631	BKS	269
Medical	4-4984	MDC	1050
Box Office			
Theatre II	4-2323	THR	104
Sun Dome	4-3002	SUN	141
Building Manager's Office	4-5615	MSC	1006
Bull License Plates	4-4380	ALC	100
Bull Market	4-5309	MSC	1001
Bus (Hartline)	254-HART		
Bull Runner Shuttle	4-6902	PSB	101
Business Office	4-5310	MSC	4107
CAB	4-5306	MSC	2306
Career Center	4-2171	SVC	2088
Campus Dining Services	4-5021	MSC	1502
Catering	4-6166	MSC	3200B

Meal Plan Office	4-4499	MSC	1502
On Top of the Palms	4-3573	MSC	3600
Campus Info (Tampa)	4-4607	PSB	101
Campus Recreation	4-3177	REC	111
Cancer Research Ctr.	972-4673	MDC	44
Cashier	4-6056	ADM	131
Center for Leadership & Civic Engagement	4-7595	MSC	1300
Centre Gallery	4-5464	MSC	2700
Ctr Teaching Enhancement	4-2576	SVC	1088
Ctr Urban Transport Res.	4-3120	CUT	100
Chapel Center	988-1185		
Child Care (ERCCD)	4-5142	ERC	101
Commencement/Convocation	4-2202	SVC	1098
Computer Labs			
Business	4-4208	BSN	2400
Communications	4-6781	PRS	100
Cooper Hall	4-3712	CPR	121
Education	4-7851	EDU	320
Engineering	4-3008	ENB	116
Undergraduate	4-4751	ENB	118
Graduate	4-1951	ENB	229
Fine Arts	4-8388	FAH	276
Physics	4-7057	PHY	209
Science Center	4-0031	SCA	222
Social Sciences	4-3197	SOC	279
Counseling Center	4-2831	SVC	2124
Credit Union	569-2000	CRU	102
Credit Union (MSC Branch)	4-4294	MSC	1400
Money Line	569-2100		
Custodial Office	4-5010	MSC	1700B
Disabled Student Services	4-4309	SVC	1133
Distance Learning	4-2996	SVC	1072
E-Mail and Internet	4-1222	LIB	608
Einstein Bagels	4-5032	MSC	1600
Embassy Suites (on campus)	977-7066		
Emergencies	911	UPB	002
Employment	4-2171	SVC	2088
Equal Opportunity	4-4373	ADM	172
Evaluation & Testing	4-2741	SVC	2060
Event and Meeting Services (EMS)	4-5213	MSC	3200
Financial Aid	4-4700	SVC	1102
Florida Mental Health	4-4602	MHC	1101
Fraternity & Sorority Life	4-7335	MSC	2300
Game Room	4-5232		
Grade Changes	4-4428	SVC	1034
Graduate School	4-2846	BEH	304
Health Center/Health Insur.	4-2331	SHS	103
Homecoming Steering Team	4-5202	MSC	2306

Honors Program	4-3087	SVC	1088
Housing & Residential Education	4-1528	RAR	229
ID's (Student)	4-2357		
Insurance	4-5407	SHS	100
Intramurals	4-4449	REC	111
Info Desk-Marshall Center	4-3180	MSC	1000
Lakeland Campus	(941) 667-7000 / 1-800-USF-5636		
Lecture Series	4-7795		
Legal Aid	4-5012		
Library	4-2721	LIB	122
Circulation	4-4497	LIB	102
Loan/Scholarship	4-2711	ADM	147
Maintenance	4-5107	MSC	0101
Information	4-3180		
Center Gallery	4-5464		
Credit Union	4-4294		
Bull Market	4-5309		
Reservations	4-5213		
Marketing	4-5277	MSC	4112
Marshall Center			
Moffitt Cancer Research Ctr.	972-4673	MDC	44
Multicultural Affairs	4-5111	MSC	3300
Naval-ROTC	4-4789	CWY	408
Network Administrator	4-5003	MSC	4101
Notary in the Office of:			
President	4-2791	ADM	241
Exec V/P-Provost	4-2154	ADM	226
Comm Advancement	4-4983	ADM	214
Government	4-2660	ADM	280
University Relations	4-9092	ADM	264
Student Govt.	4-5012		
Off-Campus Housing	4-7613		
Office of Student Organizations	4-7912	MSC	3300
Office of Student Programs	4-1001	MSC	2306
OPERATOR	4-2011	SVC	4010
Oracle	4-6242	SVC	002
Orientation	4-3060	SVC	1138
Parking Services	4-3990	PSB	101
Parking Citations	4-3990	PSB	101
Petitions – Academic Regulations			
Arts & Sciences	4-6957	SOC	102
ASA (Undeclared)	4-2645	SVC	2011
Business Administration	4-4290	BSN	1406
Education	4-2458	EDU	106
Engineering	4-2684	ENG	1302

Fine Arts	4-3660	FAH	120
Graduate Council	4-2846	FAO	126
Nursing	4-9305	MDN	1036
Personnel	4-2970	SVC	2172
Police	4-2417	MDC	1023
EMERGENCY	911		
Post Office	4-2606	PPA	109
President, Office of	4-2791	ADM	241
Public Affairs	4-6994	ADM	271
Radio/TV			
WBUL	4-4906		
Music Line	4-3285		
WUSF-FM 89.7	4-8700	WRB	219
WUSF-TV 16	4-4000	TVB	100
Recreation	4-3177	REC	111
Records, Student	4-4419	SVC	1034
Registrar	4-2000	SVC	1034
Registration Help Line	4-8979		
Residence Hall Association	4-5341		
ROTC			
Air Force	4-3367	BEH	236
Army	4-4065	BEH	236
Safe Team			
Day	4-3243		
Night	4-SAFE		
Sarasota Campus	(914) 359-4200		
SG Administrative Services	4-2045	MSC	4300
SG Computer Lab	4-3878	MSC	2308/1308
Sports Info Hotline	1-800-GO-Bulls	PED	214
St. Petersburg Campus	(727) 873-1200		
Student Affairs	4-5533	ADM	151
Student Employment	4-2879	SVC	1102
Student Government	4-2401	MSC	4304B
Election Rules Committee	4-2057	MSC	4303B
Executive Cabinet	4-9900	MSC	4308
Grad Assistant	4-4460	MSC	4308C
Marketing/ Public Relations	4-5011	MSC	4306
SAFE Team	4-8316	MSC	1800
Senate	4-2569	MSC	4308D
Senate President	4-4857	MSC	4308F
SG Chief of Staff	4-5735	MSC	4308
SG President	4-2328	MSC	4308G
SG Vice President	4-9991	MSC	4308G

Student Life & Traditions	4-3749	MSC	1503
	4-5012		
	4-7613		
Supreme Court	4-9120	MSC	4303
SG Conference Room	4-3205	MSC	4303
Student Health Services	4-2331	SHS	100
Student Org. Offices		MSC	3308
Student Organizations	4-7912	MSC	3302
Student Rights & Responsibilities	4-9443	RAR	234
Sun Dome		SUN	141
Administration	4-3111		
Box Office	4-3002		
Theatre	4-2701	TAR	230
Test Information	4-2970	SVC	2172
Textbook Center	4-2631	BKS	0269
TicketMaster	4-5309	MSC	1001
Transcripts	4-4081	SVC	1034
Undergraduate Studies	4-4051	SVC	2002
University Lecture Series	4-6107	MSC	2306
USF Card Center	4-2357	MSC	1505
Veteran's Affairs	4-2291	SVC	2127
Visitor's Info Center	4-4607	PSB	101
WBUL Radio Station	4-3285	MSC	1805
Writing Lab	4-9572		

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STUDENT ORGANIZATIONS

Academic/Professional Student Organizations

Alliance of Health and Fitness Professionals
Alpha Kappa Psi
American College of Health Care Administrators
American Institute of Architecture
American Institute of Chemical Engineers Students
American Library Association
American Medical Association
American Medical Student Association
American Medical Women's Association
American Society for Information Science & Technology (ASIST)
American Society of Civil Engineers
American Society of Heating and Refrigerating Engineers
American Society of Mechanical Engineers
American Water Works Association
Anesthesiology Interest Group
Anthropology Club
Anthropology Graduate Student Organization
Art History Association
Asian Pacific American Medical Student Association
Association for CMM Biology Students
Association for Computing Machinery
Association for Jazz Education
Association of Latino Professionals in Finance & Accounting
Association of Physical Therapy Students
ATSA: Athletic Training Students' Association
Biology Graduate Student Organization
Biomedical Engineering Society
Black Graduate and Professional Student Association

Brenda J Faulk Chapter of Silver Wings at the University of South Florida
Bulls' New Frontier of Entrepreneurship
Chemistry Society at USF
Christian Philosophers Society
Civil and Environmental Grad. Stud. Assoc. (CEEGSA)
Collegiate Music Educators National Conference
Communication Networks Group at USF
Criminology Graduate Student Organization (CGSO)
Dance Education Organization
Delta Sigma Pi -Theta Phi
Delta Sigma Pi- Lambda Kappa Lambda (Lakeland)
Economic Scholars Society
Emergency Medicine Interest Group
Emerging Green Builders at USF
Engineering Expo
Engineers for A Sustainable World
English Graduate Student Association
ENLACE Leadership Club (ELC)
Family Medicine Interest Group
Fla Georgia Louis Stokes Alliance for Minority Participation
Florida Medical Association
Florida Water Environment Association
Future Business Leaders of America-Phi Beta Lambda, Inc.
Future Physical Therapists Organization
Gamma Phi Delta Sorority Inc.
Geography Department Graduate Student Organization
Geology Club
Geology Graduate Student Organization
GLBT & Allies in College of Medicine
Global Health Student Association
Graduate Business Association
Graduate Communication Association
Graduate Economics Forum

History and Physical Exam Practice Group
Humanities and Cultural Studies Organization
IEEE Computer Society
Infectious Disease Association
Infectious Disease Interest Group
Informs Student Chapter at USF
INROADS Student Association
Institute of Electronics and Electrical Engineers - IEEE
Institute of Industrial Engineers
Institute of Transportation Engineers
Instructional Technology Student Association (ITSA)
International Business Board (IBB)
Iota Iota Iota National Women's Studies Honor Society
Iota Phi Lambda Sorority, Incorporated
Jewish Medical Student Association
Karst Research Group (KRG) at USF
Latin American Medical Student Association
LINGO: Graduate Organization for Applied Linguistics
Management Information Systems Society
Marine Science Advisory Committee
Master of Fine Arts Organization
Mathematical Association of America (MAA)
Medical Ethics Society
Medical Students for Choice
Minority Pre-Professional Science Society (MPSS)
Model United Nations (MUN)
National Association of Black Accountants, Inc.
National Association of Future Doctors of Audiology
National Society of Black Engineers (NSBE)
National Student Speech Language and Hearing Association

Nepalese Student Association
Neurological Surgery Interest Group
Objectivist Club at USF
Obstetrics and Gynecology Interest Group (OBIG)
Orthopedic Interest Group (OIG)
Otolaryngology Interest Group
PATHOS-The Pathology Organization for Students
Pediatric Interest Group
Phi Alpha Delta Law Fraternity, International
Phi Delta Epsilon International Medical Fraternity
Philosophy Graduate Student Organization
Phi Org (Philosophy Organization)
Pre-Dental Society
Pre-Med American Medical Student Association (Pre-Med AMSA)
Pre-Optometry Professional Society
Pre-Pharmacy Club
Pre-Physician Assistant Society
Pre-Veterinary Society
Preventive and Integrative Medicine Interest Group
Project World Health
Public Health Student Association
Public Relations Student Society of America
Qui z Bowl
Ranger Club
Religious Studies Club at USF
Second Language Acquisition Student Organization
Serving Others Selflessly (S.O.S.)
Sigma Alpha Iota
Society for Classical Pragmatism Studies
Society of Automotive Engineers
Society of Business, Law and Medicine
Society of Hispanic Professional Engineers
Society of Physics Students (SPS) at USF

Society of Professional Journalists
Society of Women Engineers
Special Libraries Association (SLA)
Statistics Club at USF
Student Applied Behavior Analysis Society
Student Association for Aging Studies
Student National Medical Association
Student Registered Nurse Anesthesia Foundation @ USF
Student Society for Stem Cell Research
Students in Free Enterprise (SIFE)
Surgical Interest Group
The Geography Club at USF
The Historians' Guild
Theta Tau
Transfer Student Organization
Undergraduate American Medical Women's Association
Undergraduate Research Board
USF Linguistics Circle
X-Labs

Campus-Wide Student Organizations

Blackboard Test Organization
Campus Activities Board
Homecoming Steering Committee
Relentless Dance Troupe
Residence Hall Association
Student Global AIDS Campaign
USF Ambassadors

Councils

Architecture College Council
Business College Council
College of Medicine Student Council
College of Nursing Student Council
Council of Honor Societies
Engineering College Council
Interfraternity Council
Graduate and Professional Student Council
National Pan Hellenic Council
Panhellenic Council
Sports Clubs Council
Unified Greek Council

Fraternities/Sororities

Alpha Delta Pi Sorority
Alpha Epsilon Pi Fraternity
Alpha Kappa Delta Phi
Alpha Omicron Pi Sorority
Alpha Phi Alpha Fraternity
Beta Theta Pi
Chi Omega Sorority
Chi Phi
Chi Phi Sigma 1st Caribbean Fraternity and Sorority, Inc.
Chi Upsilon Sigma National Latin Sorority, Inc.
Delta Chi Fraternity
Delta Delta Delta Sorority
Delta Epsilon Psi
Delta Gamma Sorority
Delta Phi Omega Sorority, Inc.
Delta Tau Lambda Sorority, Inc. Epsilon Chapter
Greek Programming Board
Iota Phi Theta Fraternity, Inc.
Kappa Alpha Psi Fraternity
Kappa Delta Sorority
Kappa Sigma Fraternity
Lambda Psi Delta Sorority, Inc.
Lambda Theta Alpha Latin Sorority, Inc.
Lambda Theta Phi Latin Fraternity, Inc.
Lambda Upsilon Lambda Fraternity Incorporated (Interest Group)
Omega Psi Phi
Phi Beta Sigma Fraternity
Phi Delta Theta Fraternity
Pi Delta Psi Fraternity, Inc.
Pi Kappa Alpha Fraternity
Sigma Alpha Epsilon Fraternity
Sigma Beta Rho Fraternity, Inc.
Sigma Chi Fraternity
Sigma Delta Tau Sorority
Sigma Gamma Rho Sorority, Inc.
Sigma Lambda Beta International Fraternity, Inc.
Sigma Lambda Gamma National Sorority Inc.

Sigma Nu Fraternity
Sigma Phi Epsilon Fraternity
Sigma Sigma Rho Sorority, Inc.
Zeta Beta Tau
Zeta Tau Alpha

Honor

Alpha Epsilon Delta
Beta Alpha Psi
Eta Kappa Nu
Golden Key International Honour Society
Honors College Student Council
Kosove Society
Mortar Board Honor Society
National Residence Hall Honorary
National Society of Collegiate Scholars
(NSCS)
Phi Sigma Pi
Phi Sigma Theta
Pi Gamma Mu
Pi Sigma Alpha
Psi Chi, The National Honor Society of
Psychology
Sigma Alpha Lambda
Tau Beta Pi

Multicultural Student Organizations

African Students Association
Africana Studies Club
Asian Students in America (ASIA)
Association of Filipino Students
Black Student Union (BSU)
Caribbean Cultural Exchange (CCE)
Club Creole
Club de Espanol
Cuban-American Student Association
Dialogue Society
Divine Youth Association
Dominican American Student Association
(DASA)
Europeans at USF
French Club
Friends of Internationals
Friends of Sri Lanka Club
German Culture Club
Hellenic Society

Hindu Students Council
Hip Hop Outreach
Intercultural Organization
Italian Cultural Club (Circolo Culturale
Italiano)
Korean American Student Association
Latin American Student Association
(LASA)
Members Empowering True Awareness
(META)
Mexican American Student Association
(MASA)
Origami Enthusiasts Club at USF
Pakistani Students Association
Persian American Cultural Club
Russian Club
Students of India Association
Taiwanese Student Association
Vietnamese Student Association
Women Federation for World Peace at
USF
Women's Society of Excellence
World CARP at USF

Political

Alliance of Concerned Students
Bulls for John McCain
College Democrats
College Libertarians at USF
College Republicans @ USF
Feminists Student Alliance
Florida Public Interest Research Group
VOX: Voices for Planned Parenthood:
Students for Choice
Student Alliance for a Politically Active
Campus
Students for Barrack Obama
Students for Ron Paul
Students for Sensible Drug Policy
Young American for Liberty at USF

Recreational Student Organizations

Ballroom Dance Club
Filberts, The
Latin Dance Club
The Swinging Bulls

Religious Student Organizations

Aletheia Campus Organization
Atheist Student Alliance
Baha'i Club at USF
Baptist Collegiate Ministries
Campus Advent Ministries
Campus Crusade for Christ
Catholic Student Union
Chi Alpha Christian Fellowship
Christian Medical Association
Christians for Campus Transformation
Christians in Action (CIA)
Christians on Campus
Cornerstone Student Fellowship
Crosswinds Wesley Foundation at USF
Current
Disciples for Life
Freethinkers at USF
Friends of Israel Gospel Ministry
God-Talk at USF, a Progressive
Christian Student Organization
Good News at USF
Harvest
Hillel Jewish Student Union
Impact Christian Fellowship
International Fellowship
InterVarsity Christian Fellowship
Koinonia Covenant Campus Ministry
Latino Fellowship
Latter-Day Saint Student Association
Muslim Students Association (MSA)
Navigators
Nurse's Christian Fellowship (NCF)
Off Stage Dance & Theatre Company
Orthodox Christian Fellowship at USF
Reformed University Fellowship
Resounding Liberty at USF
Shekinah Glory Student Ministries
Sister's United Muslim Assn.
Sowers of the Seed
St. Anselm's Chapel Center
The Gospel Choir at USF
The Living Stones
Total Praise Gospel Ministry

Unitarian Universalists at USF

Warriors for Christ

Young Israel Jewish Student Center

Service-Based Student Organizations

Active Minds

Alpha Phi Omega Service Fraternity

American Marketing Association

American Red Cross Club at University
of South Florida

ANGELS Inc. (Analyzing Needs using
Gifts to Enhance Lives)

Best Buddies

Breast Cancer Association at USF

Bulls for Bull's Country

Bulls for Moffitt

By Your Side

Campus Girl Scouts

Circle K Club

Cure-Run.com

Dance Marathon

Dove Inc.

Engineers Without Borders

Eternal Legendary Kings (ELK)

Eternal Legendary Queens (ELQ)

International Health Service

Collaborative

International Student Volunteers of USF

Kappa Kappa Psi National Honorary

Band Fraternity

Lambda Epsilon

Leadership House Conference

Committee

Progressive Black Men, Incorporated

Project Downtown

Reflections Modeling Troupe

Relay for Life of USF

Rotaract

Service for Peace

Social Work Society

Student Council for Exceptional Children

Student Veterans Association

Students Saving Sight

University Emergency Medical Services
Association

Social Justice Student Organizations

Amnesty International at USF
Habitat for Humanity at USF
Muslim American Society at USF
Necessary Improvements to Transform
our Environment (NITE)
ONE at USF
Peace at Large (PAL), USF Chapter
STAND: A Student Anti-Genocide
Coalition
Students for Social Justice
Students Protecting the Environment &
Animals through Knowledge (SPEAK)

**Special Interest Student
Organizations**

Aeruginosa Guitar Club
Amateur Musicians Club
American Sign Language Club
Apple User Group at USF
Aquarists at USF
Argentine Tango Club at USF
Beef Studs
Bull Bikers Association
Bulls Off-road
Chess Club
Classical Society
Close Knit
Essence Dance Theatre
FACES Modeling Troupe, Inc.
Fanm Kreyol
Green and Gold Guides (G3)
Heavy Metal Enthusiasts Club
Interdisciplinary Oncology IG
Internal Medicine Interest Group
Lil' Muddy's Fun Bunch (LMFB)
Mock Trial Club
Neg Kreyol
Oushi Anime
P.R.I.D.E. Alliance
Players 2 Professionals
Poets, The
Project ABLE
Resident Assistant Advisory Board

Responsible Education and Action for
Campus Health
Robotics Group
Social Debate Club
Sociology Club at USF
Sports Medicine Interest Group
Student Backpacker's Association
Student Environmental Association
Student Support Services Club
Student Theatre Production Board
Students for the Marketing and
Advancement of Renewable Technology
The Brew Crew at USF
Theta Nu Pi
Total Kaos Dance Troupe
Ultrasounds
University Film & Video Association @
USF
University of South Florida Student
Chapter of the Optical Society of America
USF Film Club
Whitehatters Computer Security Club

Sport Clubs

Aikido Club
Australian Football Club at USF
Badminton Club
Bowling Club, USF
Bulls Swimming
Bulls Wrestling
Capoeira Angola Club
Chito Ryu Karate Club
Co-Ed Indoor Soccer Club
Competitive Kickboxing and Muay Thai
Cycling Team @ USF
Equestrian Club at USF
Fencing Club
Flag Football Club at USF
Golf Club
ICE Bulls Ice Hockey Club
Ice Skating Club
Judo Club at USF
Karate Club
Kendo USF
Kenjutsu Club at USF

Men's Lacrosse Club
Men's Soccer Club
Racquetball Club at USF
Roller Hockey Club at USF
Rugby Football Club
SCUBA Club
Skim Boarding Club
Surf Club
Table Tennis Club at USF
Tae Kwon Do
Tennis Club
The Fishing Club

Tri Bulls Triathlon Club
Ultimate Frisbee Club
Ultimate Frisbee Club-Women's
University Cricket Club
USF Club Baseball
Volleyball Club
Wakeboard and Water sports Club
Water Polo Club, USF
Wing Chun Kung Fu Club
Women's Field Hockey
Women's Lacrosse @ USF
Women's Rugby Football Club

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35	AMC	89	HBO FAMILY WEST
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51	C-SPAN 2	109	WE
52	A & E	110	HOME & GARDEN
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Division of
**STUDENT
AFFAIRS**

Reasons to 5 Get Involved



1 Students learn more the more they are involved with both their academic learning and co-curricular activities.

2 Students who seek out co-curricular involvement have better leadership skills such as time management and teamwork.

3 Students who are involved in general tend to have higher graduation rates and higher GPA's while attending college.

4 Students who are involved have greater affinity for the institution and feel more "connected" to their college experience than students who are not.

5 Students have THE largest role in determining their level of activity both in and outside of the classroom. USF has many opportunities, but it is up to the student to take advantage of those opportunities.

Division of

STUDENT AFFAIRS

www.involvement.usf.edu

Dear Student,

It is my pleasure to welcome you to the University of South Florida. This is an exciting time to be at USF. From its origins in 1956 as a small liberal arts school on the outskirts of Tampa, USF has developed into one of the nation's top research universities and is listed in the highest level for the Carnegie Foundation's research university rankings.

Since its inception, USF has built a strong foundation to ensure our current students' success. Our faculty includes leading scholars whose discoveries place them at the forefront of their fields of study. Their cutting-edge knowledge becomes part of the curriculum in the classroom. As an undergraduate you have the opportunity to engage in research projects with the faculty. Our campus life – including the arts and cultural events, nationally recognized intercollegiate athletics and hundreds of student organizations and activities – provides rich opportunities for personal development. These opportunities have expanded with the opening in fall 2008 of the new Phyllis P. Marshall Student Center and the fall 2009 opening of the new 1,000 bed residence hall complex.

I encourage you to explore the many opportunities USF has to offer. Our faculty and staff stand ready to assist you in meeting the challenges that college will bring. Much of your success will come by being open to new ideas and perspectives, getting involved in campus activities and making new and lasting friendships.

Best wishes for a successful academic year! Go Bulls!

Sincerely,

Judy Genshaft

President

Dear Students:

Welcome to the University of South Florida for the 2009-2010 school year.

The beginning of a new academic year is always an exciting time for all of us. We are here to inspire the pursuit of academic excellence through collaborative learning and to develop motivated individuals who are broadly educated, ethical, inclusive and capable of critical thinking.

USF is an integrated learning environment where many opportunities abound, both in and out of the classroom. It is the choice of each student to expose themselves to all the learning opportunities available. We invite you to utilize our website to access the information regarding all of these opportunities.

We look forward to becoming a valuable resource for you during your upcoming year at the University of South Florida and are here to support you on your quest for personal growth, wellness, life-long learning, and a degree.

Please accept our best wishes for a wonderful new beginning to your educational journey.

Sincerely,

Jennifer Capeheart Memingall, ED.D.

Vice President for Student Affairs

Dear Fellow Bulls,

We are extremely excited to welcome the new and returning students to the University of South Florida for the 2009-2010 academic year. We are honored to serve as your Student Government leaders at the best university in the country.

It is our mission to ensure your academic success and an awesome college experience. By getting involved you will develop necessary and lifelong skills to become a successful and active alumnus of this great university. This is an exciting time to be a USF Bull as we have experienced constant growth, nation recognition, research endowments and overall student life.

We know the pursuit and completion of your degree is paramount however the learning experiences outside of the classroom are just as important to your personal development. Support the athletics programs, join a fraternity or sorority, become a member of a student organization, Student Government or attend a campus art, jazz or dance production. The real world skills, lifelong friendships and leadership you gain from being involved with USF will excite your passions and will set you above the rest.

We strongly encourage you to take full advantage of every resource our campus offers because ultimately what you get out of your college experience is what you put into it.

In Bull Pride,

Juan Soltero

Student Body President & University Trustee
University of South Florida

Bruno Portigliatti

Student Body Vice President
University of South Florida

For up-to-date USF Policies and USF Regulations, please refer to websites of: USF Office of Students Rights and Responsibilities (<http://www.sa.usf.edu/srr>) and USF General Counsel (<http://usfweb.usf.edu/OGCWeb>).

WELCOME TO USF'S RESIDENTIAL COMMUNITY

As a resident living on campus at the University of South Florida, you have joined a unique community. Living on-campus will contribute to your learning and success, provide endless opportunities for involvement, create life-long friendships, and offer conveniences only enjoyed when you live on campus! As a part of this community, you will have the responsibility for developing and living by community standards and expectations. The experiences you encounter living with others will help you to develop the skills you will need to succeed in other organizations, neighborhoods, and communities throughout your life. Get ready for an exciting time of friendships, learning, and growth. We encourage you to interact with your neighbors and get involved as much as possible. Thank you for choosing to live on-campus at USF and best wishes for the academic year!

Mission

The Department of Housing & Residential Education provides a safe community, innovative programs, and quality services that contribute to our residents' success by fostering their learning, personal development, and citizenship.

Diversity Policy

Housing and Residential Education strives to create a supportive and constructive environment in which everyone feels free and comfortable to contribute to the community. This can only be accomplished when multicultural understanding exists. To experience growth, we must allow ourselves to incorporate new perspectives into our framework, despite the discomfort this may initially cause. With this in mind, Housing and Residential Education will provide opportunities for you to share your experiences, values and beliefs, and hear the same of others. In turn, we ask that you work with us to create a safe, supportive environment that will allow assumptions, biases, and prejudices to be identified and challenged.

Commitment to Community

We operate on a "community model." This means that you as a resident play a vital role in creating an environment that will help you grow academically, socially, and interpersonally. This handbook/planner is provided to help you become familiar with many aspects and services of the residential community. As a member of your community, you have both *rights* and *responsibilities* and of course, Housing and Residential Education has *rules* (the **3 R's**). We believe that if you as well as our staff maintain the 3 R's then the community we strive to create as stated in our mission statement above will result.

SECTION 1: THE 3 R'S - RIGHTS, RESPONSIBILITIES AND RULES

3 R'S: RIGHTS, RESPONSIBILITIES, RULES

RIGHTS

You have a right to:

Access your room and the facilities provided for residents.

Tips:

- ✓ Don't block hallways with stacks of newspaper, furniture, or other materials.
- ✓ Don't chain your bike to trees, walkway, or stairwell railings. Just like materials stacked in the hallway, your bike could be blocking an emergency access or exit or prevent another person from using the railing or walkway. For your convenience, bike racks are provided outside each residence hall.

Study and sleep without undue interference or unreasonable noise.

Tips:

- ✓ Always observe quiet hours and courtesy hours
- ✓ Remember: stairwells and bathrooms can be echo chambers. Keep your voice down in these areas out of respect for those living close by. Wait until you get outside before beginning any sports activity. Keep your voice down when talking on the hall phone or to your friends. Try to keep the ringer of your phone and your answering machine volume at a minimum.
- ✓ Adjust the volume on your alarm clock, so that it wakes only you—not the entire living unit. When leaving for the weekend, make sure you turn your alarm off.

Live in a safe and welcoming community.

Tips:

- ✓ Lock your door whenever you are away from or asleep in your room.
- ✓ Immediately report all suspicious persons or activities to a Housing and Residential Education staff member or the University Police.
- ✓ Never give strangers access to the building by letting them in or propping doors or escorting them into a building.
- ✓ Instruct visiting parties to use the house phone outside the residence hall to call the person they are visiting for an escort.
- ✓ Use the buddy system or call the SAFE Team (campus escort) at (813) 974-SAFE
- ✓ Inform your roommate or Resident Assistant of your whereabouts and expected time of return if you are going to be away for an extended period of time.
- ✓ Do not attempt to silence smoke detector or end door alarms yourself; contact a staff member to respond. If you have reason to believe that no one is aware of the alarm, call your Area Desk (during the day) or the RA on duty (during evening hours) or Holly M 24 hours a day at (813) 974-7000 to report it.
- ✓ Do not disarm end door alarms; report those who do to your RA.
- ✓ Follow all fire and safety policies and protocol.

Expect that others will respect you and your personal belongings.

Tips:

- ✓ Do not leave laundry unattended in washers or dryers. Report any vandalism or machine malfunction to your Area Desk or to the 1-800 number posted in the laundry room.
- ✓ Communicate with your roommate/suitemate/apartment-mate what can and cannot be shared.
- ✓ Do not leave valuables (including keys, wallet, credit cards, automatic bank teller card, ID or meal card) in plain sight.
- ✓ Make certain your belongings are covered against fire, theft, etc. through an insurance policy such as home owner's policy or renter's insurance. Know the terms and conditions of your specific policy before you have to file a claim.
- ✓ Record serial numbers of all valuables (stereo, personal computer, TV, bicycle, etc.).
- ✓ Use the University Police Department's engraving service to put your driver's license number on all valuables.
- ✓ Lock your doors when you are not at home.

Involve yourself in the decision-making and self-governance of your community.

Tip:

- ✓ Work with your RA, Floor Government, Building or Area Council, and the Residence Hall Association. Give them your ideas on how to improve the community. Volunteer your time in making your ideas realities.

Live in an environment kept clean by those who live in it.

Tips:

- ✓ Only do dishes in sinks designated for dish washing, remembering not to leave food particles in the sink or attempt to rinse large pieces of food down the drain.
- ✓ Clean your room, vacuum the floor and empty your trashcans on a regular basis. This will help keep bugs out of your room.
- ✓ Remember to clean up any trash that you might have left in the kitchens, bathrooms, or study areas.
- ✓ Be careful when emptying your trash in the trash room. Do not leave trash on the floor. If the cans are already full, wait until they have been emptied by the housekeeping staff instead of dumping trash on top of an overflowing can. Holly, Maple, Greek Village, Magnolia and Cypress residents do not leave your trash in the hallway. You are responsible for taking trash to the dumpsters located in the Complex.

Communicate problems when they occur and work towards a solution benefiting all involved.

Tips:

- ✓ Start talking with your roommate/suitemate/apartment-mate(s) from the beginning about guidelines and expectations for communicating and living with each other.
- ✓ Get to know your neighbors. Knowing them on a friendly basis now will help you discuss a problem later.
- ✓ Get to know the Resident Assistants. They are there to help you.

3 R'S: RIGHTS, RESPONSIBILITIES, RULES

RESPONSIBILITIES

As a resident on the University of South Florida's campus, there are certain responsibilities that you assume. Some fundamental responsibilities deserve emphasis. You are expected to be aware of and adhere to for your own well being as well as that of the residential community.

Responsibility for the Rules

The rules and regulations of the University and the residence halls are clearly explained in this publication. You are responsible for knowing these rules and for adhering to them at all times.

Responsibility for Communications from the University

You are responsible for checking your resident mailbox and your USF e-mail account frequently. This is the contact information the University and Housing and Residential Education will use for official business. Failure to check these university-issued communication sites does not exempt you from any information delivered to them.

Responsibility for Your Room

Along with your roommate(s), you are fully responsible for all activities that occur in your room. Even if you are not actively involved in a policy violation, you will be held responsible if you are present during such a violation, or if you give others access to your room. Therefore, you should always lock your room when you leave, even if you leave for only a few minutes. This will prevent others from committing violations in your room that can get you into trouble. It is your responsibility to put an end to any violation that occurs in your room, and to call a Resident Assistant, Residence Life Coordinator or Assistant RLC if you need assistance.

Responsibility for Attending Floor and Hall Meetings

Floor and Hall meetings are held at the beginning of each semester and periodically as needed. Floor and Hall meetings are for your benefit, and as a member of the community you are responsible for any and all information discussed at these meetings. If you are unable to attend a meeting, you should contact your RA for a summary of anything that you missed.

Responsibility to Staff

All members of the University share responsibility for governing their own conduct. Staff members, who in the course of their duties, are confronted with violations of University policy, are obligated to report them. Employees are not expected to tolerate abuse in the performance of their duties; therefore, the harassment of any RA, Residence Life Coordinator or Assistant Residence Life Coordinator, Desk Clerk, Custodian, Maintenance Mechanic, or other employee will result in disciplinary action.

Responsibility for Your Guests

You are responsible for the conduct of your guests, regardless of who they are, when they are present in housing. If you intend to have visitors or guests in the hall, be aware that you may be subject to disciplinary action because of their behavior. Additionally, residence hall staff members reserve the right to ask any individual who is not a resident to leave the residence halls.

Responsibility for the Housing Contract

As a member of our community, you have a contractual responsibility with our department and to your community. Part of that responsibility entails a thorough knowledge of the terms and conditions of the housing contract. As part of that knowledge, you have an inherent duty to fulfill your financial responsibility to the contract and all of its terms and conditions.

Responsibility for Room Maintenance & Damages

You and the Housing and Residential Education Facilities Maintenance staff share responsibility to maintain your room and the buildings. Your responsibilities include:

- Maintaining the condition of your room and its contents
- Timely reporting of damages or problems
- Arrangement of furniture and belongings to facilitate easy access by maintenance staff
- Immediate correction of unsafe or potentially hazardous conditions in your room (such as overloaded power outlets) as requested by staff
- Restitution for damages to the physical area of your room (including the window and the outside of the door)

3 R'S: RIGHTS, RESPONSIBILITIES, and RULES

Living in a residence hall represents a unique opportunity to experience community living. In a community, residents are afforded rights and at the same time have responsibilities to that community. Some of the rules that are important in creating and maintaining a healthy community atmosphere are listed below. Please be aware that in addition to the rules stated here, you are responsible and will be held accountable to the USF Code of Conduct, Federal and State law as well as Housing and Residential Education policies and procedures. We have divided this section of handbook into four different parts. The first part includes particular USF Code of Conduct policies enhanced for the on-campus student population. The second part describes Housing and Residential Education Community oriented policies deemed necessary to ensure a positive, academically focused and cooperative on-campus residential population in addition to the USF Code of Conduct. The third part includes facilities maintenance policies. Finally, there is a detailed explanation of our discipline process if you should choose to violate one of our rules while living on campus. This includes our rationale, possible sanctions or consequences and the appeals process. Our procedures are in cooperation with the University Office Student Rights and Responsibilities. It is important that you thoroughly read this section of the student handbook as well.

SECTION 2: HOUSING POLICIES

All USF Students are expected to know and adhere to the USF Code of Conduct. The following Housing policies are explained below, as they relate to living on campus. In addition, all residence hall policies are included in the Code of Conduct. These policies are in addition to the USF Code of Conduct.

Alcohol Policy

The possession and consumption of alcohol is a privilege provided to those of legal age living within on-campus housing with certain restrictions. These restrictions are designed to ensure the safety and well being of all students. Any behavior deemed disruptive that interferes with the rights of students living in the housing due to alcohol consumption will lead to disciplinary action.

- ◆ Disruptive behavior includes but is not limited to interference with quiet and courtesy hours.
- ◆ Consumption of alcoholic beverages and/or possession of open alcoholic containers by those of age are strictly prohibited in public areas. Public areas include hallways, labs, lounges, office areas, stairwells, public bathrooms, any non-approved recreational areas, outside buildings and any other areas deemed public by Housing and Residential Education.
- ◆ Residents 21 and older may possess and consume alcohol only within the strict confines of their room or apartment. Residents who are 21 or older may possess and/or consume alcohol in the presence of their underage roommate. No drinking and/or open containers are allowed by anyone when underage guests are present in the student room/apartment. Guests of legal age cannot consume alcohol when the resident host of the room/apartment is under 21.
- ◆ Students may not possess excessive amounts of alcohol. The definition of "excessive" will be at the discretion of the Housing and Residential Education staff. Kegs, party balls, trashcans, or large vessels that contain alcoholic beverages are strictly prohibited within on-campus housing and surrounding areas.
- ◆ Progressive drinking parties are not allowed due to the prohibition of consumption or possession of alcoholic containers in public areas, potential for noise violations, and potential for illegal consumption.
- ◆ Private gatherings held in student rooms/apartments must be confined to that specific room or apartment. The Housing and Residential Education staff reserves the right to determine if the occupancy of the room/apartment for private gatherings exceeds the amount that would be considered in violation of fire and safety regulations. Doors must be kept closed. Private gatherings must adhere to visitation and quiet hour restrictions.

Disruptive Behavior

Obstructing Common Areas

In the interest of fire code compliance, safety and consideration for students with disabilities; hallways, lobbies, stairwells, and all other common areas of traffic must be kept free of obstructions at all times.

Weapons

No weapons of any kind are permitted in any residential facility. This includes, but is not limited to knives, swords, fireworks, and any type of "gun" that fires any kind of projectile. Residents who bring anything deemed to be a weapon into the residence halls are subject to disciplinary action, including suspension of their housing contract.

SECTION 3: HOUSING AND RESIDENTIAL EDUCATION COMMUNITY RULES

Appliances/Cooking

Use of electrical appliances is permitted in rooms and apartments only under certain guidelines. Due to concern for fire and safety standards, only microwaves which use less than 1000 watts, automatic coffee makers, and refrigerators which do not exceed 4.5 cubic feet may be used in student rooms and suites.

The following appliances are not allowed to be used in individual bed rooms or suites: Appliances with open coils, such as toasters, toaster ovens, the George Forman grill, hot plates, roasters, popcorn poppers, any type of heater. The above appliances are allowed in apartments that contain a kitchen area and can be used in the common area kitchens in the traditional and suite style halls. For more information as to specific appliances allowed within your room, please see your RA, Residence Life Coordinator or Assistant RLC.

You must provide a power-strip with a built-in circuit breaker if you plan to operate any of the above appliances. The University encourages the use of multi-socket power strips with a breaker switch. **The use of extension cords of any type are not permitted within the halls.**

Extreme care should be taken with appliances such as curling irons, hair dryers, and irons. Do not leave these items on when not in use or place them next to flammable areas such as on the carpet or on beds. To insure that the above guidelines are being followed, the Housing and Residential Education staff will facilitate room checks each semester with at least 24 hours notice to residents.

Cooking is strictly prohibited in bedrooms or suites, but may be done in designated cooking areas in each building and within apartments that contain a kitchen area.

In order to prevent fires, food must always be attended to while cooking. Residents who consistently violate this policy will face disciplinary action and possible expulsion from on-campus housing.

Doors

Exterior doors are never to be propped or disabled for any reasons. Residents that prop doors not only endanger their lives, but the lives of their fellow residents. Any resident found propping doors or allowing strangers into the building will face disciplinary action. Disabling or propping open building exterior doors carries the same consequences as tampering with other fire and life safety equipment which may include the immediate cancellation of one's housing contract. Residents should also guard against holding the doors and letting strangers into the building.

In the interest of security and a quiet residence hall environment, end doors should not be used, except in the event of an emergency or as directed by a staff member. End door alarms will be armed from 7:30pm to 8am. Doors are not to be used during these times. Tampering with end doors including door propping and alarm disabling or destruction will result in immediate disciplinary action which could include probation, suspension or termination of the housing contract.

Discriminatory Acts

The University of South Florida Department of Housing and Residential Education works in the promotion of a healthy living and learning environment within an inclusive community and does not discriminate on the basis of a person's race, color, gender, religion, creed, national origin, disability, martial status, disabled veteran status or sexual orientation.

Fire and Safety

All residents are required to follow these fire and safety regulations. Our Fire and Safety regulations follow mandates set by the USF Office of Environmental Health and Safety. Fire drills are required at the beginning of each semester to insure residents know what to do in the event of a fire and how to properly evacuate the building.

Evacuation Procedures

- Residents and visitors are required to evacuate the building when a fire alarm is sounded. Failure to comply with staff, failing to evacuate the building or placing self and staff in danger are subject to disciplinary action.
- No matter how small the fire, and even if it is already extinguished, report it to your area desk or your RA immediately.

In the event of a fire alarm:

- Leave the building at once using the nearest stairway exit. Make sure to dress appropriately (Shoes, coat, etc).
- Never use the elevator during a fire alarm
- Move at least 150 feet away from all structures
- Do not attempt to gain access to the building until given the all-clear signal by the Housing and Residential Education Staff or University Police.

In the event of a fire:

- Call 911
- Give your exact location & tell them what is burning
- Pull a fire alarm
- In the event of a fire outside your room, feel the door-if it is hot, do not open it!
- Call 911 and give them your exact location
- Seal bottom of your door with cloth material to keep smoke out
- Retreat, close all possible doors between you and the fire
- If the door is not hot, open it cautiously
- Close your room and/or apartment doors behind you if possible.
- If there is smoke present-stay low
- Walk or crawl to the closest exit
- Leave the building via the stairwell.
- Do not use the elevator.
- Remain calm at all times.

Equipment

In the interest of the safety for all residents, it is imperative that fire and safety equipment is operable at all times. Tampering with fire and safety equipment is a third degree felony (Florida Statue 806.10). Any residents found jeopardizing the safety and security of themselves and fellow residents will be subject to severe disciplinary action including criminal prosecution, on-campus housing suspension, disciplinary measures, and/or possible fines.

Therefore, the following acts are prohibited:

- ◆ Covering, tampering or playing with fire extinguishers, smoke detectors, exit lights, emergency lights, sprinkler heads, and other emergency equipment.
- ◆ Tampering or pulling a fire alarm under false pretenses.
- ◆ Rendering a smoke detector inoperative
- ◆ Obstructing stairwells and/or corridors with furniture, debris, and other materials.
- ◆ Disabling or propping open the exterior door to any building

Preventions

The following are prohibited because of their serious potential as fire hazards:

- Open flames such as candles, incense, smoking, and the burning of any materials, or other flame-emitted items.
- Use or possession of fireworks or firecrackers
- Extension cords (only power strips with built in circuit breakers are allowed in the halls).
- Live holiday trees and other materials of flammable nature
- Portable heaters
- Halogen lamps and all lamps with paper and plastic shades. Never cover any light with any material that prevents the free flow of air around the bulb.
- String lighting is not permitted as room decoration.
- Covering more than 20% of any wall.

Keys

In the interest of safety and security, residents are prohibited from giving their room key and/or keycards to anyone to use. Keys are not to be duplicated under any circumstances. It is the responsibility of residents to report and pay for the replacement of any lost or stolen keys.

Pets

Fish in aquariums limited to **10 gallons** are the only pets allowed in on-campus housing. All other pets are prohibited. "Visiting" pets with the exception of fish are prohibited at all times within any residence halls.

Quiet Hours

Residents must respect quiet hours, which are: Sunday-Thursday from 10:00pm until 10:00am; and Friday-Saturday from 12:00am to 12:00pm. During these hours residents are expected to refrain from excessive noise and other disruptive activities. Non-designated quiet times are to be considered "courtesy hours". Courtesy hours are in effect twenty-four hours a day. During these times, residents are expected to maintain reasonable volume levels including conversations in stairwells, slamming doors, and stereo volume. Students are expected to comply when a request is made by fellow residents or staff members regarding noise. During finals week 24-hour quiet hours are enforced through the end of the finals period.

Roommate Contract

One method an RA may use in preventing and resolving roommate conflicts is a Roommate Contract. The Roommate Contract, once agreed upon and signed by all roommates and a Housing and Residential Education staff is considered a binding contract. Any violations of the Roommate Contract may result in disciplinary action.

Smoking

Smoking is not permitted in any area within the buildings including, but not limited to, student rooms, meeting rooms and office facilities or adjacent to the building area. Smoking must take place a minimum of 15 feet from the building. Please dispose of cigarette waste in the appropriate containers provided, and not on the ground.

Solicitation

Solicitation, by organizations or individuals, for commercial, or personal gain is not permitted. If a person is found to be soliciting in on-campus housing please report the person's name and company to a Housing and Residential Education staff member immediately.

Sports within the Buildings

In the interest of personal safety and out of respect for the hall environment, sports of any nature are not permitted in the residence halls (i.e. the hallways, bedrooms, bathrooms, lobbies, elevators or other common areas of the building). This includes throwing any objects from or at a residence hall building.

Vandalism

It is not acceptable to deface, damage, or destroy property, including but not limited to: personal property, bulletin boards, lounge areas, bathroom facilities, and other common areas.

Visitation

Visitation is considered a privilege. A resident's right to comfortably study, sleep, and have privacy in their room or apartment at any time takes priority over any resident's ability to host a guest. A resident's request for any guest to leave at any time must be honored. The safety and security of a comfortable environment could be compromised if unwanted guests are present, or if guests refuse to leave because they are visiting within posted visitation hours. Guests must be escorted by a resident at all times. Visitation is defined as periodic visits of guests and does not encompass cohabitation in a room, suite or apartment as each space in university housing may be occupied only by the student to whom it is contracted. Only visitors of the same sex are permitted to spend the night and must have the explicit consent of the roommate. However, even with consent, no visitor may stay more than 3 nights in a 30-day period.

All residents will have the opportunity to vote for one of three guest visitation policy choices at the beginning of the Fall Semester.

- 1) No guest visitation.
- 2) Guest visitation between 10:00am and 2:00am, Monday through Thursday with weekend guest visitation beginning at 10:00am Friday and continuing until 2:00am Monday.
- 3) 24 hours a day/seven days a week guest visitation. Visitation within student rooms must be determined by mutual agreement among roommates.

SECTION 4: LANDLORD/FACILITIES MAINTENANCE RULES

Abandoned Property

Belongings left in one's room/suite/apartment after contract period ends or the contract is cancelled are classified as abandoned property. If belongings are recovered by housing staff residents have 30 days to claim their property. After 30 days, the University has the right to dispose of all abandoned property.

Contract Cancellation

Please refer to your housing contract that you signed regarding cancellation fees and rules. There are specific dates by which you can cancel and corresponding fees depending on the date you cancel your contract. Students wishing to cancel their contract should see their Residence Life Coordinator or the Assignment Office staff located in Argos Center.

Elevators

In order to keep elevators in safe working conditions, the following is prohibited and may result in disciplinary action: Intentional damage/and or vandalism Misuse or tampering with elevators; smoking in elevators; overloading; use of emergency alarms and emergency stops in non-emergency situations.

Fire, Health, & Safety Inspections

For your safety and the safety of your fellow residents, you are required to conduct fire, health, and safety check of your room at the beginning of each semester. Any violations found during these inspections must be corrected within the specified time period. Failure to correct fire, health, and safety violations will result in disciplinary actions

Furniture

All furniture assigned to student rooms, apartments, floor lounges, and other public areas must remain in their appropriate locations. The removal of University furniture from student rooms and/or public areas is prohibited. Residents are responsible for the proper care of University furniture, and will be charged for any damages, repair and replacement costs at checkout. All furniture belonging to residents must be removed from campus prior to checkout time. Furniture left will be subject to removal at the owner's expense.

Posting/offensive materials

Any materials posted in common areas including outside of room/apartment doors, windows, hallways, lounges, kitchens, etc. are subject to approval by Housing and Residential Education staff. Residents who are offended by materials posted in common areas or their rooms should contact their Resident Assistant, Residence Life Coordinator or Assistant Residence Life Coordinator immediately. Materials posted in rooms such as posters, pictures, etc. must be agreed upon by roommate(s).

Materials advertising campus or community activities, events, student groups, or meetings, must be approved by the Residence Life Office in Maple D before posting and must include the American with Disabilities Act (ADA) accessibility statement.

ReservNet

The primary purpose of this network is to support students' educational goals. In support of these goals, the following activities are prohibited. Participating in these activities may result in revocation of ReservNet service and possible disciplinary action and/or criminal charges: Setting up a router and building a private subnet; setting up ANY type of information server such as web, gopher, e-mail, game etc.; propagating e-mail chain letters; forging mail; allowing unauthorized persons access to ReservNet; the use of ReservNet for personal financial gain; copying University-owned or licensed information to another computer without prior written approval; modifying or attempting to modify University-owned or licensed information including software and data; attempting to damage or disrupt networking services; the use of ReservNet, the University's campus-wide network, or related resources in the commission of crime; the use of traffic intensive applications that may cause problems within the network or diluting the level of service to other users. No print servers, mail servers, FTP servers, etc. are allowed. The network sharing of any computer-related device or materials that may cause excessive network traffic is forbidden.

A complete listing of ReservNet services, specifications, policies, and procedures is available at the Area Desks.

Room Damages

It is the responsibility of the occupant(s) to pay for the replacement or repair of damaged property within a resident's room or in areas adjacent to it (i.e., windows, doors, and suite study areas). Charges may also be made for not cleaning the room properly, failure to return the room to its original condition at checkout, or not returning one's keys to Holly M or the area desk at check-out.

Room Access

All due respect is given to the privacy that residents enjoy in their rooms. Occasionally circumstances present themselves which necessitate authorized University personnel to enter student rooms for the purpose of: repair and maintenance; assessment of damages; inventory of University property; determination of compliance with University policies; and emergencies where imminent danger to life, safety, health, or property is reasonably suspected. When possible, advance notice will be given to residents. Submitting a work request authorizes maintenance personnel to enter your room.

Room Personalization

We encourage you to use your creativity and ingenuity to make your room as comfortable as possible. We ask only that you follow the simple guidelines provided here to keep maintenance problems to a minimum and/or to save you money at checkout time by avoiding unnecessary damages to the room.

No physical alterations are to be made to any part of the building. The residents may not remove or relocate the fixtures, switches, outlets, closet or cabinet doors, fixed dressers, beds, desks, or any other fixed items in the room, suite or building. Nails may not be driven into the walls. Contact paper is not to be used. Remember: assessments will be made for the full amount to replace any furniture or room accessories that are damaged or missing at time of check-out.

- *Room Painting Program*- If you believe that your room needs to be painted, you must first contact your Residence Life Coordinator or Assistant Residence Life Coordinator to discuss the established procedure for room painting. Room surfaces and/or furniture may not be painted by the student. Residents may not paint walls without prior permission from the Housing and Residential Education staff.
- *Waterbeds*- Due to the chance of water damage and because of their excess weight, waterbeds are not permitted.
- *Raised Beds* - materials to raise your bed are available in Kosove, Beta, Castor, Holly, Cypress, Maple, Magnolia and Greek Village. See your Residence Life Coordinator or Assistant RLC for more information. Supplies are limited.

Room Searches

Only duly authorized law enforcement authorities, following appropriate legal procedure, are entitled to enter and search rooms and residents' belongings.

Room Use & Maintenance

Assigned on-campus housing spaces are to be kept clean and orderly by the student at all times and are to be used for residence only. Charges will be made for damages to, unauthorized use of or alterations to any assigned space, equipment or buildings, and/or for special cleaning necessitated by student negligence. Residents are jointly and severally responsible for the care of any public areas or equipment (Source: Student Housing Contract).

Subletting

Rooms may be occupied only by the student to whom it is assigned. This contract may not be re-assigned, and residence hall space may not be sublet to another person (Source: Student Housing Contract).

Vacating the Residence Halls

All residents must vacate the residence halls within "24 hours" of their last final exam with the exception of graduating seniors. Residents may not occupy their rooms during the breaks between academic semesters (Exception: Greek Village, Magnolia, and Holly. Residents who are not registered for classes will be required to vacate the halls.

Violation of USF Traffic Rules and Regulations

The operation of a motorized vehicle (car, motorcycle, mopeds, etc) adjacent to the physical area of the residence halls and apartments is strictly prohibited. Motorcycles, mopeds, other motorized vehicles or parts to a motorized vehicle may not be stored in the buildings at any time-including the period between semesters, thanksgiving break and spring break.

Windows / Screens

For your safety and security, the opening of windows is not permitted in the Andros Complex. Open windows also have a detrimental effect on the air conditioning for the building. In other buildings windows can be opened by residents; however, residents should keep personal security in mind. Windows may only be used as a means to enter and exit a building in an emergency. Window screens are never to be removed from the window.

SECTION 5: HOUSING DISCIPLINE PROCESS

In the administration of discipline, it is the intent of the Housing and Residential Education Staff to both ensure justice and provide an educational experience for the student. While it is intended that this approach protect the campus community by providing rules and regulations, the process also encourages growth and development. Ultimately, the focus is corrective and preventative rather than punitive. It is your responsibility to consider the consequences of your behavior and to make sound decisions before acting. You are a member of a community; therefore, your actions, whether positively or negatively intended, directly affect the community and your standard of living.

If a disciplinary problem should arise, the student will be contacted by a member of the Housing and Residential Education Staff (RA, Residence Life Coordinator or Assistant Residence Life Coordinator, Assistant Directors). The Department Official will prepare an incident report. The case will be referred to a Residence Life Coordinator, Assistant Residence Life Coordinator or an Assistant Director who will recommend/issue one or a combination of the sanctions that follow.

It is the philosophy of Housing and Residential Education to provide an environment that is safe, feels comfortable, and supports the academic mission of this university. The policies listed in this publication are meant to serve as guidelines for you as a resident.

Sanctions

Sanctions used in our housing discipline process with students found responsible for violating policies in on-campus housing are included under the USF Student Code of Conduct and additional Housing and Residential Education sanctions are listed here. They are meant to serve as guidelines rather than as a definitive list. As a member of the on-campus community, you are responsible for knowing the rules, policies, and guidelines listed in this publication.

Disciplinary Warning

A student receives a written warning that states that if there is a repeated violation of rules and regulations, the student can expect additional disciplinary action. A record of the disciplinary warning is kept on file in the Housing and Residential Education Office, and a copy is sent to the appropriate Residence Life Coordinator.

On-Campus Housing Probation

A student on probation is not considered to be in good standing and may be restricted from some activities and positions. Any further violations may lead to the suspension or termination of the housing contract and/or referral to Student Rights and Responsibilities.

Negotiated Sanction

A student, in agreement with the appropriate Housing and Residential Education Official, may opt to provide a specified service or to participate in a specific program in lieu of (or to mitigate) probation, suspension, or termination of the housing contract including but not limited to educational programs, bulletin boards, rounds or tours of facilities with staff, Alcohol 101.

Restitution

A student will be assessed the repair/replacement cost for any damage he/she causes to University or personal property.

Disciplinary Room Transfer

A student may be transferred to a different housing area, if it is determined that the student may be able to live more productively in a new environment.

Suspension of Housing Contract

A student's housing contract may be cancelled for a stated period of time after which reinstatement may be possible. A written request to return to the on-campus community must be submitted to the Director of Housing and Residential Education before readmission will be considered.

Termination of Housing Contract

A student who has committed serious violations may have his/her housing contract permanently cancelled.

Denial of Future Housing Contracts

A recommendation may be made to not offer a future residence hall contract to individuals who have a history of serious offenses, which are disruptive to the community environment. This status may be temporary or permanent.

Other Actions

In addition to the aforementioned levels of discipline for violations of housing policy, an incident and the individual(s) involved may be referred to Student Rights and Responsibilities or the University Police for further action when violations of federal, state, University, or Housing and Residential Education policies are involved.

Students are responsible for compliance with all of the University rules and regulations, as well as Housing and Residential Education Policies. Where an overlap exists, a student charged with a violation may be disciplined through both Judicial Processes.

Appeals

Once the alleged violator is informed of the decision, he or she has the right to appeal that decision if:

- material procedural errors were committed prior to or during a hearing
- the factual evidence submitted was insufficient to support the findings
- new evidence was discovered; and/or
- the severity of the decision is not justified by the nature of the violation

The appeal must be made within 3 days of the issued sanction and should be made to the official at the appropriate level as noted in the sanction letter. Students will be appealing to the Assistant Director if the Residence Life Coordinator or Assistant Residence Life Coordinator levied the decision and to the Associate Director if an Assistant Director levied the decision.

Residential Community Conduct Board

The RCCB's Primary purpose is to provide residents that have allegedly violated community standards, departmental or University policies, and/or Florida law an alternative hearing setting. The alternative hearing setting will allow students to have their cases heard by a board of their peers. In addition, the RCCB will serve as a representative body of the residential community in helping to define and uphold community standards to which all residents are expected to adhere. There will be information available Fall Semester regarding membership/selection, training, and procedures of the RCCB.

RCCB is committed to:

1. Ensuring due process rights to all residents.
2. Providing residents a judicious and fair hearing
3. Ensuring that residents are responsible and personally accountable for any violations of community standards.

SECTION 6: SERVICES

By being aware of the services provided as well as procedures for utilizing your services, living on campus can be convenient and fun. Please be aware of the following procedures and services and utilize them to your advantage.

Air Conditioning and Heating

Maple, Castor and Beta Halls

Each room has its own thermostat and fan control. For best results, set the control on "Medium" or "High" and do not turn the fan off. For the most comfortable temperature and best humidity control, set your thermostat at 72–75°. To keep your heating and air-conditioning unit functioning properly, do not block access to the air-handling unit. The panel at the bottom of your unit must be kept clear to allow air to circulate through the system and to allow access to the unit. The maintenance staff will visit your room every 6 to 8 weeks to change your air conditioning unit filter. TIP: Vacuum your room and the air-conditioning supply and return vents regularly. This will assist in giving you good airflow as well as creating a more pleasant living environment.

Andros Area

Each suite of four rooms shares one air-conditioner. The fan control is located in one of the study areas (except in Kappa, Iota, Lambda and Theta which have no fan control). Keep the fan on "High" or "Medium." Do not turn the fan off. The thermostat is located in one of the four rooms in the suite. For optimal comfort and humidity control, set the thermostat on 72–75°. The Maintenance Staff will change the air conditioning filter every 6 to 8 weeks.

Cypress Apartments and Suites, Holly, Kosove, and Magnolia Apartments

Each apartment/suite has its own air-conditioning unit. For best performance, keep the window and door closed, and control the temperature with the thermostat dial. The Maintenance Staff will change the filter every 6 to 8 weeks.

Greek Village

Each floor has its own air conditioner. Thermostats are located in the hallways and living rooms.

Bicycle Security

Bicycle racks are provided in each housing complex for bicycle security. Please see that your bike is securely fastened to the rack to avoid theft. To avoid electrical hazards and to maintain a clear path for the grounds maintenance crew, bicycles should never be locked to light or electrical posts or stairway railings. The University Police provide engraving services to make identification easy should your bicycle be stolen. Bicycle regulation is available to students at NO CHARGE from USF Parking Services or University Police.

Bulletin Boards

Your RA will keep you informed about what's happening by posting information on hall bulletin boards. Centrally located boards are also kept up to date. To place information on a bulletin board, you must obtain permission from your Residence Life Coordinator.

Cable TV

All rooms are wired to receive all channels on the Housing and Residential Education cable TV system. BullVision is a campus information channel. Cable TV Channels are listed in the Resource Section.

Computer Connections

Ethernet connections for access to the Internet and University computing services are provided at no additional charge in all rooms. Using the Ethernet connections requires specialized hardware and software for your computer. If you need assistance with your Ethernet connection, one of our computer technicians will be happy to help you. More information regarding computer connections will be distributed in the Fall semester.

Dangerous Weather

From time to time, hazardous weather conditions develop in the Tampa Bay area. Should a weather emergency occur, the appropriate procedures would be posted on the lobby bulletin board and communicated to you by staff.

Employment Opportunities

Housing and Residential Education offers a variety of student employment opportunities. For general information about the various positions, contact the Housing and Residential Education Personnel Office in the Argos Center Room 237 or call 974-5147.

Facilities Management

An assigned Housekeeper or Maintenance Mechanic will respond to repair-related problems in your room or suite only upon written request. Report any necessary repairs on a Work Request, which can be found at <https://arrow.housing.usf.edu>. The Maintenance Office can be reached by calling 974-3446.

Hall Security and Access Cards

Exterior doors of each building are secured 24 hours a day. Card access is applied to resident's student ID at check-in so they may access their hall. It is the responsible use of ID cards that makes any security system workable.

Laundry

Each hall has centrally located laundry facilities. Washers are \$1.00 per load and dryers cost \$1.00 for 45 minutes of drying time. Report problems you may encounter with the machines to Area Desk personnel.

Lost or Stolen Keys

In the interest of your personal safety, it is the policy of Housing and Residential Education to re-core student rooms at the student's expense if the room key is determined lost. A temporary key will be issued, and 30 minutes allotted for you to return the temporary key before a charge and re-coring is initiated. If you lose your room key report it to your Area Desk immediately. If your key cannot be found in that time period, you may contact your Residence Life Coordinator or Assistant Residence Life Coordinator to request that the temporary key period be extended. These policies also apply to access cards that are issued for the outside doors. If you lose your keys or access card while your Area Desk is not open, you may contact the 24-hour Holly M Desk for assistance. If you believe your keys have been stolen, contact the University Police at ext. 4-2628 to fill out a police report. You are responsible for the cost of re-coring your room even if your keys have been stolen.

Mail

Incoming mail is posted once daily, Monday-Friday in the mailboxes for each complex. Mailboxes are usually shared by two students and are assigned based on your room assignment. Stamps may be purchased at the Campus Post Office. Packages may be weighed and posted at the Campus Post Office. Please check your mail on a daily basis.

Recreation

The housing areas have a centrally located pool, picnic area, and sand volleyball court for the enjoyment of residents and guests. Andros and Argos have basketball and hard volleyball courts for recreational use. Courts and outside picnic areas must be reserved for exclusive programs through the appropriate Residence Life Coordinator. The Andros pool is reserved through the Campus Recreation Department.

Room and Roommate Changes

- Housing and Residential Education assigns rooms and roommates. Unfortunately, it is not always possible to give everyone his or her first choice. The staff reserves the right to make assignments and changes as necessary.
- No roommate changes will be made during the first two weeks of each semester. The transition to community living is not always easy. The diversity of people can be very exciting, but it is also challenging. Living in student housing provides an opportunity for students to understand and appreciate the differences and uniqueness of other people.
- You are encouraged to talk with staff members before asking for a room change. In most cases, roommate problems can be resolved through discussion, compromise, or an agreed upon change of rooms and/or roommates. In cases where no such resolution seems possible, the students must consult their RA. The RA, Residence Life Coordinator or Assistant Residence Life Coordinator will mediate and attempt to resolve the situation through the use of a Roommate Contract. If the situation cannot be resolved at this level, the Residence Life Coordinator or Assistant Residence Life Coordinator can approve a room change.
- You must have a signed Room Change Form from your Residence Life Coordinator or Assistant Residence Life Coordinator before you will be allowed to change rooms. Once you have received this form from your RLC or ARLC, you can take it to the Housing and Residential Education Assignment Office in RAR229 to pick your new room.

Residence Hall Government

Floor Governments

Ask your RA about how you can get involved in planning activities and addressing issues in your immediate community.

Building/Area Councils

Each building or area has a council that plans activities for and addresses issues within the hall or area. Again, ask your RA about how to get involved.

Residence Hall Association

This award-winning organization provides and supports community events throughout on-campus housing. It also assists residents with addressing their concerns and issues with Housing and Residential Education and other parts of the University. RHA is an excellent opportunity for you to gain leadership experience and is lots of fun as well.

Telephones

Residents who wish to activate the land-line phone service in their room should visit <http://www.housing.usf.edu/phone.html> for the form and process. Connection and monthly usage charges will apply.

Vending machines

Vending machines are centrally located within or near the buildings and in the Andros and Argos Centers. Refunds may be obtained from Holly M. Purchases can be made with the vend stripe on your student I.D. card at many of the machines on campus.

Housing and Residential Education Staff

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For all other staff names and contact information, see our website at www.housing.usf.edu or contact us at 813-974-0001 or help@housing.usf.edu.

For up-to-date USF Policies and USF Regulations, please refer to websites of: USF Office of Students Rights and Responsibilities (<http://www.sa.usf.edu/srr>) and USF General Counsel (<http://usfweb.usf.edu/OGCWeb>).

SELECTED ADMINISTRATIVE POLICIES

ACADEMIC INTEGRITY OF STUDENTS

(1) Fundamental principles:

Academic integrity is the foundation of the University of South Florida system's (University/USF) commitment to the academic honesty and personal integrity of its University community. Academic integrity is grounded in certain fundamental values, which include honesty, respect and fairness. Broadly defined, academic honesty is the completion of all academic endeavors and claims of scholarly knowledge as representative of one's own efforts. Knowledge and maintenance of the academic standards of honesty and integrity as set forth by the University are the responsibility of the entire academic community, including the instructional faculty, staff and students.

(2) General Policies:

The following policies and procedures apply to all students, instructional faculty and staff who participate in administration of academic classes, programs and research at the University of South Florida. This regulation asserts fairness in that it requires notice to any student accused of a violation of academic integrity and provides a directive for discussion between the instructor and student to seek a fair and equitable resolution. If a fair resolution is not accomplished in this discussion, this regulation allows the student continued rights of due process under the academic grievance procedures based upon the preponderance of the evidence. The policies described below are the only policies and procedures that govern violations of academic integrity at the University and supersede any previous policies or regulations.

(3) Violations of Academic Integrity: Undergraduate and Graduate

Behaviors that violate academic integrity are listed below and are not intended to be all inclusive.

(a) Cheating

Definition: *Cheating* is using or attempting to use materials, information, notes, study aids, or other assistance in any type of examination or evaluation which have not been authorized by the instructor.

Clarification:

1. Students completing any type of examination or evaluation are prohibited from looking at or transmitting materials to another student (including electronic reproductions and transmissions) and from using external aids of any sort (e.g. books, notes, calculators, photographic images or conversation with others)

unless the instructor has indicated specifically in advance that this will be allowed.

2. Students may not take examinations or evaluations in the place of other persons. Students may not allow other persons to take examinations or evaluations in their places.
3. Students may not acquire unauthorized information about an examination or evaluation and may not use any such information improperly acquired by others.
4. Instructors, programs and departments may establish, with the approval of the colleges, additional rules for exam environments and behavior. Such rules must be announced in advance in a course syllabus or other advance written notice to students.

(b) Plagiarism

Definition: *Plagiarism* is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources. Students must consult with their instructors for clarification in any situation in which the need for documentation is an issue, and will have plagiarized in any situation in which their work is not properly documented.

Clarification:

1. Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged by parenthetical citation in the text or in a footnote or endnote.
2. When material from another source is paraphrased or summarized in whole or in part in one's own words, that source must be acknowledged in a footnote or endnote, or by parenthetical citation in the text.
3. Information gained in reading or research that is not common professional knowledge must be acknowledged in a parenthetical citation in the text or in a footnote or endnote.
4. This prohibition includes, but is not limited to, the use of papers, reports, projects, and other such materials prepared by someone else.

(c) Fabrication, Forgery and Obstruction

Definitions:

Fabrication is the use of invented, counterfeited, altered or forged information in assignments of any type including those activities done in conjunction with

academic courses that require students to be involved in out-of-classroom experiences.

Forgery is the imitating or counterfeiting of images, documents, signatures, and the like.

Obstruction is any behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.

Clarification:

1. Fabricated or forged information may not be used in any laboratory experiment, report of research, or academic exercise. Invention for artistic purposes is legitimate under circumstances explicitly authorized by an instructor.
2. Students may not furnish to instructors fabricated or forged explanations of absences or of other aspects of their performance and behavior.
3. Students may not furnish, or attempt to furnish, fabricated, forged or misleading information to University officials on University records, or on records of agencies in which students are fulfilling academic assignments.
4. Students may not steal, change, or destroy another student's work. Students may not impede the work of others by the theft, defacement, mutilation or obstruction of resources so as to deprive others of their use.
5. Obstruction does not include the content of statements or arguments that are germane to a class or other educational activity.

(d) Multiple Submissions

Definition: *Multiple submissions* are the submissions of the same or substantially the same work for credit in two or more courses. Multiple submissions shall include the use of any prior academic effort previously submitted for academic credit at this or a different institution. Multiple submissions shall not include those situations where the prior written approval by the instructor in the current course is given to the student to use a prior academic work or endeavor.

Clarification:

1. Students may not normally submit any academic assignment, work, or endeavor in more than one course for academic credit of any sort. This will apply to submissions of the same or substantially the same work in the same semester or in different semesters.
2. Students may not normally submit the same or substantially the same work in two different classes for academic credit even if the work is being graded on

different bases in the separate courses (e.g. graded for research effort and content versus grammar and spelling).

3. Students may resubmit a prior academic endeavor if there is substantial new work, research, or other appropriate additional effort. The student shall disclose the use of the prior work to the instructor and receive the instructor's permission to use it PRIOR to the submission of the current endeavor.

4. Students may submit the same or substantially the same work in two or more courses with the prior written permission of all faculty involved. Instructors will specify the expected academic effort applicable to their courses and the overall endeavor shall reflect the same or additional academic effort as if separate assignments were submitted in each course. Failure by the student to obtain the written permission of each instructor shall be considered a multiple submission.

(e) Complicity

Definition: *Complicity* is assisting or attempting to assist another person in any act of academic dishonesty.

Clarification:

1. Students may not allow other students to copy from their papers during any type of examination.
2. Students may not assist other students in acts of academic dishonesty by providing material of any kind that one may have reason to believe will be misrepresented to an instructor or other University official.
3. Students may not provide substantive information about test questions or the material to be tested before a scheduled examination unless they have been specifically authorized to do so by the course instructor. This does not apply to examinations that have been administered and returned to students in previous semesters.

(f) Misconduct in Research and Creative Endeavors

Definition: *Misconduct in research* is serious deviation from the accepted professional practices within a discipline or from the policies of the University in carrying out, reporting, or exhibiting the results of research or in publishing, exhibiting, or performing creative endeavors. It includes the fabrication or falsification of data, plagiarism, and scientific or creative misrepresentation. It does not include honest error or honest disagreement about the interpretation of data.

Clarification:

1. Students may not invent or counterfeit information.

2. Students may not report results dishonestly, whether by altering data, by improperly revising data, by selective reporting or analysis of data, or by being grossly negligent in the collecting or analysis of data.
3. Students may not represent another person's ideas, writing or data as their own.
4. Students may not appropriate or release the ideas or data of others when such data have been shared in the expectation of confidentiality.
5. Students may not publish, exhibit, or perform work in circumstances that will mislead others. They may not misrepresent the nature of the material or its originality, and they may not add or delete the names of authors without permission.
6. Students must adhere to all federal, state, municipal, and University regulations or policies for the protection of human and other animal subjects.
7. Students may not conceal or otherwise fail to report any misconduct involving research, professional conduct, or artistic performance of which they have knowledge.
8. Students must abide by the University's policies on Misconduct in Research where applicable, which can be found in the University's Policies and Procedures Manual at the General Counsel's website.

(g) Computer Misuse

Definition: *Misuse of computers* includes unethical, or illegal use of the computers of any person, institution or agency in which students are performing part of their academic program.

Clarification:

1. Students may not use the University computer system in support of any act of plagiarism.
2. Students may not monitor or tamper with another person's electronic communications.

(h) Misuse of Intellectual Property

Definition: *Misuse of intellectual property* is the illegal use of copyright materials, trademarks, trade secrets or intellectual properties.

Clarification:

Students may not violate state or federal laws concerning the fair use of copies.

(4) Violations and Sanctions for Undergraduate Students:¹

Violations for undergraduate students at the University of South Florida are classified into four levels according to the nature of the infraction. For each level of violation a corresponding set of sanctions is recommended, however, specific academic programs may include additional and different sanctions. These sanctions are intended as general guidelines for the academic community with examples cited below for each level of violation. These examples are not to be considered all-inclusive.

It is recommended that the instructor forward a concise written statement describing the academic dishonesty of an incident with its particulars to the Undergraduate Dean's Office for violations in Levels Two through Four. These records will be maintained until graduation or until they are of no further administrative value. This will enable better handling of multiple violations.

(a) Level One Violations

Level One violations may occur because of inexperience or lack of knowledge of principles of academic integrity on the part of persons committing the violation. These violations address incidents when intent is questionable and are likely to involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment. The following are examples:

1. Working with another student on a laboratory or other homework assignment when such work is prohibited.
2. Failure to footnote or give proper acknowledgment in an extremely limited section of an assignment.

Recommended sanctions for Level One violations are listed below:

- Reduction or no credit given for the original assignment.
- An assigned paper or research project on a relevant topic.
- A make-up assignment at a more difficult level than the original assignment.
- Required attendance in a non-credit workshop or seminar on ethics or related subjects.

(b) Level Two Violations

Level Two violations are characterized by dishonesty of a more serious character or that which affects a more significant aspect or portion of the course work. The following are examples:

1. Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source.
2. Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor.
3. Using data or interpretative material for a laboratory report without acknowledging the sources or the collaborators. All contributors to preparation of data and/or to writing the report must be named.
4. Receiving assistance from others, such as research, statistical, computer programming, or field data collection help that constitutes an essential element in the undertaking without acknowledging such assistance in a paper, examination or project.

Recommended sanctions for Level Two violations are listed below:

- Failing grade for the assignment involved with the grade in the course determined in the normal manner.
- Failing grade for the course, which may be an "F" or "FF" on the internal transcript.

(c) Level Three Violations

Level Three violations are those that go beyond Level One or Two violations and that affect a major or essential portion of work done to meet course requirements, or involve premeditation, or are preceded by one or more violations at Levels One and/or Two. Examples include:

1. Copying on examinations.
2. Plagiarizing major portions of a written assignment.
3. Acting to facilitate copying during an exam.
4. Using prohibited materials, e.g. books, notes, or calculators during an examination.
5. Collaborating before an exam to develop methods of exchanging information and implementation thereof.
6. Altering examinations for the purposes of regrading.
7. Acquiring or distributing an examination from unauthorized sources prior to the examination.
8. Presenting the work of another as one's own.
9. Using purchased term paper or other materials.
10. Removing posted or reserved material, or preventing other students from having access to it.
11. Fabricating data by inventing or deliberately altering material (this includes citing "sources" that are not, in fact, sources).
12. Using unethical or improper means of acquiring data.

Recommended sanctions for Level Three violations are listed below:

- Failing grade for the course with a designation of "FF" on student's internal transcript.
- Possible suspension from the University for one semester.

(d) Level Four Violations

Level Four violations represent the most serious breaches of intellectual honesty.

Examples of Level Four violations include:

1. All academic infractions committed after return from suspension for a previous academic honesty violation.
2. Infractions of academic honesty in ways similar to criminal activity (such as forging a grade form, stealing an examination from a professor or from a University office; buying an examination; or falsifying a transcript to secure entry into the University or change the record of work done at the University) .
3. Having a substitute take an examination or taking an examination for someone else.
4. Fabrication of evidence, falsification of data, quoting directly or paraphrasing without acknowledging the source, and/or presenting the ideas of another as one's own in a senior thesis, within a master's thesis or doctoral dissertation, in scholarly articles submitted to refereed journals, or in other work represented as one's own as a graduate student.
5. Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.
6. Willful violation of a canon of the ethical code of the profession for which a student is preparing.

Recommended sanctions for Level Four violations are listed below:

- The typical sanction for all Level Four violations is permanent academic dismissal from the University with the designation of "Dismissed for Academic Dishonesty" to be placed permanently on a student's external transcript.

(5) Additional Undergraduate Guidelines for Academic Dishonesty:

(a) Grade Assignment

1. An "FF" grade assigned to indicate academic dishonesty is reflected only on internal records and prevents the student from repeating the course using the Grade Forgiveness Policy. Students with any "FF" grade on record will not be eligible for honors at graduation.

2. If a student who has been accused of academic dishonesty drops the course, the student's registration in the course will be reinstated until the issue is resolved.
3. Any assigned grade may be changed to an "FF", "F", or other grade depending on the instructor's decision or the ultimate resolution of an academic grievance procedure. This includes any instance of academic dishonesty that is not detected by the instructor until after the student has dropped or completed the course.
4. Notification to the student of the "FF" grade and the option of appeal concerning the alleged academic dishonesty shall be the responsibility of the instructor and/or department chair (See Student Academic Grievance Procedures).
5. Notice that a student has been dismissed for reasons of academic dishonesty will be reflected on the student's transcript with the formal notation: Dismissed for Academic Dishonesty.
6. More serious violations of academic integrity may be referred to the Office of Students Rights and Responsibilities as a student conduct violation.

(b) Multiple Violations:

1. For the first "FF" recorded in an undergraduate student's USF academic record, the student will receive a letter from the Dean of Undergraduate Studies informing him or her of being placed on "Academic Dishonesty Warning" for the remainder of enrollment at USF and of appeal rights for the "FF" grade.
2. For the second "FF" recorded, the undergraduate student will be suspended for one full semester and readmitted only after writing a clear statement indicating remorse, understanding of the seriousness of the offense, and understanding of the importance of integrity in all areas, including academic work. A letter informing him or her of this action and appeal rights will be sent from the Dean of Undergraduate Studies.
3. For the third "FF" recorded, the undergraduate student will be permanently dismissed from the University for violations of academic integrity and with notice of that dismissal as a part of the formal record and transcript.
4. The maximum penalty for receipt of any "FF" grade may be permanent dismissal from the University for violations of academic integrity and with a notice of that dismissal as a part of the student's formal record and transcript.

(6) Violations and Sanctions for Graduate Students:²

The Graduate School holds academic integrity in the highest regard. Graduate students are responsible for being aware of and complying with University Regulations and Policies and must conduct themselves accordingly. Sanctions for Academic Dishonesty will depend on the seriousness of the offense and may range from the receipt of:

- An "F" or "Zero" grade on the subject paper, lab report, etc.
- An "F" in the course or activity in which credit may be earned.
- An "FF" in the course (leading to expulsion from the University).

Academic Dismissal for any violations of academic dishonesty policies or regulations. Possible revocation of the degree or Graduate Certificate following a thorough investigation.

Graduate students who are assigned an "FF" grade will be academically dismissed from the University and will not be eligible to apply to any graduate program at USF. Procedures regarding Academic Dishonesty and Academic Dismissal may be found on the Graduate School website.

(7) Additional Graduate Guidelines for Academic Dishonesty:

1. If a graduate student who has been accused of academic dishonesty drops the course, the student's registration in the course will be reinstated until the issue is resolved.
2. Any assigned grade may be changed to an "FF", "F", or other grade depending on the instructor's decision or the ultimate resolution of an academic grievance procedure. This includes any instance of academic dishonesty that is not detected until after the student has dropped or completed the course.
3. Notification to the graduate student of the "FF" grade and the option of appeal concerning the alleged academic dishonesty and academic dismissal remains with the instructor and/or department chair (See Student Academic Grievance Procedures).
4. A graduate student who has been dismissed for reasons of academic dishonesty will have this reflected on the student's transcript with the formal notation: Dismissed for Academic Dishonesty.
5. More serious violations of academic integrity may be referred to the Office of Students Rights and Responsibilities as a student conduct violation.

(8) Appeals: Undergraduate and Graduate

Once the initial violation of the academic integrity regulation has been documented and fairly discussed by the student and the instructor, the student may appeal the instructor's decision that a violation has occurred. At that point the student will follow the procedures outlined in the University of South Florida's student Academic Grievance Procedure Policy. For academic integrity violations that are reviewed at the department and college levels, the respective committees will consider all evidence available to determine if the instructor's decision was correct. The student's ability to proceed within an academic program while an Academic Grievance is in process will be determined by the individual academic program chair/director.

STUDENT CODE OF CONDUCT

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.

**For up-to-date USF Policies and USF Regulations, please refer to websites of:
USF Office of Students Rights and Responsibilities (<http://www.sa.usf.edu/srr>)
and the USF General Counsel (<http://usfweb.usf.edu/OGCWeb>)**

For the USF Prohibition of Hazing Regulation USF 6.0023. Please See the USF General Counsel website <http://usfweb.usf.edu/OGCWeb>

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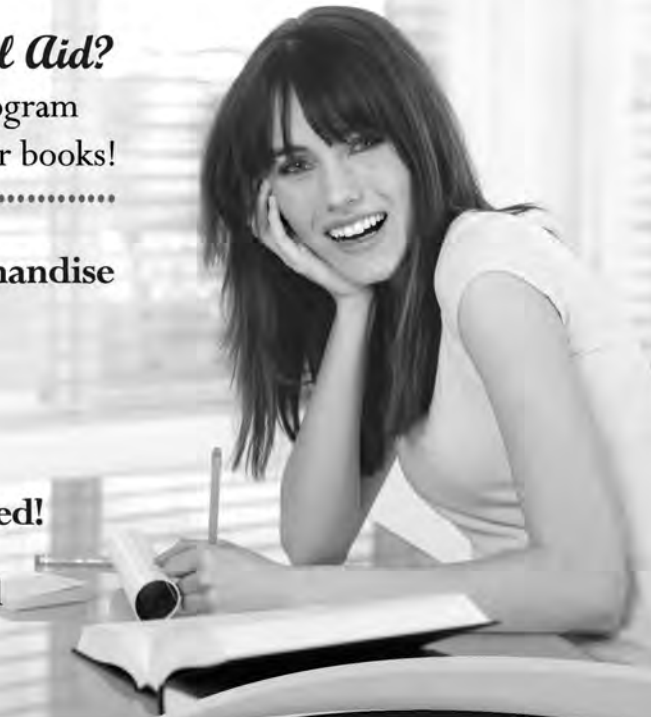
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IMPORTANT CONTACTS

A. On Campus

Center for Addiction & Substance Abuse

Tampa (813) 974-2677

Counseling Centers

Tampa (813) 974-2831

St. Petersburg (727) 553-9129

Sarasota (941) 359-4254

Student Health Services

Tampa (813) 974-2331

Campus Ministries

Tampa

B'nai B'rith Hillel (813) 972-4433

Baptist Student Ministry (813) 988-6487

Catholic Student Center (813) 988-3727

Episcopal University Center

(813) 988-6928

University Chapel Fellowship

(813) 988-1185

Sarasota

Campus Minister (941) 359-7506

B. Off Campus - Local

Alcoholics Anonymous (AA)

Tampa (813) 933-9123

(24-HR Ans Ser)

Lakeland (941) 687-1112

St. Petersburg (727) 323-9644

Sarasota (941) 951-6810

Al-Anon

Tampa (813) 889-4544

Lakeland (941) 668-7903

Palm Harbor (727) 786-0120

Bradenton (941) 739-1829

Adult Children of Alcoholics (ACOA)

Tampa (813) 837-8103

St. Petersburg (727) 443-7463

Narcotics Anonymous (NA)

Tampa (813) 879-4357

Lakeland (941) 616-0460

Health Education

Tampa (813) 974-4936

St. Petersburg (727) 553-9129

Sarasota (941) 359-4254

Student Affairs

Tampa (813) 974-5533

St. Petersburg (727) 553-1129

Sarasota (941) 359-4250

Lakeland (941) 667-7000

St. Petersburg (727) 547-0444

Sarasota (941) 957-7910

Drug Abuse Comprehensive Coordinating Office

(DACCO) (813) 620-3539

Alcohol Community Treatment Services

(ACTS) (813) 238-8411

Crisis Centers

Tampa (813) 238-8411

Lakeland (941) 519-3744

St. Petersburg (727) 791-3131

Sarasota (Coastal Recovery) (941)

364-9355

C. Off Campus - National

Cocaine 1-800-767-5433

Alcohol 1-800-992-9239

National Institute of Mental Health

(NIMH) 1-301-443-4513

National Council on Alcoholism 1-

800-NCA-CALL

National Institute on Drug Abuse

Hotline 1-800-662-HELP

Drug Information and Treatment

Hotline 1-800-662-4357

(in Spanish) 1-800-66-AYUDA

Al-Anon 1-800-356-9996

American Council on Alcoholism

Hotline 1-800-527-5344

**For up-to-date USF Policies and USF Regulations, please refer to websites of:
USF Office of Students Rights and Responsibilities (<http://www.sa.usf.edu/srr>)
and the USF General Counsel (<http://usfweb.usf.edu/OGCWeb>)**

STUDENT ACADEMIC GRIEVANCE PROCEDURE

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). 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.

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.

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 within three weeks to advance the grievance to the College Level. The instructor may file a written response to the grievance petition. Upon receipt of the student's request to move the process to the College Level and the instructor's response to the grievance (if provided), the Chairperson/Director shall immediately notify the College Dean of the grievance, providing copies of the student's initiating grievance statement, any instructor's written response to the grievance, and the written request from the student to have the process advanced to the College Level (which may include additional responsive or final statements by the student). 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. The student or faculty may address the committee. However, if requested by the committee; faculty or students from the department involved with the grievance or from the student's major department may provide expert or other relevant testimony in the proceedings.
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:
- 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) The student or instructor may request to attend a Committee meeting as designated by the Chairperson to present any final statement to the Committee and either may be present during the other's final statement. Neither the student nor instructor may be present during the deliberations.

The student or instructor may bring an advisor (not to act as legal counsel or to participate in the meetings) to the meeting.
 - 4) 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 student, instructor, department Chairperson/Director or Program Director, and 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.
- 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 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. 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.*

MARSHALL STUDENT CENTER

The Phyllis P. Marshall Student Center (MSC), more so than any other campus facility, serves as a focal point of daily activity for students, faculty, alumni, guests, and visitors. Located at the heart of campus, it is the community center of the University, providing a multitude of services and programs. The Marshall Student Center seeks to add another dimension to your educational experience by providing an environment for informal association outside the classroom. The new Marshall Student Center opened in 2008 and is a great place to relax, unwind and get involved.

The Marshall Student Center houses a myriad of programs and services. Here you'll find organizational offices, meeting rooms, study lounges, dining and much more! The Information Desk can direct you to any facet of the Marshall Center. (813) 974-3180, <http://www.msc.usf.edu>.

The Center for Student Involvement can help you get involved with student organizations, or assist you in creating a new one! To search for a student organization, go to involvement.usf.edu.

Safe Team

Safe Team is dedicated to providing a heightened level of safety at the University of South Florida. We provide this service by constantly patrolling parking lots throughout the evening and into the early morning, watching for illegal activities. We also provide students with escorts around at night on the golf carts.

Please note: SAFE Team may close due to weather or other reasons throughout the night.

(813)-974- SAFE (7233)

Hours: 6:30pm – 2:30 am

Alert Cab:

This service allows intoxicated students who are 21 and older to call Safe Team for a free cab ride home from an alcohol serving establishment in Hillsborough County, provided they have the following items: Their car keys, Their Driver's License with the address of the location they wish to be returned to, and their student ID. The hours of operation are from 11pm to close seven days a week.

To request a pickup call: **(813)-974- SAFE (7233)**

Student Government Computer Services

<http://sgcs.usf.edu/>

Monday – Thursday 8:00 a.m. - 11:00 p.m.

Friday 8:00 a.m. -59:00 p.m.

Saturday & Sunday 11:00 a.m. –5:00 p.m.

Bulls Country Pharmacy - (813)974-2071

Located in the Marshall Student Center, Room 1500. (off the atrium in the vendor suite)

Open M-F, 8am to 5pm. Closed on weekends, and any time USF is closed.

Campus Recreation

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

(813) 974-3177

**Campus Recreation Facility Hours –
Fall & Spring Semesters *Holiday, Break and Summer Hours will vary***

Campus Recreation Center

Monday – Thursday 6:15 a.m. - 11:00 p.m.

Friday 6:15 a.m. - 9:00 p.m.

Saturday 9:00 a.m. – 5:00 p.m.

Sunday 1:00 p.m. – 10:00 p.m.

Argos Fitness Center

Monday through Thursday 5:00 p.m. - 10:00

Fridays 5:00 p.m. - 9:00 p.m.

Closed during summer and break weeks

Indoor Pool

M-T-Th 7:00-9:00am,11:00am-1:00pm,4-8:00

Wed 7:00-9:00am,11:00am-1:00pm,5:00-8:00

Friday 7:00-9:00am, 11:00am-1:00pm

Saturday & Sunday 1:00-4:00pm

Andros Outdoor Pool

Monday - Sunday 12n - 6:00 p.m.

Winter Season: November – February:

Closed

Outdoor Resource Center

Monday 10:00 a.m. – 7:00 p.m.

Friday 10:00 a.m. – 5:00 p.m.

Tuesday, Wednesday, & Thursday CLOSED

Weekends CLOSED

River Front Park Park Hours – Everyday

10:00 a.m. – 7:00 p.m. When daylight savings ends the park will close at 6:00 p.m.

Riverfront Park is closed during all USF semester breaks and holidays.

USF Tampa Library

www.lib.usf.edu

(813) 974-2721

**USF Tampa Library Hours –
Fall & Spring Semesters *Holiday, Break and Summer Hours will vary***

Monday – Thursday 7:30 a.m. - 12:00 a.m.

Friday 7:30 a.m. - 6:00 p.m.

Saturday 10:00 a.m. – 6:00 p.m.

Sunday 12:00 p.m. – 12:00 a.m.

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www.UniversityMallTampa.com

(813) 971-3465

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Mall**



Ride the BULL Runner!

USF Parking & Transportation Services offers the USF community a student-supported **FARE-FREE**, year-round shuttle service on the Tampa Campus.

The Bull Runner offers you:

- a convenient ride around campus
- clean, comfortable, air-conditioned shuttles
- friendly, knowledgeable drivers
- frequent service
- ability to park in inexpensive Park-n-Ride Lots

In addition, the student-supported **Mall Express** provides continuous service (via the Route D shuttle) to the University Mall as well as the University Area Transfer Center (UATC) that will connect you to many routes of the Hillsborough Area Regional Transit Agency (HART).

..... **Bull Runner Schedule**

Weekday Service - All Routes

Monday - Thursday 7 a.m. - Midnight
Friday 7 a.m. - 5:30 p.m.

Weekend Service - C & D Routes

Saturday & Sunday 2:30 p.m. - 9:30 p.m.

Note: Service times may vary. Check our Web site for holiday schedules and the most current route information.



**For more information, see our Web site:
www.usf.edu/parking_services**

Division of STUDENT AFFAIRS

Vision:

The Division of Student Affairs at the University of South Florida is a pre-eminent organization that inspires learning and transforms the lives of students for lifelong success.

Motto:

“Inspiring learning, changing lives, one student at a time”

Mission:

The Division of Student Affairs at the University of South Florida provides learning opportunities and environments for students to discover, integrate and apply new knowledge that increases their capacity for personal growth, responsible citizenship and ethical leadership.

Values:

The Division of Student Affairs values a positive, holistic student-centered learning environment characterized by integrity, excellence, diversity, engagement, community advocacy and wellness.

Visit Student Affairs online at

www.sa.usf.edu