

FACULTY GUIDE TO STUDENT AFFAIRS 2014-2015



USF STUDENT AFFAIRS
UNIVERSITY OF SOUTH FLORIDA

Inspiring learning, changing lives, one student at a time.

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Dear Colleague:

On behalf of the professional staff in Student Affairs, I want to extend a warm welcome to all new and returning faculty members here at the University of South Florida. Our wish for you is a rewarding 2014-2015 academic year!

Student Affairs staff members are committed to collaborating with faculty to integrate academic development with the students' overall intellectual and spiritual growth. In Student Affairs, we believe in an educational process that extends beyond the classroom, laboratory, and library to include all aspects of the student's life. As educational partners, we prepare students to become lifelong learners, friends, community leaders and global citizens, as we strive to change their lives in the most powerful and meaningful ways.

The purpose of this Faculty Guide is to provide you with information regarding programs and services within Student Affairs that stimulate and support the educational process. We hope this guide will identify resources and opportunities from which partnerships can grow. We believe the relationship between Academic Affairs and Student Affairs is paramount in the holistic development of our students in and outside of the classroom and we are excited about the opportunity we have to connect with you.

If you have questions or need assistance, please do not hesitate to contact me or any of the outstanding staff members in Student Affairs. We are committed to helping all faculty members on the USF campus. Our office can be contacted at (813) 974-5533. Again, have a great year and 'Go BULLS!'

Sincerely,

Thomas E. Miller
Vice President for Student Affairs

STUDENT AFFAIRS OVERVIEW

MISSION

Vision

Student Affairs empowers USF students for lifelong success.

Mission

Student Affairs cultivates student engagement, development, learning and success through meaningful experiences and inclusive environments.

Core Values

Student Affairs is intentional in the development of learning opportunities for our students and university community. We are committed to holistic development through a core set of values that support our mission and provide the underlying structure for our work.

We Value Collaboration - We partner with internal and external stakeholders to advance the mission of the University and the goals of Student Affairs.

We Value Community - We promote pride in being a Bull and a sense of belonging and responsibility to the USF family.

We Value Inclusiveness - We embrace, support and celebrate diverse ideas, perspectives, abilities and identities.

We Value Integrity - We model the highest level of ethical standards and best practices to attain exceptional quality in our work.

We Value Learning - We facilitate the development of life and leadership skills through experiential opportunities.

We Value Wellness - We foster the well-being of our campus community by encouraging healthy routines and balanced lifestyles.

GOALS

Goal 1

Advance student success by fostering experiential learning environments which prepare students to become responsible ethical citizens in a global society.

Goal 2

Equip and empower students to become impactful and innovative societal leaders.

Goal 3

Promote a healthy and safe campus environment and university community.

Goal 4

Enhance and sustain a robust campus life.

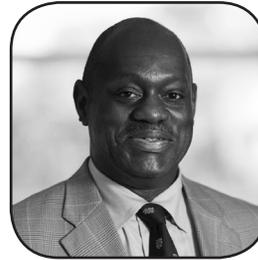
Goal 5

Use best practices in business services and programs that maximize the strategic productivity of human, financial, physical and technological resources.

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OFFICE OF THE VICE PRESIDENT

The Office of the Vice President and other Student Affairs departments play a vital role in creating and maintaining an integrative student-centered campus environment through direct programs, services, and innovative learning experiences beyond the classroom.

The Office of the Vice President provides direction and oversight for Student Affairs strategic planning and assessment, staff development, and provides administrative leadership for 23 departments/units in areas of policy and program development, budgeting, and operational functioning. As a result, the Vice President shares leadership with the Student Affairs Executive Team (E-Team). The organization also includes the following functions.

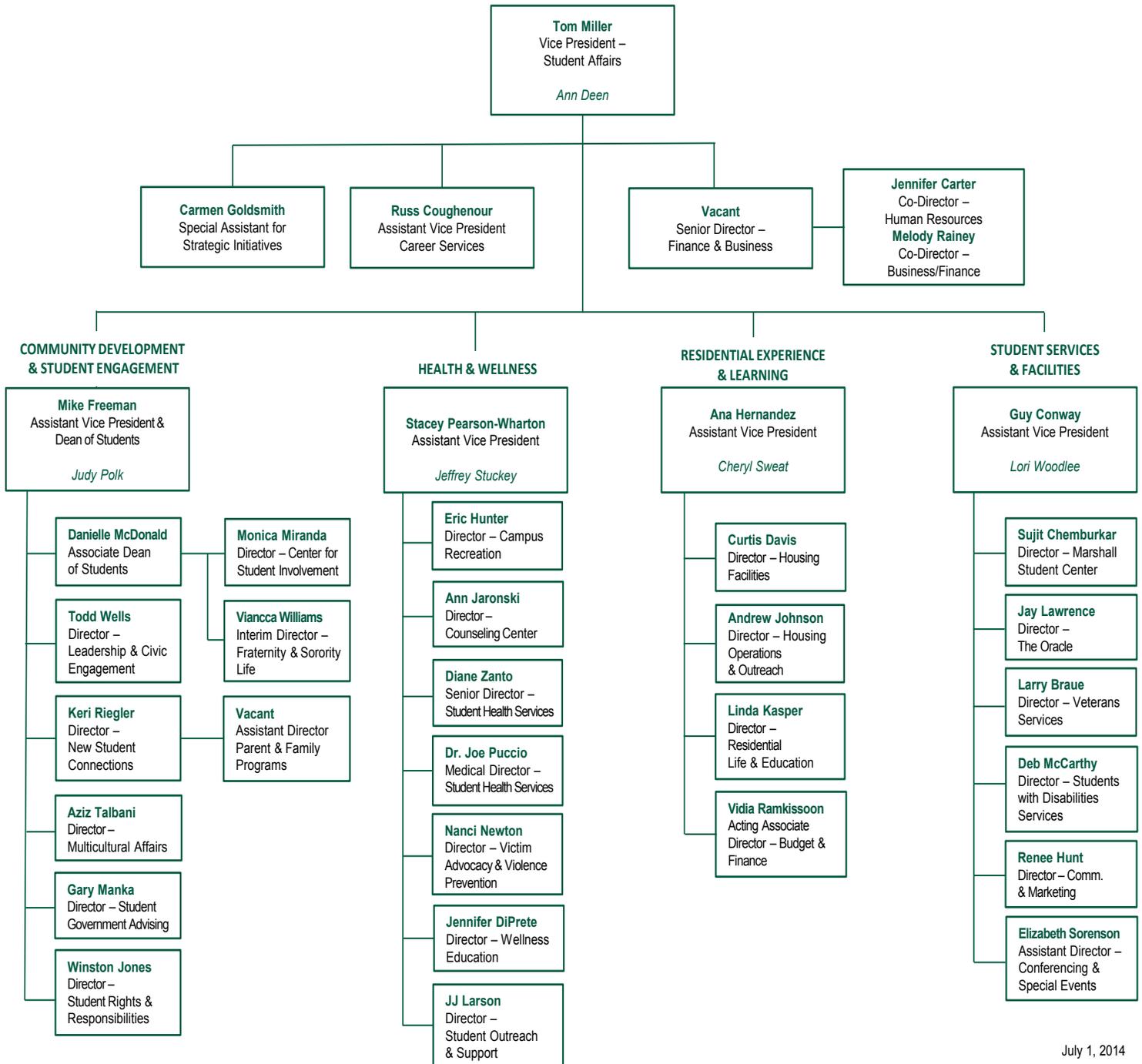
STUDENT AFFAIRS SHARED SERVICES CENTER

The Student Affairs Shared Services Center (SASSC) offers financial and human resources management services to Student Affairs departments. SASSC's goal is to provide high quality, cost-effective financial and administrative support services to all departments and offices in Student Affairs. SASSC enables Student Affairs to be more efficient through common processes, economies of scale and standardization. SASSC plays an important role in Student Affairs' strategic plan by enhancing organizational integrity and enabling departments to concentrate their focus and efforts on mission-critical Student Affairs programs and services rather than ancillary business activities better handled elsewhere.

STRATEGIC INITIATIVES

The Office of the Special Assistant to the Vice President for Strategic Initiatives provides oversight and management in the accomplishment of Student Affairs Strategic Initiatives. This includes Student Affairs Planning and Assessment, and the Regulation and Policy analysis and review process, both to help ensure SACS compliance; Professional Development, because the education and career development of each employee is valued; and Academic Affairs outreach and initiatives for faculty.

ORGANIZATION CHART



July 1, 2014

FACULTY RESOURCES

REPORTING STUDENTS IN DISTRESS

STUDENTS OF CONCERN ASSISTANCE TEAM (SOCAT)

Contact

Students of Concern Assistance Team
SVC 2124
socat@usf.edu
Ph: 813-974-6130
Fx: 813-905-9985

Jennifer “JJ” Larson, Director; jjlarson@usf.edu

WHAT IS SOCAT?

SOCAT is a multi-disciplinary campus committee of USF professionals focused on enhancing student success through identifying needs, removing barriers, and reducing distress.

WHEN TO REFER:

- If your efforts to manage a significant classroom behavioral issue has not resolved the problem.
- If you are concerned about the welfare of a student, yourself and/or other students.
- If a student asks for help in dealing with personal issues that are beyond your role as a faculty or staff member.
- If you have referred the student for assistance in the past and there seems to be no improvement or things seem to be worsening.

WHAT ABOUT CONFIDENTIALITY?

The Family Educational Rights and Privacy Act (FERPA) does not prohibit the sharing of personal observations and knowledge about a student among campus officials when there is a legitimate concern related to the student’s well-being or campus safety.

If you believe the student’s risk for harm to self or others is an *emergency situation*, contact University Police at 911 or 813-974-2628.

How to Refer

SOCAT Referrals can be made by:

- Submitting an electronic referral form via www.studentsofconcern.usf.edu/referralform.htm

Information for effective referral:

- Student’s name, and USF#,
- Best phone # (if known)
- Dates, times, & locations of events
- What was observed
- What was said and by whom
- What has been done so far to address concern and the student’s response to those efforts

If you are not sure if you should refer:

Remember that in any given situation, there are probably several “right ways” to address your concern for a student’s distress. We are happy to consult and talk through options.

WHAT HAPPENS AFTER THE REFERRAL?

When SOCAT members review a situation or referral it is not a punitive process. SOCAT evaluates the level of concern the university community should have for a student and their situation and determines the intensity of the response needed to best assist the student SOCAT may also offer situation management ideas to the faculty/staff/department/offices involved in working with the student.

**Getting Help is No Bull!
It’s Noble.**

MANAGING CLASSROOM BEHAVIOR

Student Code of Conduct

(USF6.0021, Rev. 01-06-14)

(1) Mission and Purpose

The Office of Student Rights and Responsibilities (OSRR) supports the mission, goals, values and vision of the University of South Florida System (USF System) by promoting a community that values individual responsibility and the adherence to community standards as embodied in the Student Code of Conduct. Through the community standards hearing process we engage our students in personal and social responsibility.

Our goal is to encourage and develop standards of behavior and critical thinking that will first create a community of leaders and citizens' and second enhance the USF environment for community members: living, studying and working within the USF System. By engaging students in one on one interaction with staff trained in student development and through group interactions with community standards boards our students are challenged to assess and reassess their framework of principles and behavioral norms that support a healthy community. Our office also conducts mediation between students to engage them in conflict resolution that facilitates a community of equals who resolve their concerns in a mature and mutually beneficial manner.

We also support student learning and development through outreach: peer mediation training, faculty training on student classroom conduct and managing the classroom. This prepares our faculty and students to deal with conflicts and mutually agreed upon community standards that represent the best of who we are as a University.

And finally, we facilitate the University System's Prior Conduct Process to insure that students who apply and eventually attend the University are prepared and ready to be a part of the University community and live its standards. Our effort in this regard is to help assure, to the best of our ability, a safer environment suitable for learning, teaching and exploring the educational environment.

(2) Authority and Jurisdiction of the USF System

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

USF System jurisdiction and discipline extends to conduct which occurs on USF System premises or which adversely affects the USF System community and/or the pursuit of its mission. Specifically, USF System officials may initiate disciplinary charges for conduct off campus when the behavior relates to the good name

of the USF System; the integrity of the educational process; or the safety and welfare of the USF System community, either in its public personality or in respect to individuals within it; or violates state or federal law.

Students are responsible for compliance with all public laws as well as USF System rules, policies and regulations.

Any member of the USF System community may refer a student for an alleged violation of the Student Code of Conduct by filing a referral in writing with the Office of Student Rights and Responsibilities. The Office of Student Rights and Responsibilities also reserves the right to initiate or follow up any investigative leads where there is reasonable belief of possible violations of the Student Code of Conduct.

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

Members of the University community, who commit offenses against the laws of municipalities, states, or the United States, are subject to prosecution by those authorities and may be subject to disciplinary action under University rules when their conduct violates institutional standards. Student shall not be forced to present self-incriminating evidence; however, the University is not required to postpone disciplinary proceedings pending the outcome of any civil or criminal case.

(3) Definitions

(a) The term “**Administrative Hearing Officer**” is a USF System faculty or staff member designated by the Conduct Officer, the Dean, or the designated System official, who will adjudicate the case, hearing both the student explanation of events and the information presented by the Office of Student Rights and Responsibilities.

(b) The term “**Administrative Hold**” refers to a restrictive hold being placed on placed on a student’s record at any point in the conduct process to assure compliance with sanctions or pending the resolution of conduct matters. When terms and conditions of sanctions have been satisfied and/or pending conduct matters have been resolved, the hold may be removed.

(c) The term “**Appointment Letter**” (Infraction Notice): A written correspondence to a student, which states that a referral has been made and informs the student of an opportunity for a meeting. If the student chooses not to attend, the conduct officer reserves the right to have an In Absentia Review, at which point a disposition letter will be sent to a student.

- (d) The term “**complainant**” means any person who submits a referral alleging that a student or organization violated the Student Code of Conduct.
- (e) The term “**Conduct Officer**” means a USF System official authorized to adjudicate, oversee student disciplinary cases and to impose sanctions upon any student(s) or student organization found to have violated the Student Code of Conduct.
- (f) The term “**days**” in terms of process is defined as the normal business day and will not include Saturdays, Sundays, or legal holidays/USF System administrative holidays when the campus is closed for business.
- (g) The term “**deferred**” is usually used in sanctioning in reference to suspension or cancellation of housing that is suspended or withheld for or until a certain time or event (usually at the end of a semester).
- (h) The term “**Deferred Adjudication**” refers to the process when a student is responsible for a violation but the circumstance would allow for an alternative resolution of the situation. The finding is deferred by the initial review officer until the completion of all requirements (sanctions and/or restrictions). In order to receive deferred adjudication, you must begin by accepting responsibility. At the completion of all requirements the student is adjudicated “not responsible” and the case is listed on a student’s record as a dismissal after the completion of deferred adjudication.
- (i) The term “**Disposition letter**”: A written correspondence to a student, which states either that a referral has been dismissed or has been accepted. In the case where the referral has been accepted, the letter will include the imposed formal charges, recommended disposition, and/or the availability of a formal hearing.
- (j) The term “**Initial Review Officer**” means a USF System official authorized to meet with students regarding referrals made for possible violations of the Student Code of Conduct. After meeting with the student(s) involved, this individual’s role is to recommend whether a violation(s) of the Student Code of Conduct should move forward or not and suggest educational sanctions if the violation(s) is/are moved forward.
- (k) The term “**may**” is used in the permissive sense.
- (l) The term “**member of the USF System community**” includes any person who is a student, faculty member, USF System official, or any other person involved with or employed by the USF System.
- (m) The term “**Notice**” means whenever notification is required to be given to a student, it will be conclusively presumed that the student has been given such notice if it has been sent to the student by official USF System email, and/or mailed to the address appearing on either the student’s current local address or permanent address on record with the USF System, at the discretion of the Office of Student Rights and Responsibilities.
- (n) The term “**Office of Student Rights and Responsibilities (OSRR)**” or designee is the person(s)/ area designated by the USF System President to be responsible for the administration of the Student

Code of Conduct. Refer to Section 10 for offices listed.

(o) The term “**student**,” for the purposes of the Student Code of Conduct, includes all persons, registered student organizations, or a person who has an active application for admission, housing, or any other service provided by the USF System which requires student status. The term “student” includes all persons taking USF System courses, either full-time or part-time, pursuing undergraduate, graduate, non-degree seeking, or professional studies. Persons who withdraw after allegedly violating the Student Code of Conduct, or who are not officially enrolled for a particular term but who have a continuing relationship with the USF System, or who have been notified of their acceptance for admission are considered “students.”

(p) The term “**student organization**” means any group of students officially recognized by the USF System as a registered organization, including fraternities and sororities. These include, but are not limited to, political groups, fraternities and sororities, student sports clubs and all other registered student organizations of the USF System.

(q) The term “**USF System**” means the University of South Florida, any regional campus, or separately accredited institution affiliated with the USF System.

(r) The term “**USF System official**”, for the purposes of the Student Code of Conduct, means any representative of a USF System direct service organization, USF System board, committee, office or member of the USF System faculty, administration, or staff. According to this regulation, this definition includes student staff acting in accordance with their assigned duties.

(s) The term “**USF System premises**” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the USF System (including adjacent streets and sidewalks).

(t) The term “**offense**” means the alleged action that represents a violation of the Student Code of Conduct.

(u) The term “**policy**” means the written and published policies or regulations of the USF System as found in, but not limited to, the Student Code of Conduct, the residence halls, the library, parking, regulations governing the use of technology and information systems, those regarding the Student Identification Card, and Graduate/Undergraduate Catalogs. Other policies include those related to building and classroom use, to dining services, to campus recreation, and to any regulation of the Board of Trustees.

(v) The term “**referral**” means the written documentation provided to Office of Student Rights and Responsibilities alleging that a violation of the Student Code of Conduct may have occurred.

(w) The term “**Suspended Sanction**” refers to the following action: After the conclusion of all processes, The Director of the Office of Student Rights and Responsibilities or appropriate appellate officer or their designee may stay the imposition of the sanction issued with restrictions and conditions for a specific period of time or indefinitely. The Sanctions may be imposed at the sole discretion of the Director, Appellate Officer or their designee with no further appeal or review.

(x) The term “**University Conduct Board**” is a panel where students will make up at least one- half of the membership. The panel adjudicates the case, hearing both the student explanation of events and the information presented by the Office of Student Rights and Responsibilities.

(y) The term “**will**” is used in the imperative sense.

(z) The term “**witness**” is used to define an individual who is in the proximity of an incident and viewed the actions of said incident or who has relevant information about a given incident or actions related to a specific incident.

(4) Offenses - The commission, aiding, abetting, attempting, or inciting of any of the following actions constitutes an offense for which a student or a student organization may be subject to the student conduct process.

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

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

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

(4.04) Weapons, Firearms, or Explosive Devices - The unauthorized possession, storage, use or sale of any weapon (lethal or non-lethal), firearm, or any incendiary, explosive or destructive device.

This includes but is not limited to, dangerous chemicals, air soft guns, Chinese stars, paint ball guns, fireworks, swords, and ammunition. This also covers any item used as a weapon to cause actual physical harm or threaten physical harm. Please also refer to the USF System Weapons Policy (6-009).

(4.05) Harassment - Conduct which creates an unsafe, intimidating or hazardous situation that interferes with the ability of a USF System student or employee to study, work, or carry out USF System functions. Refer to USF HYPERLINK “<http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-007.pdf>” \h System Policy (0-007)

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

(4.07) Hazing - Hazing means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation, admission into, or affiliation with, an organization. Any USF community member who has knowledge of or has reason to believe that hazing has taken place is required to report. Refer to USF System Regulation (6.0023).

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

(4.09) Disruptive Conduct - Actions that impair, interfere with or obstruct the orderly conduct, processes and functions of the USF System. Disruptive conduct shall include, but not be limited to, the following:

(a) Interference with freedom of movement or with the right to address an audience of any member or guest of the USF System;

(b) Impeding or interference with the rights of others to enter, use or leave any USF System facility, service or scheduled activity, or carry out their normal functions or duties;

(c) Interference with academic freedom and freedom of speech of any member or guest at the USF System;

(d) Actions that disrupt, endanger, or disturb the normal functions of the USF System or the safety of a person or persons. Including interfering with an investigation, in any way, of the office of Student Rights and Responsibilities.

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

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

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

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

(4.14) Sexual Harassment – Behavior which falls into any one of sections listed below as 4.14 (a), (b), or (c):

(4.14)(a) Conduct which may be interpreted as unwelcome conduct of a sexual nature.

(4.14)(b) Battery/Rape/Violence: Including physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion. Sexual battery is the oral, anal or vaginal penetration by or union with a sexual organ of another or anal/vaginal penetration by another object. The act is performed against the victim's will or without her/his consent. An individual who is mentally incapacitated, asleep or physically helpless or unconscious due to alcohol or other drug consumption is considered unable to give consent. The type of force employed may involve physical violence, coercion or threat of harm to the victim.

(4.14)(c) Sexual Misconduct - Including sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education experience, submission to or rejection of

such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or such conduct is sufficiently severe or pervasive as to alter the conditions of, or have the purpose or effect of substantially interfering with, an individual's work or academic performance by creating an intimidating, hostile, or offensive working or educational environment. In addition it includes the unwanted touching of another's sexual parts without consent; or obscene or indecent behavior which includes, but is not limited to, exposure of one's sexual organs or the display of sexual behavior that would reasonably be offensive to others; or public indecency; or voyeurism. Refer to USF HYPERLINK "<http://generalcounsel.usf.edu/policies-and-procedures/policy-procedures2.asp>" \h System Policy (0-004)

(4.15) Misuse or Possession of Illegal Drugs - Failure to abide by the USF Policy Drug-Free Workplace (0-610). Possession, use, sale or attempt to obtain any illegal drug. The term "drugs" includes, but is not limited to, any narcotic drug, central nervous system stimulant, hallucinogenic drug, barbiturate, or any other substance treated as such and defined by the law. Further, the unauthorized possession or use of a regulated or controlled substance, including prescription drugs and paraphernalia used for drugs is a violation. Attending class, an organizational meeting or other USF System event that is specific for an educational purpose while under the influence of drugs, as noted in this section, is a violation.

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

(4.17) Misuse of Alcohol - Failure to abide by the USF System Alcohol Policy (30-023) and all USF System protocols and policies and state and federal law regarding alcohol. Specific Code of Conduct standards include but are not limited to:

- The sale of, or intent to sell, alcohol without a proper license.
- Providing alcohol to any person who is not of legal age to possess or consume alcohol.
- Possession or consumption of alcohol by persons not of legal age.
- The operation of a motor vehicle by a person under the age of 21 while having a blood alcohol level of .02 or higher.
- The operation of a motor vehicle, by an individual of any age, under the influence of alcohol.
- The consumption of alcohol on streets, according to local ordinance.
- Public intoxication.
- Conducting an open house party which can include, but is not limited to, an event at which minors may possess or consume alcohol.
- Attending class, an organizational meeting or other USF System event that is specific for an educational gain while under the influence of alcohol is a violation.

(4.18) False Information - Knowingly making a material false oral or written statement to any USF System official. This includes: forgery, unauthorized alteration or misuse of any document, record or instrument of identification. Also includes withholding material information from the university, misrepresenting the truth before a hearing of the university and making false statements to any university official.

(4.19) Bribery - Offering or accepting a bribe or inducement that would impinge upon or compromise the integrity of academic work product, student performance, or the unbiased and professional duty of faculty and staff of the USF System.

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

(4.21) Violation of USF System Policy and/or Local Ordinance, State or Federal Law (as determined by the University) - Failure to adhere or abide by policies including, but not limited to local ordinance, state or federal law. Adjudication by an outside entity is not a prerequisite to a determination of responsibility by the University.

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

(4.23) Complicity- assisting or attempting to assist another person in any act of violating the student code of conduct.

(5) Student Conduct Process and Proceedings:

(a) Receipt of Referral: All referral should be made to the Office of Student Rights and Responsibilities within a reasonable time following the discovery of the alleged violation and no later than six months after the discovery, except in extraordinary cases. A referral may be initiated by a student, faculty member, University Police personnel, staff member, office personnel or interested party to the USF System. The Conduct Officer may request information concerning prior misconduct of the student from the University Police and other appropriate persons or offices.

(b) Appointment Letter: A written correspondence to a student, which states that a referral has been made and informs student of an opportunity for a meeting and any interim temporary restriction or sanction if appropriate. If the student chooses not to attend, the Conduct Officer reserves the right to have an In Absentia Review, at which point a Disposition Letter will be sent to a student.

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

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

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

- 1. Acceptance of Responsibility:** The charged student will have the option to accept responsibility and agree to the proposed sanctions.
- 2. Formal Hearing:** When the Conduct Officer receives the request for a Formal Hearing within the timeframe, the charged student shall be provided a written notice about charges and pertinent information provided to the Conduct Officer that may be needed to prepare for the hearing. Such written notice shall be provided to the student no less than five days before the hearing, except in cases of an emergency hearing or if waived by the student.

The student will be notified by telephone or email concerning the availability of the documents. The outcomes of the hearings held by the Administrative Officer or the University Conduct Board are recommendations to the Conduct Officer. The Conduct Officer will render the Final Decision within five days of receipt of the recommendation. Any differences between the recommendation and the final decision, and the reasons, will be presented to the student in writing.

The Formal Hearing will take place within six weeks from the date of the Disposition Letter, except in special circumstances, which will be identified by the Conduct Officer. The procedure will then depend upon the choice of forum chosen by the charged student as follows:

- a. Administrative Officer** - If the student chooses a hearing before an Administrative Officer, an individual appointed by the Office of Student Rights and Responsibilities will conduct such hearing. The charged student shall be notified of the person appointed to hear his/her case and shall have the opportunity to challenge the impartiality of that individual within three business days of notification. An Administrative Officer whose impartiality is challenged by reasonable rationale will be excused. Indiscriminate challenges are not permitted.
- b. University Conduct Board** - A student who chooses a hearing before a University Conduct Board will be heard by a panel where students will make up at least one-half of the membership. The panel members will be selected from a bank of faculty/staff and students. The charged student shall be notified of the persons selected to hear his/her case and shall have the right to challenge the impartiality of any panel member in writing to OSRR within

three working days of notification (or in cases of an emergency nature within 24 hours of the scheduled hearing). A panel member whose impartiality is challenged by reasonable rationale will be excused. Indiscriminate impartiality challenges shall entitle the panel to proceed without regard to the challenge. If a panel member is excused, at the discretion of the OSRR, the hearing will continue as scheduled, provided there is at least one student and one faculty member on the panel. Students may not contact directly or indirectly any Board member regarding this process before, during or after the hearing.

Any board member, assigned to hear the case, but who is not present for the presentation of information at the hearing may not further participate. A quorum for the hearing shall consist of a simple majority of the panel. However, the charged student has the right to choose to proceed or to request that the hearing be rescheduled, if the conduct board present does not have at least one-half of the membership made up of students. After the hearing, the board will reach its decision in executive session. A simple majority of the quorum is required for decision.

(d) Provisional Suspension Process: In certain circumstances, at any time, the USF System may immediately impose a provisional suspension as follows:

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

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

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

Students issued a Provisional Suspension from the USF System will be provided an Emergency Hearing within five days from the date of suspension with the appropriate Conduct Officer. The Emergency Hearing may be conducted in one of the following three ways at the choice of the student:

1. Acceptance of Responsibility: The student *may take full responsibility in writing* (form to be provided by OSRR) indicating that the student is electing to waive all rights to a Formal Hearing and is requesting that the conduct officer make a final determination with regard to

the Provisional Suspension and the substantive charges at the time of the Emergency Hearing and is accepting that determination as final with a waiver of appeal rights except as to the severity of the sanction which the student may appeal.

2. Absent a waiver or request as provided in {1.} above, The Conduct Officer will conduct the Emergency Hearing ONLY with regard to the Provisional suspension and the charges.
3. If a student fails to appear for the Emergency Hearing, the Conduct Officer will make the determination in the student's absence.

In all cases, the Conduct Officer will issue a disposition letter which will indicate the Conduct Officer's determination with regard to the Provisional Suspension and a recommended disposition to the formal charges. In addition, the disposition letter will advise the student that he/she has the right to accept the recommended disposition or request a formal hearing within five days of the date of the disposition letter. If possible, the disposition Letter will set tentative formal hearing date (set no sooner than five days or longer than six weeks from the emergency hearing unless the student waives the review period and the conduct officer is able to schedule the hearing sooner). **In the event the student fails to notify the Conduct Officer of the choice of hearing, the recommended disposition will become a final disposition.** Details regarding the Formal Hearings and Appeals are referenced in (e) and (f) below. At the discretion of the Conduct Officer, any hearing may be postponed pending the gathering of additional evidence or the outcome of a related hearing. At any time in the Provisional Suspension Process a student may accept responsibility and request and accept the sanctions as recommended by the Conduct Officer or other applicable forum.

(e) Formal Hearing: There are two choices of forum for the Formal Hearing: (a) a hearing before an Administrative Officer, which includes a specific waiver of a hearing before a University Conduct Board or (b) a hearing before a University Conduct Board, which would then include a specific waiver of a hearing before an Administrative Officer. **This choice must be made and submitted in writing within five days of the date of the Disposition Letter.**

(f) Appeal Process: The charged student or the complainant/victim in specific cases as provided in this regulation may appeal in writing the Final Decision of the Conduct Officer within five business days of the date of the letter describing the decision. The appeal must be written to the Dean of Students or appropriate designee at the regional campus or separately accredited institution. The Dean of Students may adopt, modify, or reject the decisions and/or sanctions from the Formal Hearing. The record of the initial hearing may be considered on appeal as well as any new information that comes to the attention of the Dean of Students. The Dean of Students is authorized to contact any participants in the initial hearing for clarification and the student is entitled access to the record when appealing.

1. Basis of Appeal: Except as required to explain the basis of new information, an appeal

shall be limited to a review of the verbatim record of the Formal Hearing and supporting documents for one or more of the following purposes:

- a. To determine whether the Formal Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
 - b. To determine whether the sanction(s) imposed was extraordinarily disproportionate for the violation of the Student Code, which the student was found to have committed.
 - c. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Formal Hearing. Outcomes of criminal or civil cases have no bearing in any aspect of the process, including the appeal.
2. On the appeal form, the student must state the reason(s) for appeal, the supporting facts, and the recommended solution. This is not a re-hearing of the conduct case. An appeal cannot be filed simply because a student is dissatisfied with the decision. Failure to describe the nature of the information in full detail in the appeal letter will result in the denial of an appeal.

The decision made by the Dean of Students will be rendered within 10 business days of receipt of the appeal, except in extraordinary cases as determined by the Dean of Students. The decision made by the Dean of Students is considered final. If an appeal is not upheld, the matter shall be considered final and binding upon all involved. If the final appellate decision results in a suspension or expulsion of a student, the student will be notified in writing that the decision may be appealed by the student to an external judicial forum, i.e. Florida Second District Court of Appeal.

(6) General Principles Applicable to Initial Review, Formal Hearing, and Appeal:

Unless otherwise specified, all proceedings will be closed to spectators. No irrelevant information should be discussed or considered in the proceeding. The Administrative Hearing Officer or Chairperson of the Conduct Board has the discretion to allocate hearing and testimony time. At the conclusion of the appeals process, the decision of the Dean of Students or the appropriate designee shall be final.

In those cases where the final University decision constitutes a suspension or expulsion from the University, a student may seek judicial review pursuant to Florida Rule of Appellate Procedure 9.190(b)(3) by filing a petition for certiorari review with the appropriate circuit court within thirty (30) days of the final University decision. If a person seeks review with the court, a copy of the petition must also be provided to the University

of South Florida Office of the General Counsel at University of South Florida, CGS 301, 4202 E. Fowler Avenue, Tampa, Florida 33620-4301.

(a) Rights of Charged Student (referred to as “student” in this subsection)

1. Provision of Proof - The provision of proof shall be the duty of the OSRR. The level of proof for a decision shall be “preponderance of the evidence,” that is, from the evidence/information submitted it is more likely than not that the student did commit the violation(s) for which he or she has been charged, and shall not be the strict criminal law standard of proof beyond a reasonable doubt.
2. Record - All Formal Hearing proceedings shall be recorded by audio tape or video. Deliberations shall not be recorded. The record will be the property of the USF System. A student and his/her advisor may not record any proceeding. Records will be maintained according to our record retention schedule.
3. Review of Information - The student may review the evidence that will be presented against him/her and the University has the right to request to review any information the student intends to present at least three (3) regular business days (excluding legal holidays) before the formal hearing. Pertinent records, exhibits and written statements may be accepted as information for consideration by the Conduct Officer or Formal Hearing forum.
4. Presentation of Information - The student may present evidence on his/her own behalf.
5. Question Witnesses (Applicable to Formal Hearing) - The student may hear and question adverse witnesses who testify at the hearing, except in the certain cases of violent misconduct. In all instances, the student may submit questions to the hearing officer by the date and time set by the hearing officer for use in questioning adverse witnesses provided the hearing officer determines the questions relate to the alleged incident and are appropriate to be presented to the accused at the hearing.
6. Response to Presented Information - The student shall not be forced to present testimony or respond to particular questions.

b. In cases of sexual harassment/battery/assault the complainant has the following additional rights:

- 1) OSRR, as the designated Deputy Title IX Officer, will provide to the complainant information regarding efforts to address sexual harassment on campus, the alternative forms of reporting available and the name and address of the University Title IX Officer and resources available.
- 2) In cases of sexual assault the complainant shall be provided an opportunity to

provide information or present evidence to the conduct officer or hearing board to be considered in determinations and sanctions. Depending on the type of hearing or review, this may be a written statement, a verbal representation or active participation in a hearing.

3) The complainant shall be notified in writing of the sanction imposed when it relates to the harassed student.

c. In sexual battery/assault cases the complainant may have the right to elect a review or appeal of the final University decision; and the appeal process granted to the accused as set forth in the Appeal Process section of this Regulation will be provided to the complainant at that time.

7. Advisor - The student may have an advisor of his/her choice present, however, USF System employees who have a potential conflict of interest are not to serve. The advisor may speak with the student but may not speak on behalf of or, act as attorney, nor otherwise participate. It is the student's responsibility to make appropriate arrangements for travel, costs and attendance for the advisor. The proceedings shall not be delayed due to scheduling conflicts of the chosen advisor. The advisor may be present to advise the student but shall not speak for or present the case for the student or otherwise participate directly in the proceeding.

8. Decision Based on Presented Information - The decision shall be based solely on the evidence presented, including any file referencing prior misconduct or meetings with the charged student in the custody of the Office of Student Rights and Responsibilities.

9. Decision in Writing - Hearing decisions of the University Conduct Board or Administrative Officer, including findings of fact and a determination of sanction, if any, shall be presented to the student in writing within ten business days following the hearing.

10. Enrollment Status - The student's enrollment status will remain unchanged pending final decision, except in cases of Provisional Suspension, as considered above.

11. Failure to Appear - If a student against whom charges have been made fails to appear for any proceeding, the matter may be resolved in his/her absence.

12. Student Rights Throughout Conduct Process - A student shall remain eligible to attend classes and USF System activities pending the USF System's final decision in the conduct proceeding. However, in cases where the President or President's designee determines that the health, safety, or welfare of the student or the USF System community is involved, a student's privileges within the USF System, including the ability to attend classes or engage in USF System activities, may be suspended on an

interim basis. If a student's privileges are temporarily revoked as described in this paragraph, but the student is subsequently found not responsible for the violation, the USF System must:

- a. Correct any record of the change in enrollment status in the student's permanent records and reports in a manner compliant with state and federal laws; and
- b. Refund to the student: a pro rata portion of any charges for tuition and out-of-state fees, as appropriate, if the temporary revocation or suspension of the student's ability to attend classes lasts for more than ten school days.

(b) Rights of the Complainant/Victim

1. Presentation of Information - The complainant shall have the right to submit a list of questions to the Office of Student Rights and Responsibilities for use during the hearing. The OSRR shall ask the accused the questions provided the OSRR determines the questions relate to the alleged incident and are appropriate to be presented at the hearing.

2. Advisor - The complainant may have an advisor of his/her choice present, however, USF System employees who have a potential conflict of interest are not to serve. The advisor may speak with the complainant/victim but may not speak for the complainant/victim, act as attorney, nor otherwise participate. It is the student's responsibility to make appropriate arrangements for travel, costs and attendance for the advisor. The proceedings shall not be delayed due to scheduling conflicts of the chosen advisor. The advisor may be present to advise the student but shall not speak for or present the case for the student or otherwise participate directly in the proceeding.

3. Specific Offenses

a. In case of alleged violent conduct, injurious behavior, and non-forcible sex offenses and in specific cases of sexual harassment, the following additional rights shall be provided to the Complainant:

- 1) The complainant shall be notified of the available assistance within the USF System.
- 2) The complainant shall be notified of additional offices that may be contacted to request a change in residence hall or academic assignments.
- 3) The complainant shall have the right to submit an impact statement to the Conduct Officer for use during the sanctioning portion of the conduct process.
- 4) The complainant shall have the right to be present during all fact-gathering aspects of the hearing, notwithstanding the fact that the complainant is to be called as a witness. In extraordinary cases, alternate arrangements may be made for the

complainant to participate in the hearing without being present in the same room.

5) Upon written request from the complainant, the Conduct Officer will inform the complainant in writing of the outcome of the conduct proceeding within ten business days from the conclusion of the hearing/appeal process (final University decision) unless extraordinary circumstances exist. In the event the alleged victim is deceased as a result of the crime of offense, the information shall be provided, upon request, to the next of kin of the alleged victim.

6) The complainant in specific sexual harassment cases may appeal the decision of the Conduct Officer through the established appeal process in this Regulation.

b. In cases of sexual harassment/battery/assault the complainant has the following additional rights:

1) OSRR, as the designated Deputy Title IX Officer, will provide to the complainant information regarding efforts to address sexual harassment on campus, the alternative forms of reporting available and the name and address of the University Title IX Officer.

2) In cases of sexual assault the complainant shall be provided an opportunity to provide information or present evidence to the conduct officer or hearing board to be considered in determinations and sanctions. Depending on the type of hearing or review, this may be a written statement, a verbal representation or active participation in a hearing.

3) The complainant shall be notified in writing of the sanction imposed when it relates to the harassed student.

c. In sexual battery/assault cases the complainant may have the right to elect a review or appeal of the final University decision; and the appeal process granted to the accused as set forth in the Appeal Process section of this Regulation will be provided to the complainant at that time.

(7) **Sanctions** - Any of the following sanctions may be imposed on a student or a student organization:

(a) **Warning Letter** – An official notice that states that if there is a repeated violation of policy, rules or regulations, the student can expect additional conduct sanctions.

(b) **Probation** - An official sanction places the student's enrollment dependent upon the maintenance of satisfactory citizenship during the period of probation. When probation is imposed as a sanction, the student should be advised of the consequences of violation of probation. Any student placed on conduct probation may be restricted from participating in certain USF System activities as

specified by the Conduct Officer or as regulated by other USF System departments.

(c) **Restrictions** - Conditions imposed on a student that would specifically dictate and limit future presence on campus and participation in USF System activities. The restrictions involved will be clearly identified and may include but are not limited to a USF System order forbidding the offender from all contact with the victim. Restrictions may also apply to denial of operating a motorized vehicle (including golf carts) on campus, access and use of USF System services, and presence in certain buildings or locations on campus.

(d) **Restitution** - A payment for injury or damage.

(e) **Financial Aid Impacts** - A restriction on or revocation of financial aid where appropriate pursuant to law or NCAA policy.

(f) **Suspension** - Termination of a student's privilege to attend the USF System for an indefinite or a specified period of time. This may include a restrictive order that would exclude the person from campus. In cases where the student resides on campus, the student will be given reasonable time to vacate the residence halls (i.e. 24 to 48 hours).

(g) **Expulsion** - Permanent termination of a student's privilege to attend the USF System. This may include a restrictive order that would exclude the person from campus. In cases where the student resides on campus, the student will be given reasonable time to vacate the residence halls (i.e. 24 to 48 hours).

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

(i) **Deferred Suspension** - Suspension imposed at a definite future date or time.

(j) **Alcohol and Substance Use Sanction Guidelines** - May be obtained at OSRR or through the appropriate Student Affairs office at the campus or institution of the USF System.

(8) Parental Notification

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

In non-emergency situations, parents of dependent students, under the age of 21, may be notified in writing, at the discretion of the Office of Student Rights and Responsibilities. However, in emergency situations, parents may be notified by an immediate phone call from a USF System Official. These guidelines do not preclude Parental Notification for other policy violations that may endanger the health, safety and wellbeing

of a student or other individuals in the USF System community. In addition, Parental Notification may occur in health and safety emergencies, regardless of the student's age or dependent status.

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

(9) Discipline Records and Retention Policy - the following applies to individual student disciplinary records.

(a) Maintenance of Records

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

(b) Destruction of Records

1. Records resulting in a discipline sanction of expulsion or suspension from the USF System will be permanently maintained in the Office of Student Rights and Responsibilities.
2. All other discipline records are maintained for a period of five years from graduation. In the event that a student matriculates, but does not graduate, the Office of Student Rights and

Responsibilities will retain the record for five years from the last date of attendance.

3. No personally identifiable record(s) will be kept after a record has been designated for destruction. Statistical data will be maintained but all information that would identify an individual is removed.

4. All paper records will be destroyed by shredding or other similar process. Computer files will be modified in a manner so that only statistical data that cannot identify an individual is kept. Non-paper information (i.e. audio recordings) will be destroyed in a manner that will insure that the information cannot be traced to any individual or any discipline case.

(10) Regional Campuses

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

(11) Review of Student Code of Conduct

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

Authority: Art. IX, Sec. 7, Fla. Constitution. Fla. Board of Governors Regulations 1.001, 6.0105; Sections 1006.50, 60, 61, 62, 63, Florida Statutes. History–New 9-23-85, Formerly 6C4-6.021, Amended 5-27-92, 7-26-92, 12-2-92, 12-29-94, 4-11-99, 9-27-05, Formerly 6C4-6.0021 F.A.C., Amended 6-5-08, 6-25-09, 9-22-11.

PROVIDING CLASSROOM ACCOMMODATIONS

Disability and Accommodations (Public/Employees/Students)

(Policy Number 0-108, Rev. 05-10-13)

I. INTRODUCTION (Purpose and Intent)

It is the policy of the University of South Florida System (USF System) to comply fully with the requirements of the Americans with Disabilities Act of 1990 (ADA), as amended, the Americans with Disabilities Act Amendment Act of 2008 (ADAAA) and all other federal and state laws and regulations prohibiting discrimination and assuring accessibility on the basis of disability. No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities of the USF System, or be subjected to discrimination or lack of access by the USF System, as provided by law.

The USF System is committed to ensuring equal access to information for all of its constituencies, including information provided on USF System web sites. The USF System acknowledges its obligation to assure that its electronic media, On-line course content, and web sites satisfy all applicable legal and regulatory requirements for accessibility by persons with disabilities. The USF System requires that web sites are accessible to all users. As such, the USF System Office of Diversity and Equal Opportunity (DEO) shall develop and maintain USF System - Minimum Electronic and Web Accessibility Standards (MEWAS) for electronic or web based information, which can be found on the DEO website (<http://usfweb2.usf.edu/EOA>).

II. STATEMENT OF POLICY

A. Public Accommodations

Sponsors of programs and events, such as campus cinemas, lectures and speakers, must advise potential attendees who may require reasonable accommodation to participate, that such accommodation must be requested of the program sponsor at least five (5) working days prior to the event. (A sample request form may be found at: http://www.usf.edu/ea/documents/ADA_Request_for_Public_Accommodation_Form.doc). All electronic and web based advertising, announcements and content materials will strive to meet USF-MEWA standards.

Normally, the accommodation will be provided and funded by the program sponsor; however, requests for assistance and questions may be directed to the Office of Diversity and Equal Opportunity (813-974-4373). Final decisions on USF System Public Accommodations issues will be made by the Vice President for Administrative Services, or designee on behalf of the USF System.

B. Electronic Information and Web Accessibility

All electronic and web based advertising, announcements and course content materials will meet USF System Minimum Electronic and Web Accessibility Standards (MEWAS). This policy recognizes that the USF System's web sites originate from separate departments and/or operational units within the USF System, and that each department or operational unit shall be considered the responsible "publisher" of its web site. Regardless of origin, all official University web sites must comply with the MEWAS. It is the responsibility of both the publisher of a University web site and that publisher's Dean, Vice President, Chair and/or Director to ensure that such web sites and electronic course content comply with the MEWAS. In the event that a disabled individual expresses difficulty in accessing Web or electronic based information under the Americans with Disabilities Act Amendment Act (ADAAA) with respect to a USF System web site, then it is the responsibility of the ADA coordinator and the publisher of that web site to address that individual's specific request for reasonable accommodation..

C. Employees

1. Application

- a.** The USF System is an Equal Opportunity/Equal Access System.
- b.** Applicants are entitled to request reasonable accommodation in the application process. A request is to be made at least five (5) working days prior to the time the accommodation is needed.
- c.** The USF System will not make pre-employment inquiry as to disability except: (1) as to an applicant's ability to perform essential job functions with or without reasonable accommodation and (2) to invite an applicant to give five (5) working days notice of any reasonable accommodation needed during the recruitment/hiring process.
- d.** Pre-employment physical exams may be required for those positions for which there is a bona fide job-related physical requirement. However, if such exams will be required of persons with a disability, then those exams must also be required of all individuals seeking the positions after conditional job offers are made.

2. Employment

The USF System prohibits discrimination against its employees on the basis of disability, as provided by law, and is committed to providing accessibility and reasonable accommodation to its employees with regard to any aspect of employment including fringe benefits, training, conferences, meetings and recreational/social activities sponsored by the USF System.

- a.** Requests for reasonable accommodation shall be submitted to the Employee Relations Department of the Division of Human Resources ("Employee

Relations”) as follows:

(1) Using the designated accommodation request form (<http://usfweb2.usf.edu/human-resources/pdfs/employeerelations/forms/ada-request-for-reasonable-accommodation.pdf>) specify the requested accommodation(s) and submit the information to Employee Relations.

(2) Attach documentation of the diagnosis of a disability from the employee’s qualified medical provider. Such documentation is to include sufficient evidence that the employee has a physical or mental impairment that substantially limits one or more major life activities.

b. Upon request from the Division of Human Resources, the employee’s supervisor will provide Employee Relations with a written statement outlining the potential impact of the requested accommodation(s) upon the department.

c. After consulting with the employee, supervisor, and other required parties, as applicable, Employee Relations will, if appropriate:

(1) Offer the employee in writing an effective reasonable accommodation.

(2) Assign an Accommodation Request Number (ARN) for internal processing needs of the USF System, if necessary.

USF System employees scheduled for domestic or international travel who are requesting an ADA reasonable accommodation for such travel must submit their requests a minimum of ten (10) working days in advance of the scheduled travel.

The initial responsibility for funding the cost of a reasonable accommodation rests with the employee’s department. Should a department demonstrate to the next highest administrative level that sufficient funds do not exist, the department head should refer a request for co-funding to the next highest administrative level. Final decisions on how to fund reasonable accommodations will be made by the Vice President for Administrative Services or designee.

Denied accommodation requests may be appealed in writing by an employee to the Associate Vice President, Human Resources. Such appeals must be filed within ten (10) calendar days of the employee’s receipt of the

denial of the accommodation request. Individual circumstances related to medical leaves and/or work-related injuries may need to be addressed outside the scope of this Policy and questions should be directed to Employee Relations.

D. Students

1. Admissions and Pre-Enrollment

a. All applicants are considered for admission based on the same criteria and are expected to meet the minimum admission requirements in effect at the time of application. The University of South Florida System does not give pre-admission consideration to disability issues. Applicants who are denied admission may be eligible to request an appeal of the decision to the Faculty Committee on Student Admissions as designated in the Notification of Denial and may provide additional relevant information regarding disabilities in that appeal. At the time of appeal, students may request modification or substitution of courses for admissions purposes as provided in BOG Regulation 6.018 or the USF System Admissions Regulation at the appropriate institution or campus.

b. Consideration of a disability for academic requirement modification or substitution in the admission process is not a review or representation that, upon admission, the applicant will be able to meet the technical and academic standards of the USF System or program with or without reasonable accommodation. Prior to enrollment, the USF System may make inquiries to enable an appropriate analysis and determination regarding the ability of the accepted applicant to participate and successfully complete the determined academic program.

2. Enrolled Students and Students with Disabilities Services

a. Students with disabilities who require reasonable accommodation in order to meet the academic requirements of the USF System or to participate in activities or services must request an accommodation in writing from the students' campus office of Students with Disabilities Services (SDS). Such requests must be accompanied by documentation of disability and an explanation of any documentation related to the need for the particular accommodation requested. SDS is responsible for approval of submitted documentation.

b. The SDS office may request that a student submit any additional documentation of disability or need for accommodation necessary to permit the USF System to

make a decision on the request.

c. If disability and need for accommodation are adequately shown and the provision of such accommodation would not fundamentally alter the academic program, the SDS office will discuss the provision of these accommodations with other appropriate USF System representatives (e.g. the faculty member who teaches the course for which the student requests accommodation) and, if appropriate, will offer the student a reasonable accommodation.

d. Denied accommodation requests may be appealed in writing by a student to the SDS Director, or designee. Such appeals must be filed within ten (10) calendar days of the student's receipt of the denial of accommodation request.

III. COMPLAINTS REGARDING DISCRIMINATION, HARASSMENT AND/OR RETALIATION

Complaints of disability discrimination, harassment, or retaliation must be filed with the Office of Diversity and Equal Opportunity, in accordance with USF Policy Number 0-007, Diversity and Equal Opportunity: Discrimination and Harassment.

IV. CONFIDENTIALITY OF DOCUMENTS

A. The USF System may request any person seeking accommodation to provide documentation of a disability from a qualified medical provider that shows that the specific modification being requested is appropriate and necessary for the diagnosed disability. Such information may be shared with individuals with legitimate interest as necessary to process the request.

B. Confidential documentation submitted or prepared in connection with requests for accommodation will be maintained apart from personnel, student or other records.

C. The University of South Florida Office of the General Counsel is available to assist with questions concerning ADA and the law and should be notified in the event an accommodation requestor retains a lawyer or otherwise makes claims in an external legal or administrative forum.

Authorized and signed by:

Steven D. Prevaux, General Counsel

Judy Genshaft, President



TITLE IX

COMPLAINT PROCESS & CONTACTS

Title IX protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. 20 U.S.C. § 1681. Title IX applies to USF programs and activities, as related both to education and employment. USF is committed to providing an environment free from sex discrimination, including sexual harassment and sexual violence. (See USF System Policy 0-004 Sexual Misconduct/Sex Harassment available on the Office of the General web site: www.generalcounsel.usf.edu.) If you have questions or inquiries concerning the application of Title IX, you may contact the Title IX Coordinator or any of the Title IX Deputy Coordinators listed below.

HOW DO I FILE A TITLE IX COMPLAINT ?

Students reporting sexual violence may file a complaint with one of the Title IX Coordinators listed below. Alternatively, you may file an anonymous complaint via EthicsPoint – our third party hosted hotline – by calling 1-866-974-8411 or accessed online at <https://secure.ethicspoint.com/domain/media/en/gui/14773/index.html>.

USF SYSTEM COORDINATOR

Dr. Jose Hernandez, Chief Diversity Officer
Office of Diversity & Inclusion
4202 E. Fowler Avenue, ALN 172 Tampa, FL 33620
813-974-0537 • jehernan@usf.edu

Duties and Responsibilities: Monitoring and oversight of overall implementation of Title IX compliance for the USF System, including coordination of training, education, communications, and coordinating the complaint review processes for faculty, staff, students and other members of the University System community.

DEPUTY COORDINATORS

FOR STUDENTS:

TAMPA CAMPUS

Winston G. Jones, Director
Office of Student Rights & Responsibilities
4202 E. Fowler Avenue, ALN 109 Tampa, FL 33620
813-974-9443 • winstonjones@usf.edu

SARASOTA-MANATEE CAMPUS

Bryan M. Valentine, Director Office of Student Life
8350 N. Tamiami Trail, A 114 Sarasota, FL 34243
941-359-4268 • bryanv@sar.usf.edu

ST. PETERSBURG CAMPUS

Jacob Diaz, Dean of Students and Director of Residence Life & Housing
140 7th Avenue S., RHO 100, St. Petersburg, FL 33701
727-873-4823

LAKELAND STUDENTS

Jennifer Schneider, Title IX Liaison
jaschnei@usf.edu

FOR COMPLAINTS INVOLVING USF ATHLETICS

Jocelyn Fisher, Senior Associate Athletic Director
4202 E. Fowler Ave ATH100, Tampa, FL 33620
813-974-6885 • jafisher1@usf.edu

FOR COMPLAINTS INVOLVING USF HEALTH

Olga Joanow, Director Faculty Relations
USF Health MDC 53, Tampa, FL 33620
813-974-1676 • ojoanow@health.usf.edu

FOR USF SYSTEM EMPLOYEES:

Camille Blake, Director Equal Opportunity
4202 E. Fowler Avenue, ALN 172 Tampa, FL 33620
813-974-3906 • camille20@usf.edu

Rhonda Ferrell-Pierce, EO Consultant

4202 E. Fowler Ave ALN 172 Tampa, FL 33620
813-974-3970 • ferrell@usf.edu

ADDITIONAL CAMPUS INFORMATION

ADVISING STUDENT ORGANIZATIONS

If I would like to become an advisor for a student organization, who should I contact?

There are more than 600 registered student organizations here at USF, including academic, athletic, cultural, honor societies, religious, political, Greek, and social groups. Student organizations provide students with an opportunity to expand and enhance their overall educational experience, interact with others, gain self-confidence, take on responsibility, acquire leadership skills and succeed in what they do. If you are interested in becoming an advisor for a student organization, please contact Student Involvement at (813) 974-7912.

CAMPUS RECREATION – USE AND COST

How much does it cost to use the Campus Recreation facilities?

USF Campus Recreation offers membership to Faculty, Staff, Alumni Association members, Family Members, Moffitt & VA staff. Faculty and Staff are offered monthly or yearly rates (which are subject to change), plus applicable sales tax. A valid USF ID card is required for use of the facility. Students attending USF do not have to pay a fee, they must only present their USF ID card. For additional information, contact Campus Recreation at (813) 974-7084 or visit <http://usfweb2.usf.edu/CampusRec/>

CHANGE IN STUDENT BEHAVIOR

What should I do if a student begins to have significant absences in my class, acts strangely or demonstrates a noticeable change in behavior?

Student Affairs works diligently to make sure our faculty and staff and, more importantly, our students at USF can work and learn in a safe environment. We provide resources such as the Dean of Students office, the Counseling Center, and Victim Advocacy & Violence Prevention. All departments are accessible to faculty, staff, and students.

If a student begins to have significant absences, act strangely, or demonstrate inappropriate behavior in the classroom, you can always contact the Dean of Students office at (813) 974-6677. The Dean of Students will meet with the student and will assess if the student needs to meet with the Counseling Center, Student Health Services, or another entity.

COMPUTER LABS ON CAMPUS

Where are computer labs located on campus?

USF provides several lab locations on campus, including:

Library: Learning Commons - LIB 113

Marshall Student Center: Student Government Computing Lab - MSC 1308

Communication & Information Sciences - CIS 2028

College of Education - EDU 320, EDU 159, EDU 213, EDU 417

College of Engineering - ENB 230, ENB116, ENB 228, ENC 1000, ENB 228A

College of Arts & Sciences - CPR 121, PHY 209, SCA 222

Wireless networks are also available throughout campus.

COUNSELING SERVICES FOR STUDENTS

What counseling services are available to students and faculty at USF?

The Counseling Center offers comprehensive psychological services designed to enhance the overall educational experience of all university students. It also provides personal counseling services to students, consultative services to academic, administrative and other service units in the university. The Counseling Center staff can be reached by calling (813) 974-2831. If an emergency situation exists, immediately call 911.

DEATH

If a student has a death in the family, serious illness or is injured, what should I do?

The Dean of Students office serves as a point of reference for all students. The office responds to emergency situations and advocates and articulates the needs and concerns for all students. In the event a student has a death in the family, serious illness, or is injured, please contact the Dean of Students office at (813) 974-6677.

DIFFICULTY ADJUSTING TO STUDENT LIFE

If a student seems to be having difficulty adjusting to USF, how can I help?

At USF we make sure students have the opportunity to get involved and expand their interests and capabilities. There are many programs, such as New Student Connections for first year and transfer students, commuter student life, residence life involvement, and others that can help students transition to USF easier. Contact New Student Connections at (813) 974-2896.

DISABILITY ACCOMMODATIONS FOR STUDENTS

How does the University respond to requests for accommodations?

Students with Disabilities Services (SDS) strive to create partnerships with faculty and staff. These partnerships help ensure that students with disabilities have equal access to USF. In accordance with Section 504 of the Rehabilitation Act, The Americans with Disabilities Act and The ADA Amendments Act, the University of South Florida provides reasonable classroom accommodations for otherwise qualified students who have documented disabilities. Students seeking accommodations must register with the Services for Students with Disabilities Office.

The process for receiving accommodations is as follows:

- A student presents appropriate documentation of a disability to SDS. (Documentation guidelines and appropriate verification forms are available on the SDS website.)
- SDS staff review the documentation and meet with the student to determine appropriate accommodations.
- An SDS staff member generates an accommodations memo to individual faculty members.
- Students deliver the memo to the appropriate faculty member and have a confidential conversation regarding any necessary accommodations.
- SDS staff may assist both the student and/or the faculty member in the implementation of accommodations.

Faculty questions, concerns, and comments are welcome by Students with Disabilities Services, contact the office at (813) 974-4309, by e-mail at sa-sds-information@usf.edu.

DISCIPLINARY RECORDS ON TRANSCRIPTS

Do student disciplinary records appear on the academic transcript?

Disciplinary actions do not appear on academic transcripts. However, if a student is suspended for a period of time, during that period a notation will appear on the academic transcript noting that the student is suspended due to conduct issues. Once the suspension period is over, the notation is removed.

INTRAMURAL SPORTS

Is it possible for faculty to participate in intramurals or sport clubs?

Enrolled students, faculty, and staff members of USF are eligible for participation in the scheduled competition phase of the Intramural Sports programs facilitated by Campus Recreation. For more information, contact the Intramural Sports office at (813) 974-4449, by e-mail at rec-imsports@usf.edu

RECKLESS INJURIOUS BEHAVIOR

What is USF's protocol if a student has threatened to harm themselves or others?

Any member of the USF system community may refer a student for an alleged violation (Reckless Injurious Behavior) of the Student Code of Conduct by filing a referral in writing with the office of Student Rights and Responsibilities. More information can be found at the following websites:

Student Rights and Responsibilities: www.sa.usf.edu/srr

Dean of Students: www.sa.usf.edu/dean

RESIDENTIAL LIVING REQUIREMENT

Are students required to live on campus?

The University of South Florida is committed to providing all of its students with a comprehensive educational experience. USF requires all first year undergraduate students to live on campus. If a student wants to be exempt from first year living on campus, there are requirements. For more information, please visit www.housing.usf.edu, e-mail sa-housinghelp@usf.edu, or call (813) 974-0001.

SEXUAL ASSAULT

If a student confides in me that he/she has been sexually assaulted, what should I do?

Immediately contact Victim Advocacy & Violence Prevention at (813) 974-5756 or the Counseling Center at (813) 974-2831 if a student has stated that he/she has been sexually assaulted. Both offices are safe and confidential places to make this referral.

STUDENT CODE OF CONDUCT

To whom does the Student Code of Conduct apply?

Any student registered organization or a person who has submitted an application for admission, housing, or any other service provided by the University which requires student status will be subject to the Student Code of Conduct for any action found in violation of the Code which occurs on University property, at University-sponsored events, or off campus if the action adversely affects the University community and/or the pursuit of the University's mission.

STUDENT SUBSTANCE ABUSE

What should I do if I suspect a student has a substance abuse problem?

For substance abuse problems, contact the Dean of Students Office at (813) 974-6677 or the Counseling Center at (813) 974-2831.

TEACHING STUDENTS WITH DISABILITIES

Are there teaching strategies that I could use to help me be more effective in teaching students with (learning) disabilities?

Yes, Students with Disabilities Services can and will help faculty with teaching strategies in order to work better with students with learning disabilities. Contact the Students with Disabilities Services office at (813) 974-4309.

STUDENT AFFAIRS
DEPARTMENTS

CAMPUS RECREATION



Director: Eric Hunter
Location: REC 111
Phone: (813) 974-7084

E-mail: ehunter@usf.edu
Website: usfweb2.usf.edu/CampRec

Campus Recreation enriches the educational experience by providing opportunities that focus on the development of lifelong wellness skills for students, faculty and staff. The Tampa Campus Recreation Department offers a world class recreation center that provides over 28,000 square feet of cardiovascular and strength/conditioning space, six indoor racquetball courts, an indoor running track, a martial arts mat room, four basketball courts or six volleyball courts, and six aerobics/dance rooms. The Campus Recreation department also offers a Borrow Our Bike program allowing faculty/staff and students the ability to check bikes out for free. This program is in the Campus Recreation Center as well. These diverse programs provide services, and facilities which contribute to learning in safe, challenging, and supportive environments.

USF Campus Recreation offers membership to faculty, staff, Alumni Association members, family members, Moffitt & Veteran's Affairs staff. All memberships require a current USF ID card.

Campus Recreation consists of the following areas:

- Aquatics
- Challenge Course
- Community Programs
- Fitness Programs
- Group Fitness
- Intramurals
- Riverfront Park
- Outdoor Recreation
- Recreation Facilities (indoor and outdoor)
- Canoe/Kayak Rentals, Picnic Facilities
- Sports Clubs

CAREER SERVICES



Asst. Vice President: Russ Coughenour
Website: www.usf.edu/career-services

Location: SVC 2088
Phone: (813) 974-9718

Career Services provides a centralized, comprehensive career service for all USF students and alumni. The mission of Career Services is to deliver quality career programs and services, in a learning-centered environment, to assist students and graduates in developing, refining and implementing a career choice; integrating their academic studies with the world of work and 21st century careers; gaining employability skills through career-related experiences; preparing for a successful job search; and networking and interviewing with local, state, national and international employers to obtain part-time jobs, internships, cooperative education and/or professional employment. Career Services is committed to delivering quality career services. Through the internal collaboration and partnerships with faculty and staff, and the investment in the development and building of sustainable partnerships and collaboration with external organizations that provide employment opportunities for University of South Florida students and graduates, Career Services is able to contribute to the overarching goal of student success.

COUNSELING CENTER



Director: Ann Tierney Jaronski, Ph. D
Location: SVC 2124
Phone: (813) 974-2831

E-mail: atj1@usf.edu
Website: www.usf.edu/counsel

The Counseling Center offers comprehensive psychological services designed to enhance the personal, social, educational, and career development of University students. It provides direct services to students, serves as a setting for advanced training and applied graduate programs, and provides consultative services to academic, administrative, and other service units in the University.

The Counseling Center also directs the Center for Addiction and Substance Abuse, and maintains a liaison with the State Division of Vocational Rehabilitation. The center is fully accredited by the International Association of Counseling Services and belongs to the Association of Psychology Postdoctoral and Internship Centers.

The Counseling Center provides a range of psychologically-oriented services including individual and group counseling, psychiatric evaluation and management, the provision of psycho-educational workshops, suicide gatekeeper training, and consultation on mental health issues to various USF constituents.

DEAN OF STUDENTS



Dean: Michael Freeman, Ph.D.
Location: MSC 4301
Phone: (813) 974-6677

E-mail: mafreeman@usf.edu
Website: www.sa.usf.edu/dean

The mission of the Office of the Dean of Students is to support student learning and development through community building, student engagement, student advocacy, community standards, and problem resolution. Through the work of the office, students are provided guidance, leadership opportunities, and resources to get involved with programs and activities that enhance student learning and enrich their overall university experience.

The Office of the Dean of Students serves as an initial point of reference for all students to assist them with accessing university resources that contribute to their overall success. The Dean plays an integral role in providing opportunities to engage students to develop and maintain standards and expectations that reflect the values of the university community.

The Dean also serves as a point of contact to report student related emergencies that impact student success. The Dean collaborates with faculty, staff, and students to create and sustain an integrated learning environment that supports the University's academic mission and the out of classroom experience.

FRATERNITY & SORORITY LIFE



Interim Director: Viancca Williams

Location: MSC 2300

Phone: (813) 974-7335

E-mail: viawilliams@usf.edu

Website: www.usfgreeklife.com

Providing leadership and advising for a community of over 40 chapters representing four governing councils (Interfraternity, National Pan-Hellenic, Panhellenic, and Unified Greek), the Office of Fraternity and SorORITY Life provides educational programs and opportunities for leadership and personal development, and advising that facilitates councils, chapters, and individuals in making values-based decisions. From social issues to academics, career preparation to community service, the leaders of tomorrow are gaining their leadership edge in their fraternal experiences today.

Membership in a fraternal organization is one of the most outstanding means of discovering and refining a student's potential. Within each chapter, members have the chance to assume a wide spectrum of leadership roles. These roles range from recruitment chair to academic chair, and treasurer to president. Opportunities to learn and practice leadership stretch beyond chapter involvement. There are also numerous positions for student to engage in campus-wide programs and services that enhance the USF community.

HOUSING & RESIDENTIAL EDUCATION



Asst. Vice President: Ana Hernandez

Location: RAR 215

Phone: (813) 974-0001

E-mail: ahernandez@usf.edu

Website: www.housing.usf.edu/

The Department of Housing & Residential Education contributes to the university's mission by providing a safe community, innovative programs, and quality services that contribute to our residents' success by fostering learning, personal development, and citizenship. The residence halls house 5,450 students in a variety of housing types from traditional residence halls to apartment facilities.

Offering a wide range of housing options for students, we recognize the importance of students choosing the type of housing that will best fit their needs. There are three basic building styles: traditional-style, suite-style and apartment-style. Students can also choose from communities with a distinctive focus including:

- Greek Village
- Family Housing
- Living Learning Communities
- All-female Building
- 21 and Older Community

One goal of Housing & Residential Education is to increase the frequency and quality of student-faculty interactions in casual learning environments. Faculty are invited to participate in Living Learning Communities and to serve as Faculty Fellows and Faculty in Residence. Through these programs, faculty can better understand student life on campus and the experiences students bring to the classroom while making a positive impact on students' personal, intellectual, and vocational development.

LEADERSHIP & CIVIC ENGAGEMENT



Director: Todd Wells
Location: MSC 1300
Phone: (813) 974-7595

E-mail: toddwells@usf.edu
Website: www.leadandserve.usf.edu

The Center for Leadership and Civic Engagement (CLCE) develops students into leaders that will make a positive difference in the world. The programs offered through CLCE help each student discover their passion and talents, while developing their skills and understanding of leadership and active citizenship. The office offers trainings, institutes, conferences, speakers, community engagement opportunities and other learning experiences that will continue to prepare and empower students as leaders in their work, seeking to make a difference in their communities.

The Center values its partnerships across campus and works to create opportunities for students to engage in that compliment and bring to life the work they are doing in their academic courses. The Center provides numerous resources for faculty and staff to develop service-learning curriculum, for student leadership trainings, and for opportunities to learn and serve with students in an advisory role.

MARSHALL STUDENT CENTER



Director: Sujit Chemburkar
Location: MSC 4100
Phone: (813) 974-5400

E-mail: sujit@usf.edu
Website: www.msc.usf.edu

The Marshall Student Center (MSC) enriches the quality of student life, strengthens traditions, and enhances the learning experience by providing exceptional facilities and services for students and the USF community. The MSC brings students, faculty, staff, and community members together in a variety of social, educational, and serendipitous settings. The state-of-the-art facility has greatly enhanced student life at USF and is contributing to student success.

The Marshall Student Center is the hub of community life at USF, and the home of a vast majority of USF events. With over 50,000 SF of meeting space available to support conference needs, some of our venues include a 900 seat grand ballroom, 700 seat theater, 70 seat tiered chamber, and over 20 additional meeting spaces ranging from small plush conference rooms to large attractive meeting rooms.

For more information on utilizing the Marshall Student Center, visit our website at or call (813) 974-5213.

MULTICULTURAL AFFAIRS



Director: Aziz Talbani, Ph.D.

Location: MSC 3300

Phone: (813) 974-5111

E-mail: atalbani@usf.edu

Website: www.multicultural.usf.edu

The Office of Multicultural Affairs (OMA) contributes to Student Affairs and the University of South Florida's goals of diversity, student success, and globalism by engaging students in co-curricular programs and activities that provide them with knowledge and skills necessary to succeed in a diverse and global society. OMA achieves these goals of student retention and success through the engagement of all students in campus life, especially historically underrepresented students. OMA adopts three pronged strategies to achieve the goals of student engagement, retention, success and global education through educational and training programs, cultural and social programs, and advice and support for individual students and student organizations.

To engender cultural competency, OMA offers Safe Zone Training, a Cultural Competency Certificate, Intercultural Student Leadership Conference, and Multicultural Cultural Community Retreats. Students can actively participate in multicultural programs and obtain a co-curricular transcript which could be an important part of the resume of a successful professional.

A qualified trained staff member from OMA can make class presentations on diversity and cultural competency topics. For more information, please contact the Office of Multicultural Affairs.

NEW STUDENT CONNECTIONS



Director: Keri Riegler

Location: MSC 3200

Phone: (813) 974-2896

E-mail: keririegler@usf.edu

Website: www.newstudent.usf.edu

New Student Connections (NSC) creates and supports shared USF experiences that connect students to the campus community and provide for a successful transition. NSC is committed to community, learning, engagement, inclusiveness, and purpose. Offering numerous opportunities where students can develop meaningful relationships with their peers and staff mentors, NSC enables students to be challenged to think differently and receive the support needed to successfully manage their transition.

NSC also coordinates **Parent & Family Programs** (PFP), which connect family members to resources useful to support their students' success, including the USF Parent & Family BULLETIN, the online e-newsletter published each month for families; the Parent & Family website; Facebook and Twitter. To create a stronger connection between families and the university, the office hosts the annual Fall Family Weekend, Family Day at the Sun Dome, and Grandparents Day.

Programs and Services : Week of Welcome (WOW) • First 50 Days • PAL - Peer Advisor Leaders • First-Year and Transfer Student Program • Camp U • Parent & Family Programs

STUDENT GOVERNMENT ADVISING, TRAINING & OPERATIONS



Director: Gary Manka
Location: MSC 4304B
Phone: (813) 974-2401

E-mail: gmanka@usf.edu
Website: www.sg.usf.edu

Student Government is comprised of 200 student members who work to make USF a better place to grow, learn, and live. Student Government allocates over \$12 million in student fees annually. Student Government Advising, Training & Operations (SGATO) assists with the advising and training of the executive, legislative, and judicial branches of the Student Government Association, their respective departments and committees, the three agencies/bureaus (Computer Lab, Bulls Radio, and SAFE Team free escort service), and with various operation procedures and services.

The vision of SGATO is to prepare students for ethical service in the global and interdependent world. The mission is to advise and assist student government members with the planning and implementation of programs, operations and services as we strive to foster student support, community engagement, and leadership development to ensure student and organizational success. Our defining values are predicated on the premise to practice a holistic, learning partnership and development philosophy characterized by Integrity, Advocacy, Inclusivity, and Civility.

STUDENT HEALTH SERVICES



Sr. Director: Diane Zanto, RN, MSN, APNP
Location: SHS 100
Phone: (813) 974-2331

E-mail: dzanto@health.usf.edu
Website: www.usf.edu/shs



Medical Director: Joe Puccio, MD
Location: SHS 100
Phone: (813) 974-0444

E-mail: jpuccio@health.usf.edu
Website: www.usf.edu/shs

University of South Florida Student Health Services (SHS) is an accredited, on-campus medical clinic professionally staffed by physicians, nurse practitioners, physician assistants, nurses, support staff, and a dietitian. SHS provides quality health and wellness services to strengthen the student learning experience and promote lifelong success.

The Student Health clinic is centrally located on the Tampa campus, next to the Bookstore, and services are available to all registered Tampa students.

Student Health Services also treats minor medical conditions for all USF faculty and staff with a valid employee ID. Please visit the website for a list of services and fees. A full-service laboratory is located on-site and prescriptions can be filled at the university pharmacy.

STUDENT INVOLVEMENT



Director: Monica Miranda
Location: MSC 2303
Phone: (813) 974-1001

E-mail: mlmiranda@usf.edu
Website: www.involvement.usf.edu

The Center for Student Involvement (CSI) strives to provide a purposeful and positive out-of-classroom experience for USF students and student organizations. The uniqueness and variety of these programs, services, and activities allows for all members of the campus community to interact with others and be involved in meaningful ways.

CSI promotes the growth of student leaders who, in turn, create the aforementioned programs, services, and activities. Within this community, students have co-curricular experiences that allow them to have practical application of the many in-class experiences they are receiving, thereby enhancing their overall USF experience.

Areas of Student Involvement:

- Campus Activities Board
- Student Organizations
- Homecoming
- Centre Gallery
- Bulls Nite Out
- Co-Curricular Transcript

STUDENT OUTREACH & SUPPORT



Director: Jennifer "JJ" Larson
Location: SVC 2129

E-mail: jjlarson@usf.edu
Phone: (813) 974-6130

The Office of Student Outreach & Support (SOS) strives to help students manage significant life stressors that impact their academic pursuits and personal wellbeing. SOS provides intervention, outreach and case management services to students who are struggling, significantly distressed, or referred through SOCAT due to behaviors of concern. Clinically trained case managers conduct Wellbeing Screenings and Check-in appointments to assist students in identifying needs, removing barriers and reducing distress. Typically a Success Plan is developed with the students input, which may include facilitating conversations with faculty about the student's course work needs. In addition to scheduled appointments, weekly "walk-in hours" are posted each semester; with students seen for a brief session on a first come, first served basis. Student Outreach & Support provides consultation and training to faculty and staff regarding how to respond to distressed students and how to make a referral.

Please note that the Office of Student Outreach Support does not provide crisis or after hours services. Those needing after hours assistance should get in touch with University Police or the Counseling Center depending on the nature or urgency of the concern.

STUDENT PUBLICATIONS (THE ORACLE)



Director: Jay Lawrence
Location: SVC 0002
Phone: (813) 974-6242

E-mail: jlawrenc@mail.usf.edu
Website: www.usforacle.com

The Oracle is USF's editorially independent student-run newspaper that has been serving and informing the University community since 1966. The Oracle publishes four days a week during the fall and spring semesters and twice a week in the summer. With a circulation of 10,000, the Oracle has earned numerous regional and national awards from the Society of Professional Journalists and the Associated Collegiate Press.

The Oracle provides students an opportunity to put into practice journalistic skills learned in and out of the classroom. Editors develop leadership abilities through experiential learning at the student-run, editorially independent newspaper, which serves as a source of campus information for the university community. Oracle student account executives seeking related professional employment upon graduation have between a 90 to 100% success rate.

Oracle editors and reporters work at many of the top media outlets around the country, including the Wall Street Journal, CNN, the New York Times and the St. Petersburg Times. Oracle graphic designers and advertising sales representatives also have had great success in the professional workforce after training at the student newspaper. The Oracle will continue as a training ground for students and a voice for the USF community.

STUDENTS RIGHTS & RESPONSIBILITIES



Director: Winston G. Jones
Location: ALN 109
Phone: (813) 974-9443

E-mail: winstonjones@usf.edu
Website: www.sa.usf.edu/srr/

The Office of Student Rights and Responsibilities (OSRR) supports the mission, goals, values and vision of the University of South Florida System (USF System) by promoting a community that values individual responsibility and the adherence to community standards as embodied in the Student Code of Conduct. Through the community standards hearing process we engage our students in personal and social responsibility.

Our goal is to encourage and develop standards of behavior and critical thinking that will first create a community of leaders and citizens' and second enhance the USF environment for community members: living, studying and working within the USF System.

The office receives all referrals regarding alleged violations of the Student Code of Conduct. Any member of the University community may refer a student for an alleged violation of the Student Code of Conduct. All referrals must be filed in writing with the appropriate signature. Our office also reserves the right to initiate or follow-up any informational leads where there is a reasonable belief of possible violations of the Student Code of Conduct.

STUDENTS WITH DISABILITIES SERVICES



Director: Deborah McCarthy

E-mail: dmccarthy@usf.edu

Location: SVC 1133

Website: www.sds.usf.edu

Phone: (813) 974-4309/ Florida Relay: 1-800-955-8771 (TTY)

Students with Disabilities Services (SDS) promotes effective self-advocacy and accessible academic learning for students with disabilities. By utilizing best practices in the field and education and outreach to the USF community, SDS fosters access for students, and attitudes that reflect both an awareness of disability issues and universal design principles.

The Accommodations Process

In accordance with Section 504 Of the Rehabilitation Act, The Americans with Disabilities Act and The ADA Amendments Act, the University of South Florida provides reasonable classroom accommodations for otherwise qualified students who have documented disabilities. Students seeking accommodations must register with the Students with Disabilities Services office.

Common accommodations provided to students include those for course load, classroom, and exams. Information on specific services can be found on our website.

VETERANS SERVICES



Director: Larry Braue, Ed.D.

E-mail: lbraue@usf.edu

Location: ALN 130

Website: www.veterans.usf.edu/

Phone: (813) 974-2291

The Office of Veterans Services (OVS) has served the needs of USF student veterans and their families since 1973. OVS creates a positive and welcoming environment for over 2,100 students who are military veterans, active duty service members, members of the Select Reserve or dependents of veterans. Offering specialized programs, within a supportive learning-centered environment, to veterans and eligible dependents, these programs facilitate personal adjustment and foster the acquisition of knowledge and experience necessary for academic success, personal growth, wellness, and lifelong learning.

Veterans Services is committed to aiding in veterans' transition into civilian and academic life. Its primary role is to assist students in accessing VA Educational Benefits in order to initiate, continue or resume their education. Tracking and certification of veterans students' academic progress is centrally managed through OVS for students throughout the USF system. The office assists in evaluating prior military credit, life experience, and college credit in collaboration with the Admissions Office and Undergraduate Studies. When active duty overlaps registration deadlines or semester cycles, the office coordinates with the Registrar's Office to resolve resignation issues and with Student Financial Services to waive late registration fees.

VICTIM ADVOCACY & VIOLENCE PREVENTION



Director: Nanci Newton
Location: SVC 0067
Phone: (813) 974-5756

E-mail: nancin@usf.edu
Website: www.sa.usf.edu/advocacy

The Center for Victim Advocacy and Violence Prevention (CVAVP) provides free and confidential services for students who have experienced crime, violence, or abuse. Professional victim advocates provide comprehensive victims' services including: crisis intervention and ongoing support; personal and systems advocacy; police and court accompaniment; safety planning; and assistance in filing police reports, injunctions for protection, and crime victims' compensation claims.

Services are provided by experienced professional advocates and are tailored to meet an individual's needs and requests. A crime victim advocate is available weekdays 8:00AM - 5:00pm by appointment or drop-in. For incidents of violent crimes occurring after hours, an advocate can be requested through the USF Police Department. Services may include:

- Court Accompaniment
- Crisis Intervention
- Emotional Support
- Information, Options and Referrals
- Personal and Systems Advocacy
- Prevention and Education Presentations
- Safety Planning
- Victim Helpline

WELLNESS EDUCATION



Director: Jennifer DiPrete
Location: MSC 1504
Phone: (813) 974-4936

E-mail: jennifer87@usf.edu
Website: www.wellness.usf.edu

Wellness Education aspires to be a recognized leader of university-based wellness initiatives and envisions an environment that fosters holistic health choices enhancing overall well-being. Our mission is to promote health and academic success in the USF community through collaborative and cooperative efforts in order to provide wellness opportunities.

Wellness Education serves as a central resource for free health and wellness information for the USF community. The department coordinates awareness events and campaigns, presentations, on-line programs, and individual lifestyle consultations.

The department offers the USF community the following:

- Health and wellness information and referrals
- Workshops and presentations
- Awareness events and campaigns
- Individual consults

EMERGENCY CONTACTS

EMERGENCY CONTACTS

DEPARTMENT	LOCATION	PHONE
Vice President for Student Affairs	ALN 151	(813) 974-5533
Victim Advocacy & Violence Prevention	SVC 0067	(813) 974-5756
Dean of Students	MSC 4301	(813) 974-6677
Office of the Provost	CGS 401	(813) 974-2154
Office of the Student Ombudsman	MSC 4301	(813) 974-6677
Student Health Services	SHS 100	(813) 974-2331
Student Rights & Responsibilities	ALN 109	(813) 974-9443
University Police Department	UPB 002	911



We promise to provide a learning environment beyond the classroom that empowers students to grow holistically, explore their passions, and enhance their part of the world. We help create a diverse community of responsibility and accountability where students develop sincere relationships, learn new skills and values, and develop a true sense of self. Seeing the potential in every student, our united departments are catalysts--sparking profound moments that ultimately define personal success for students during their college careers and for the rest of their lives.



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