DISCIPLINARY CODE OF CONDUCT

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UNIVERSITY OF WEST FLORIDA
Code of Conduct
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Article I. General Policy

The University of West Florida is dedicated to the advancement of knowledge and learning and to the development of ethically responsible persons. University students are expected to uphold appropriate standards of behavior and to respect the rights and privileges of others. Student conduct is expected to be lawful and in accordance with all federal, state and local laws, and university regulations. In keeping with the University of West Florida’s stated essential values, sanctions imposed on students found in violation of the Student Code of Conduct are designed to promote the university’s educational mission. Furthermore, sanctions are imposed for the purposes of restoring the standards of the university community, educating students about the seriousness of their action(s) and promoting civility and positive growth, while maintaining the safety and integrity of the individuals involved and the university community. The processes for adjudicating violations of federal, state and local laws and violations of the Student Code of Conduct are separate and may be pursued independently of one another.

The university distinguishes its responsibilities for student conduct from the control functions of the wider community. The conduct of students both on campus and in the wider community is ordinarily of university concern when: (a) the conduct interferes with the university’s responsibility for ensuring members of the university full and equal opportunity to obtain their educational objectives; (b) the conduct interferes with the university’s responsibility to protect the health, safety and general welfare of persons in the university community, to protect property, to maintain the ordinary rules of good conduct and to sponsor non-classroom activities; or (c) the conduct negatively impacts the university’s image and/or academic integrity.

The Student Code of Conduct applies to all campuses of the university and any international programs. The vice president for Student Affairs or Academic Affairs (or designee) may modify non-substantive procedures in the effort to process violations in these programs when necessary. Cases involving student organizations are processed through the Office of University Commons and Student Activities.

Authority for student discipline ultimately rests with the university president. For cases involving academic misconduct, this authority is delegated to the faculty of each class and the appropriate dean of the college in which the violation occurs. For cases involving non-academic conduct violations, the president delegates this authority to the vice president of Student Affairs and the dean of students, and to other appropriate staff, including Housing and Residence Life, to review and pursue non-academic misconduct charges. The university
president or vice president for Student Affairs may take direct jurisdiction of any case due to (1) the inability of the appointed hearing officer or board to serve, or (2) when it is determined that taking direct jurisdiction is the best resolution. The vice president for Student Affairs (or designee) has the authority to notify the person listed as the student’s emergency contact (or other appropriate person) in case of an emergency involving a student.

The vice president for Student Affairs, or the dean of students, (or designee) may order any student to cease and desist from any activity considered to be disruptive to the university. If the student fails to cease and desist from such activity, the vice president for Student Affairs or dean of students may immediately suspend the student pending a conduct hearing (see section VII).

Article II. Students Rights

1. Upon enrollment, students are entitled to the following rights provided the exercise thereof is accomplished in accordance with this policy and other University policies and rules and does not result in disruption or disturbance as elsewhere described in the Rules.

   a) Participation in the Student Government and its elective process, as long as the student is in good standing academically and in terms of student conduct.
   b) Membership in student organizations, as long as the student is in good standing academically and in terms of student conduct.
   c) Freedom of expression. The basic freedoms of students to hear, write, and act upon a variety of thoughts and beliefs are guaranteed to the extent guaranteed by law. Freedom of expression carries with it the responsibility for seeing that the essential order of the University is preserved.
   d) Peaceful assembly. Student gatherings may continue as long as they do not disrupt or interfere with the orderly educational operation of the institution.
   e) Fair and impartial Student Code of Conduct violation hearings.
   f) Student grievances. Students have the right to bring complaints to the attention of the University. For further information, see the Student Grievance Procedure.

Article III. Definitions for Purposes of the Student Code of Conduct

1. University: means all locations of the University of West Florida.

2. Student: includes all persons enrolled at the University of West Florida, either full-time or part-time, degree seeking and non-degree seeking, and persons who are not officially enrolled for a particular term but who have a continuing relationship with the University.

3. Faculty member: means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
4. **University official**: includes any person employed by the University, performing assigned administrative or professional responsibilities.

5. **Member of the University community**: includes any person who is a student, faculty member, University official or any other person employed by the University. A person’s status in a particular situation shall be determined by the Vice President of Student Affairs or his/her designee.

6. **University premises**: includes all land, facilities, and other property in the possession of or owned, or controlled by the University (including adjacent streets and sidewalks).

7. **Organization**: means any number of persons who are recognized by the University as a registered student organization.

8. **Student Conduct Committee**: means any person or persons authorized by the University President, or his/her designee to determine whether a student has violated the Student Code of Conduct and to recommend sanctions that may be imposed when a violation has been committed.

9. **Student Conduct Administrator**: means a University official authorized by the Vice President of Student Affairs or his/her designee to administer the Student Code of Conduct.

10. **Federal, State, local laws, and University Policies**: please see web pages for most updated policies.

11. **Complainant**: any person who submits a charge alleging that a student violated this Student Code of Conduct.

12. **Charged student**: any student accused of violating this Student Code of Conduct.

13. **Shall**: is used in the imperative sense.

14. **May**: is used in the permissive sense.

**Article IV. University Authority**

1. **Off-Campus conduct**: the University may take disciplinary action against a student or student organization for violations committed off campus if any one of the following applies: The off-campus conduct is specifically prohibited by law or the University’s Student Code of Conduct. The off-campus conduct demonstrates that the continued presence of the student on campus presents a danger to the health, safety, or welfare of the university community; is disruptive to the orderly conduct processes and functions of the university; or is intimidating or threatening to the university community or an
individual within the university community. The off-campus conduct is of such a serious nature that it adversely affects the student’s suitability to remain a part of the university community.

2. Court or Administrative proceedings outside of the University: charges by public authorities will not prevent the University in filing University charges against a student. If a student is charged by the public authorities with an act that is also a violation of a University policy or rule, the University reserves the right to stay or not stay its proceedings pending the outcome of the off-campus proceeding, based on the nature of the offense and potential harm to members of the University community. Any admission of guilt, responsibility or against the student’s interest made by a student in a criminal, civil, or administrative forum outside the University shall be conclusive for University purposes.

3. Outside proceedings: a verdict of guilty, a plea of guilty or a plea of no contest (nolo contendere) in a court of law by a charged student will operate as a conclusive finding that the student is “responsible” for the same offense of the University Student Code of Conduct. The University reserves the right to amend its charge(s) based on information obtained through an outside proceeding where that information is relevant to activity adversely affecting the University community. If the outside charges have been dismissed, are not prosecuted, are not heard, or if adjudication of guilt is withheld, such action will have no bearing on the University charges.

4. Emergency or Interim Measures: the Vice President for Student Affairs or his/her designee has the authority to take appropriate immediate action under conditions warranting such action, as follows:

   a) **Interim suspension:** the Dean of Students or his/her designee determines that a student’s presence affects the health, safety or welfare of a member of the university community and such emergency is caused by a student or by the student’s presence, he or she shall, with the approval of the Vice President for Student Affairs, temporarily suspend a student. A student temporarily suspended may not attend classes, may not be on or come onto University property and may not use University facilities, equipment or resources.

   b) **Restrictions on activity:** the Dean of Students or his/her designee determines that the health, safety or welfare of a student or the university community is involved, he or she has the authority, with the approval of the Vice President for Student Affairs to take any or all of the following actions on a student or student organization: restrict or bar class attendance; restrict or bar access or contact with individuals; restrict or bar access to University property, places, facilities or equipment; restrict or bar participation in University activities or organizations; or otherwise restrict or bar conduct.

   c) **Emergency or interim measure:** may be taken at any time prior to the conclusion of the University judicial process including the appeal process.

   d) **Notice of emergency or interim measure:** must be provided to the student or student organization in writing.
e) Appeal process: The student has the opportunity to request a hearing on the immediate suspension to the Vice President of Student Affairs. If requested, the hearing will be conducted within three (3) regular business days of the receipt of the student’s written request by the Vice President for Student Affairs or designee. The scope of this hearing is solely on whether the immediate suspension should continue until a hearing is heard on the facts of the case.

f) In cases in which the student is immediately suspended, but the student is subsequently found not responsible for all violations, the university will take the following steps; (1) correct any record of the change in enrollment status in the student’s permanent records and reports in a manner compliant with state and federal laws; and (2) refund to the student a pro rata portion of any fees and charges for tuition, and other university specific fees and charges, as appropriate due to the temporary change in enrollment status.

5. Interpretation and application: any question of interpretation or application of the Student Code of Conduct shall be referred to the Vice President of Student Affairs or his/her designee for final determination.

6. Policy review: the Student Code of Conduct shall be reviewed every three (3) years under the direction of the Vice President of Student Affairs or his/her designee beginning 2009.

Article V. Violations of Student Code of Conduct

The Student Code of Conduct sets forth the expectations of students as members of the UWF community. This code applies to behavior on University property and at all University-sponsored activities held off campus. Each student shall be responsible for his/her conduct.

The following behaviors violate the University Student Code of Conduct:

1. Deceit (discuss these titles – as they effect the database)
   a) Acts of academic dishonesty as indicated in the Policy on Academic Misconduct.
   b) Forgery, alteration or misuse of University documents, records, or identification cards.
   c) Failure to present proper identification upon request by University officials, including law enforcement officers or agents of the university personnel who have identified themselves.
   d) Furnishing false information to the University or University officials.
   e) Unauthorized possession, duplication or use of keys, access cards, or identification cards to any University premises or services.

2. Disrespect of persons or property

   a) Acts of academic dishonesty as indicated in the Policy on Academic Misconduct.
   b) Forgery, alteration or misuse of University documents, records, or identification cards.
   c) Failure to present proper identification upon request by University officials, including law enforcement officers or agents of the university personnel who have identified themselves.
   d) Furnishing false information to the University or University officials.
   e) Unauthorized possession, duplication or use of keys, access cards, or identification cards to any University premises or services.
but not limited to:

a) Physical, psychological, or sexual abuse or threat of such abuse, wherever it may occur.

b) Unlawful harassment which is defined as conduct that unreasonably interferes with an individual’s academic or employment status or performance by creating an intimidating, hostile or offensive working or educational environment where that harassment is based on any of the following protected classes: gender, race, color, religion, national origin, age, disability, marital status, veteran status or sexual orientation. Unlawful harassment on the basis of these protected classes include offensive or demeaning treatment of an individual, where such treatment is based on prejudiced stereotypes of a group to which that individual may belong. It also includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, stalking, or other intimidating or insulting conduct directed against the individual based on his or her protected class.

c) Intentional physical assault or injury to another person.

d) Participation in acts of vandalism as an individual or as a member of a group.

e) Conduct that substantially disrupts or materially interferes with University activities or that reasonably leads University authorities to forecast such disruption or interference.

f) Unauthorized entrance into or occupancy of any administrative office, classroom, or other University facility.

g) Theft, the unauthorized use, possession or destruction of university or personal property or services or acts committed with disregard for the possible harm to such property or services.

h) Hazing, defined as an act which recklessly or intentionally endangers the mental or physical health or safety of a person for the purpose of initiation or admission into, affiliation with, or as a condition for the continued membership in a group or organization.

i) Conduct which is disorderly, lewd, indecent, including voyarism; a breach of peace, disruptive, or interferes with the lawful administration or functions of the University or which procures another person to participate in such conduct on University premises or at functions sponsored by, sanctioned by, or participated in by the University.

j) Actions which are committed without regard for the possible harm to self, other individuals, a group, or which may result in injury or damage to an individual or group.

k) Interference with the freedom of movement of any member or guest of the University.

l) Interference with the rights of others to carry out their activities or duties at or on behalf of the University.

m) Soliciting, aiding, abetting or inciting others to participate in conduct which violates this regulation.

n) Posting of commercial advertising or engaging in commercial activity without appropriate authorization.
o) Endangering the health, safety or welfare of members or guests of the University.
p) Any sexual act that occurs without the consent of the victim, or that occurs when the victim is unable to give consent.
 q) Stalking, follow or otherwise contact another person repeatedly, so as to put that person in fear for their safety.

3. Obstruction of Disciplinary Process - Acts that disrupt or interfere with the University disciplinary process, including but not limited to:
a) Failure to appear at an official university hearing when proper notification has been provided; (nothing in this subsection shall be construed to compel self-incrimination).
b) Knowingly falsifying, distorting or misrepresenting information in a disciplinary proceeding.
c) Deliberate disruption or interference of the orderly conduct of a disciplinary proceeding.
f) Knowingly initiating a complaint/referral without cause.
g) Use of threats, coercion, intimidation, or harassment to discourage an individual’s participation in or use of the disciplinary process.
h) Tampering with information to be used in a University disciplinary process.
i) Attempting to influence the impartiality of a member of the disciplinary process.
j) Harassment or intimidation of any participant in the disciplinary process.
k) Violating and/or failure to comply with or fulfill disciplinary sanctions.

4. Violations of federal, state, local law or University regulations or policies including, but not limited to:
a) Possession, use, sale or distribution of narcotics or other controlled substances (as defined in Chapter 893, Florida Statutes) on the University campus or at any University sponsored, off-campus function, except when such possession or use is prescribed by a licensed physician or permitted by law.
b) Prohibited Uses of Alcohol:
   i) Possessing, purchasing or consuming alcohol if under the legal age.
   ii) Operating a motor vehicle while under the influence of alcohol.
   iii) Misrepresenting one’s age for the purposes of purchasing or consuming alcohol.
   iv) Possessing, furnishing or consuming alcohol in unauthorized areas of the University.
v) Possessing or using a common source of alcohol (i.e. kegs, beer bongs, or their equivalent).
   vi) Purchasing, furnishing or serving alcohol to any underage person.
   vii) Being intoxicated to the point at which an individual has lost normal control of his/her body or mental facilities or both.
viii) Disorderly intoxication endangering the safety or property of another on campus or at a University sponsored event that causes a public disturbance. (needs work)

c) Illegal or unauthorized possession or use of firearms, explosives, ammunition, fireworks, weapons (such as metallic knuckles, slingshots, bows and arrows, and knives), or other deadly weapons or dangerous chemicals, likely to cause harm to another, or to University property.

d) Actions which cause or attempt to cause a fire or explosion, falsely reporting a fire, explosion or an explosive device, tampering with fire safety equipment or failure to evacuate University buildings during a fire alarm.

e) Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.

f) Cruelty to animals, including but not limited to beating, torturing, mutilating; clearly failing to provide food, drink or shelter; confinement without food, drink and air; or abandonment.

g) Violation of any municipal or county ordinance, law of the State of Florida, or law of the United States.

5. Violations of the University of West Florida, Department of Housing and Residence Life regulations or policies.

6. Computer, network and/or data misuse:
   a) Unauthorized access, entry or use of a University’s or another’s computer, computer system, network, software, password, account or data.
   b) Unauthorized alteration or degradation of computer equipment, software, network, data or system performance.
   c) Unauthorized copying or distribution of computer software or data.
   d) Theft or unauthorized use of intellectual property.
   e) Use of a computer or computer system in the commission of a crime or to violate or facilitate the violation of university regulations or policies.
   f) Any unauthorized commercial use of University computer or computing resources.
   g) Any unauthorized use of electronic or other devices to make an audio or video recording.
   h) Use of computing facilities and resources to interfere with the work of another student faculty member or University official.
   i) Use of University computing facilities or resources to send obscene or abusive material.
   j) Any other violation of the University Computer Use Policy.

Article VI. Due Process for Violations of the Student Code of Conduct

1. Determination of Violation of Charges

Any member of the University community may file charges against a student for violations of the Student Code of Conduct. A charge shall be prepared in writing
and directed to the Dean of Students. Any charge should be submitted as soon as possible after the event takes place, preferably within twenty (24) hours.

The Dean of Students or designee shall determine whether a student will be charged with a violation of the Student Code of Conduct. This determination process may be initiated in several ways, including receipt of any of the following reports: (1) a police report or incident report filed by the UWF Police Department (or other law enforcement agency) which implicates a student, (2) a signed written statement filed with the Vice President for Student Affairs Office or, Dean of Students Office, or (3) an incident report or written statement filed with the Office of Housing and Residence Life.

This information will then be reviewed by the university to determine the most appropriate action to be taken. This may include taking no action, conducting further investigation into the incident, resolving the conflict in an informal manner, referring the case to Housing and Residence Life, or initiating charges in accordance with the procedures contained in this code. Charges should be filed within twenty (20) academic calendar days after receipt of all available information regarding the complaint. Charges cannot be filed by the University more than one (1) year after the date the University has discovered the incident or conduct.

2. Notice of Charges

When the University has determined to charge a student, the University shall notify the student in writing of the charge(s) and the allegation(s) on which the charge(s) are based. This notice shall inform the student that he or she has three (3) regular business days in which to contact the Dean of Students Office and schedule an information session.

A student has three (3) regular business days after the information session to contact the Dean of Students Office and notify the Dean or designee of the student's decision regarding the type of hearing forum the student chooses, administrator or conduct committee. If a student does not contact the university during this time, the university will send the case to the University Conduct Committee. A student has the right to have the charges heard by a designated University administrator or by the University Conduct Committee. The University Conduct Committee consists of one administrator, one faculty member and two students.

When two or more individual cases stem from the same incident, those cases should be heard by the same hearing body. In such cases, the university may either pre-select the hearing forum or consult with the students involved before making that determination.
Upon receipt of the student’s choice for a hearing forum, the university shall schedule a hearing and notify the student at least five (5) regular business days in advance of the date, time, and location of the hearing. A student may choose to waive the notice or the five (5) day length of the notice, however, such waiver must be in writing.

3. Hearings

A charged student will be given an opportunity to present information, including witnesses during a hearing. The charged student may inspect all information presented at the hearing, may hear and question all witnesses at the hearing, and may present information and call witnesses. If a witness does not appear, his or her written or taped statement may be considered by the hearing body, but the statement shall be weighted accordingly by the hearing body as there will be no opportunities to question the witness making the written or taped statement. Student questioning of witnesses may be modified in cases involving confidential or protected situations such as in hearings involving victims or protected student information. Witnesses will be required to wait outside of the hearing until their point of participation and will be asked to leave the hearing room after they have been questioned.

4. Hearing Procedures

All hearings are governed by the following procedures. Procedural modifications may be made to expedite proceedings as long as they do not jeopardize the charged student’s fundamental rights or the fairness of the hearing.

a) **Pre-hearing information notice:** to assist the student in preparing for the hearing, pre-hearing information including a copy of the hearing procedures and the available written information that will be presented by the University at the hearing will be made available to the charged student. The student and his or her advisor shall have the opportunity to inspect the pre-hearing information at least three (3) regular business days in advance of the hearing.

b) **Student advisor:** a charged student is entitled to have any one person at the hearing to serve as his or her advisor. Students are required to address the hearing body in person, on their own behalf, although they may consult with their advisor during the hearing. This consultation must take place in a manner that does not disrupt the proceedings. The advisor shall not speak on behalf of the student and may not question witnesses, present information or argue before the panel. The advisor shall not serve as a witness.

c) **Testimony:** no student will be compelled to make statements against him or herself. However, the university is not required to postpone disciplinary proceedings pending the outcome of any criminal proceeding.
Standard for proof: the standard for proof rests with the university. The standard for proof shall be the “majority of collective information.” This standard means that the “majority of collective information,” taken as a whole, supports that it is more likely than not that the violation occurred.

Decisions: of “responsible” or “not responsible” on the charge(s) shall be based solely on the collective information presented at the hearing. In cases involving multiple students charged from the same incident, information obtained at one hearing may be used at another hearing provided that each charged student involved has the full opportunity to review and respond to the information at his or her hearing. The Student Conduct Committee shall determine (by majority vote if the Student Conduct Committee consists of more than one person) whether the charged student has violated each section of the Student Code of Conduct which the student is charged with violating.

Collective information: pertinent records, exhibits, written/oral statements (including Student Impact Statements) may be accepted as information for consideration by a Student Conduct Committee at the discretion of the chairperson.

Questions: during the hearing, questions by the charged student and complainant may be suggested and may be answered by each other or by other witnesses with such questions directed to the chairperson. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment.

Confidentiality: all hearings shall be closed and confidential unless (1) specifically requested otherwise by the charged student in writing three (3) regular business days in advance of the hearing and (2) such a request does not impede the university’s ability to comply with state and federal laws regarding student or confidential information and (3) all other students involved in the hearing as witnesses or victims also consent in writing within three (3) days of the hearing. In cases involving alleged victims and competing interests, the Dean of Students will make the final determination regarding open and closed hearings.

Failure to appear: if a student fails to appear at the hearing, the hearing may proceed in the student’s absence and a decision may be rendered provided that the student has been properly notified of the hearing.

Official record: there shall be a single verbatim record, such as a tape recording, of all Student Conduct Committee Hearings before a Student Conduct Committee (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the University. The student shall be entitled to a copy of the record of the hearing, at cost.
k) **Deliberations:** are closed and shall include only those members involved in the decision making process.

l) **Notice of decisions:** a written decision letter will be provided to the student within five (5) regular business days following the hearing. This time may be extended in cases in which additional time is necessary for deliberations. If additional time is necessary, the charged student shall be notified. The decision letter shall contain a decision on each charge, any findings of fact and any recommended sanctions (if applicable).

m) **Student status:** the student’s status on campus will remain unchanged pending the final decision of the hearing and, if requested, the appeal process, except in cases where emergency or interim measures are required, as set forth in section B. If a student’s enrollment status is changed under this paragraph, but the student is subsequently found not responsible for the violation, the university must:

   i) Correct any record of the change in enrollment status in the student’s permanent records and reports in a manner compliant with state and federal laws; and

   ii) Refund to the student, a pro rata portion of any fees and charges for tuition, other university specific fees and charges as appropriate due to the temporary change in enrollment status and in a manner consistent with university policies and procedures.

n) **Hold on student’s records:** the university may place a hold on the records or registration of any student who fails to respond to a judicial notice or to ensure the student’s fulfillment of the sanctions or other action needed for resolution of the case prior to enrollment in a subsequent semester, transfer or graduation. All pending judicial matters must be resolved prior to a student’s graduation, transfer from or continued education at the University of West Florida.

o) **Procedural questions:** all procedural questions are subject to the final decision of the chairperson of the Student Conduct Committee. Formal rules of process, procedure and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code of Conduct proceedings.

p) **Safety procedures:** the Student Conduct Committee may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, charged student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video
conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Vice President of Student affairs or his/her designee.

q) **Accommodations for student with disabilities:** any student with a documented disability may request that reasonable accommodations be provided during the disciplinary process. This request must be made at least three (3) regular business days in advance of the hearing, and the accommodations must be approved by the Student Disability Resource Center. The hearing officer(s) may postpone the hearing if necessary (to make the determination or to provide the accommodations).

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**Article VII. Sanctions**

1. A student found responsible for violations shall be subject to sanctions commensurate with the offense with consideration given to any aggravating and mitigating circumstances. Sanctions include one or more of the following penalties, unless otherwise expressly provided:

   **A. Disciplinary warning:** a disciplinary sanction in writing notifying a student that the student’s behavior did not meet University standards. All disciplinary warnings will be taken into consideration if further violations occur.

   **B. Disciplinary probation:** a disciplinary sanction in writing notifying a student that his or her behavior is in serious violation of University standards and that restrictions are being placed on his or her activities. Sanctions that may be placed on a student during a probationary period include restriction of the privilege to: participate in student activities or in student organizations; represent the University on athletic teams, or in other leadership positions; access to University housing facilities or other areas on campus; use University resources and/or equipment; or engage in contact with specified person(s).

   **C. Loss of University privileges:** temporary or permanent loss of University privileges including, but not limited to, use of University facilities, resources, equipment, such as attendance at athletic functions, University commons access, unrestricted library use, parking privileges, university computer usage, and residence hall or other visitation for a designated period of time.

   **D. Suspension:** the student is required to leave the University for a given or indefinite period of time, the end of an indefinite suspension shall depend upon specified acts of the student’s own volition related to mitigation of the offense committed. The student must comply with all sanctions and complete all requirements prior to re-admission. During the suspension period the student may not visit or be on any UWF campus.
E. **Expulsion:** the student is permanently deprived of his or her opportunity to continue at the University in any status and may not, without specific written permission of the Vice President for Student Affairs or designee, visit or come onto any UWF campus.

F. **Restitution:** the student is required to pay for loss of use or damages to an individual’s or University property, provided that such payment is limited to the actual cost of repair or replacement of such property.

G. **Community/University Service:** a student is required to complete a specified number of hours of service to the campus or general community.

H. **Education requirements:** a student is required to complete a specified educational sanction related to the violation committed. Such educational requirements include, but are not limited to, completion of a seminar, report, alcohol or drug assessment, or counseling.

I. **Residence Hall transfer or removal:** a student is required to transfer residence halls or leave the residence halls for a specified indefinite period of time or permanently.

J. **No contact order:** a directive to refrain from any intentional contact, direct or indirect, with one or more designated persons or group(s) through any means, including personal contact, e-mail, telephone, or third parties.

K. **Fines:** not to exceed $250.00 per case.

L. **Revocation of admission and/or degree:** admission to, degree awarded, or course credits from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

M. **Withholding Degrees:** the University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.

N. **Multiple sanctions:** more than one of the sanctions listed above may be imposed for any single violation.

2. **Student Organizations**

A. Sanctions range from written reprimand through revocation of registration or permission to use or meet at campus facilities, or continued recognition at the University. The following criteria will be used to determine if a student group or organization is to be held collectively responsible for the action or actions
of individuals when the action or actions result in a violation of the Student Code of Conduct by those associated with the group or organization.

i) The action or actions resulting in the violation have received the tacit or overt consent or encouragement of the group or organization or of the group’s or organization’s leaders, officers or spokesperson, or;

ii) The group or organization or its leaders, officers or spokesperson failed to take responsible precautions against the action or actions resulting in the conduct violations.

B. Disciplinary sanctions which may result in limits being placed on extracurricular activities and/or registration for individuals and groups, do not take effect until any appeal requested has been completed. If no appeal is requested, the final action with respect to the above will take effect upon expiration of the appeal time or 15 business days from the date of the decision letter.

C. The following sanctions may be imposed upon groups or organizations:

1) Those sanctions listed above in Article VII, Student Sanctions.

2) Loss of selected rights and privileges for a specified period of time.

3) Deactivation – loss of all privileges, including University recognition, for a specified period of time.

Article VIII, Appeals

1. The student may appeal the decision of the University Conduct Committee or of the university official hearing his or her case in writing within 15 business days from the date of the decision letter. Decisions made by the Assistant Dean of Students or Coordinator of Judicial Affairs can be appealed to the Dean of Students. Decisions made by the Dean of Students involving a sanction of suspension or expulsion can be appealed to the Vice President for Student Affairs. No person may hear or decide an appeal if he or she conducted or participated in the student disciplinary proceeding being reviewed on appeal.

2. The appeal must be filed in writing within fifteen (15) business days from the date of the decision letter. Criteria for filing an appeal is limited to the following grounds: a) the student’s rights were violated in the hearing process; b) new information that could not have been discovered at the time of the hearing; c) the majority of collective information does not support the decision.; d) the sanction(s) imposed were not appropriate for the violation. The decision of the reviewing authority shall be final.

3. At the conclusion of the appeals process, the decision of the Vice President for Student Affairs is the final agency action in hearings and appeals where the
sanction is suspension or expulsion. For all other sanctions, the decision of the Dean of Students is the final agency action.

4. If an appeal is upheld, the matter may be returned to the Dean of Students or his/her designee, or the original Student Conduct Committee, for re-opening of the hearing to allow reconsideration of the decision and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

Article IX  Records

1. Records of disciplinary actions shall be maintained by the Dean of Students Office in accordance with Federal and Florida Law. Records will be managed pursuant to Section 1002.22, F.S.

2. Student files involving cases that do not result in suspensions or expulsions shall be expunged seven (7) years after a decision is reached on a charge. Records for cases that result in suspensions or expulsions will be kept permanently. Statistical data and database information may be kept permanently at the university.

3. Students found “not responsible” or cases in which charges are dropped are considered not to have a judicial record. However, the records will be maintained by the University in accordance with 1002.22, F.S. and Florida retention laws.

Article X  Transcription Notations

In cases that result in a suspension, a transcription notation will be placed on the student’s records during the period of suspension. In cases involving expulsion, a permanent notation will be placed on the student’s transcriptions.