General Information

Academic Advisors
Each student is assigned an academic advisor to help with course selection and program planning. During the first semester of registration as a degree-seeking student, students are provided degree-plan sheets that are signed by the advisors and students. The plan sheets list course and other requirements for the selected degree programs. Students should see their academic advisors each semester to ask for advice and make sure they are fulfilling their major requirements.

All freshmen and sophomores (e.g., students with fewer than 60 semester hours) are advised in the University Advising Center, Hopkins Hall, Building 18, 474-3170.

Teacher education students can get academic advisement through the Office of Teacher Education Student Services, Building 85, 474-3228. All other students in the College of Professional Studies should get advisement through the department of their majors.

Students in the College of Business and the College of Arts and Sciences should seek academic advisement by contacting the department for the academic program of interest.

Students taking programs and courses at the Fort Walton Beach Campus or the Eglin AFB Center should call (850) 863-6570. For an appointment with an academic advisor at the Fort Walton Beach Campus, call (850) 863-6569. For an appointment at the Eglin AFB Center, call (850) 678-3727.

After-Hours Depository
After-hours depositories are located outside the main campus Cashier’s Office, Building 20E, and outside the administration building at the Fort Walton Beach Campus. These depositories are open 24 hours daily, seven days a week. These facilities may be used to pay any outstanding account with the university. Students receiving any form of financial aid should not use these facilities for payment of accounts during the fee payment periods. Deposit envelopes are located at each facility.

Alumni Association
The University of West Florida National Alumni Association is recognized as the official representative of all former students and graduates of the university. The mission of the association is to represent and promote alumni interests, to facilitate ongoing relationships between alumni and the university and to build loyalty and support for the University of West Florida.

In meeting its stated purpose, the association offers benefits and privileges to alumni: AlumLine, a quarterly news publication, invitations to alumni special events, sponsorship of alumni chapter activities throughout the country, access to career services, Alumni Nautilus Cards, online alumni directory and opportunities to participate in affinity programs that provide discounted auto insurance and credit cards.
The association believes that students are alumni in training, and that the following student alumni programs support this belief: ArgoFest (homecoming), Career Waves – Meet the Pros Reception, Welcome bags to on-campus residents, miniature diplomas to new graduates, Alumni Endowment Scholarship, Alumni Grant Program and UWF’s Student Ambassadors.

In cooperation with other university departments, the association is also involved with university recruiting and supports departmental alumni gatherings.

For further information, visit the Web site at alumni.uwf.edu or contact the Office of Alumni Relations at (850) 474-2758 or 1-800-226-1UWF, or e-mail alumni@uwf.edu.

### Ambulance and Fire
Call 911 from any on-campus phone.

### ATM
A Bank of Pensacola automatic teller machine is located in the University Commons.

### Blood Bank
The university is a member of the Northwest Florida Blood Center. Blood drives are conducted on campus to provide an opportunity for students, faculty and staff to help the center keep an adequate supply of blood for the community. You are encouraged to become a part of a continuing system that provides blood for all who need it. The only requirement for contributing blood is good health. If further information is needed regarding blood donations or blood use, call Kelli Filardi, Health Educator, at 857-6347 or the blood center at 434-2535.

### Blue-Light System
Blue-light emergency notification stations are strategically placed in 27 outside locations on campus. When activated a visual alarm is sounded locally and at the university police department for signaling the need for emergency assistance. You have two-way communication with the Police Department.

### Bulletin Boards
The University Commons Service Desk is responsible for a number of bulletin boards located in high-traffic areas in various university buildings. Materials are normally posted within 48 hours from the time they are delivered to the service desk. All materials must be registered before posting. Classified ad boards (for non-university material) are also provided. Call 474-2405.

### Bus Service
The campus is served by the Escambia County bus service Monday through Friday. Schedule and ticket information are available from the University Commons Service Desk.

### Catering
Catering service for special functions is available through Sodexo Campus Services. Contact University Dining Services in the University Commons at 474-3198 for additional information or visit our Web site at uwf.edu/foodserv/catering.html.

### Changing Student Information
By using compass.uwf.edu, currently enrolled students can process changes in their own mailing addresses. Name changes and other information effecting students’ permanent academic records should be reported in writing to the Office of the Registrar as soon as possible.
Check Cashing

The Bank of Pensacola has a branch bank in the University Commons. In addition to many commercial banking services, the bank offers check cashing to faculty, staff and students. The University Bookstore will cash up to $25 above the amount of purchase of at least two dollars.

Class Attendance

The university expects students to take full responsibility for their academic work and academic progress. To progress satisfactorily, students must meet the requirements of each course for which they are registered. Successful work depends to a large extent on regular class attendance, and absence from a class meeting is a loss to both the student and classmates.

Class attendance is regarded as an academic matter. Each faculty member shall provide a written attendance policy to each class within the first week of classes. The use of attendance records in grading and the handling of any excuses for absences is left to the discretion of the faculty member responsible for the course, subject to the guidelines given below.

A. Students will be excused from class to observe religious holy days of their faith. No major test, major class event or major university activity will be scheduled on a major religious holy day.

B. Absences due to imposed legal responsibilities (i.e., jury duty, court appearance) shall be recognized as excused absences.

C. Absences due to the participation in extracurricular activities in which students are official representatives of the university shall be recognized as excused absences.

D. Absences due to serious illness, death or serious illness within the student’s immediate family, military obligations or other sound reasons offered by the student may be accepted as excused absences.

It is the responsibility of students to know the attendance policy of each course they are taking. Students must inform their instructor(s) of absences from classes prior to, or as soon as possible after, the absence. Instructors have the right to request verification for all excused absences. Students are held accountable for all assignments in each course, whether or not the assignments were announced during an absence. Faculty is encouraged to provide opportunities for students to make up examinations and other work missed because of an excused absence.

CLAST

The College-Level Academic Skills Test (CLAST) is an achievement test of the communication and computation skills described in State Board of Education Rule 6A-10.031, Florida Administrative Code. Taking the test is required by Florida statutes and rules of the State Board of Education, both for the award of an A.A. degree and the baccalaureate degree. Effective Jan. 1, 1996, s. 240.107, F.S., provides alternative ways for students to demonstrate attainment of the required communications and mathematics skills. For further information about these alternatives, see the CLAST section in the current catalog or contact the registrar’s office, 474-2244.

Students may take the CLAST if they have completed 18 semester hours or the equivalent. Students must take and pass at least three subtests by their 60th credit hour. Students who have not satisfied CLAST requirements by the 36th upper-division hour will not be allowed to register for additional upper division courses. The CLAST requirements also apply to students transferring to state universities in Florida from private colleges in Florida and from out-of-state colleges and universities. Since Aug. 1, 1984, specific scores which meet the state minimums are required for full admission to upper-division programs.

The CLAST is offered once a term and requires advanced registration through the Testing Office. For a fee, examinees may request to take one or more of the multiple-choice subtests at one of the sites that offer the computer-adaptive (CAT) version of the CLAST, including testing at UWF. For additional information about the CLAST contact the Testing Office, Building 21, Rm. 120, 473-7340.
General Information

Commons

The University Commons is UWF’s student center and houses various dining facilities, game room, TV lounge, bookstore, post office, bank, meeting rooms, conference center, CyberLounge (computer lab) and the following offices: Student Government Association, Student Activities, Campus Activity Board, Student Organizations, University Dining Services administration and the African-American Student Association. Visit our Web site at uwf.edu/ucommons.

Copiers

Copy machines are located on the first and second floors of the library. Additional copiers are located in Buildings 79 and 86 and in the CyberLounge in the University Commons, Building 22. The library also houses microfilm reader/printers. All copiers and reader/printers are equipped with Nautilus Card reading devices.

Cash can be deposited to your Nautilus Card account at the cashier’s office and by use of an Automatic Deposit Machine (ADM). ADMs are located on the first and second floors of the library in the copy rooms, in Building 79, in Building 86 and in the University Commons (Building 22).

The copiers also accept coins and dollar bills; the microfilm reader/printers accept coins. Dollar bill changers are available at each location. Call 474-3012 for additional information or visit our Web site at uwf.edu/copyerv.

Crime Prevention

The University Police Department offers a variety of crime prevention programs, including personal safety, alcohol/drugs, sexual battery, dorm security, operation ID and fire prevention. Contact University Police, Building 19, 474-2415, for additional information regarding available crime prevention programs.

Dead Week

To provide students time to prepare for final examinations and other end-of-course assignments, the university maintains a dead week policy. During this designated period each semester no written examination, test or quiz shall be given.

For fall and spring semesters, this period is the last five scheduled days that classes are held. For summer semester, no examination other than a final examination is to be given during the last seven days classes are held. For shorter terms, roughly proportional periods are established. Laboratory components of courses will be excluded, and the last regularly scheduled day of such classes may be used for final examinations. Oral presentations and other non-written activities will be permitted. Examinations rescheduled for the benefit of individual students will be allowed.

Instructors who believe their ability to evaluate students adequately in a particular course is jeopardized or impaired by this rule may petition, in writing, to their respective college dean for an exception for the particular course. All exceptions shall be reported to the provost/academic vice president, who shall make a summary report each semester to the faculty senate for its information.

No intercollegiate athletic events may be added after midterm that would occur during dead week, with the exception of tournament-type play for which a berth has been earned by a team or individual player as a result of earlier competition.

University Commons.
Delinquent Balances

A student who has a delinquent balance at the university (loan, library fine, breakage charge, parking violations fees, etc.) is subject to having registration, grades and transcripts withheld until such time that all outstanding charges are paid in full or satisfactory payment arrangements are made with the university.

All further transactions (registration, fee payment, financial aid delivery, grade and transcript release, etc.), for accounts with an outstanding balance in excess of $100 shall be suspended until the account is paid in full. All refunds are automatically applied to outstanding charges.

Dining

Dining services are provided in the University Commons at the Food Court, Argos' Grill and the Snack Bar located in the College of Professional Studies (Building 86). Catering service for special functions is also available.

Detailed information about food service may be obtained by contacting University Dining Services, University Commons, 474-3197 or visit our Web site at uwf.edu/foodserv/.

Emergencies

Dial 911 for any emergency requiring assistance on campus. WUWF (88.1 FM) radio station is the official source of emergency information for the university community.

Escort Service

The campus escort service is available to ensure the safety of all university students, personnel and visitors upon request. The service is provided between car and building or building to building, day and night, year round. Qualified, supervised student personnel provide the escort service Monday through Friday while the university is in session, from 8 a.m. to midnight. During all other times, the University Police will provide escort service on an as-available basis. Escort service may be arranged for special events held on campus. Call the Police Department at 474-2415 to request an escort, or to obtain more information concerning the campus escort service.

Fax Machine

The University Commons Service Desk provides a public fax machine. Faculty, staff and students paying with Nautilus Cards receive a 10 percent discount.

Fee Payment Deadlines

Tuition and fees are due on the dates indicated in the Academic Calendar and on the student’s Account Balance through COMPASS. Adding or dropping a course prior to the fee payment date will affect the total fees. Fee payment for individual courses is the last day of drop and add for that course. Numerous courses have different due dates, and students should carefully read the registration statement to ensure payments are made by the date(s) required. Failure to make any fee payment by the due date will result in the assessment of a $50 late-payment fee.

Fee information — including the course number, date due and amount of fees for each course — can be accessed via COMPASS. Students can check their fee statements at any time through COMPASS via the Web by going to the University of West Florida COMPASS Web page at compass.uwf.edu. Students are encouraged to use COMPASS for accessing this information.

Financial Aid Delivery

All financial aid is disbursed through the university Cashier’s Office at the Pensacola campus and the Fort Walton Beach Campus. Students will have financial aid mailed directly to them by the Student Accounts Office. All outstanding fees and housing will be deducted with a net check mailed to the student’s current address on file with the Registrar’s Office.
All students at the Fort Walton Beach Campus who wish to have financial aid delivered to them at that campus must contact the student accounts office on the main campus at 474-3038 or the Fort Walton Beach Cashier’s Office at 687-6571. Failure to make arrangements to have the aid sent to the Fort Walton Beach Campus can cause a delay in receipt of financial aid. A Nautilus Card ID is required to pick up financial aid.

Hurricane Procedures

In the event a hurricane threatens this area of Florida, students will be kept up-to-date through advisories released by the Housing Office, Student Affairs, Marketing Communications, the student electronic newsletter and WUWF 88.1 FM radio station. To provide for the safety of resident students who remain on campus, the University Commons will serve as an emergency shelter. Residents will not be permitted to remain in the residence halls while the emergency exists. Resident advisors will advise students when to report to the shelter and what to take with them. Basic food service and health care will be provided in the shelter.

ID Card

The Nautilus Card is the official university identification card. The card serves as a library card, access card, copy card, long distance phone card and a debit card. When money is deposited into an account, the Nautilus Card can be used to make purchases at the University Bookstore, Commons Food Court, Argos’ Grill, College of Professional Studies Snack Bar, ticket center, Postal Services, Duplicating Services, Health Center and at vending machines on campus. You may also use the card to pay fees or fines at the Cashier’s Office. Deposits may be made with cash, check, MasterCard or Visa, all of which are payable at the Cashier’s Office. Credit card deposits are accepted by phone, (850) 474-3034. Cash is accepted at the automatic deposit machines (ADM) located conveniently around campus. The Nautilus Card may be obtained after you register for classes for a fee of $10.

The Nautilus Card Office is located in Building 20W, room 162. For more information, call 474-3324, or go to our Web site at uwf.edu/idcard/.

Insurance

Supplementary medical insurance information is available to students who elect to enroll in the optional health insurance program.

More detailed information may be obtained from the Health Center, Building 63, or Student Affairs, Building 21, Rm. 130.

Long Distance Telephone Service

The university has contracted with ECCI to provide the Nautilus Connection long distance phone service to students. For resident students, the Nautilus Connection provides direct-dial calling from residence halls. Off-campus calls may be made through the calling card located on the back of the Nautilus Card. A variety of billing options are available. To obtain an authorization code or for more information, please call customer service at (888) 868-UWF1 or visit our Web site at uwf.edu/idcard/phone.cfm.

Lost and Found

Lost and Found is a service of the University Police. For assistance, call 474-2415 or visit Building 19.
Nature Trails
The Edward Ball Nature Walk and the Baars-Firestone Nature Trail are two nature trails open on the UWF campus. Additionally, the entire campus is an official wildlife preserve. A self-guided nature walk booklet is available at the Welcome Center, Building 81.

Nondiscrimination Policy
The University of West Florida is an Affirmative Action/Access/Equal Opportunity Employer. Programs, activities and services of the university are available to all persons without regard to race, color, creed, religion, sex, age, physical handicap, disability or national origin.

Notaries
Notaries are available in the following offices: Administrative Affairs, Controller’s Office, Eglin Center, Fort Walton Beach Campus, Human Resources, Registrar’s Office and Office of Student Affairs.

Parking
Printed Regulations governing on-campus parking are available from the Cashier’s Office and University Police, Building 19. All students are responsible for knowing and abiding by these regulations.

Picnics
A picnic area is located on campus in the Oak Grove area west of the Field House.

Printing
Duplicating Services is located in Building 80 (just across from Martin Hall on Campus Drive) and offers printing and typesetting services for the university community, including personal needs. Services include résumés (formatted and printed from your disk), reports, theses, posters, flyers, graduation announcements (personalized by name, degree and college), banner and sign making, quick copies, color copies, lamination and transparencies. Graduation invitations/announcements may be ordered online. For more information call 474-2613 or visit our Web site at uwf.edu/dupserv/.

Returned Check Service Charge
If a bank returns a check to the university that is unpaid, statutory service charges shall be levied as follows:
- Check amount not exceeding $50 - $25 charge.
- Check amount between $50.01 and $299.99 - $30 charge.
- Check amounts $300 and above - $40 charge, or five percent of the face amount of the check, whichever is greater.

Issuing a stop-payment order on a check after it is presented for payment of goods or services is a fraudulent act and is subject to the above service charges and other penalties prescribed by Florida Statutes.

Failure to redeem the face amount of a worthless check within seven (7) days and the assigned
statutory service charges can result in the worthless check being forwarded to the State Attorney’s Office for criminal prosecution. Redemption of a worthless check is required to be paid in cash, cashier’s check or postal money order.

**Senior Citizen Tuition Waiver**

Senior citizens may enroll for tuition free courses at UWF on a space available basis. Students should review eligibility requirements for this waiver and other information by contacting the Registrar’s Office or by visiting our Web site at uwf.edu/registrar/senior.htm. Students utilizing the senior citizen tuition waiver are not eligible for free or reduced cost student services such as free tickets to athletic events, performing arts, student activity functions, health center services, recreation facilities or other services sponsored by the student activity fees.

**Student Development Courses**

Student development courses are designed to assist freshmen in making a smooth transition to the university setting. Currently four different courses are available: SLS 1301 “Freshman Year Experience,” designed to help students develop the skills necessary for the successful completion of college; SLS 2531 “Academic Retention Seminar,” tailored to students returning from academic suspension; SLS 2948 “Service Learning,” which provides volunteer learning experiences on campus and in the local community; and SLS 2401 “Major Exploration/Career Choice,” designed to help undecided students choose a career and appropriate major. Contact Anna Shipplee at 474-3170 for more information.

**Student Employment**

The Office of Student Employment located in the Office of Human Resources, Building 20E, administers a student employment service that provides detailed information for job opportunities on campus. Visit the student employment Web site at uwf.edu/hr/student.cfm or call 474-2608 for more details. Interested students should contact the hiring departments to apply.

Career Services, Building 19N, can assist students and alumni in obtaining off-campus permanent, summer and part-time employment, as well as information on internships and the cooperative education program. Visit their Web site at uwf.edu/career or call 474-2254 for more information.

Student Financial Assistance Office, Building 18, can assist students with the Federal Work Study program. They can be reached at 474-2400.

**Transcripts**

Requests for official transcripts of academic work completed at UWF must be submitted in writing. Request forms are available in the Office of the Registrar or through COMPASS.

A student’s academic record can be released only upon authorization by the student (written or PIN authorization). A $5 fee will be assessed for each transcript requested. The fee and any other financial obligations must be paid in full prior to release of the transcript.

**Trolley Service**

University Trolleys, Argo and Enterprise, operated by Escambia county Area Transit, circle the campus seven days a week with occasional routes to the Town Center Shopping area. No fare is collected for this service. It is supported by student transportation and parking fees. Pick up the current operating schedule at the University Police Department, University Commons or UWF Welcome Center.

**Typewriters/Computers**

The university maintains three primary areas for computer usage; the library, the Cyberlounge in the University Commons and the Computer Center (Building 79). Some restrictions on usage may exist in each of these locations. Additional computers for student use may be located in individual departments of study, and students are encouraged to contact their departments to obtain additional information about these areas. Typewriters and computers are available for student use in the library, first floor.
Use of Instructional Space and Resources

University facilities and equipment are intended primarily for the use of faculty and students enrolled in courses. A student who has completed registration, including the payment of fees, and whose name appears on the final class rolls, is authorized to attend classes and to use university instructional space, facilities or equipment.

Students may not attend classes or use instructional spaces, facilities or equipment for which they have not paid fees or from which they have withdrawn.

Vehicle Registration

Automobiles, scooters and motorcycles parked on campus by resident and commuter students must be registered and display a parking permit. Permits may be purchased in the Cashier's Office.

Current regulations governing the operation of vehicles on campus are available at the Cashier's Office and the University Police and should be obtained at the time of vehicle registration.

Vending

The university provides vending machines that sell snacks, bottled drinks, canned drinks and hot beverages. Nautilus Card readers are attached to vending machines at many locations. If you have questions regarding location of machines, products vended, refunds, etc., call Auxiliary Services, 474-2635 or visit our Web site at uwf.edu/vending/.

Withdrawal From a Course

Withdrawals are not automatic. When registered for two or more courses, students may process an individual course withdrawal until the end of the 10th week of classes of any fall or spring semester (see calendar for summer semester and short term dates); a grade of “W” will be recorded.

COMPASS provides currently enrolled students access to process a withdrawal at the following secure site: compass.uwf.edu. Users are required to verify their identity through a sign-in procedure using a combination of their social security number (or NAUTICAL ID) and a PIN. Students should contact the Office of the Registrar at 474-2240 if they experience problems in processing a withdrawal via COMPASS.

Consult the official university academic calendar for deadlines and the catalog and course offering guide for procedures. Appeals for withdrawing after the deadline may be submitted in writing to the Office of the Registrar.

Withdrawal From the University

Students may process a withdrawal from all courses and receive a grade of “W” until the end of the 10th week of classes of any fall or spring semester (see academic calendar for summer semester and short term dates). Students withdrawing from all classes after the automatic “W” deadline through the end of the last day of instruction of any given term will be assigned a grade of “W” or “WF” by the instructor of each course.

COMPASS provides currently enrolled students access to process a university withdrawal at the following secure Web site: compass.uwf.edu. Users are required to verify their identity through a sign-in procedure using a combination of their social security number (or NAUTICAL ID) and a PIN. Consult the official university academic calendar for withdrawal deadlines and the catalog or course offering guide for procedures. Students should contact the Office of the Registrar at 474-2240 if they experience problems in processing a withdrawal via COMPASS.
SAFETY TIPS

Students should:

- Lock the door to their rooms at all times.
- Refrain from propping doors open or disabling locking mechanisms on doors or entrances.
- Refrain from allowing strangers to enter their rooms and/or apartments.
- Call residence hall staff at Ext. 2463 or University Police at Ext. 2415 promptly for assistance when needed.
- Walk with others or request escort service from University Police at Ext. 2415.
- Report suspicious persons/activities to residence hall staff or University Police immediately.
- Report crime immediately to University Police at Ext. 2415.
- Take appropriate steps to secure personal property like bikes, cars, jewelry, cash, electronic equipment, etc.
- Participate in “Operation ID” and other security-related programming.
- Remove as many opportunities for crime to occur as possible by being informed, alert and conscientious community members.
- Read, understand and abide by the residence hall’s rules and regulations, including fire safety regulations.
- Provide input to the university about how the campus can be made safer.
- Report instances of obscene or harassing phone calls immediately by contacting University Police at Ext. 2415.
- In an emergency call: 911.
Student Educational Records

Complete information and regulations governing records are available in the Office of the Vice President for Student Affairs and in the Office of the Registrar. These regulations include the following rights of students to:

1. Authorize in writing the disclosure to others of personally identifiable information from their educational records;
2. Inspect and review the content of their record;
3. Challenge the content of their educational records and request the university to amend them;
4. Refuse in writing to permit the designation of any or all categories of personally identifiable information as directory information available to the public;
6. Student records may be released to investigating governmental agencies, upon request, without the student’s prior consent in accordance with the 2002 Patriot Act.

Disclosure of Directory Information

The information listed below may be released or published by the university without prior written consent of the student unless exception is made in writing by the student:

1. Options for printed and/or verbal release prohibited (does not include Electronic Directory Release):
   Category I—Name, address, telephone number, dates of attendance, e-mail address.
   Category II—Most recent previous institution attended, major field of study, awards, honors (includes dean’s list), degrees conferred (including dates).
   Category III—Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes) date and place of birth.
   Category IV—Commencement Program (name and degree at time of graduation).

   Category V—News releases (at time of graduation).
   2. Students may choose to restrict all or a portion of their directory information from the electronic directory by checking:
      a. no restrictions
      b. suppress all information
      c. suppress home address only
      d. suppress home phone only
      e. suppress home address and phone.
   Students who wish to have the privacy flag removed from their permanent academic record must contact the Office of the Registrar in writing. NOTE that electronic release of information is separate from other printed and verbal release.

In accordance with the Family Educational Rights and Privacy Act, the University of West Florida’s policy regarding the disposition of records held pertaining to a deceased student state that the privacy interests of an individual expire with that individual’s death.

Expectations for Academic Conduct

As members of the University of West Florida academic community, we commit ourselves to honesty. As we strive for excellence in performance, integrity—both personal and institutional—is our most precious asset. Honesty in our academic work is vital, and we will not knowingly act in ways which erode that integrity. Accordingly, we pledge not to cheat, nor to tolerate cheating, nor to plagiarize the work of others. We pledge to share community resources in ways that are responsible and that comply with established policies of fairness. Cooperation and competition are means to high achievement and are encouraged. Indeed, cooperation is expected unless our directive is to individual performance. We will compete constructively and professionally for the purpose of stimulating high performance and standards. Finally, we accept adherence to this set of expectations for academic conduct as a condition of membership in the UWF academic community.

Approved UWF Faculty Senate, May 10, 1991
Classroom Behavior

University of West Florida faculty are responsible for establishing and implementing appropriate academic standards as well as reasonable behavior standards for each class. Disruptive classroom conduct, a violation of the UWF Student Code of Conduct, is defined as individual or group conduct of a nature that interrupts or interferes with educational activities, infringes upon the rights and privileges of others, results in the destruction of property or is otherwise prejudicial to the maintenance of order. Violations should be reported to the Office of Student Affairs for adjudication through the Student Conduct System.

UWF Student Conduct System

www.uwf.edu/JudicialAffairs

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 adjudicate violations in these programs when necessary. Cases involving student organizations are adjudicated 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 misconduct, the president delegates this authority to the vice president and the associate vice president for Student Affairs, and to other appropriate staff, including Housing, 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 associate vice president for Student Affairs, may order any student to cease and desist from any activity adjudged to be disruptive to the university. If the student fails to cease and desist from such activity, the vice president or the associate vice president for Student Affairs may immediately suspend the student pending a conduct hearing (see section VII).

II. Definitions

- University. The University of West Florida. This includes the main campus, all of its branch campuses and university international programs.
- Student. Includes all persons either registered or taking courses at the University of West Florida, both full-time and part-time, pursuing undergraduate, graduate or professional studies and those who attend post-secondary educational institutions other than the University of West Florida and who reside in the University of West Florida residence halls. This includes non-degree seeking students. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University of West Florida are considered “students.”
- Charged Student. Any student who has been formally charged with an alleged violation of the Student Code of Conduct.
Faculty Member. Any person hired by the University of West Florida to conduct classroom activities.

Member of the University of West Florida Community. Includes any person who is a student, faculty member, University of West Florida official and any other person employed by the University of West Florida.

University Official. Includes any person employed by the university, performing assigned administrative or professional responsibilities. It also includes any person designated to oversee a university event or area.

University of West Florida Premises. Includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the University of West Florida (including adjacent streets and sidewalks).

Organization. Any number of persons who have complied with the formal requirements of recognition by the University of West Florida.

Hearing Body. Any University of West Florida official or panel authorized to review and evaluate student conduct charges, and to impose sanctions upon students found to have violated the Student Code of Conduct.

Appellate Body. Any person or persons authorized by the vice president for Student Affairs to consider an appeal from a hearing body’s determination that the student has violated the Student Code of Conduct.

Shall. Is used in the imperative sense.

May. Is used in the permissive sense.

III. Academic Misconduct Process

A. ADMINISTRATION

For these procedures, the university shall utilize as appropriate an academic standards committee appointed by the appropriate dean with membership consisting of an equal number of faculty and students.

When a student is alleged to have violated the Academic Conduct Code, and disciplinary action is warranted, the faculty member must exercise option one or option two below. If the violation is not the student’s first offense or the circumstances suggest the imposition of a sanction other than reduced or failing grade(s), the faculty member will refer the charge directly to the dean.

1. Option One—Within five (5) working days after discovery of the alleged misconduct, the faculty member shall notify the student in writing of the allegation and invite the student to respond within five (5) working days. The faculty member’s decision shall be sent in writing to the student within fifteen (15) working days after the date of the initial notification of the allegation sent to the student. The written decision shall describe any imposed sanctions of reduced or failing grade(s) and the student’s right to appeal within five (5) working days to the appropriate Academic Standards Committee or state that the charges have been referred to the appropriate dean for adjudication. Copies of the above notifications shall be sent to the chairperson, dean and vice president for Student Affairs.

2. Option Two—The faculty member will refer the charge in writing to the appropriate dean for adjudication. The dean will notify the student in writing of the charge and may designate an agent to investigate the charge. In investigating the charge, the agent will discuss the charge with the student and with others who have personal knowledge of the alleged misconduct. If the dean determines the charge warrants adjudication, the dean shall notify the Academic Standards Committee and the student. The Academic Standards Committee shall conduct a hearing unless the student elects within three (3) working days after receipt of the notification to have the hearing conducted by the dean. In electing one, the student waives the right to the other. At least half of the Academic Standards Committee must consist of students when holding academic conduct hearings and shall follow the procedures outlined in section (C) on hearing procedures.

B. OFFENSES

Violations by a student of any of the following actions that constitutes an offense that will result in disciplinary action. Fraudulent or deceptive action involving academic matters, including:

1. Cheating. The unauthorized giving or taking of any information or material on academic work considered in the determination of a grade.

2. Plagiarism. The act of representing the ideas, words, creations or work of another as one’s own.

3. Bribery. The offering, giving, receiving or soliciting of anything of value to influence a grade.

4. Conspiracy. Planning with others to commit any form of academic misconduct.

5. Misrepresentation. Any action or omission with intent to deceive a teacher so as to affect a grade.

C. ACADEMIC HEARING PROCEDURES

Pre-hearing information to assist the student in preparing for the hearing is available from the vice president or associate vice president for Student Affairs. All hearings will be governed by the following provisions:

1. Student shall be entitled to a prompt hearing.

2. Student will receive written notice at least five (5) working days in advance of the date, time, place of the
hearing, the specific charge(s) and factual basis (including the section of the Conduct Code upon which the charge(s) are based).

3. The person or persons who have brought the charge of misconduct shall provide evidence and, as appropriate, bring witnesses to the hearing to support the charge(s).

4. Student is entitled to have any person present at the hearing to serve as an advisor. However, the advisor cannot examine or otherwise participate in the hearing.

5. Student may inspect all documentary evidence to be presented at the hearing, may hear and question adverse witnesses testifying at the hearing and may present evidence and call witnesses.

6. Students shall not be forced to present self-incriminating testimony. However, the university is not required to postpone disciplinary proceedings pending the outcome of any criminal proceeding.

7. The burden of proof rests with the university. The standard of proof shall be “greater weight of evidence” i.e., whether it is reasonable to conclude from all the evidence submitted by both the university and the student that the student did commit the violation(s) with which charged.

8. Decision of responsible or not responsible of the charge(s) shall be based solely on the evidence presented at the hearing.

9. All hearings shall be closed and confidential unless; (1) specifically requested otherwise in writing by the student three (3) working 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 confidential information.

10. If the student fails to appear at the hearing, the hearing may proceed in the student’s absence.

11. Witnesses for the hearing will be required to wait outside of the hearing until their point of participation.

12. A record of the hearing shall be made by the presiding hearing officer. The record may be in written form or in any other form capable of being converted into written form within a reasonable time. The student shall be entitled to a copy of the written record of the hearing at cost.

13. A decision shall be available in writing to the student within five (5) working days following the hearing.

IV. Non-Academic Misconduct Process
A. ADMINISTRATION

Procedures for Filing Charges. Charging decisions for non-academic misconduct shall be made by the associ-
Rights of the Charged Student.

Students charged with violations of the Student Code of Conduct will be provided clear and complete notice of the charge(s) against them and the allegations upon which the charge is based.

1. Pre-hearing Information. To assist the student in preparing for the hearing, pre-hearing information will be available for the student. This information shall include a copy of the hearing procedures and the opportunity to review the available written information that will be reviewed at the hearing. The student and his or her advisor shall have the opportunity to inspect the information at least three (3) regular business days in advance of the hearing.

2. Hearing. Student shall be entitled to a prompt hearing. Students will be given an opportunity to present information, including witnesses during a fair and impartial hearing. Student may inspect all documentary evidence presented at the hearing, may hear and question all available adverse witnesses testifying at the hearing, and may present evidence and call witnesses. If a called witness does not appear, their written or taped statements may be considered by the hearing body, but the statement shall be weighted accordingly by the hearing body as the charged student has no opportunity to cross examine 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 of crimes or protected student information. Witnesses for the hearing will be required to wait outside of the hearing until their point of participation.

3. Advisement. Student is entitled to have any one person at the hearing to serve as 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. The advisor shall not serve as a witness.

4. Testimony. Students shall not be forced to present self-incriminating testimony. However, the university is not required to postpone disciplinary proceedings pending the outcome of any criminal proceeding.

5. Decision. The charged student has a right to receive a written decision regarding the charges against him/her. The decision letter shall contain a decision regarding responsibility on each charge, a finding of fact and any sanctions (if applicable).

6. Student Status. The student’s status on campus will remain unchanged pending the final decision, except in cases of emergency as outlined in section VII.

Rights of the Victim.

Victim’s rights apply to cases involving sexual misconduct, stalking and physical abuse. These rights include:

1. Advisement. To have an advisor or advocate of the alleged victim accompany her/him when presenting information to the hearing body and to any other relevant meetings held throughout the disciplinary process.

2. Victim Impact Statement. To submit a victim impact statement to the hearing body. This information would only be used in the sanctioning phase of deliberations and is confidential. The impact statement consists of how the victim was impacted by the incident and recommendations for possible sanctions. The hearing body is not bound by these recommendations.

3. Past Behavior. To have unrelated past behavior excluded from the hearing. The hearing body will decide if such information is relevant.

4. Questions. To submit questions to the hearing body. The hearing body will consider posing those questions to the charged student.

5. Limited Privacy. To testify in limited privacy, as long as the process does not compromise the charged student’s right to confront and question the witness. This option must be requested at least three (3) regular business days in advance of the hearing. In cases involving sexual assault, questions by the charged student to the victim may be asked through the hearing body. Appropriate follow-up questions by the charged student are permitted.

6. Notification. To be notified of the outcome of the hearing, including the decision and the sanctions, once a final decision is rendered.

B. OFFENSES

Violation of any of the following actions, or the aiding, abetting or attempting to commit these offenses by a student constitutes an offense that will result in disciplinary action.
1. **Forgery**, alteration or misuse of documents or records.

2. **Threatening Behavior**: This includes intimidation, harassment, coercion, verbal or physical abuse of persons, including involvement in relation to any student disciplinary process.

3. **Stalking**: Defined as to follow or otherwise contact another person repeatedly, so as to put that person in fear for their personal safety.

4. **Sexual Misconduct**:
   a. Any sexual act that occurs without the consent of the victim, or that occurs when the victim is unable to give consent.
   b. Lewd and indecent conduct.
   c. Voyeurism.

5. **Destruction, Damaging or Misuse of public or private property**.

6. **Theft and/or the Possession of Stolen Property**.

7. **Disruptive and/or Disorderly Conduct**. Individual or group conduct of a nature that:
   a. Interrupts or interferes with educational activities of the university.
   b. Infringes upon the rights and privileges of others.
   c. Is prejudicial to the maintenance of order or the normal operation of the university.

8. **Alcohol Misconduct**:
   a. Possession and/or consumption of alcoholic beverages by individuals under the age of 21.
   b. Buying, selling or distribution of alcoholic beverages to individuals under the age of 21.
   c. Possession and/or consumption of alcoholic beverages in areas prohibited by university policy (see the UWF Alcohol policy).
   d. Any conduct taken under the influence of alcohol that endangers one’s own health or safety or the safety of others.
   e. Possession of liquor or kegs.

9. **Drug Misconduct**:
   a. Possession and/or consumption of drugs or any controlled substance prohibited by law.
   b. Manufacturing, buying, selling or distribution of drugs or any controlled substance prohibited by law.
   c. Possession of drug paraphernalia.

10. **Possession or use of Weapons and Firearms, Fireworks and Explosive Devices**. This includes, but is not limited to, BB guns, stun guns, hunting knives, bow and arrows, machetes and martial arts weapons.

11. **Computer Misuse**. Unauthorized access or entry into a computer, computer system, network, software or data; or the unauthorized alteration, copying or distribution of software or data. (See UWF Computer Policy for further clarification and policies.)

12. **Trespass**. The unauthorized access to an area, room or building.

13. **Hazing**. Any group or individual action or activity that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace or degrade any person, regardless of the intent or the consent of participant(s). Although hazing is related to a person’s initiation or admission into, or affiliation with, any student group or organization, it is not necessary to have direct proof that a person’s initiation or continued membership is contingent upon participation in the activity for a charge of hazing to be upheld.

14. **Fire Safety**:
   a. Inappropriate activation of any emergency warning equipment or the false reporting of any emergency.
   b. Removal, damage or tampering with fire safety or other emergency warning equipment.
   c. Failure to evacuate a university building or facility when a fire alarm is sounded.

15. **Knowingly Provides False or Misleading Information** to a university official, to a hearing body, on a university document or to a law enforcement agent or agency.

16. **Endangerment**:
   a. Action(s) that endanger one’s own health or safety.
   b. Action(s) that endanger the health, safety or well being of another person or group.

17. **Failure to Comply with the Reasonable Order of a university official or the lawful order of any non-university law enforcement official. Failure to heed an administrative summons issued pursuant to university rules and regulations.**

18. **Violations of federal or state law, respective county and city ordinances which bring discredit to the university or result in disruption of the normal operation of the university.**

19. **Violation of any published University of West Florida policies, rules or regulations.** This includes, but is not limited to, housing policies, computer policies or other university policies directly related to departments, organizations or clubs.

C. **NON-ACADEMIC 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.
<table>
<thead>
<tr>
<th>NATURE OF APPEAL</th>
<th>COMMITTEE/PERSON DESIGNATED TO HEAR APPEAL</th>
<th>FOREWORD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Probation or Suspension</td>
<td>Academic Standards Committee of your college; Associate Dean, College of Arts and Sciences</td>
<td>Oral or written Grievance</td>
</tr>
<tr>
<td>Admission or Readmission—Undergraduates</td>
<td>University Admissions Committee</td>
<td>In writing</td>
</tr>
<tr>
<td>Admission or Readmission—Graduates</td>
<td>Faculty Committee appointed by Dean of College</td>
<td>In writing</td>
</tr>
<tr>
<td>Assessment or Refund of Tuition and Fees</td>
<td>University Fee Appeals Committee</td>
<td>In writing</td>
</tr>
<tr>
<td>CLAST Requirements</td>
<td>CLAST Appeals Committee</td>
<td>In writing</td>
</tr>
<tr>
<td>Discrimination Due to Race, Gender, Disability</td>
<td>Assistant Vice President for EEO Affirmative Action and Diversity</td>
<td>In writing</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Financial Aid Satisfactory Appeals Committee</td>
<td>In writing</td>
</tr>
<tr>
<td>Grade Appeals</td>
<td>Faculty member, then to Department head, then to College Academic Standards Committee</td>
<td>Oral or written Grievance</td>
</tr>
<tr>
<td>Housing Fines</td>
<td>Director of Housing</td>
<td>In writing</td>
</tr>
<tr>
<td>Immunization Requirements</td>
<td>Associate Vice President for Student Affairs</td>
<td>In writing</td>
</tr>
<tr>
<td>Late Withdrawal from Class/University</td>
<td>Academic Appeals Committee then to Provost</td>
<td>In writing</td>
</tr>
<tr>
<td>Library Fines</td>
<td>Head, Circulation Department, then to Associate Director of Library</td>
<td>By phone</td>
</tr>
<tr>
<td>Parking Violations and Fines</td>
<td>Parking Violations Appeals Board</td>
<td>In writing</td>
</tr>
<tr>
<td>Registration Appeals (late registration, drop/add, grade forgiveness, etc.)</td>
<td>Registrar or Associate Registrar, then to Associate Vice Provost for Enrollment Services</td>
<td>In writing, by appeal</td>
</tr>
<tr>
<td>Residency</td>
<td>Associate Vice Provost for Enrollment Services</td>
<td>In writing</td>
</tr>
<tr>
<td>Student Conduct</td>
<td>Vice President for Student Affairs</td>
<td>In writing</td>
</tr>
<tr>
<td>Student Organization</td>
<td>Vice President for Student Affairs</td>
<td>In writing</td>
</tr>
<tr>
<td>FORMAT</td>
<td>TIME LIMIT/DEADLINE TO SUBMIT APPEAL</td>
<td>SUBMIT APPEAL TO</td>
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<tr>
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</tr>
<tr>
<td>Oral discussion, then in writing; see Student Grievance System pp. 56, Student Handbook</td>
<td>2 weeks after written notification from Dean</td>
<td>Dean’s Office of appropriate college</td>
</tr>
<tr>
<td>In writing</td>
<td>End of drop/add period</td>
<td>Director of Admissions, Building 18</td>
</tr>
<tr>
<td>In writing</td>
<td>End of drop/add period</td>
<td>Appropriate Dean of College</td>
</tr>
<tr>
<td>In writing; by letter or form available in Cashier’s Office and Office of the Registrar</td>
<td>Within six months of close of academic term of appeal</td>
<td>Controller’s Office, Building 20E or Office of the Registrar</td>
</tr>
<tr>
<td>In writing</td>
<td>One semester prior to projected graduation</td>
<td>Office of the Registrar, Building 18</td>
</tr>
<tr>
<td>In writing; see university Non-Discrimination Policy</td>
<td>180 days</td>
<td>Assistant Vice President, Building 11 EEO Office</td>
</tr>
<tr>
<td>In writing</td>
<td>None</td>
<td>Financial Aid Office, Building 18</td>
</tr>
<tr>
<td>Oral discussion, then in writing; see Student Grievance System, pp. 56, Student Handbook</td>
<td>3 months after semester ends</td>
<td>Faculty member</td>
</tr>
<tr>
<td>In writing or by appointment</td>
<td>None</td>
<td>Director of Housing, Building 21</td>
</tr>
<tr>
<td>In writing or by appointment</td>
<td>Prior to registration for classes</td>
<td>Associate Vice President Student Affairs, Building 21</td>
</tr>
<tr>
<td>In writing; use form available from Registrar’s Office</td>
<td>3 months after semester ends</td>
<td>Office of the Registrar, Building 18</td>
</tr>
<tr>
<td>By phone, in person, or in writing</td>
<td>None</td>
<td>Head, Circulation Department UWF Library</td>
</tr>
<tr>
<td>In writing; form available from UWF Police</td>
<td>Within 7 days of violation</td>
<td>Department of Public Safety, Building 19</td>
</tr>
<tr>
<td>In writing or by appointment</td>
<td>Late registration: by the end of 3rd week of classes Drop/Add, Grade Forgiveness: Last day of class for semester</td>
<td>Office of the Registrar, Building 18</td>
</tr>
<tr>
<td>In writing or by appointment</td>
<td>Last day of registration for requested semester</td>
<td>Associate Vice Provost for Enrollment Services, Building 18</td>
</tr>
<tr>
<td>In writing; see Code of Student Conduct, pp. 47-55, Student Handbook</td>
<td>Within 5 days of Notification of Sanction</td>
<td>Vice President for Student Affairs, Building 10</td>
</tr>
<tr>
<td>In writing</td>
<td>None</td>
<td>Vice President for Student Affairs, Building 10</td>
</tr>
</tbody>
</table>
1. Burden of Proof. The burden of proof rests with the university. The standard of proof shall be the “preponderance of the evidence.” This standard means that the evidence, taken as a whole, supports that it is more likely than not that the violation occurred.

2. Decisions. Decisions of “responsible” or “not responsible” on the charge(s) shall be based solely on the evidence 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 the charged student involved has the full opportunity to review and respond to the information in the hearing against them.

3. 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 confidential information. In cases involving alleged victims and competing interests, the associate vice president for student affairs will make the final determination regarding open and closed hearings.

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

5. Official Record. A record of the hearing shall be made by the presiding hearing officer. The record may be in written form or in any other form capable of being converted into written form within a reasonable time. The student shall be entitled to a copy of the written record of the hearing at cost. Any student who wishes to have an audio copy of the hearing must notify the hearing board at least three (3) regular business days in advance.

6. Deliberations. Deliberations are closed and shall include only those members involved in the decision making process.

7. Notice of Decision. A decision shall be available in writing 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, the finding of fact and any recommended sanctions (if applicable).

8. 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 matter or to ensure resolution of the case prior to 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.

9. Disabilities. Any student with a documented disability may request that reasonable accommodations be provided during the judicial 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 Office of Disability Services and the associate vice president for student affairs.

V. Sanctions

Students adjudicated responsible of violations(s) of the Student Code of Conduct will be subject to one or more of the following sanctions. This determination is made in light of the unique facts and circumstances surrounding each individual case and the previous conduct history.

- Any offense that is motivated by bias may result in stronger penalties.
- A. Counseling. Psychological service or evaluation to help students deal more effectively with conduct.
- B. Reprimand. Formal written notice to the student and official recognition that a violation has occurred.
- C. Community Service. Performance of a specified service for a prescribed number of hours to the university community.
- D. Degree Program Modification. Additions to or substitutions in the current degree program.
- E. Grade Reduction. Reductions of grade(s) for test(s), assignment(s) or course(s).
- F. Educational Activities. The inclusion of attendance at educational programs, interviews with appropriate officials, planning and implementing educational programs, research papers and other educational activities.
- G. Restriction. The withdrawal of specified privilege(s) for a definite period of time. Restrictions may include requirements such as not entering certain areas of housing or the campus, not contacting a certain individual or group, or not operating motor vehicles on campus.
- H. Restitution. A payment of financial injury in cases involving theft, destruction of property or deception.
- I. Probation. A period of time during which any further violations of the Student Code of Conduct may impact or jeopardize the student’s status in a specific manner. The three types of probation that can be imposed are as follows:
  - (1.) Conduct Probation. A specified period of time in which any future violations of the Student Code of Conduct can result in increased sanctions being imposed that exceed those of a student who is not on conduct probation.
  - (2.) Housing Probation. A specified period of time in which any future violations of the Student Code of Conduct will result in the termination of housing privileges and access to any university owned housing facilities.
VI. Appeals

student from the university. Immediate suspension by the director of Student Affairs may impose an immediate suspension prior to the student’s conduct hearing. Student organizations may be affected the safety, health or general welfare of the student or university community, the vice president for Academic Affairs, or the associate vice president for Student Affairs, and the director of University Housing has the authority to cancel a student’s university housing contract under a separate process.

An immediate suspension means that a student cannot be on university property, cannot attend classes and cannot use university facilities. An immediate suspension requires that the student be notified in writing by the university.

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.

Disciplinary charges will be filed either when the immediate suspension is imposed or as soon thereafter as possible.

In cases in which a 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.

VIII. Records

Records. The Office of the Vice President for Student Affairs is the official custodian of all educational records involving academic misconduct. The Office of the Associate Vice President for Student Affairs is the official custodian of all conduct violation records. Records will be managed pursuant to FS 228.093.

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. Cases that result in suspensions or expulsions will be kept permanently. Statistical data and database information may be kept permanently at the university.

Students found “not responsible” or cases in which charges are dropped are considered not to have a judicial record.

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.
Parental Notification Policy

The following parental notification policy has been adopted by the University of West Florida in regard to student drug and alcohol conduct violations. The University of West Florida believes that this policy balances the legal, moral and ethical obligations that we share for student safety against the obligation we share for educating students and holding them accountable for their behavior. For questions regarding this policy, contact the associate vice president for Student Affairs in Building 21 or call 474-2384.

Parental Notification Policy

1. University of West Florida students, under the age of 21, found responsible for first-time minor offenses involving alcohol and/or drugs in accordance with the Student Code of Conduct will be dealt with directly, without notification of their parents. “Minor offenses” are defined as non-life-threatening, non-threatening to the community and not involving any other significant violations of the law or the Student Code of Conduct. The illegal selling or provision of alcohol and/or drugs may be determined to constitute a threat to the campus community depending on the circumstances.

2. Enrolled students, under the age of 21, found responsible for two minor offenses involving alcohol and/or drugs within the same semester or a third offense during the students’ enrollment at the university will result in parental notification. The process of adjudicating these violations will be handled in accordance with the Student Code of Conduct. The offense number is determined by the number of incidents related to either alcohol or drugs with an incident in either category counting toward the total number of offenses. Multiple charges resulting from one incident will constitute one offense.

3. Incidents related to alcohol and/or drugs that are determined to be life threatening to the student, threatening to the community or involving other significant violations of the law or the Student Code of Conduct may result in parental notification regardless of the number of the offense. An incident in which a student is transported to the hospital as a result of alcohol and/or drug consumption will be considered a life-threatening incident.

4. The associate vice president for Student affairs or designee will be the responsible university official to contact the parent. Students whose parents are divorced or separated have the option of designating the parent to be contacted. The associate vice president for student affairs may use discretion regarding parental notification in those incidents where it is determined that extenuating circumstances exist which would directly and conclusively negatively impact the situation. Alternative guardian contact determinations will be made by the associate vice president for Student Affairs.

5. This policy applies to financially-dependent students under the age of 21 except for incidents which constitute health and safety emergencies. Parental notification may occur in health and safety emergencies regardless of the age or financial dependency of the student.

Student Grievance System, Purpose

The Student Grievance System provides students the opportunity to bring complaints to the attention of university personnel and to receive a fair hearing and a prompt disposition of the grievance.

Definition

A grievance is defined as a complaint or dissatisfaction occurring when a student thinks that any condition at the university affecting him/her is unjust, inequitable or creates unnecessary hardship. Such grievances include but are not limited to mistreatment by any university employee; discrimination; problems with student or academic services; contested grades for courses, academic probation, suspension, readmission actions or other academic matters. These grievances do not include matters which have been determined through procedures prescribed for the Student Conduct System. Continues on page 52.

Exclusions

Excluded from the process are grievances concerning:

1. Discrimination-Grievances related to charges of discrimination due to race, sex, age, religion or disability should be directed to the Office of Human Resources.

2. Fees-Grievances concerning the assessment or refund of tuition and fees shall be directed to the Fee Appeals Committee.

3. Financial Aid-Grievances related to financial aid shall be directed to the Financial Aid Appeals Committee.

4. Parking and Traffic-Grievances related to financial aid

Step 1 requires an oral discussion between the student and the person(s) alleged to have caused the grievance. The student should meet with the person(s) as soon as practical after becoming aware of the condition that is the basis for the grievance. If the student considers the response to this discussion to be unsatisfactory, he/she should initiate the action outlined in step 2.

Step 2 requires the student to submit a written petition within five (5) calendar days after receiving notifica-
tion of the Step 1 decision to the immediate supervisor of the person alleged to have caused the grievance.

The written petition should include:

1. the student’s name, local address and phone number;
2. the name and office of the individual by whom the student feels aggrieved;
3. a concise statement of the event(s) being petitioned;
4. a statement of action previously taken to resolve the issue;
5. the results of these actions;
6. the disposition desired by the student.

The supervisor or designee may take testimony, receive evidence, provide other affected persons the opportunity to submit written statements and make or receive offers of settlement, stipulations and adjustments.

The supervisor or designee will render a written decision to the student within five (5) calendar days of the date the petition was filed or within a time limit mutually agreed upon by both parties.

Step 3. Any student who is not satisfied with the response after completing Steps 1 and 2 may present the grievance in written form to the appropriate dean, vice president or designee within five (5) calendar days after receiving notification of the Step 2 decision. The dean or designee will refer grievance concerning academic matters to the Academic Standards Committee.

The student shall be informed of the Step 3 decision within five (5) calendar days of the date the petition was filed or within a time limit mutually agreed upon by both parties.

All petitions filed shall be adjudicated to finality even if the aggrieved is no longer a student at the time of the proceeding.

Appeal

The president of the university or designee shall be the final appeal but only after the prescribed grievance process has been exhausted. The president or designee shall review the matter and decide what action, if any, should be taken.

Prohibition of Harassment

Harassment is prohibited whether on the basis of race, color, religion, sex, national origin, age, physical handicap, marital status or veteran status. Harassment is defined as conduct that unreasonably interferes with an employee or student’s status or performance by creating an intimidating, hostile or offensive working or education environment. Sexual harassment is defined as unwelcome or unsolicited sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Additional information regarding the university’s policy prohibiting sexual harassment is available in the brochure “Harassment Prevention: A Guide for Faculty, Staff and Students.” This publication can be obtained in the Student Affairs Office, Building 21.

Any student or employee believing that he or she has been discriminated against may bring a complaint under this procedure to the Office of Human Resources, Building 20E.

Alcoholic Beverages

The University of West Florida prohibits, at a minimum, the unlawful possession, use or distribution of alcohol by students and employees on its property or as part of any of its activities. Local, state and federal laws pertaining to the possession and use of alcoholic beverages in public places on campus is prohibited except in those areas and under those conditions specified herein.

All buildings and grounds of the campus are considered to be public places with the exception of residence halls, which are considered to be private living quarters and are, therefore excluded from the provisions of this regulation, but are covered under the university Student Code of Conduct and housing regulations.

The possession and consumption of alcoholic beverages are limited to beer and wine and are permitted in the following approved and designated public areas: the University Commons, Library Foundation Room, Center for Fine & Performing Arts, Oak Grove Picnic Area and the Santa Rosa Island Campus. Possession and consumption of beer and wine in the University Commons are restricted to that sold by the university food concessionaire. The university food concessionaire is responsible for the supervision of all beer and wine sales in the University Commons.

The university does not approve the sale, possession or consumption of any alcoholic beverages at the Fort Walton Beach Campus.

Special exceptions to this policy may be made only by the vice president for Student Affairs when all provisions of the law and all agreements with the university food concessionaire have been satisfied.

Specific regulations regarding the possession and consumption of alcoholic beverages at student activities and residence hall events are available from the Offices of Student Activities, Housing and Student Affairs.

The Campus Alcohol and Drug Information Center, located in the Student Affairs Office, in Building 21, Rm. 132, is available to provide information about the use, misuse and abuse of alcoholic beverages.
It's The Law!

- You may not sell alcohol without a license or with an improper license. FS 562.12
- You may not sell, give or serve alcohol to persons under age 21; you may not misrepresent your age to induce licensee to serve alcohol to persons under age 21. FS 562.11 (1a & 2)
- You can be held liable for injury or damage caused by or resulting from the intoxication of a minor or person habitually addicted to alcohol if you sold or furnished alcohol to such a person. FS 768.125
- Only the following forms of identification are acceptable: state driver’s license, state personal identification card, military identification and passport. FS 562.11 (b)
- Possession of open containers of alcoholic beverages in vehicles is prohibited, both for drivers and passengers. FS 315.1936

Alcohol Marketing Guidelines

The following guidelines shall govern alcohol marketing practices at the University of West Florida. These are supplementary to existing rules and regulations regarding alcoholic beverages.

1. Alcohol beverage marketing programs held on campus or specifically targeted for students shall conform to the Code of Student Conduct and shall avoid demeaning sexual or discriminatory portrayal of individuals.
2. The promotion of alcohol shall not encourage any form of alcohol abuse nor shall it place emphasis on quantity and frequency of use.
3. The consumption of beer or wine shall not be the sole purpose of any promotional activity.
4. No uncontrolled sampling is permitted. No sampling, or other promotional activities shall include drinking contests.
5. When controlled sampling is permitted, it shall be limited as to time and quantity. Principles of good hosting shall be observed including availability of alternate beverages, food, and planned programs.
6. Promotional activities shall not be associated with otherwise existing campus events or programs without the prior knowledge and consent of appropriate institutional officials.
7. Display or availability of promotional materials shall be approved by the University Commons and Student Activities Office. Large displays, hot balloons, etc., will not be approved.
8. Advertising and other promotional activities shall not portray drinking as a solution to personal or academic problems or as necessary to social, sexual or academic success, nor shall it be associated with the performance of tasks that require skilled reactions such as the operation of motor vehicles, machinery or athletic participation.
9. Informational marketing programs should have educational value and subscribe to the philosophy of responsible and legal use of the products represented.
10. Alcohol beverage marketers should support campus alcohol education programs that encourage informed and responsible decisions about the use and non-use of beer, wine or distilled spirits.
11. Donations of alcoholic beverages to student organizations and/or residence halls must be approved by the University Commons and Student Activities.
12. Kegs or cases of beer shall not be provided as free awards to individual students or campus organizations.
13. All alcohol marketers must agree to abide by the above guidelines or they will not be permitted on campus.

Firearms

Possession or use of weapons, firearms, fireworks and explosive devices are prohibited on the UWF campus. Resident students may check personally owned weapons in at University Police, Building 19, 24-hours a day, 7-days a week.

Hazing

Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a person for the purpose of initiation or admission into any organization registered by the university. This includes but is not limited to beating, branding, forced exercises, forced consumption of food or beverage or any other substance. Also included are activities causing mental stress such as sleep deprivation, exclusion from contact with others or forced contact that could result in extreme embarrassment or adversely affect the dignity of the individual. For the purpose of clarity, any activity described above that is directly or indirectly a condition of initiation or admission into a registered university organization shall be presumed to be a forced activity, the willingness of an individual to participate in such activity notwithstanding.

University-registered student organizations are prohibited from hazing in any form both on and off campus. Every student organization must include the university’s Anti-Hazing Policy in its bylaws. Any violation of this policy should be reported to the Office of Student Activities.
Drugs

Florida Statutes and the UWF Student Code of Conduct prohibit the manufacturing, possession, dispensing, selling and consumption of illegal drugs and drug paraphernalia. Violation of these regulations will subject a student to disciplinary action, up to and including expulsion from the university. Disciplinary action by the university does not preclude the filing of criminal charges against a student; nor does the filing of criminal charges preclude the taking of disciplinary action by the university. Educational and informational materials concerning the use, misuse and abuse of drugs are available from the Campus Alcohol and Drug Information Center, Building 21, Rm. 132.

Student Organization Disciplinary Process

Any violation of law or rules of the university may jeopardize the status of a student organization and could result in one or more of the following actions:

a. written warning;
b. probation, which is defined as a loss of some or all privileges for a specified period of time;
c. cancellation of the organization’s registration with the university.

Appropriate action for violation of law and rules and regulations of the university will be recommended by the director of Student Activities to the associate vice president for Student Affairs. The organization will be notified in writing by the director of Student Activities. Any decision may be appealed to the vice president for Student Affairs within 10 business days from the date of notification.

Student-Faculty-Public Expression and Assembly on Campus

The freedoms of speech and assembly guaranteed by the United States and Florida Constitutions shall be enjoyed by the students and faculties of the University of West Florida as respects the opportunity to exercise public expression and assembly.

The on-campus exercise of public expression and assembly by students and faculty shall be limited in the following particulars, but only in the manner set forth herein:

1. Responsibility—Each speaker shall be fully responsible for any violation of law or university regulation committed by him.

2. Scheduled assembly and public expression-Areas on the campus, except for the assembly area designated on the campus map, must be scheduled for organized assemblies and public expression in the Office of Student Activities in accordance with established procedures (event registration form).

3. Permission for the use of sound equipment-Permission for the use of sound equipment for assemblies anywhere on campus must be secured from the Office of Student Activities. The use of sound equipment and degree of amplification for scheduled activities must not interfere with the normal processes and activities of the university.

4. Unscheduled assembly and public expression-Use of the assembly area designated on the campus between Buildings 18 and 21 is established as the only campus location for unscheduled and unorganized public expression (Contact University Police for further information). However, all outdoor areas on the campus which are not committed to a specific use or assigned for use to a specific university agency are available to be used for informal, unscheduled and non-amplified expressions of opinion by individual members of the faculty and student body participating as individuals without prior registration of approval, provided other applicable university regulations shall be observed.

5. Noninterference with university operation - In order that assemblies and public expression, scheduled and unscheduled, shall not interfere with the operation of the university or the rights of others, they shall not, for example:

a. obstruct vehicular, bicycle, pedestrian or other traffic;
b. obstruct entrances or exits to buildings or driveways;
c. interfere with university operation inside or outside any buildings;
d. harass passersby or otherwise disrupt normal activities;
e. interfere with or preclude a scheduled speaker from being heard;
f. interfere with scheduled university ceremonies or events;
g. prejudice the safety of person or property.

Outside Speakers

The exercise of public expression and assembly and issuance of invitations to outside speakers shall be limited in the following particulars, but only in the manner set forth herein:

1. This management memorandum is not appli-
Rights & Regulations

1. The president and faculty advisor of a university-recognized organization which plans to invite an outside speaker must consult with the director of Student Activities prior to submission of the Event Registration Form and prior to issuing the invitation.

2. The organization must assume all the direct costs of equipment and services necessary for the event. The organization will be informed of these costs during the process of registration of the event.

3. If, in the judgment of the director of Student Activities, the event presents any question of a clear and present danger to the university's orderly operation, approval to invite the speaker must be granted by the president or his authorized designee in accordance with established policy.

4. The Event Registration Form must be completed and submitted to the director of Student Activities bearing the signatures of the organization president and faculty advisor. The event must be registered four (4) weeks in advance in order to ensure time for adequate planning, coordination, scheduling and implementation.

5. The president or such person or committee as may be designated by him shall have the power to grant or deny the request, and his decision shall be final unless reversed by other authority of competent jurisdiction.

6. Where an invitation to an outside speaker is made and the speaker accepts the invitation, the president or his authorized designee may at his discretion, require that the meeting be chaired by a member of the administration or faculty designated by him, including meetings in the assembly area, and he may further require a statement to be made by a university official at the meeting that the views presented are not necessarily those of the university or of the sponsoring group. By his acceptance of the invitation to speak, the speaker shall assume full responsibility for any violation of law committed by him or her while on campus.

7. All outside speaker events must be registered and conducted in specific accordance with university regulations and the "Events Registration Form" and addenda to that form. Failure to comply with these stipulations may result in the withdrawal of recognition or other penalties in accordance with the established policy in the UWF Student Handbook.

Procedures for Inviting Outside Speakers

1. The president and faculty advisor of a university-recognized student or faculty group or authorized university committee shall be issued to an outside speaker without approval of the event in conformance with established procedures. Procedures for inviting outside speakers are outlined in the UWF Student Activities Handbook. In order to prevent disruption of academic functions or already scheduled events, the sponsor may be asked to secure a more suitable date and arrangements; and the issuance of an invitation to an outside speaker may be conditioned upon the limitation of the event at which he or she speaks to the members of the university community, faculty, other employees and students, and to those groups or organizations as may be approved.

2. A request made by a recognized group or committee to invite an outside speaker may be denied only if the president or his authorized designee determines, after proper inquiry, that the proposed speech will constitute a clear and present danger to the university’s orderly operation by the speaker’s advocacy of such action as:

   a. the violent overthrow of the government of the United States, the State of Florida or any political subdivision thereof; or
   b. the willful damage or destruction, or seizure and subversion of the institution’s buildings or other property; or
   c. the forcible disruption or impairment of or interference with, the institution’s regularly scheduled classes or other educational functions; or
   d. the physical harm, coercion, intimidations or other invasion of lawful rights, of the institution’s officials, faculty members or students; or
   e. other campus disorders of a violent nature.

   In determining the existence of a clear and present danger, the president or his authorized designee may consider all relevant factors, including whether such speaker has, within the past five years, incited violence resulting in the destruction of property at any educational institution or has willfully caused the forcible disruption of regularly scheduled classes or other educational functions at any such institution.

3. Where the request for an outside speaker is denied, any sponsoring organization thereby aggrieved may, upon written application to the university president, obtain a hearing for a de novo consideration of the request. The president or such person or committee as may be designated by him shall have the power to grant or deny the request, and his decision shall be final unless reversed by other authority of competent jurisdiction.
Student Distribution of Written Material

Written materials may be distributed free of charge by university students on the campus, either individually or as officials of registered student organizations, pursuant to the following regulations:

1. Distributors are subject to the Student Code of Conduct and local, state and federal laws.
2. Materials distributed must identify the author or publisher and, when necessary for clarification, a statement disclaiming university sponsorship.
3. Distributors must register the distribution (Event Registration Form) and a specimen copy of the material with the Office of Student Activities.
4. Distribution of materials may not take place within university buildings, except within the specifically designated areas in the University Commons building hallways and the library porticos.
5. Distributors may not in any way interfere with the orderly process of the university. They shall not, for example:
   a. obstruct vehicular, bicycle, pedestrian or other traffic;
   b. obstruct entrances or exits to buildings or driveways;
   c. interfere with educational activities, inside or outside any building;
   d. harass passersby or otherwise disrupt normal activities;
   e. interfere with or preclude a scheduled speaker from being heard;
   f. interfere with scheduled university ceremonies or events;
   g. damage property, including lawns, shrubs or trees.
6. Materials must not be left unattended, and must be removed when distribution terminates.
7. This policy does not apply to official printed materials of the university.

Selling, Advertising and Soliciting

Only university-registered student organizations may engage in fund-raising activities to sell products, publications or services and to collect donations. Prior written approval for such projects must be obtained from the Office of Student Activities in accordance with the following regulations:

1. Before approval is granted, the student organization must submit in writing to the Office of Student Activities a description of the proposed project including purpose, schedule of events and financial plans.
2. The student organization must keep accurate financial records and provide to the university, upon request, a full and complete accounting.
3. Fund raising projects must be conducted in a lawful manner and in compliance with university regulations. State law prohibits raffles and lotteries. Faculty, students, staff and non-university personnel shall not engage in selling, advertising or soliciting on campus unless they have been issued a permit for this purpose by the vice president for Administrative Affairs.

Smoking Policy

The University of West Florida prohibits smoking in all campus buildings.

Tobacco Promotion Policy

Student organizations at the University of West Florida are prohibited from participating in tobacco product promotional activities. There can be no tobacco-related promotional “giveaways” such as t-shirts, glasses, cups, signs, etc. to individual students, faculty or staff nor to student living-groups such as residence halls. University student organizations shall not accept money or products from any promoter or other entity in exchange for any promotional consideration. This shall include, but not be limited to, equipment and materials that bear some industry brand name or symbol. There shall be no student organization-sponsored programs held on campus that directly or indirectly facilitate or promote the use of any tobacco product.

Immunization Requirements:

Rubeola and Rubella (measles)

As a prerequisite to matriculation or registration, the State University System requires: all students born after 1956 to present documented proof of immunity to rubeola (also known as measles, red measles or ten-day measles) and; all students less than 40 years of age to present documented proof of immunity to rubella (three-day measles).

Acceptable Documentation

A. Rubeola

Students can be considered immune to rubeola only if they have documentation of at least one of the following:
Documentation of immunization with TWO (2) doses of live virus vaccine on or after the first birthday. Persons vaccinated with killed vaccine prior to 1968 must be revaccinated. Persons born before 1957 may be considered to have had natural infection and therefore do not need rubeola vaccines. The two rubeola vaccines must be at least 30 days or more apart; Laboratory (serologic) evidence of rubeola immunity (titer); A written, dated statement signed by a physician on his/her stationery which specifies the date seen and states that the person has had an illness characterized by a generalized rash lasting three (3) or more days, a fever of 101 degrees Fahrenheit or greater, a cough and conjunctivitis, and, in the physician’s opinion, is diagnosed to have had the 10-day rubeola measles.

B. Rubella

Students can be considered immune to rubella only if they have documentation of the following:

- Documentation of immunization with live rubella virus vaccine on or after the first birthday;
- Laboratory (serologic) evidence of rubella immunity (titer).

NOTE: having had the disease does not prove immunity.

For both rubeola and rubella, acceptable documentation must be from a health care provider such as your physician, clinic, health department records, military immunization records or from your high school or college or university records, etc.

Additional Information and Recommendations

The documented date of immunization for both measles and rubella should include the day, month and year. However, only month and year will suffice as long as the month and year show that the immunization was given at least 13 months after date of birth.

Also, since revaccination causes no adverse medical consequences. It is recommended that those students who cannot provide an immunization date or those who present questionable diagnosis of measles, be vaccinated/revaccinated prior to the time of registration.

Exceptions to this policy may be granted in the event of valid medical contra-indications or for religious reasons.

Documentation of immunity may be presented in person, fax or by mail to the University of West Florida, 11000 University Parkway, Pensacola, FL 32514. If mailing documentation, make sure you include your name, birth date and social security number. Photocopies are acceptable. Originals will not be returned.

Meningitis and Hepatitis B

Effective January 7, 2003, students residing on campus at a state university in Florida must provide proof of immunization for meningitis and hepatitis B or sign a waiver indicating their informed decision not to be vaccinated. College students may be at increased risk for meningitis and hepatitis B. To learn more about these diseases, how they are spread and whether you should be vaccinated, visit the Student Health Center Web page, or the American College Health Association Web page. The immunization/waiver forms for meningitis and hepatitis B will be provided to the student during housing check-in.

HIV/AIDS Policy

In the belief that education can exercise some control over the spread of HIV/AIDS and help the public to respond in a reasonable manner, the State of Florida is committed to providing the university communities and communities at large with education on the nature and transmission of the disease and the rights of individuals with HIV/AIDS.

The University of West Florida will be flexible in its response to incidents of the disease on campus, evaluating each occurrence in light of its general policy and the latest information available. A university committee is responsible for acting upon and administering the state policy on HIV/AIDS in specific cases and coordinating the university’s efforts in educating the university community on the nature of the HIV/AIDS disease. Pursuant to these responsibilities, the committee meets regularly to monitor the university efforts at educating the university community on the nature of the HIV/AIDS disease. The committee will meet on an “as needed” basis to consider individual occurrences of the disease and recommend appropriate action.

The clinical physician at the University Health Center, is designated as the HIV/AIDS counselor and is available to the student body and employees on a request basis to answer questions and provide counseling with regard to the disease. Appointments with the HIV/AIDS counselor will be confidential; call 474-2172.

The University Health Center, Building 63, and the Campus Alcohol and Drug Information Center, Building 21, have educational and informational materials available about HIV/AIDS and the varied aspects of the disease.
Campus Security Act

The Police Department at the University of West Florida is located in Building 19, in the heart of the campus. The department provides a full range of public safety services to the university community and its guests 24-hours a day, seven days a week, year-round. All UWF police officers are fully certified state officers through the Florida Department of Law Enforcement, Division of Criminal Justice Standards and Training.

General services provided by the UWF Police Department include: vehicle, foot and bike patrol of the campus; criminal report taking and investigations; traffic and parking enforcement; special events management; crime prevention and other safety-related programs.

The UWF Police Department works with other local law enforcement agencies in matters of mutual concern and also coordinates with the Florida Department of Law Enforcement, the FBI and other state and federal agencies on an as-needed basis. The department’s communication division is open 24-hours a day and communications with other law enforcement agencies are maintained via the Florida Crime Information Center and the National Crime Information Center. The communication division also monitors campus alarm/security systems and is the control point for lost and found property on campus.

Campus Security Policy and Campus Crime Statistics Act

The Jeanne Cleary Disclosure for Campus Security Policy and Campus Crime Statistics Act (formerly the Campus Security Act) is a federal law that requires institutions of higher education to disclose campus security information, including crime statistics for the campus and surrounding area. As a current or prospective University of West Florida student or employee, you have a right to obtain a copy of this information for this institution. You may review this information by accessing the federal government Web site at ope.ed.gov/security/Search.asp (by typing in the University of West Florida) or by accessing the university Web site at uwf.edu/campussecurity/crime.cfm. You may also obtain a printed copy of this information upon request by contacting the University of West Florida Police at (850) 474-2415.

Policy and Procedures Relating to Sexual Assault

The University of West Florida will not tolerate sexual assault in any form, including acquaintance or date rape. Where there is probable cause to believe that university regulations prohibiting sexual assault have been violated by a student, the university may pursue disciplinary action. This action may include sanctions up to and including expulsion from the university. For a full description of the university judicial process and the range of sanctions that can be imposed, refer to the Student Code of Conduct in this handbook. Victims of sexual assault are entitled to the same opportunities to have others present during a disciplinary hearing as the accused and can be informed of the final disciplinary outcome in accordance with state and federal laws.

A student accused of sexual assault can be prosecuted under Florida Criminal Statutes and also disciplined under the Student Code of Conduct. Even if criminal justice authorities choose not to prosecute, the university may pursue disciplinary action. The vice president for Student Affairs, associate vice president or director of Housing may modify living and academic arrangements in cases where the alleged victim and the accused live in the same housing unit or share classes together. They may also issue orders forbidding the alleged offender from having any contact with the victim.

The University of West Florida provides programming information and services on the topic of sexual assault. Interested groups or individuals can obtain information on these services from the Counseling Center or the associate vice president for Student Affairs. Informational brochures on this topic are available through these offices, as well as practical information on how to reduce the risk of sexual assault. Students are encouraged to utilize these services and these programs are offered free of charge.

Procedures for Reporting Sexual Assault

Students are strongly encouraged to report sexual assault. Caring assistance will be available to you. University Police will treat you with respect, dignity and sensitivity and will ensure that you are taken promptly to a medical facility for care and collection of evidence. Information regarding options and legal action is available.
If you are assaulted:

Call the University Police (*UWF, 474-2415, or 911). Counseling and/or Community Victim Advocate services may be obtained through UWF Police.

Do not bathe, douche, change clothes or rinse your mouth. These actions may destroy evidence that may be vital in prosecuting the offender(s). If you do change clothes, save all the clothes you were wearing in a paper bag.

Seek medical help. The police and hospital personnel are trained to help you.

Resources Available to Help Students

If you are the victim of a sexual assault, it is important that you receive assistance and support. Listed below are some offices and agencies that may be able to help you and connect you with the appropriate authorities, both on-campus and off.

- **UWF Counseling Center (474-2420).** The Center is located in Building 19 and psychologists are on-call 24-hours-a-day to help with emergencies as well as during regular office hours Monday through Friday. The Counseling Center provides counseling and practical assistance to students. Services are free and medical records are confidential.

- **Health Center (474-2172).** The Health Center is located in Building 63. Emergency health care is available Monday through Friday, 8 a.m. to 4:30 p.m. Services are free and medical records are confidential.

- **UWF Police (474-2415 or Cellular One *UWF).** Emergency number 911. Sexual assaults should be reported to the Police. Information regarding options and legal action is available from this department.

- **Student Affairs (474-2384).** The Office for Student Affairs provides assistance to students who are victims of crimes or of violations of the Student Code of Conduct. Questions about victim’s rights and information regarding the student disciplinary process and procedures should be directed to the associate vice president for Student Affairs in Building 21.

- **Rape Crisis/Trauma Center (433-RAPE).** The center provides a telephone hotline and personal counseling to rape victims and their families.

- **Baptist Hospital Emergency Room (434-4811).** The staff at Baptist Hospital are specially trained to work with victims of sexual battery, and this is the only facility where they are trained and equipped to gather evidence of sexual assault.

Emergency Contraception. There is a 72-hour period of time following the assault in which emergency contraception may be effective to prevent pregnancy. Emergency contraception can be obtained from the UWF Health Center, the Community Care Center (478-9660) or your private physician.

Security of Campus Facilities and Housing

The University of West Florida is a public institution and, with the exception of the residence halls, is open to the public during the day and evening hours when classes are in session. During the times that the university is officially closed, its buildings are generally locked and only faculty, staff and some students with proper identification are admitted. The university police provide regular patrol of UWF buildings as well as parking facilities. Individuals who interfere with the orderly functioning of university business may be escorted from campus grounds and subject to arrest. Resident students are issued a key at check-in so they may have access to their living unit. Students are encouraged to safeguard keys in order to enhance their personal safety and the safety of others. An effective residence hall security system program depends upon resident cooperation, staff supervision and university police assistance. Although the campus-wide security system increases campus safety, the best security system is one in which all members of the community take personal responsibility for self-protection and the protection of their property.

UWF police officers patrol the areas around the residence halls and are readily available to assist on a 24-hour basis.

A resident advisor is on duty in residence hall complexes to assist in security matters. These security measures and personnel are representative of our concern for the protection of persons and property. Maintenance personnel make security inspections and corrections as needed. Resident students are encouraged to call the Housing Office to report security deficiencies promptly.

The Facilities Management Department maintains university buildings and grounds with a concern for the safety and security of all persons and property. Inspections are made regularly and repairs are made promptly to ensure that appropriate safety and security measures are maintained. The university police assist physical plant personnel by reporting potential safety and security hazards, which includes conducting campus safety and lighting surveys and reporting discrepancies. Students,
Rights & Regulations

- faculty and staff are also encouraged to call Physical Plant or the University Police to report any actual or potential safety or security hazards.

A representative of the University Police is involved in the review of architectural plans for new facilities or major renovations to existing buildings. Specific recommendations are made to enhance the security of all facilities before construction begins. The university police also conduct physical security surveys of campus facilities that may be vulnerable to criminal intrusion. Specific recommendations are made regarding security hardware, alarm systems or procedures that will serve to reduce the opportunities for crimes to occur in or around campus buildings.

CRIME PREVENTION RESPONSIBILITIES/PROGRAMS

The UWF Police Department encourages all students, faculty and staff to be involved in campus crime prevention. Information on safety and security precautions is provided on a regular basis through use of films, seminars, bulletins, crime alerts, posters, brochures and campus print and video media. In an on-going effort to facilitate this process, the university police officers provide crime prevention programs throughout the year on such topics as:

- Date/Acquaintance Rape
- Personal Safety-Reducing Risks
- Alcohol and DUI
- Burglary and Theft Prevention
- Operation ID-Personal Property Engraving
- UWF Police Department–Who We Are and What We Do
- Bike Engraving
- Robbery Precautions
- Child Safety

University police officers also participate in the Student Life Skills course taught on campus.

CRIME STATISTICS

The UWF Police Department submits semi-annual Uniform Crime Report data to the Florida Department of Law Enforcement for crimes occurring within its jurisdiction. It also disseminates information concerning incidence of crime through local and on-campus media. The data is ultimately published by the FBI in the annual Uniform Crime Report. The accompanying chart reflects the number of crimes reported for select offenses, as required by federal law. Florida Department of Law Enforcement definitions of select offenses are available by contacting the UWF Police Department at (850) 474-2415.

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(The complete booklet, "Police Procedures and Crime Statistics," can be obtained at the UWF Police Department, building 19.)