



Board of Trustees Academics and Campus Environment Committee

Thursday, May 14, 2020
10:00 AM – 12:00 PM or Upon Adjournment of Previous Meeting
Microsoft Teams Virtual Meeting

Trustees: Charles Tokarz, Chair; Stephanie Goforth,
Michael Griffin, Oscar Horton, Deanna Michael, Claire Mitchell, Byron Shinn
USF Foundation Board Liaison: Debbie Sembler
Provost and Executive Vice President: Ralph Wilcox

A G E N D A

- I. Call to Order and Opening Remarks Chair Charles Tokarz
- II. Public Comments Subject to USF Procedure Chair Tokarz
- III. New Business – Action Items
 - a. Approval of Previous Minutes Chair Tokarz
 - i. [February 18, 2020 Meeting](#)
 - ii. [April 16, 2020 Workshop](#)
 - b. [Faculty Nominations for Tenure, Tampa](#) Sr. Vice Provost Dwayne Smith
 - c. [Tenure as a Condition of Employment, Tampa](#) Sr. Vice Provost Smith
 - d. [Faculty Nominations for Tenure, St. Petersburg](#) Regional Chancellor Martin Tadlock
 - e. [Faculty Nominations for Tenure, Sarasota-Manatee](#) Regional Chancellor Karen Holbrook
 - f. [Degree Program Termination, M.A. Adult Education](#) Vice Provost Theresa Chisolm
 - g. [Revisions to USF Regulation 3.007: Degree Requirements: Baccalaureate/Undergraduate](#) Vice Provost Chisolm
 - h. [Revisions to USF Regulation 6.0021: Student Code of Conduct](#) Dean of Students Danielle McDonald
 - i. [Revisions to USF Regulation 3.027: Academic Integrity of Students](#) Vice President Paul Dosal
 - j. [Supplemental Educational Plant Survey](#) Interim Vice President Christopher Duffy
- IV. Adjournment Chair Tokarz

APPEARANCES BEFORE THE BOARD

Individuals or group representatives, who desire to appear before the Board to address a subject within the Board's jurisdiction may submit their requests in writing at least three (3) days in advance to the Corporate Secretary, c/o Office of Board of Trustees Operations, 4202 E. Fowler Avenue, CGS401, Tampa, FL 33620, specifying the agenda item on which the requestor(s) wishes to comment.

Comments shall generally be heard at Board Committees. However, the President in consultation with the Chair will determine whether the item will be heard and when the item will be heard. There will be a three minute time limit on any presentation. The total time allotted for all comments shall not exceed fifteen minutes, unless approved by the Board Chair.

As permitted by section 286.0114, F.S., the Board Chair may decline to hear any matter that: does not relate to a particular agenda item; is not practicable for a particular meeting; is outside the Board's jurisdiction; or was made available for public comment at a prior committee meeting before the Board takes action.

The Chair may recognize any individual or representative of groups to address the Board.

In order to proceed with the essential business of the Board in an orderly manner, any individual or group representative who attempts to disrupt a Board meeting will be subject to appropriate action pursuant to law.

BOT e-mail address is board@usf.edu.

Per BOT Operating Procedures, Article VI, 03.06.2018



Board of Trustees Academics and Campus Environment Committee

NOTES

Tuesday, February 18, 2020

9:45 AM – 11:30 AM

USF Marshall Student Center, Room 3707

I. Call to Order and Comments

Chair Charles Tokarz welcomed and thank those in attendance, and called the meeting to order at 9:48 AM and a quorum was confirmed with the following committee members present:

Trustee Britney Deas
Trustee Stephanie Goforth
Trustee Michael Griffin
Trustee Oscar Horton
Trustee Deanna Michael
Trustee Byron Shinn
Trustee Charles Tokarz

II. Public Comments Subject to USF Procedure

Chair Tokarz confirmed there were no requests for public comment.

III. New Business – Action Items

a. Approval of November 20, 2019 Meeting Minutes

Chair Tokarz asked the committee if any edits needed to be made to the minutes and the committee confirmed there were none. A motion for approval was made by Trustee Horton with a second from Trustee Goforth and was approved unanimously by the committee.

b. Tenure as a Condition of Employment

Chair Tokarz introduced the agenda item by stating that two of the presented candidates for tenure, Drs. Georgia Chao and Steve W. Kozlowski, come from the top ranked industrial/organizational psychology doctoral program and the same program at USF is ranked number two. This recruitment speaks to the growing reputation USF has of a world-class institution.

Senior Vice Provost Dwayne Smith provided an overview of the remaining candidates for tenure, Drs. Chapurukha Kusimba and George Spirou, and Ms. Kathy R. Fitzpatrick, JD. Dr. Smith commented on each candidate's qualifications and informed the committee that these individuals have chosen to come to USF as a result of the university's intensified national recruitment efforts for the best faculty in their respective fields.

Trustees commended the university's recruitment efforts and stated how impressed they are with the level of talent of faculty who are now seeking out opportunities with USF and recognize its elevated national profile.

A motion for approval was made by Trustee Goforth with a second from Trustee Michael and was approved unanimously by the committee.

IV. New Business – Information Items

a. Homelessness and Housing and Food Insecurity: Assisting USF Students

The item was presented by Trustee and Tampa Campus Student Body President Britney Deas, St. Petersburg Campus Student Body President Jazzia "Jazzy" Duarte, and Sarasota-Manatee Campus Student Government Chief Justice Josh Ghansiam.

The students' presentation included data and relevant information on the number of students who are affected by problems of homelessness and housing and food insecurity and what each of the three USF campuses are doing to assist these students. The trustees had questions concerning how wide reaching of an issue this is, what funding sources there are, and what systems are in place to assist these students and how can the university expand them.

The students provided information on what they are currently doing and what their plans are to expand these services and systems of support. The trustees commended the students for their work and echoed the students' sentiments that all students need to be supported and made to feel like they can succeed at USF.

b. Department of Medical Engineering: A Performance Update

Senior Vice President for USF Health/Dean of the Morsani College of Medicine Charly Lockwood and Dean of the College of Engineering Robert Bishop introduced the presentation and Department Chair Robert Frisina. Drs. Lockwood and Bishop provided background on the Department of Medical Engineering and spoke to the power a combined program of this magnitude has bringing together two sets of faculty from two different colleges. Dr. Frisina then presented a slide deck to the trustees providing an update and look towards the future.

c. Update on Consolidation

Chair Tokarz began the item by first thanking all university faculty, staff, and leadership who have been working on the upcoming consolidation and highlighted that the goal of keeping students and their success has been at the forefront every step of the way.

Provost Wilcox presented a slide deck to the trustees with an update on the progress already made on planning for and implementing consolidation, as well as providing an outline of the steps remaining prior to and after July 1, 2020.

Discussions occurred between the trustees and Provost Wilcox regarding the position and role of regional chancellors on the branch campuses and their interactions with administrative and academic leadership, how to integrate cross-campus academic and student success programs, and what still needs to be completed.

Provost Wilcox ended his presentation by echoing Chair Tokarz's remarks and thanked everyone across the university who has contributed to the progress made so far.

V. Adjournment

Chair Tokarz thanked everyone for attending and the presenters for their work and adjourned the meeting at 11:17 AM.



Board of Trustees Academics and Campus Environment Committee

NOTES

Accountability Plan Workshop

Thursday, April 16, 2020

9:00 AM – 12:00 PM

Microsoft Teams

Chair Charles Tokarz called the workshop to order at 9:00 AM. Chair Tokarz began by wishing everyone well and thanked them for making themselves available for this important workshop to discuss the 2020 Accountability Plan. Chair Tokarz reminded the committee and those in attendance that this is the first time the university has submitted one unified Accountability Plan and is due to consolidation coming up on July 1. Chair Tokarz then asked Vice President for University Affairs and Assistant Corporate Secretary Dr. Cindy Visot to call roll. A quorum was confirmed by Dr. Visot with all committee members present:

Trustee Britney Deas
Trustee Stephanie Goforth
Trustee Michael Griffin
Trustee Oscar Horton
Trustee Deanna Michael
Trustee Byron Shinn
Trustee Charles Tokarz

Chair Tokarz then turned the meeting over to President Steve Currall. President Currall reminded everyone about the context of this year's Accountability Plan and reminded everyone that this document and related processes is one of the most important activities conducted annually. President Currall spoke on how the university leadership team is always surveying the higher education landscape and undertaking constant evaluations. The President then informed the group that the leadership team has met to discuss strategic renewal for the university, keeping its sights set on operations while ensuring strides are still made towards its aspirations. The President then turned the meeting over to Provost Ralph Wilcox.

Provost Wilcox provided an overview of the presentation to come (available on the Board of Trustees website). The Provost remarked that the proposed Accountability Plan supports USF's continued aspirations to become a top 25 public university and a member of the Association of American Universities (AAU). The Provost also informed the committee that the metrics being reported today represent the culmination of deliberative planning, strategic deployment of resources, and collective hard work, dedication, and passion of faculty, staff, and students throughout the entire university community. The Provost also pointed out that, given the global turmoil of the past few months, USF's leadership has chosen not to speculate on a future path yet recognizes that it will likely be necessary to revisit this plan in the coming months as conditions become clearer. The Provost then turned the meeting over to Associate Vice President for

Decision Support Dr. Valeria Garcia to provide an overview of Performance-based Funding (PBF) (available on the Board of Trustees website).

Dr. Garcia provided the committee with a history of PBF within the State University System (SUS) and highlighted USF's record of achievements, including being one of only two institutions to score all of its points in the Excellence category. Dr. Garcia informed the committee that USF anticipates scoring at or above prior years' score of 92 points, all in Excellence once again. Dr. Garcia then provided details for each of the ten PBF metrics and USF's historical and current performance, as well as projections for the future.

After presenting the slides, Dr. Garcia took questions from the trustees. Questions included how the SUS and Board of Governors (BOG) will evolve and react to metrics given and if the data presented is as a consolidated institution or for the Tampa campus. Provost Wilcox responded that the expectation is that trustees may need to reevaluate planning goals in the coming months due to the COVID-19 pandemic and that PBF has always been presented with consolidated data. Trustees and leadership then had a discussion about the impact COVID-19 will have on the ability for incoming students and applicants to take the SAT and ACT for admissions purposes. Trustees and leadership also discussed how rankings would be considered by various publications in regards to the lack of standardized testing. Ensuing discussions also included the university's actions it is taking to ensure diversity of students across race, socioeconomic status, and other factors. Leadership assured trustees that the university is committed to attracting the best and brightest of students and to ensuring equitable experiences to all students, even supporting various outreach programs to assist in college readiness of high school students. Trustees expressed their gratitude and pride in the university for its achievements and commitment to success.

Vice Provost for Planning, Performance and Accountability Dr. Terry Chisolm then presented an overview of Preeminence metrics (available on the Board of Trustees website). Dr. Chisolm began by sharing that for the first time ever USF has met all 12 Preeminence metric benchmarks. For metric F, Science & Engineering Expenditures, Dr. Chisolm explained the university's restated actuals. As the result of a previous Board of Trustees meeting and audit, the Board decided that the university should exclude research expenditures in the NSF HERD Survey from dually appointed USF staff for work they performed at affiliated organizations, such as the Moffitt Cancer Center & Research Institute, as those expenditures had not been included in the university's financial statements, along with a few other identified data reporting changes. Dr. Chisolm ended by giving an overview of the university's endowment and informed the committee that even though the university does not expect to meet the \$500 million endowment Preeminence benchmark, the university will still meet the other 11 Preeminence metrics.

Dr. Garcia then provided an overview (available on the Board of Trustees website) of Key Performance Indicators (KPIs) in the Teaching & Learning grouping; she also commented that unlike PBF and Preeminence, KPIs do not have benchmarks or thresholds associated with them. Dr. Chisolm then ended the Teaching & Learning grouping by discussing the university's licensure and pass rates, highlighting the myriad of success the various colleges have had. Dr. Chisolm then continued the presentation by discussing KPIs for Scholarship, Research & Innovation before turning back to Dr. Garcia to present the KPIs that are institution specific,

including maintaining a normalized citation impact above 1.5. Trustees held a discussion with Vice Provost and Associate Vice President for Strategic Talent Recruitment, University Reputation and Impact Dr. Pritish Mukherjee, further clarifying and providing context around the normalized citation impact. Dr. Mukherjee explained that this metric is a measure of the impact and quality of faculty research and scholarly productivity across the institution and that the score is based on the Category Normalized Citation Impact (CNCI) of all publications/articles with USF-affiliated authorships. The CNCI of each document (publication/article) is calculated by dividing the actual count of citation items for that document by the expected citation rate for documents with the same document type, year of publication and subject area; specifically, the Category Normalized Citation Score is the three-year rolling average of CNCIs for all publications/articles published within a five-year timeframe. Dr. Mukherjee further explained that the latest data encompasses the range from 2012-2016 to 2014-2018 and that at a score of 1.55 for the latest data, USF is well above the global average of 1.0 in this metric. The current value places USF at the top of all Preeminent universities in Florida and at the 25th percentile among the 36 US public AAU institutions, and that the range of values of this metric for AAU public institutions is 1.28 to 2.28, with a mean and median of 1.69.

Provost Wilcox ended the presentation with an overview of enrollment planning and academic program coordination, including new academic programs the university will ask the Board of Trustees to consider in the coming academic year. The Provost also included in his closing remarks that USF is one of the SUS' highest scoring universities and that if we achieve goals for next year as presented we will add an additional four Excellence points.

Chair Tokarz thanked the presenters for their excellent and thorough presentation, as well as all those faculty, staff, and students who did the work to bring these results to fruition. The Chair reinforced that the results speak to the quality of education that USF is providing to students.

Trustee Stephanie Goforth made a motion to accept the 2020 Accountability Plan and to forward it to the full Board of Trustees for consideration, with a second by Trustee Deanna Michael. The motion was approved unanimously by the committee. Chair Tokarz then adjourned the Academics and Campus Environment workshop.

Agenda Item: III.b.

USF Board of Trustees
June 2, 2020

Issue: Faculty Nominations for Tenure

Proposed action: Approval of Nominees for Tenure, USF Tampa

Executive Summary:

Attached is the USF Tampa's list of faculty nominees for tenure for review and approval by the USF Board of Trustees. President Steve Currall has certified that the nominations for tenure have met the requirements and conditions contained in USF Regulations, Policies, and Procedures. He is satisfied that the nominees will make a significant professional contribution to USF and the academic community in general. If approved, tenure will be awarded effective August 7, 2020.

Financial Impact:

USF Tampa faculty granted tenure and promotion will receive a 9% salary increase and \$5000 to Associate Professor and \$7000 to Professor in special achievement. Faculty granted tenure only will not receive a monetary award.

Strategic Goal(s) Item Supports: USF Strategic Plan 2013-2018, Goal II
BOT Committee Review Date: Academic and Campus Environment Work Group – May 14, 2020
Supporting Documentation Online (please circle): Yes No
• Faculty Nominations for Tenure
USF or Campus specific: USF
Prepared by: Dwayne Smith, Senior Vice Provost & Dean, Graduate Studies, 813-974-2267



MEMORANDUM

DATE: June 2, 2020
TO: Jordan B. Zimmerman, Chair
FROM: Steven C. Currall, President
SUBJECT: Faculty Nominations for Tenure, USF Tampa

I am requesting approval by the USF Board of Trustees of the enclosed Faculty Nominations for Tenure at USF Tampa. In nominating these faculty members for tenure, I certify that the requirements and conditions contained in USF Regulations, Policies, and Procedures for the granting of tenure have been met. I am satisfied that the nominees will make a significant professional contribution to USF Tampa and the academic community.

Enclosures

Faculty Nominations for Tenure, USF Tampa - 2019-20 Effective 2020-21
USF Board of Trustees Meeting – June 2, 2020

COLLEGE	FIRST NAME	LAST NAME	RANK UPON HIRE	DEPARTMENT/SCHOOL	DEGREE OF EFFORT*
Arts & Sciences	Janelle	Applequist	Associate Professor	Zimmerman School of Advertising & Mass Communications	1.0
Arts & Sciences	Sylvain	Charbonnier	Associate Professor	School of Geosciences	1.0
Arts & Sciences	Bradford	Gemmell	Associate Professor	Integrative Biology	1.0
Arts & Sciences	Jean-Francois	Biasse	Associate Professor	Mathematics & Statistics	1.0
Arts & Sciences	Giulia	La Mattina	Associate Professor	Economics	1.0
Arts & Sciences	Lu	Lu	Associate Professor	Mathematics & Statistics	1.0
Arts & Sciences	Diana	Rancourt	Associate Professor	Psychology	1.0
Arts & Sciences	Jarod	Rosello	Associate Professor	English	1.0
Arts & Sciences	Joshua	Scacco	Associate Professor	Communication	1.0
Arts & Sciences	Robert	Schlauch	Associate Professor	Psychology	1.0
Behavioral & Community Sciences	Kyaien	Conner	Associate Professor	Mental Health Law & Policy	1.0
Education	Michael	Sherry	Associate Professor	Teaching & Learning (T&L)	1.0
Engineering	Mehran Mozaffari	Kermani	Associate Professor	Computer Science & Engineering	1.0
Engineering	Tansel	Yucelen	Associate Professor	Mechanical Engineering	1.0
Morsani College of Medicine	Timo	Rieg	Associate Professor	Molecular Pharmacology and Physiology	1.0
Muma College of Business	Janelle	Wells	Associate Professor	Marketing	1.0
The Arts	Esra	Akin-Kivanc	Associate Professor	School of Art & Art History	1.0
The Arts	Eun Mi	Ko	Associate Professor	School of Music	1.0
Pharmacy	Janelle	Perkins	Professor	Pharmacotherapeutics & Clinical Research	1.0
Public Health	Rays H. Y.	Jiang	Associate Professor	Public Health	1.0
Public Health	Xiaoming	Liu	Associate Professor	Public Health	1.0

*If Less than 1.0 FTE

University of South Florida
FACULTY NOMINATIONS FOR TENURE
2019-20 effective 2020-21

Prepared by:	Rosie Lopez
Title:	Executive Administrative Specialist
Phone Number:	(813) 974-2267
Date:	4/30/20

USF Health Not Included

Sex, Race/Ethnicity	Applied	Deferred	Withdrawn	Denied	Nominated
MALES					
American Indian or Alaskan Native	0	0	0	0	0
Asian or Pacific Islander	1	0	0	1	0
Black, Not Hispanic	1	0	0	0	1
Hispanic	1	0	0	0	1
White, not Hispanic	7	0	0	0	7
Other	1	0	0	0	1
Total Male	11	0	0	1	10
FEMALES					
American Indian or Alaskan Native	0	0	0	0	0
Asian or Pacific Islander	2	0	0	0	2
Black, not Hispanic	0	0	0	0	0
Hispanic	1	0	0	0	1
White, not Hispanic	4	0	0	0	4
Other	0	0	0	0	0
Total Female	7	0	0	0	7
GRAND TOTAL	18	0	0	1	17

***Eligible: Data is only from departments that have applicants applying during the current process.**
 APPLIED= Faculty whose names have been submitted for tenure review.
 DEFERRED= Faculty for whom tenure was deferred during the review process.
 WITHDRAWN= Faculty who withdrew from tenure consideration after applying for review.
 DENIED= Faculty for whom tenure was denied during the review process.
 NOMINATED= Faculty for whom tenure is being recommended by the University.

University of South Florida
FACULTY NOMINATIONS FOR TENURE
2019-20 effective 2020-21

Prepared by:	Rosie Lopez
Title:	Executive Administrative Specialist
Phone Number:	(813) 974-2267
Date:	4/30/20

USF Health Included

Sex, Race/Ethnicity	Applied	Deferred	Withdrawn	Denied	Nominated
MALES					
American Indian or Alaskan Native	0	0	0	0	0
Asian or Pacific Islander	2	0	0	1	1
Black, Not Hispanic	1	0	0	0	1
Hispanic	1	0	0	0	1
White, not Hispanic	8	0	0	0	8
Other	1	0	0	0	1
Total Male	13	0	0	1	12
FEMALES					
American Indian or Alaskan Native	0	0	0	0	0
Asian or Pacific Islander	4	0	0	0	4
Black, not Hispanic	1	0	0	1	0
Hispanic	1	0	0	0	1
White, not Hispanic	4	0	0	0	4
Other	0	0	0	0	0
Total Female	10	0	0	1	9
GRAND TOTAL	23	0	0	2	21

***Eligible: Data is only from departments that have applicants applying during the current process.**

- APPLIED= Faculty whose names have been submitted for tenure review.
- DEFERRED= Faculty for whom tenure was deferred during the review process.
- WITHDRAWN= Faculty who withdrew from tenure consideration after applying for review.
- DENIED= Faculty for whom tenure was denied during the review process.
- NOMINATED= Faculty for whom tenure is being recommended by the University.

Agenda Item: III.c.

USF Board of Trustees
June 2, 2020

Issue: Tenure Nomination as a Condition of Employment

Proposed action: Approve Tenure as a Condition of Employment

Executive Summary:

Administrators such as the President, Provost, Deans, Chairs, and senior faculty who are recruited to USF are normally awarded tenure as a condition of employment. These highly qualified individuals usually have earned tenure at their previous institutions, which makes them attractive candidates to USF. In order to attract them, USF must provide a package that is competitive with other nationally and internationally ranked institutions. Tenure upon appointment for qualified candidates, among other things, is a term and condition of the employment package that makes USF an institution of choice.

Financial Impact:

Strategic Goal(s) Item Supports: USF Strategic Plan 2013-2018, Goal II

BOT Committee Review Date: Academic and Campus Environment Work Group – **May 14, 2020**

Supporting Documentation Online (please circle): Yes **No**

- Memorandum to Jordan B. Zimmerman, Chair, USF Board of Trustees
- Tenure Nominations as a Condition of Employment
- Faculty Profiles

USF or Campus specific: USF

Prepared by: Dwayne Smith, Senior Vice Provost & Dean, Graduate Studies, 813-974-2267



MEMORANDUM

DATE: June 2, 2020
TO: Jordan B. Zimmerman, Chair
FROM: Steven C. Currall, President
SUBJECT: Tenure as a Condition of Employment Nominations

I am requesting approval by the USF Board of Trustees of the enclosed Tenure as a Condition of Employment Nominations at USF. In nominating these faculty members for tenure, I certify that the requirements and conditions contained in USF Regulations, Policies, and Procedures for the granting of tenure have been met. I am satisfied that the nominee will make a significant professional contribution to USF and the academic community.

Enclosures



Faculty Nominations for Tenure as a Condition of Employment
USF Board of Trustees Meeting – June 2, 2020

<u>College</u>	<u>Name</u>	<u>Rank</u>	<u>Department/ School</u>	<u>Degree of Effort*</u>	<u>Previous Institution</u>	<u>Tenure at Previous Institution</u>
Arts & Sciences	Marcus Cooke, PhD	Professor	Cell, Micro and Molecular Biology	1.0	Florida International University	Yes
Arts & Sciences	Liane Robertson, PhD	Associate Professor & Director	English	1.0	William Patterson University	Yes
Arts & Sciences	Stanley M. Stevens Jr., PhD	Associate Professor	Cell, Micro and Molecular Biology	1.0	Albany College of Pharmacy and Health Sciences	Yes
Public Health	Edwin Michael, PhD	Professor	College of Public Health	1.0 .75 TE	University of Notre Dame Notre Dame, Indiana	Yes
Public Health	Jason Salemi, PhD	Associate Professor	College of Public Health	1.0 .75 TE	Baylor College of Medicine, Houston, TX	Yes

*If less than 1.0 FTE

**University of South Florida
Tenure Nominations as a Condition of Employment**

1

Arts & Sciences**Marcus Stanley Cooke, PhD**

Dr. Marcus Cooke will join the faculty at the College of Arts & Sciences in August 2020 as a Professor in the Department of Cell Biology, Microbiology & Molecular Biology (CMMB). Dr. Cooke comes to us from Florida International University. His area of expertise is *Oxidative stress, and genomic instability: From basic mechanisms to translational application of validated biomarkers to study human health and disease*. In 2014, his expertise in leading one of the foremost groups in the UK undertaking oxidative stress research, specifically DNA damage, was transferred to my group at Florida International University. He is internationally recognized as a leader in understanding the source, significance, and measurement of modified (oxidised) DNA and extracellular nucleobases, and (2'-deoxy) nucleosides which, in our hands, can be minimally/non-invasive biomarkers of genotoxicity (e.g. oxidative stress). More recently, he pioneered the novel approach of urinary DNA adductomics, incorporating targeted and non-targeted approaches into my lab's portfolio. Dr. Cooke has a total of 119 publications, resulting in *h*-indexes of 37 (Scopus) and 43 (Google Scholar) based on citation counts of 6,755 (Scopus) and 9,564 (Google Scholar). As well, he is the PI, or co-PI, of grant awards totaling ~£3.1 million in UK/EU (\$5 million) and a further \$2.13 million in US (of which ~\$2 million is NIH funding awarded, since 2017). He serves on the editorial boards of *Scientific Reports*, *Biomarkers*, *International Journal of Molecular Sciences*, and has been a reviewer for over 98 international journals. The faculty of the Department of Cell Biology, Microbiology & Molecular Biology (CMMB) recommend tenure upon employment at the rank of Professor. Dr. Eric Eisenberg, Dean, Arts & Sciences, along with Provost Ralph Wilcox and President Steven C. Currall, concur with this recommendation for tenure upon appointment.

**University of South Florida
Tenure Nominations as a Condition of Employment**

2

Arts & Sciences**Liane Robertson, PhD**

Dr. Robertson will join the faculty at the College of Arts & Sciences in August 2020 as an Associate Professor with the Department of English and the Director of the First Year Composition program. Dr. Robertson comes to us from William Paterson University, a public comprehensive, Hispanic-serving institution which she joined in 2011; she earned tenure and promotion there in 2016. She holds a Ph.D. in Rhetoric and Composition from Florida State University (2011), and an M.A. in the Teaching of Writing from Eastern Michigan University (2007). She has extensive administrative experience, including serving as the Director of University Core Curriculum (appointed, 2019-present), the Director of Writing Across the Curriculum (appointed, 2015-present), and the Assistant Director, Program in Writing and Rhetoric (since 2013) at William Paterson; she also served as Director, Florida State University Reading-Writing Center (2009-2011) and Assistant Director, Florida State University First-Year Composition Program (appointed 2009-10). She is a leading researcher in knowledge transfer in writing studies where she has focused particularly on its impact on student learning in first-year writing. She has published 15 co-authored peer-reviewed essays or book chapters and one award-winning co-authored monograph. Her scholarship on knowledge transfer has won numerous awards and grants; she is a two-time accepted researcher, and now Team Leader, for the prestigious Elon University Writing Beyond the University Research Seminar, 2019-2021. She is also a dedicated teacher and mentor, with fifteen years' experience in higher education. The faculty of the Department of Liane Robertson recommend tenure upon employment at the rank of Associate Professor. Dr. Eric Eisenberg, Dean, Arts & Sciences along with Provost Ralph Wilcox and President Steven C. Currall, concur with this recommendation for tenure upon appointment.

University of South Florida
Tenure Nominations as a Condition of Employment

3

Arts & Sciences

Stanley M. Stevens, Jr., PhD

Dr. Stanley Stevens will join the faculty at the College of Arts & Sciences in August 2020 as an Associate Professor with the Department of Cell Biology, Microbiology & Molecular Biology (CMMB). Dr. Stevens comes to us from Albany College of Pharmacy and Health Sciences.

Stanley Stevens received his Ph.D. in Chemistry, and did his postdoctoral research studies at the University of Florida in the areas of bioanalytical mass spectrometry and drug discovery. Over the past 18 years, his research has focused on development and biomedical application of novel mass spectrometry-based approaches where he has collaborated with numerous investigators to investigate mechanisms underlying fundamental biological processes as well as human disease. In addition to his collaborative work, Dr. Stevens' research program has been studying the effects of alcohol on the brain and liver with specific focus on how alcohol and alcohol-induced oxidative stress affects epigenetic processes. His alcohol-related research has been continuously funded by the NIH/NIAAA since 2013, and he currently is awarded R01, R21, and R03 grants to study novel epigenetic mechanisms related to the neuroimmune response to alcohol. In terms of publications, Dr. Stevens' research has led to 7 book chapters and 74 peer-reviewed papers, which demonstrate the application of mass spectrometry-based proteomics to global-scale protein expression and post-translational modification characterization in various biomedical areas including cancer, T2D, Alzheimer's disease and age-related disorders, bacterial pathogenesis, alcohol abuse, and drug discovery. He has served as an *ad hoc* reviewer for the National Institutes of Health for the shared instrumentation grant program as well as the Neurotoxicology and Alcohol study section. The faculty of the Department of Cell Biology, Microbiology & Molecular Biology (CMMB) recommend tenure upon employment at the rank of Associate Professor. Dr. Eric Eisenberg, Dean, Arts & Sciences, along with Provost Ralph Wilcox and President Steven C. Currall, concur with this recommendation for tenure upon appointment.

**University of South Florida
Tenure Nominations as a Condition of Employment**

4

USF Health, College of Public Health**Edwin Michael, PhD**

Dr. Michael was selected as a result of a national search for a senior Epidemiologist and will join USF and the College of Public Health at the rank of Professor on June 19, 2020. Dr. Michael is currently a tenured Professor in the Department of Biological Sciences at Notre Dame University. Prior to joining Notre Dame, Dr. Michael was a tenured Professor at Imperial College of Science, Technology & Medicine in London, England where he earned his PhD in Parasite Epidemiology. He is an expert in the field of mathematic modeling of infectious diseases, developing mathematical models and using computer science approaches to control and eradicate vector-borne disease. He has served as PI, Co-PI or investigator with more than \$6 million in funding by the NIH and the Gates Foundation and previously by the Medical Research Council of the UK and the European Union. Most recently, he was awarded \$1.43 million in funding from NIH and the Gates Foundation. Currently, Dr. Michael has more than \$5.7 million in grants pending with NIH. He has published over 150 articles in peer reviewed journals. He has co-authored four books, written 12 book chapters and 9 reports. He has given 80 presentations at national and/or international conferences. Dr. Michael is an excellent teacher. He served as the director of undergraduate education while at Imperial College. He supervised 10 successful PhD dissertation students and 13 master's thesis students, while also serving examiner for 11 PhD examinations. At Notre Dame he has supervised or co-supervised 8 PhD dissertations and 23 master's theses. Dr. Michael is a member of the Bill and Melinda Gates Foundation Modeling Consortium for Neglected Tropical Diseases. He has served on various NIH Study Sections, NSF Review Panels and other international granting entities. His international reputation has led to guiding policy-making at WHO, and the Gates Foundation. The COPH Appointment, Promotion and Tenure Committee recommend Dr. Michael for tenure at the rank of Professor. Dr. Charles J. Lockwood, Senior VP of USF Health, and Dean, MCOM, along with Provost Ralph Wilcox and President Steven C. Currall, concur with this recommendation for tenure upon appointment.

**University of South Florida
Tenure Nominations as a Condition of Employment**

5

USF Health, College of Public Health**Jason Salemi, PhD**

Dr. Jason L. Salemi joined the College of Public Health (COPH) on February 10, 2020. Dr. Salemi received his BSc in Biology/Pre-Med Sciences at the University of South Florida. He received his PhD in Epidemiology, a Graduate Certificate in Biostatistics, and a Graduate Certificate in Applied Biostatistics from USF COPH. Dr. Salemi joined the Baylor College of Medicine in Houston, Texas as a tenure-earning Assistant Professor in 2014. He was promoted to Associate Professor with tenure in 2019. Dr. Salemi has a national reputation as a leader in population-based perinatal epidemiology, specializing in birth defects surveillance methods and evaluation of registry data quality. Since 2003, he has provided the primary expertise for more than \$8.6 million in Federal and State funded grants or contracts, \$2.9 million of which he served as PI, Co-PI or Co-I. He has published more than 130 peer-reviewed papers and 41 abstracts. Dr. Salemi has contributed to numerous lectures and presentations at state, regional, national and international meetings, including 30 presentations and 63 poster presentations. He is the current president of the National Birth Defects Prevention Network (NBDPN), the largest not-for-profit organization in the United States focusing on state-based birth defects surveillance and a group with which the Teratology Society and Center for Disease Control (CDC) work closely. He was Chair of the Surveillance Guidelines and Standards Committee for the NBDPN which was charged with working with the CDC and other partners to develop a series of critical tools for surveillance programs to use in responding to the Zika virus pandemic. Dr. Salemi is also an outstanding teacher. While at Baylor Dr. Salemi mentored 11 junior faculty, 18 fellows/residents and 5 medical students, as well as serving on doctoral committees for students at USF. He served in several educational leadership roles including the Assistant Director of a T32 primary care research fellowship, and Training Curriculum Director for a HRSA-funded undergraduate training grant. The COPH Appointment, Promotion and Tenure Committee recommend Dr. Salemi for tenure at the rank of Associate Professor. Dr. Charles J. Lockwood, Senior VP of USF Health, and Dean, MCOM, along with Provost Ralph Wilcox and President Steven C. Currall, concur with this recommendation for tenure upon appointment.

Agenda Item: III.d.

USF Board of Trustees
June 2, 2020

Issue: Faculty Nominations for Tenure

Proposed action: Approve USF St. Petersburg Faculty Nominees for Tenure

Executive Summary:

Attached is USF St. Petersburg list of faculty nominees for tenure for review and approval by the USF Board of Trustees. President Steve Currall has certified that the nominations for tenure have met the requirements and conditions contained in USF Regulations, Policies, and Procedures. He is satisfied that the nominees will make a significant professional contribution to USF St. Petersburg and the academic community in general. If approved, tenure will be awarded effective August 7, 2020.

Financial Impact:

All tenured employees and librarians receiving promotions shall receive a 9% increase to their base salary. In addition, employees promoted to Assistant Professor/Assistant University Librarian shall receive an additional \$3,000 base increase; employees promoted to Associate Professor/Associate University Librarian shall receive an additional \$5,000 base increase; employees promoted to Professor/University Librarian shall receive an additional \$7,000 base increase.

Strategic Goal(s) Item Supports:

USF St. Petersburg Strategic Plan 2014-2019, Goal 3
USF Strategic Plan 2013-2018, Goal II

BOT Committee Review Date:

Academic and Campus Environment Committee – **May 14, 2020**

Supporting Documentation Online (please circle):

Yes

No

Memorandum to Jordan B. Zimmerman, Chair, USF Board of Trustees
Faculty Nominations for Tenure

USF or Campus specific: USF St. Petersburg

Prepared by: Dr. Martin Tadlock, CAO and Regional Chancellor, 727-873-4460

MEMORANDUM

DATE: June 2, 2020

TO: Jordan B. Zimmerman, Chair

FROM: Steven Currall, President

SUBJECT: Faculty Nominations for Tenure, USF St. Petersburg

I am requesting approval by the USF Board of Trustees of the enclosed Faculty Nominations for Tenure at USF St. Petersburg. In nominating these faculty members for tenure, I certify that the requirements and conditions contained in USF Regulations, Policies, and Procedures for the granting of tenure have been met. I am satisfied that the nominees will make a significant professional contribution to USF St. Petersburg and the academic community.

Thank you for your consideration of this request.

Enclosures

Faculty Nominations for Tenure, USF St. Petersburg
USF Board of Trustees Meeting – June 2, 2020

College	Name	Rank Upon Tenure	Discipline	Degree of Effort*
College of Arts and Sciences	Elizabeth Herrmann	Associate Professor	Verbal & Visual Arts	1.0
College of Arts and Sciences	Felipe Mantilla	Associate Professor	History and Politics	1.0
College of Arts and Sciences	Byron Miller	Associate Professor	Society, Culture and Language	1.0
College of Arts and Sciences	Jennifer O'Brien	Associate Professor	Psychology	1.0

* If Less than 1.0 FTE

**Florida Equity Reports
University of South Florida St. Petersburg
2019- 2020**

PART VII: Protected-class Representation in the Tenure Process, 2019-2020

Sex, Race/Ethnicity	*Applied	*Withdrawn	*Denied	*Deferred	*Nominated
MALES					
American Indian or Alaskan Native	0	0	0	0	0
Asian	0	0	0	0	0
Black or African American	1	0	0	0	1
Hispanic	0	0	0	0	0
Native Hawaiian/Other Pacific Islander					
Two or More Races	0	0	0	0	0
White	1	0	0	0	1
Other, Not Reported	0	0	0	0	0
Total Male (include Other, Not Reported)	2	0	0	0	2
FEMALES					
American Indian or Alaskan Native	0	0	0	0	0
Asian	0	0	0	0	0
Black or African American	0	0	0	0	0
Hispanic	0	0	0	0	0
Native Hawaiian/Other Pacific Islander					
Two or More Races	0	0	0	0	0
White	2	0	0	0	2
Other, Not Reported	0	0	0	0	0
Total Female (Number and Percent) (include Other, Not Reported)	2	0	0	0	2
GRAND TOTAL	4	0	0	0	4

*APPLIED: Faculty whose names have been submitted for tenure review. Sum of Withdrawn, Denied, and Nominated (or provide explanation).

*WITHDRAWN: Faculty who withdrew from tenure consideration after applying for review.

*DENIED: Faculty for whom tenure was denied during the review process.

*NOMINATED Faculty for whom tenure is being recommended by the University.

Florida Equity Reports
University of South Florida St. Petersburg

2019-2020

PART VIII: Tenure and Promotion Committee Composition, AY 2019-2020

Type of Committee		Black, not Hispanic		American Indian/ Alaskan Native		Asian or Pacific Islander		Hispanic		White, not Hispanic		Other, Not Reported		Total including Other, Not Reported	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F
University Committee	E	0	0	0	0	0	0	1	0	4	1	0	0	5	1
	S	0	0	0	0	0	0	1	0	4	1	0	0	5	1
College of Business	E	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	S	0	0	0	0	0	0	0	0	0	0	0	0	0	0
College of Arts & Sciences	E	0	0	0	0	0	0	0	0	3	2	0	0	3	2
	S	0	0	0	0	0	0	0	0	3	2	0	0	3	2
College of Education	E	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	S	0	0	0	0	0	0	0	0	0	0	0	0	0	0

E = Eligible to serve

S = Actually served (may include faculty from other USF campuses, who are not counted in eligible to serve)

Agenda Item: III.e.

USF Board of Trustees
June 2, 2020

Issue: Faculty Nominations for Tenure

Proposed action: Approve USF Sarasota-Manatee Faculty Nominees for Tenure

Background information:

Attached is USF Sarasota-Manatee's list of faculty nominees for tenure for review and approval by the USF Board of Trustees. President Currall has certified that the nominations for tenure have met the requirements and conditions contained in USF Regulations, Policies, and Procedures. He is satisfied that the nominees will make a significant professional contribution to the University of South Florida and the academic community in general. If approved, tenure will be awarded effective August 7, 2020.

Financial Impact:

USF Sarasota-Manatee faculty granted tenure and promotion will receive a 9% salary increase and \$5000 to Associate Professor and \$7000 to Professor in special achievement. Faculty granted tenure only will not receive a monetary award.

Strategic Goal(s) Item Supports:

USF Sarasota-Manatee Strategic Plan 2015-2020, Goals 4 and 5
USF Strategic Plan 2013-2018, Goal 1

Workgroup Review Date:

Academic and Campus Environment Committee – May 14, 2020

Supporting Documentation Online (please circle): **Yes** **No**

Memorandum to Jordan Zimmerman, Chair, USF Board of Trustees
Faculty Nomination for Tenure

USF System or Institution specific:

USF Sarasota-Manatee

Prepared by: Karen Holbrook, Regional Chancellor, 941-359-4340



MEMORANDUM

DATE: May 4, 2020
TO: Jordan Zimmerman, Chair
FROM: Steven Currall, President, University of South Florida

I am requesting that the enclosed—Faculty Nominations for Tenure, USF Sarasota-Manatee—submitted to the USF Board of Trustees, be approved. In nominating these faculty members for tenure, I certify that the requirements and conditions contained in the USF Regulations, Policies, and Procedures for the granting of tenure have been met. I am satisfied that the nominees will make a significant professional contribution to USF Sarasota-Manatee and to the greater USF community.

Nominees for tenure:
Jessica Grosholz, Criminology
Carlos Jimenez-Angueira, Accounting

Thank you for your consideration of this request. Please call me if you have any questions.



USF Board of Trustees Meeting

Faculty Nominations for Tenure, USF Sarasota-Manatee- Effective 2020/2021

College	Name	Rank Upon Tenure	Discipline	Degree of Effort*
USFSM College of Business	Carlos Jimenez-Anguiera	Associate Professor	Accounting	
USFSM College of Liberal Arts and Social Sciences	Jessica Grosholz	Associate Professor	Criminology	

*if less than 1.0 FTE



Florida Equity Reports

University of South Florida Sarasota-Manatee

2019- 2020

PART VII: Protected-class Representation in the Tenure Process, 2019-2020

Sex, Race/Ethnicity	*Applied	*Withdrawn	*Denied	*Deferred	*Nominated
MALES					
American Indian or Alaskan Native	0	0	0	0	0
Asian	0	0	0	0	0
Black or African American	0	0	0	0	0
Hispanic	1	0	0	0	1
Native Hawaiian/Other Pacific Islander	0	0	0	0	0
Two or More Races	0	0	0	0	0
White	0	0	0	0	0
Other, Not Reported	0	0	0	0	0
Total Male (include Other, Not Reported)	1	0	0	0	1
FEMALES					
American Indian or Alaskan Native	0	0	0	0	0
Asian	0	0	0	0	0
Black or African American	0	0	0	0	0
Hispanic	0	0	0	0	0
Native Hawaiian/Other Pacific Islander	0	0	0	0	0
Two or More Races	0	0	0	0	0
White	2	0	0	0	0
Other, Not Reported	0	0	0	0	0
Total Female (Number and Percent) (include Other, Not Reported)	2	0	1	0	1
	66.6%	0.0%	33.3%	0.0%	33.3%
GRAND TOTAL	3	0	1	0	2

*APPLIED: Faculty whose names have been submitted for tenure review. Sum of Withdrawn, Denied, and Nominated (or provide explanation). *WITHDRAWN: Faculty who withdrew from tenure consideration after applying for review.

*DENIED: Faculty for whom tenure was denied during the review process.

*NOMINATED Faculty for whom tenure is being recommended by the University.

Agenda Item: III.f.

USF Board of Trustees
(June 2, 2020)

Issue: Degree Program Termination - Master's of Arts in Adult Education, CIP Code 13.1201

Proposed action: Approval

Executive Summary:

USF offers interrelated graduate degree programs in both Adult Education (CIP 13.1201) and Career & Workforce/Technical Education (CIP 13.1320). Key faculty members teaching in the traditionally-focused M.A. in Adult Education retired and enrollments were declining. Rather than continue the two separate but related graduate degree programs, it was determined that current workforce needs could be best met through curricular revisions in the Career & Workforce/Technical Education program to incorporate the key components of the Adult Education program, and thus allows for the termination of the Master's Degree program in CIP 13.1201.

Currently enrolled students in the M.A. in Adult Education are being provided with all necessary coursework to complete their programs of study. The one remaining full-time faculty member and adjunct faculty member teaching courses in the Adult Education M.A. program will continue to teach courses in a related Graduate Certificate Program and in the Curriculum & Instruction Ph.D. program in a track focused on Adult Education.

Financial Impact: No financial impact.

Strategic Goal(s) Item Supports: Student Success

BOT Committee Review Date: May 14, 2020 (ACE)

Supporting Documentation Online (*please circle*):

Yes

No

USF System or Institution specific: USF Tampa

Prepared by: Theresa Chisolm, Ph.D., Vice Provost Planning, Performance and Accountability

Revised 12/2016

Board of Governors, State University System of Florida
ACADEMIC DEGREE PROGRAM TERMINATION FORM
In Accordance with BOG Regulation 8.012

UNIVERSITY: University of South Florida

PROGRAM NAME: Adult Education

DEGREE LEVEL(S): M
(B., M., Ph.D., Ed.D., etc.)

CIP CODE: 13.1201
(Classification of Instructional Programs)

ANTICIPATED TERMINATION TERM: Fall 2020
(First term when no new students will be accepted into the program)

ANTICIPATED PHASE-OUT TERM: Spring 2021
(First term when no student data will be reported for this program)

Please use this form for academic program termination. The form should be approved by the University Board of Trustees (UBOT) prior to submission to the Board of Governors, State University System of Florida for consideration. Please fill out this form completely for each program to be terminated in order for your request to be processed as quickly as possible. Attach additional pages as necessary to provide a complete response. In the case of baccalaureate or master's degree programs, the UBOT may approve termination in accordance with BOG Regulation 8.012, with notification sent to the Board of Governors, Office of Academic and Student Affairs. For doctoral level programs please submit this form with all the appropriate signatures for Board of Governors' consideration. The issues outlined below should be examined by the UBOT when approving program terminations.

1. Provide a narrative rationale for the request to terminate the program.

The M.A. in Adult Education program has lost key faculty due to retirements. There is only one remaining tenured faculty member, and the program cannot be sustained beyond the degree completion of the current student cohort.

Revised 12/2016

- 2. Indicate on which campus(es) the program is being offered and the extent to which the proposed termination has had or will have an impact on enrollment, enrollment planning, and/or the reallocation of resources.**

The program is offered only on the Tampa campus. Enrollments in the degree have been declining with retirements of key faculty.

- 3. Explain how the university intends to accommodate any students or faculty who are currently active in the program scheduled to be terminated. State what steps have been taken to inform students and faculty of the intent to terminate the program. Please provide the date when the teach-out plan was submitted to SACSCOC, if applicable.**

Coursework in the M.A. in Adult Education follows a specified course sequence with students taking 2-3 courses each semester, allowing students to complete the degree in 4 semesters. Students currently in the program were informed of the intent to close the program in fall 2019 and were provided a course schedule that would enable them to complete their planned program of study. Students will be on track to complete the degree by fall 2020.

The full-time faculty member was made aware of the intent to close the program at the same time and was involved in the development of the course schedule. The adjunct instructor was also made aware of the intent to close the program at that time.

- 4. Provide data (and cite sources) on the gender and racial distribution of students in and faculty affiliated with the program. For faculty, also list the rank and tenure status of all affected individuals.**

There are currently 16 students in the M.A. in Adult Education program: 12 female, 4 male; 1 Hispanic, 1 Black, 7 White, 1 Multiracial, 5 Non-resident International; 1 Race Not Reported. Data source: USF InfoCenter

The one remaining faculty member is female, White, and a tenured full Professor.

The one adjunct instructor is female, White.

- 5. Identify any potential negative impact of the proposed action on the current representation of females, minorities, faculty, and students in the program.**

We do not expect any negative impact. The remaining faculty member and adjunct

Revised 12/2016

instructor will continue to be able to provide courses in the Leadership in Developing Human Resources Graduate Certificate and in the Adult Education emphasis in the Ph.D. in Curriculum and Instruction. Student demographics in these two areas of study are: 9 female, 10 male; 2 Hispanic, 4 Black, 9 White, 2 Non-resident International; 2 Race Not Reported. Data source: Banner

6. **If this is a baccalaureate program, please explain how and when the Florida College System (FCS) institutions have been notified of its termination so that students can be notified accordingly.**

N/A

Revised 12/2016

2-28-2020

Signature of Requestor/Initiator

Date

3/2/2020

Signature of Campus EO Officer

Date

DocuSigned by:

Rob Knoppel

3/2/2020

E94501EC37144E1

Signature of College Dean

Date

DocuSigned by:

Ralph Wilcox

4/21/2020

959DB669077C491

Signature of President or Vice President for Academic Affairs

Date

Date Approved by the Board of Trustees

Date

Signature of the Chair of the Board of Trustees

Date

Agenda Item: III.g.

USF Board of Trustees

June 2, 2020

Issue: USF Regulation 3.007: Degree Requirement:
Baccalaureate/Undergraduate

Proposed action: Amend USF Regulation 3.007: Degree Requirement:
Baccalaureate/Undergraduate

Executive Summary:

Regulation 3.007 is being revised to reflect USF Consolidation to a single institution, to bring it up to date to reflect the University's current needs in regards to a student's eligibility to receive a Baccalaureate degree from the University, and to satisfy the SACSCOC requirement.

Financial Impact:

Strategic Goal(s) Item Supports: Goal One: Well-educated and highly skilled global citizens through our continuing commitment to student success.

BOT Committee Review Date: ACE – May 14, 2020

Supporting Documentation Online (please circle): Yes No

USF or Campus specific: USF

Prepared by: Patsy Ciaccio, Office of the General Counsel, 813-974-1661



UNIVERSITY OF SOUTH FLORIDA

REGULATION

Number: USF3.007
Title: Degree Requirements:
 Baccalaureate/Undergraduate
Responsible Office: Academic Affairs

Date of Origin: 10-6-75

Date Last Amended: 5-3-18 (technical)

Date Last Reviewed: 5-3-18

1

2 A student is academically eligible to receive a Baccalaureate degree from ~~individual institutions in the~~
 3 University of South Florida ~~System~~-(USF-~~System~~) when ~~a student they~~ completes the requirements of
 4 entities including (1) the Board of Governors (BOG), (2) ~~the USF System~~, (3) the Program ~~and/or~~
 5 College ~~_requirements_ or Institution requirements~~, and (4) general academic approval by the
 6 University. The requirements are outlined in more detail below.

7 **(1) Board of Governors Basic Requirements:** (established by Florida state law and the Board of
 8 Governors Regulations [6.017](#), [8.005](#) and [8.006](#).)

9 **(a) Satisfactory completion of general education requirements consisting of a minimum of:**

10 1. Thirty-six (36) semester hours in the subject areas of communication, mathematics, social
 11 sciences, humanities, and natural sciences, including:

12 a. Six (6) semester hours of English coursework (formerly known as Gordon ~~Rule Rule~~
 13 ~~Communication courses~~) in which the student is required to demonstrate college-level
 14 writing skills through multiple assignments and six (6) additional semester hours of
 15 coursework with similar writing requirements. Students awarded college credit in
 16 English based on their demonstration of writing skills through dual enrollment,
 17 advanced placement, or international baccalaureate instruction shall be considered to
 18 have satisfied this requirement to the extent of the college credit awarded.

19 b. Six (6) semester hours of mathematics coursework (formerly known as Gordon Rule
 20 ~~Computation courses~~) at the level of college algebra or higher. Applied logic, statistics
 21 and other computation-based coursework that may not be offered by a mathematics
 22 department may be used to fulfill three (3) of the six (6) hours required by this section.
 23 Students awarded college credit based on their demonstration of mathematics skills at
 24 the level of college algebra or higher through dual enrollment, advanced placement, or
 25 international baccalaureate instruction shall be considered to have satisfied this
 26 requirement to the extent of the college credit awarded.

- 27 c. ~~For Beginning with the Fall 2015 term,~~ students entering the University as a first-time-
 28 in-college student ~~beginning Fall term 2015,~~ must complete at least one (1) course
 29 from each of the general education core subject areas listed below in this section. These
 30 courses comprise the general education core as required per section 1007.25(3),
 31 Florida Statutes.
- 32 1. One of the following courses in Communication: ENC X101 English
 33 Composition I; or A course with an ENC prefix for which ENC X101 is a
 34 direct prerequisite.
 - 35 2. One of the following courses in Humanities: ARH X000 Art Appreciation; or
 36 HUM X020 Introduction to Humanities; or LIT X000 Introduction to
 37 Literature; or MUL X010 Introduction to Music Literature/Music
 38 Appreciation; or PHI X010 Introduction to Philosophy; or THE X000
 39 Theatre Appreciation.
 - 40 3. MAC X105 College Algebra; or MAC X311 Calculus I; or MGF X106 Liberal
 41 Arts Mathematics I; or MGF X107 Liberal Arts Mathematics II; or STA X023
 42 Statistical Methods; or a mathematics course for which one of the above
 43 general education core course options in mathematics is a direct prerequisite.
 - 44 4. One of the following courses in Natural Sciences: AST X002 Descriptive
 45 Astronomy; or BSC X005 General Biology; or BSC X010 General Biology I;
 46 or BSC X085 Anatomy and Physiology I; or CHM X020 Chemistry for Liberal
 47 Studies; or CHM X045 General Chemistry I; or ESC X000 Introduction to
 48 Earth Science; or EVR X001 Introduction to Environmental Science; or PHY
 49 X020 Fundamentals of Physics; or PHY X048 General Physics with Calculus;
 50 or PHY X053 General Physics I; or a natural science course for which one of
 51 the above general education core course options in natural science is a direct
 52 prerequisite.
 - 53 5. One of the following courses in Social Sciences: AMH X020 ~~Introductory~~
 54 ~~Survey Since 1877~~ American History II; or ANT X000 Introduction to
 55 Anthropology; or ECO X013 Macroeconomics; or POS X041 American
 56 Government; or PSY X012 Introduction to Psychology; or SYG X000
 57 Principles of Sociology.

58 **NOTE:** Students who transfer into a state university or between state universities shall be required
 59 to meet the above general education core requirements if the students were classified as first-time-in-
 60 college at their original postsecondary institution as of the Fall ~~Term~~-2015 term and thereafter. Any
 61 course accepted by an institution in the Florida College System or State University System as meeting
 62 the general education core at that institution shall be accepted as meeting the core requirements at all
 63 institutions. All credit earned by other transfer students shall be evaluated by the receiving institution
 64 on a course-by-course basis to determine core equivalency. Credit earned through an acceleration
 65 mechanism in Section 1007.27, Florida Statutes and Board of Governors Regulation 6.006, will meet
 66 the related general education core course requirement.

67 **(b) Civic Literacy**

68 Baccalaureate degree-seeking students who initially entering a state university institution in the Ffall
69 semester 2018 semester and thereafter must demonstrate competency in civic literacy through one of
70 the following options prior to graduation:

71 (1) Successfully passing either POS_X041 American Government or AMH_X020 Introductory Survey
72 Since 1877 American History II. Each of the courses must include the following competencies:

- 73 a. Understanding of the basic principles and practices of American democracy and how they are
74 applied in our republican form of government;
- 75 b. An understanding of the United States Constitution and its application;
- 76 c. Knowledge of the founding documents and how they have shaped the nature and functions
77 of our institutions of self-government; and
- 78 d. An understanding of landmark Supreme Court cases, landmark legislation and landmark
79 executive actions and their impact on law and society.

80 (2) Achieving the standard score on one of the following assessments:

81

Assessment	Standard Score
U.S. Citizenship and Immigration Services Naturalization Test – Civics (U.S. history and government) with supplemental questions	60
Advanced Placement Government and Politics: United States	3
Advanced Placement United States History	4
CLEP American Government	50

82

83 **(c) Updates or changes to State and BOG Requirements.** ~~The USF System~~USF must comply
84 with any updates or changes to state mandates or BOG requirements. ~~The USF System~~USF will
85 incorporate those changes in this Regulation by technical amendment as quickly as possible. However,
86 at all times, including what may be an interim processing time, students will be held to the most current
87 standards established by the BOG or state law.

88

89 **(2) ~~USF System~~USF Requirements.** In addition to Florida Board of Governors and/or state
 90 requirements, ~~the USF System~~USF has the following USF specific minimum requirements that are
 91 designed to assure the academic integrity of the degree programs ~~at each System Institution:~~

92 a. Successful completion of a minimum of 120 unduplicated semester credit hours through
 93 university coursework, acceleration mechanisms, and/or transfer credit, including courses
 94 specifically approved as repeatable for credit ~~within the System~~ (e.g. practica, ensembles and
 95 field experiences);

96 b. A minimum adjusted grade point average (GPA) of 2.00 on all course-work taken at ~~the USF~~
 97 ~~System~~USF ~~Institution from which the degree is conferred~~ and an overall 2.00 ~~average~~ GPA
 98 on all college-level work attempted;

99 c. Satisfactory completion of major requirements in a chosen degree program, including
 100 additional requirements set by ~~the USF System~~USF ~~Institution Campus and~~ the college
 101 offering the degree, ~~as published in the current~~ Graduate/Undergraduate Catalog;

102 d. Successful completion of at least forty-two (42) semester ~~credit~~ hours in courses numbered
 103 3000 and above;

104 e. Successful completion of at least 25% of the total credit hours required for the degree ~~program~~
 105 must be in courses offered by ~~the USF System Institution conferring the degree;~~

106 f. Registration and successful completion of at least thirty (30) of the last sixty (60) semester
 107 hours ~~at the USF System Institution (home institution) from which the degree is to be~~
 108 ~~conferred~~ ~~must be completed at USF. In cases of emergency, a maximum of six (6) hours of~~
 109 ~~the final thirty (30) semester hours may be completed by correspondence or residence at~~
 110 ~~another accredited senior institution with the approval of the academic dean. Exceptions to the~~
 111 ~~home institution rules in this paragraph may be made for students who are enrolled at other~~
 112 ~~universities in USF-approved exchanges, study abroad programs, co-op training programs or~~
 113 ~~correspondence courses from the University of Florida. CLEP credit does not count toward~~
 114 ~~academic residence; CLEP credit does not count toward academic residence. Colleges may~~
 115 ~~have specific academic residency requirements for specified degrees and students are~~
 116 ~~responsible for reviewing the current~~ Graduate/Undergraduate Catalog to ensure compliance.;

117 ~~g. Beginning fall semester 2012, students must complete successfully at least 50% of the required~~
 118 ~~courses in the major in courses offered by the USF System Institution conferring the degree.~~
 119 ~~In cases of hardship or lack of course availability, individual exceptions may be approved by~~
 120 ~~the respective College Deans or designees to help ensure timely graduation;~~

121 ~~h. To help ensure that students are on track to graduate and are less likely to have excess credit~~
 122 ~~hours, students are required to apply to change USF institutions (USF, USFSM, USFSP) and~~
 123 ~~follow the . All FTIC students must have completed at least three consecutive semesters, not~~
 124 ~~including summer (i.e., Fall, Spring, Fall), at their current institution before change of~~
 125 ~~institution requests will be processed. The request to change institutions must be signed off~~
 126 ~~by the student and approved by the incoming USF institution.~~

127 ~~i.g.~~ Students who have entered a university in the ~~State of Florida~~ State University System (SUS)
 128 with fewer than sixty (60) hours of credit are required to earn at least nine (9) credit hours
 129 prior to graduation by attendance in one or more summer terms in courses offered by ~~a USF~~
 130 ~~System Institution~~ or any one of the ~~State University System of Florida~~ SUS institutions. This
 131 requirement may be waived in cases of unusual hardship to the individual;

132 ~~j.h.~~ Satisfaction of the foreign-language admissions requirement by having two (2) sequential units
 133 of the same foreign language in high school, or eight (8) ~~semester-credit~~ hours of the same
 134 foreign language in college, or documented equivalent proficiency; ~~and~~

135 ~~k.~~ ~~The student's degree program (major) will appear on the baccalaureate diploma. (If a student~~
 136 ~~satisfies all requirements for two (2) majors, including admission, prerequisite, core, etc., both~~
 137 ~~majors may appear on the diploma).~~

138 **(3) Program and/or, College, or Institutional Requirements:** All students must be aware of and
 139 satisfactorily complete any additional requirements that may be required by a specific program and/or,
 140 college ~~or institution~~ from which they are graduating-earning a degree as set forth in the current
 141 Graduate/Undergraduate handbook, catalog, or other published criteria.

142 **(4) General Academic Approval:** Successful completion of academic coursework constituting the
 143 student's program of studies, minor, honors thesis, or certification examination does not guarantee
 144 award of the baccalaureate degree. Faculty judgment of the academic performance of the student is
 145 inherent in the educational process in determining whether the award of the baccalaureate degree or
 146 admission into a higher level degree program is warranted.

147 *Authority: Art. IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulations 1.001, 6.016, 6.017; 1007.25,*
 148 *F.S.*

149 *History – New (BOT approval) 10-6-75, Amended 7-3-79, 2-22-82, Formerly 6C4-3.07, F.A.C. Amended 4-*
 150 *19-90, 8-19-90, 12-2-92, 8-10-93, 7-17-94, 7-20-95, Formerly 6C4-3.007, F.A.C., Amended 2-21-11, 9-21-*
 151 *11, 07-25-12, 7-9-15 (technical), 2-22-16 (technical), 5-3-18 (technical).*



UNIVERSITY OF SOUTH FLORIDA

REGULATION

Number: USF3.007
Title: Degree Requirements:
 Baccalaureate/Undergraduate
Responsible Office: Academic Affairs

Date of Origin: 10-6-75

Date Last Amended: 5-3-18 (technical)

Date Last Reviewed: 5-3-18

1

2 A student is academically eligible to receive a Baccalaureate degree from the University of South
 3 Florida (USF) when they complete the requirements of entities including (1) the Board of Governors
 4 (BOG), (2) USF, (3) the Program and/or College, and (4) general academic approval by the University.
 5 The requirements are outlined in more detail below.

6 **(1) Board of Governors Basic Requirements:** (established by Florida state law and the Board of
 7 Governors Regulations [6.017](#), [8.005](#) and [8.006](#).)

8 **(a) Satisfactory completion of general education requirements consisting of a minimum of:**

- 9 1. Thirty-six (36) semester hours in the subject areas of communication, mathematics, social
 10 sciences, humanities, and natural sciences, including:
- 11 a. Six (6) semester hours of English coursework (formerly known as Gordon Rule
 12 Communication) in which the student is required to demonstrate college level writing
 13 skills through multiple assignments and six (6) additional semester hours of
 14 coursework with similar writing requirements. Students awarded college credit in
 15 English based on their demonstration of writing skills through dual enrollment,
 16 advanced placement, or international baccalaureate instruction shall be considered to
 17 have satisfied this requirement to the extent of the college credit awarded.
- 18 b. Six (6) semester hours of mathematics coursework (formerly known as Gordon Rule
 19 Computation) at the level of college algebra or higher. Applied logic, statistics and
 20 other computation-based coursework that may not be offered by a mathematics
 21 department may be used to fulfill three (3) of the six (6) hours required by this section.
 22 Students awarded college credit based on their demonstration of mathematics skills at
 23 the level of college algebra or higher through dual enrollment, advanced placement, or
 24 international baccalaureate instruction shall be considered to have satisfied this
 25 requirement to the extent of the college credit awarded.
- 26 c. Beginning with the Fall 2015 term, students entering the University as a first-time-in-
 27 college student must complete at least one (1) course from each of the general

28 education core subject areas listed below in this section. These courses comprise the
29 general education core as required per section [1007.25\(3\), Florida Statutes](#).

- 30 1. One of the following courses in Communication: ENC X101 English
31 Composition I; or A course with an ENC prefix for which ENC X101 is a
32 direct prerequisite.
- 33 2. One of the following courses in Humanities: ARH X000 Art Appreciation; or
34 HUM X020 Introduction to Humanities; or LIT X000 Introduction to
35 Literature; or MUL X010 Introduction to Music Literature/Music
36 Appreciation; or PHI X010 Introduction to Philosophy; or THE X000
37 Theatre Appreciation.
- 38 3. MAC X105 College Algebra; or MAC X311 Calculus I; or MGF X106 Liberal
39 Arts Mathematics I; or MGF X107 Liberal Arts Mathematics II; or STA X023
40 Statistical Methods; or a mathematics course for which one of the above
41 general education core course options in mathematics is a direct prerequisite.
- 42 4. One of the following courses in Natural Sciences: AST X002 Descriptive
43 Astronomy; or BSC X005 General Biology; or BSC X010 General Biology I;
44 or BSC X085 Anatomy and Physiology I; or CHM X020 Chemistry for Liberal
45 Studies; or CHM X045 General Chemistry I; or ESC X000 Introduction to
46 Earth Science; or EVR X001 Introduction to Environmental Science; or PHY
47 X020 Fundamentals of Physics; or PHY X048 General Physics with Calculus;
48 or PHY X053 General Physics I; or a natural science course for which one of
49 the above general education core course options in natural science is a direct
50 prerequisite.
- 51 5. One of the following courses in Social Sciences: AMH X020 American History
52 II; or ANT X000 Introduction to Anthropology; or ECO X013
53 Macroeconomics; or POS X041 American Government; or PSY X012
54 Introduction to Psychology; or SYG X000 Principles of Sociology.

55 **NOTE:** Students who transfer into a state university or between state universities shall be required
56 to meet the above general education core requirements if the students were classified as first-time-in-
57 college at their original postsecondary institution as of the Fall 2015 term and thereafter. Any course
58 accepted by an institution in the Florida College System or State University System as meeting the
59 general education core at that institution shall be accepted as meeting the core requirements at all
60 institutions. All credit earned by other transfer students shall be evaluated by the receiving institution
61 on a course-by-course basis to determine core equivalency. Credit earned through an acceleration
62 mechanism in Section 1007.27, Florida Statutes and Board of Governors Regulation 6.006, will meet
63 the related general education core course requirement.

64 **(b) Civic Literacy**

65 Baccalaureate degree-seeking students who initially enter a state university institution in the Fall 2018
66 semester and thereafter must demonstrate competency in civic literacy through one of the following
67 options prior to graduation:

- 68 1. Successfully passing either POS X041 American Government or AMH X020 American History
 69 II. Each of the courses must include the following competencies:
- 70 a. Understanding of the basic principles and practices of American democracy and how they are
 71 applied in our republican form of government;
- 72 b. An understanding of the United States Constitution and its application;
- 73 c. Knowledge of the founding documents and how they have shaped the nature and functions
 74 of our institutions of self-government; and
- 75 d. An understanding of landmark Supreme Court cases, landmark legislation and landmark
 76 executive actions and their impact on law and society.
- 77 2. Achieving the standard score on one of the following assessments:
 78

Assessment	Standard Score
U.S. Citizenship and Immigration Services Naturalization Test – Civics (U.S. history and government) with supplemental questions	60
Advanced Placement Government and Politics: United States	3
Advanced Placement United States History	4
CLEP American Government	50

79

80 **(c) Updates or changes to State and BOG Requirements.** USF must comply with any updates or
 81 changes to state mandates or BOG requirements. USF will incorporate those changes in this
 82 Regulation by technical amendment as quickly as possible. However, at all times, including what may
 83 be an interim processing time, students will be held to the most current standards established by the
 84 BOG or state law.

85

86 **(2) USF Requirements.** In addition to Florida Board of Governors and/or state requirements, USF
 87 has the following USF specific minimum requirements that are designed to assure the academic
 88 integrity of the degree programs:

- 89 a. Successful completion of a minimum of 120 unduplicated semester credit hours through
 90 university coursework, acceleration mechanisms, and/or transfer credit, including courses
 91 specifically approved as repeatable for credit (e.g. practica, ensembles and field experiences);

- 92 b. A minimum adjusted grade point average (GPA) of 2.0 on all coursework taken at USF and
93 an overall 2.0 GPA on all college-level work attempted;
- 94 c. Satisfactory completion of major requirements in a chosen degree program, including
95 additional requirements set by the college offering the degree, as published in the current
96 Undergraduate Catalog;
- 97 d. Successful completion of at least forty-two (42) semester credit hours in courses numbered
98 3000 and above;
- 99 e. Successful completion of at least 25% of the total credit hours required for the degree program
100 must be in courses offered by USF;
- 101 f. Registration and successful completion of at least thirty (30) of the last sixty (60) semester
102 hours must be completed at USF. CLEP credit does not count toward academic residence.
103 Colleges may have specific academic residency requirements for specified degrees and students
104 are responsible for reviewing the current Undergraduate Catalog to ensure compliance;
- 105 g. Students who have entered a university in the Florida State University System (SUS) with fewer
106 than sixty (60) hours of credit are required to earn at least nine (9) credit hours prior to
107 graduation by attendance in one or more summer terms in courses offered by USF or any one
108 of the SUS institutions. This requirement may be waived in cases of unusual hardship to the
109 individual;
- 110 h. Satisfaction of the foreign-language admissions requirement by having two (2) sequential units
111 of the same foreign language in high school, or eight (8) credit hours of the same foreign
112 language in college, or documented equivalent proficiency.

113 **(3) Program and/or College Requirements:** All students must be aware of and satisfactorily
114 complete any additional requirements that may be required by a specific program and/or college from
115 which they are earning a degree as set forth in the current Undergraduate catalog.

116 **(4) General Academic Approval:** Successful completion of academic coursework constituting the
117 student's program of study, minor, honors thesis, or certification examination does not guarantee
118 award of the baccalaureate degree. Faculty judgment of the academic performance of the student is
119 inherent in the educational process in determining whether the award of the baccalaureate degree or
120 admission into a higher level degree program is warranted.

121 *Authority: Art. IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulations 1.001, 6.016, 6.017; 1007.25,*
122 *F.S.*

123 *History – New (BOT approval) 10-6-75, Amended 7-3-79, 2-22-82, Formerly 6C4-3.07, F.A.C. Amended 4-*
124 *19-90, 8-19-90, 12-2-92, 8-10-93, 7-17-94, 7-20-95, Formerly 6C4-3.007, F.A.C., Amended 2-21-11, 9-21-*
125 *11, 07-25-12, 7-9-15 (technical), 2-22-16 (technical), 5-3-18 (technical).*

Agenda Item: III.h.

USF Board of Trustees
June 2, 2020

Issue: USF Regulation 6.0021 Student Code of Conduct

Proposed action: Amendment to USF Regulation 6.0021: Student Code of Conduct

Executive Summary:

Regulations 6.0021 is being revised to reflect USF Consolidation to a single institution, to bring it up to date to reflect the University's processes, guidelines and procedures, and to reflect the goals, mission, values, and visions of USF by promoting responsibility and adherence to the standards of behavior.

Student Conduct and Ethical Development (SCED) collaborates with the USF community to advocate for a safe environment that promotes personal accountability and supports student success.

Financial Impact: N/A

Strategic Goal(s) Item Supports: Goal One: Well-educated and highly skilled global citizens through our continuing commitment to student success.

BOT Committee Review Date: ACE- May 14, 2020

Supporting Documentation Online (*please circle*): Yes No

USF or Campus specific: USF

Prepared by: Patsy Ciaccio, Office of the General Counsel, 813-974-1661



UNIVERSITY OF SOUTH FLORIDA

REGULATION

Number: USF6.0021
Title: Student Code of Conduct
Responsible Office: Student Success

Date of Origin: 9-23-85

Date Last Amended: 8-26-19 (technical)

Date Last Reviewed: 8-26-19

1

2 **I. PURPOSE AND INTENT**

3 Student Conduct and Ethical Development (further referred to as “SCED” (formerly SRR)) supports
 4 the goals, mission, values, and visions of the University of South Florida (“University” or “USF”) by
 5 promoting responsibility and adherence to the standards of behavior outlined in this Regulation
 6 (“Student Code of Conduct” or “Code”).

7

8 SCED collaborates with the USF community to advocate for a safe environment that promotes
 9 personal accountability and supports student success. SCED facilitates educational opportunities
 10 through meaningful interactions with students to encourage their academic, emotional, and
 11 professional development. The goal of SCED is to create environments that empower students to
 12 engage as ethical citizens in a diverse global society.

13

14 **II. STATEMENT OF REGULATION**

15 The USF President has designated SCED, or designee, to administer and maintain this Regulation
 16 (“Student Code of Conduct” or “Code”). The Student Code of Conduct describes standards of
 17 behaviors that are counteractive to the goals and mission of the University and the process for how
 18 the University will hold students and student organizations accountable to these standards of behavior.

19

20 **III. STANDARDS OF BEHAVIOR**

21 Students and student organizations are responsible for knowing the information, policies, and
 22 procedures outlined in the Code. There is an expectation that students and student organizations
 23 adhere to the following standards of behavior.

24

25 **Commitment to Honor**

26 The Code supports and seeks to put into practice the USF Commitment to Honor. As an ethical
 27 community, USF is dedicated to the ideals of excellence in student development, academic learning,

28 scholarship, and research. Each member of this community is expected to accept and live these
29 commitments:

- 30 1. I resolve to maintain honor and integrity of the university community in pursuit of student
31 development, academic learning, scholarship and research.
- 32 2. I resolve to respect the dignity and intrinsic value of all persons.
- 33 3. I resolve to contribute to the progress and greater good of the community.
- 34 4. I resolve to strive for excellence and discovery for myself, others, and the University.

35

36 **Academic Disruption**

37 Disruptive students in the academic setting hinder the educational process. Instructors have the
38 primary responsibility for managing the classroom environment whether in person or online in
39 accordance with [USF 3.025 Disruption of Academic Process](#). The Disruption of Academic Process
40 Regulation provides the steps an instructor may take to immediately address a student disrupting a
41 class or academic setting including restricting a student from class. If a student disrupts the classroom
42 or academic setting, the instructor should submit a report in writing using the [Student Conduct and
43 Ethical Development Referral form](#). References to “instructor” include course instructors, faculty,
44 administrators, and staff.

45

46 **Amnesty**

47

48 *Medical*

49 The University encourages students to seek emergency medical assistance when faced with an alcohol
50 and/or drug-related emergency and in any situation where a reasonable person believes medical
51 treatment to be appropriate. Students who seek or receive emergency medical assistance for
52 themselves or students who seek assistance for another student experiencing an emergency related to
53 the consumption of alcohol and/or drugs may qualify for amnesty. Any student who qualifies for
54 amnesty under the [USF 30-004 Medical Amnesty \(Student Reporting\) Policy](#), may not be charged with
55 violations of the Student Code of Conduct as those conduct violations relate to the consumption
56 and/or use of alcohol and/or drugs. Although students who qualify for amnesty may be exempt from
57 the Student Conduct Process, they may be required to complete educational measures.

58

59 *Hazing*

60 A student may not be charged with a violation of the Code if the student establishes that, before
61 medical assistance or law enforcement arrived on the scene of the hazing event, the student rendered
62 aid to the hazing victim(s) and establishes all of the following:

- 63 1. The student was present at an event where, as a result of hazing, an individual appeared to
64 need immediate medical assistance.
- 65 2. The student was the first individual to call 911 or USF Police to report the need for immediate
66 medical assistance.

- 67 3. The student provided their own name, the address where the immediate medical assistance
68 was needed, and a description of the medical issue to the 911 or USF Police dispatcher at the
69 time of the call.
70 4. The student remained at the scene with the individual in need of immediate medical assistance
71 until such medical assistance or law enforcement arrived and that the student cooperated with
72 such personnel at the scene of the incident.

73 For more information about hazing and hazing amnesty, reference [6.0023 Prohibition of Hazing](#)
74 [Regulation](#).

75

76 **IV. APPLICABILITY & AUTHORITY**

77 The University of South Florida is one institution with multiple campuses. An incident will be referred
78 to the campus where the incident occurred or as designated by the director of SCED, or designee.

79

80 Students and student organizations are responsible for having read and abiding by the standards of
81 behaviors of the Code. The University reserves the right to make changes to the Code as necessary.
82 The most updated version of all USF policies and regulations can be found at
83 <http://regulationspolicies.usf.edu>.

84

85 The Code and Student Conduct Process apply to the behaviors of any student and student
86 organization regardless of location or forum that are inconsistent to the goals and mission of USF.
87 This includes (1) conduct that may present a danger or threat to the health and/or safety of students
88 or others, (2) conduct that adversely affects the University community and/or the pursuit of its
89 mission, (3) and/or conduct that violates state or federal laws.

90 Students and student organizations are responsible for their guests and may be held accountable for
91 their guests' behavior.

92

93 The Student Conduct Process is educational and designed to address student and student organization
94 behavior; therefore, the University will address any alleged violations of the Code independently of
95 any criminal or civil court process. The Student Conduct Process may be carried out prior to,
96 concurrently with, or following civil or criminal proceedings. Determinations made or sanctions(s)
97 imposed as a result of the Student Conduct Process will not be subject to change because criminal
98 charges were dismissed, reduced, or resolved in favor of the charged student. The University is not
99 required to postpone the Student Conduct Process pending the outcome of any civil or criminal case.
100 Student conduct cases that may result in suspension or expulsion must be resolved prior to the
101 awarding of any degree or certificate.

102

103

104

105 **V. DEFINITION OF TERMS**

106 **Administrative Hearing Officer** - A faculty or staff member who has been trained to participate in
107 the adjudication of student conduct cases.

108

109 **Administrative Hold** – A restrictive hold placed on a student’s record at any point in the Student
110 Conduct Process to assure compliance with sanctions or pending the resolution of conduct matters.
111 This hold may impact the ability of a student to register for courses, request academic transcripts, and
112 receive a degree and diploma.

113

114 **Advisor** – Any individual chosen by the charged student, student organization, and complainant to
115 advise them throughout the Student Conduct Process. An individual may not serve in this capacity if
116 their service would unreasonably conflict with the fair administration of the Student Conduct Process.

117

118 **Charge(s)** – Alleged violation(s) of the Student Code of Conduct.

119

120 **Charged Student** – Any student who has allegedly violated the Student Code of Conduct.

121

122 **Complainant** – Any individual who may have been the subject of sexual harassment, stalking, or
123 violence by the charged student. This may not be the individual who reported the violation(s).

124

125 **Conduct Standing** – A student’s status related to University conduct.

126

127 **Day** – A day when the University is open for regular business operations. This excludes Saturday,
128 Sunday, legal/University administrative holidays or when the campus is closed for business. For
129 emailed correspondence, the day of delivery is not included in a designated time period.

130

131 **Hearing Officer** – University official, as determined by the Director of SCED, or designee,
132 authorized to make decisions about alleged violations of the Student Code of Conduct.

133

134 **Impact Statement** – A written statement provided by the charged student and complainant that
135 explains how the incident has impacted their personal and educational experiences. These statements
136 may be considered in cases of alleged sexual harassment, stalking, and violence.

137

138 **Interim Suspension** – An immediate temporary separation from the University. Conditions may
139 include restriction from University premises and participation in academic endeavors, and/or other
140 and University-related activities. Interim suspensions will be expedited through the Student Conduct
141 Process.

142

143 **May** – Is used in the permissive sense.

144

145 **Member of the University Community** – Any individual who currently employed by the University,
146 any student of the University, and any third party working on University premises or any participant
147 in a University-sponsored program or activity regardless of the location of the program or activity.
148

149 **Policy** – All written and published policies and regulations of the University. Reference [USF](#)
150 [Regulations and Policies](#) for specific policies and regulations.
151

152 **Preponderance of the Evidence** – The evidence/information presented supports the finding that it
153 is more likely than not that the conduct violation occurred. This standard is used in adjudicating all
154 cases through the Student Conduct Process.
155

156 **Student** – Any individual admitted, enrolled, or registered for any University course or program,
157 regardless of the medium of the course or program, or degree-seeking status, or when not enrolled or
158 registered for a particular term, who is eligible to enroll in future terms without seeking readmission.
159 A student who withdraws, is academically dismissed after allegedly violating the Student Code of
160 Conduct, or has a continuing relationship with the University is still considered a student. For the
161 purpose of this Regulation, the term “student” may be interchangeable with “student organization”
162 when the term “student organization” is not directly specified.
163

164 **Student Organization** – A student group that is officially registered or recognized by the University,
165 including, but not limited to, political groups, social groups, honor and professional societies,
166 fraternities and sororities, and sport clubs.
167

168 **Temporary Restrictions** – Actions that SCED may take upon receipt of an incident report or during
169 the Student Conduct Process. These actions may include, but are not limited to, interim suspension,
170 a removal from on-campus housing, no contact orders, restrictions from clubs, events, and
171 organizational activities, and/or restrictions from specific areas on University premises. Temporary
172 restrictions may be amended or lifted throughout the Student Conduct process.
173

174 **Transcript Overlay** – Notation on a student’s academic transcript that states the student is not in
175 good conduct standing resulting from suspension or expulsion.
176

177 **University** –All campuses of the University of South Florida.
178

179 **University Activity or University Program** - Any function or event that is hosted, sponsored, or
180 organized by any University member when acting in their official capacity, group, or organization,
181 including but not limited to, student organizations. This includes, but is not limited to, coursework
182 and other academic activities, education abroad, field trips, retreats, social events, philanthropies, and
183 community service events.
184

185 **University Conduct Board** - A panel of faculty, staff, and students who have been trained to
186 participate in the adjudication of student conduct cases.

187

188 **University Official** – Any individual the University employs, contracts, or appoints to perform
189 assigned teaching, research, administrative, professional, or other responsibilities (e.g. faculty, staff,
190 administrators, student staff, USF Police).

191

192 **University Premises** – Any building or property owned or controlled by the University within the
193 same reasonably contiguous geographic area and used by the University in direct support of, or in a
194 manner related to, the University’s educational purposes, including residence halls; and any building
195 or property that is within or reasonably contiguous to that previously described in this paragraph that
196 is owned by the University, but that is controlled by another individual, is frequently used by students,
197 and supports University purposes (e.g., a food or other retail vendor).

198

199 **Will** – Is used in the imperative sense.

200

201 **Witness** – An individual with direct knowledge about or involvement in an alleged violation of the
202 Student Code of Conduct.

203

204 **Written Notice** – The communication of charge(s) sent to the charged student or student
205 organization by e-mail to their official University of South Florida e-mail address, which will be
206 SCED’s primary means of communication with students. This form of communication also includes
207 written notice to a complainant, in specific cases, to their official University e-mail address. The
208 delivery of written notice through the official University email will constitute full and adequate notice
209 under the Code. Students are responsible for all communications delivered to their University email
210 address. Written notice to student organizations will be sent to the email address on file with the
211 University.

212

213 **VI. CONDUCT VIOLATIONS**

214

215 The behaviors outlined below are prohibited by this Regulation. The following conduct violations are
216 broadly defined and are not exhaustive in terms.

217

218 **Aiding and Abetting** - The prompting, facilitating or encouraging of others to violate standards of
219 behavior.

220

221 **Alcohol**

222 1. Possession or consumption of alcohol when under the legal drinking age as defined by Florida
223 law.

224 2. Unlawful sale, distribution, and/or manufacturing of alcohol.

225 3. Public consumption and/or intoxication according to local ordinance.

- 226 4. Hosting or sponsoring a gathering at which the underage consumption of alcohol may or has
 227 occurred.
 228 5. Control or operation of any mode of transportation while impaired by alcohol.
 229 6. Use and/or possession of devices with the intent to use for rapid or excessive consumption
 230 of alcohol, including but not limited to funnels, ice luges, and beer bong.
 231 7. Possession and/or use of kegs, coolers, party balls and/or other common source containers.
 232 8. Reporting to class, an organizational meeting or other University event that is specific to the
 233 educational mission while under the influence of alcohol.
 234 9. Failure to abide by [30-023 Alcohol Policy](#) and all University protocols, state, and federal laws
 235 regarding alcohol.

236
 237 **Bribery** – Offering or accepting a bribe or inducement that would impinge upon or compromise the
 238 integrity of academic work, student performance, or the unbiased and professional duty of faculty,
 239 staff, or students of the University.

240
 241 **Complicity** – To be associated with a violation of any University policy or regulation including, but
 242 not limited to, failure to remove oneself from the area or incident where a violation is being committed
 243 or attempted.

244
 245 **Damage to Property** - Destruction or vandalism of University buildings or property, private
 246 property, and/or personal property.

247
 248 **Dating Violence** – Violence committed by an individual who is or has been in a social relationship
 249 of a romantic or intimate nature with the complainant. The existence of such a relationship shall be
 250 determined based on the complainant's statement and with consideration of the length of the
 251 relationship, the type of relationship, and the frequency of interaction between the individuals
 252 involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse
 253 or the threat of such abuse. Dating violence does not include acts covered under the definition of
 254 domestic violence.

255
 256 **Disruptive Conduct**

- 257 1. Actions and/or behaviors that disrupt, disturb, impair, or interfere with the processes and/or
 258 functions of the University or the rights of members of the University community.
 259 2. Actions and/or behaviors that disrupt, disturb, impair, or interfere with the academic
 260 environment, and/or failure to abide by [USF 3.025 Disruption of Academic Process](#).
 261 3. Actions and/or behaviors that disrupt, disturb, impair, or interfere with the freedom of
 262 movement and speech, and/or academic freedom of any member or guest of the University
 263 community.
 264 4. Actions and/or behaviors that disrupt, disturb, impair, or interfere with the student conduct
 265 process.
 266 5. Actions and/or behaviors that are disorderly, unruly, and/or disturb the peace.

267 **Domestic Violence** – Conduct that includes asserted violent misdemeanor or felony offenses
268 committed by the complainant’s current or former spouse, current or former cohabitant, an individual
269 similarly situated under domestic or family violence law, or anyone else protected under domestic or
270 family violence law.

271

272 **Drugs** -Includes, but is not limited to, any narcotic, central nervous system stimulant, hallucinogenic,
273 barbiturate, or other substance treated as such.

- 274 1. Misuse or illegal possession of a regulated or controlled substance.
275 2. Manufacturing, distributing, selling, or attempting to obtain any controlled substance that is
276 prohibited by law.
277 3. Un-prescribed use, possession, distribution, selling, or attempting to obtain any prescription
278 drug (one’s own or another’s) that is prohibited by laws.
279 4. Possession of paraphernalia used for the consumption and/or use of drugs that may include,
280 but not limited to bongs, hookahs, rolling papers, baggies, scales, and pipes.
281 5. Knowingly inhaling or ingesting a substance (e.g. nitrous oxide, glue, paint, etc.) that may alter
282 a student’s mental state.
283 6. Control or operation of any mode of transportation while impaired by a regulated or
284 controlled substance.
285 7. Reporting to class, an organizational meeting or other University event that is specific to the
286 educational mission while under the influence of drugs.
287 8. Failure to abide by [0-610 Drug-Free Workplace Policy](#) and all University protocols, state, and
288 federal laws regarding drugs.

289 **Failure to Comply** – Failure to comply with an official request or directive of a University Official
290 acting within the scope of their assigned duties. Failure to identify oneself or produce USF
291 identification upon request by a University Official.

292

293 **False Information**

- 294 1. Knowingly withholding related information or making a false or misleading oral or written
295 statement to the University and/or any University Official.
296 2. Unauthorized alteration, possession, purchase, forgery, or misuse of any document, record, or
297 instrument to be used as identification or as part of a request for support or excuse from
298 academic assignment or other University service. The University has the right to authenticate
299 or research the reliability of any document provided by a student.
300 3. Knowingly providing false or misleading information during proceedings under the Student
301 Code of Conduct, including knowingly submitting a false complaint for any University
302 process.
303 4. Failure to provide complete and accurate responses to the prior conduct section of the
304 admissions application.

305

306

307 **Fire and Safety**

- 308 1. Inappropriate activation of any emergency warning equipment or the false reporting of any
309 emergency.
310 2. Removing, damaging, interfering, or tampering with any fire safety equipment (e.g. smoke
311 detectors, sprinklers, fire alarms).
312 3. Failure to evacuate during a fire alarm in any University facility or at any University event.
313 4. Engaging in action(s) that cause or attempt to cause a fire or explosion including but not
314 limited to the release of chemicals or substances that can cause harm to another individual's
315 health.

316 **Gambling** – Engaging in or offering games of chance for the exchange of money or other gain that
317 may be in violation of Florida laws.

318

319 **Harassment** – Conduct that creates an unsafe, intimidating, or hazardous situation that interferes
320 with the ability of a student or employee to study, work, or carry out University functions.

- 321 1. Repeated and/or severe aggressive behaviors, including bullying/cyber-bullying, that
322 intimidate or intentionally harm or control another individual physically or emotionally and
323 are not protected by freedom of expression.
324 2. Failure to abide by [0-007 Diversity and Equal Opportunity: Discrimination and Harassment](#)
325 Policy and all University protocols and federal/state laws regarding discrimination.

326 **Hazing** - Any action or situation that recklessly or intentionally endangers the mental or physical
327 health or safety of an individual(s) for purposes of initiation and/or admission into, or association
328 with and/or the perpetuation or furtherance of a tradition or ritual of any recognized student
329 organization or non-affiliated organization. The consent or permission of the individual(s) does not
330 eliminate responsibility.

- 331 1. Hazing includes, but is not limited to pressuring or coercing an individual(s) into violating
332 state or federal laws; any brutality of a physical nature, such as whipping, beating, branding,
333 exposure to the elements, forced consumption of any food, liquor, drug, or other substance,
334 or other forced physical activity that could adversely affect the physical health or safety of an
335 individual(s); or any activity that would subject an individual(s) to extreme mental stress, such
336 as sleep deprivation, forced exclusion from social contact, forced conduct that could result in
337 extreme embarrassment, or other forced activity that could adversely affect the mental health
338 or dignity of an individual(s). Additionally, any hazing that results in permanent and/or serious
339 bodily injury or death.
340 2. Soliciting an individual(s) to commit or is actively involved in the planning of any act of hazing.
341 3. Failure to abide by [6.0023 Prohibition of Hazing Regulation](#) and all University protocols, state,
342 and federal laws regarding hazing.

343 **Physical Violence**

- 344 1. Intentional touching or striking of an individual(s) against their will, or any action causing or
 345 attempting to cause potential damage, injury, or harm. This includes, but is not limited to,
 346 punching, slapping, scratching, or striking with one’s body or with any object.
 347 2. Unintentional touching or striking of an individual(s) against their will, or any action causing
 348 or attempting to cause potential damage, injury, or harm that is with conscious disregard for
 349 consequences.

350 **Residence Hall Policies** – Failure to abide by any policy or regulation governing University Housing
 351 (e.g. rental agreement, Resident Handbook).

352

353 **Retaliation** – Words or action(s) taken against an individual because of the individual’s
 354 participation in a protected activity that would discourage a reasonable person from engaging in a
 355 protected activity. Retaliation may include intimidation, threats, coercion, physical harm and/or
 356 adverse employment or educational actions. Protected activity includes an individual’s participation in
 357 the reporting, investigation, and/or resolution of an alleged violation of the Student Code of Conduct.
 358 Additionally, protected activity includes an individual’s opposition to policies, practices and/or actions
 359 that the individual reasonably believes are in violation of the Student Code of Code. Retaliation may
 360 be found even when an underlying report made in good faith was not substantiated. Retaliation may
 361 be committed by the charged student, the complainant, or any other individual or group of individuals.

362

363 **Sexual Harassment** - Sexual advances, requests for sexual favors, or other verbal, nonverbal or
 364 physical conduct of a sexual nature, including sexual violence, intimate partner violence, and stalking.
 365 Sexual harassment also includes unwelcome conduct directed at an individual based on the individual’s
 366 actual or perceived gender or sexual orientation or gender expression that is so sufficiently severe,
 367 persistent, or pervasive that it unreasonably interferes with, denies, or limits someone's ability to
 368 participate in or benefit from the college's educational program and/or activities. Refer to Policy [0-](#)
 369 [004 Sexual Misconduct/Sexual Harassment](#).

370 1. **Hostile Environment** - Discriminatory harassment that is so severe or pervasive that it
 371 unreasonably interferes with, limits, deprives, or alters the terms or conditions of education
 372 (e.g., admission, academic standing, grades, assignment); employment (e.g., hiring,
 373 advancement, assignment); or participation in a University program or activity (e.g., campus
 374 housing), when viewed from both a subjective and objective perspective. A hostile
 375 environment can be created by pervasive conduct or by a single or isolated incident, if
 376 sufficiently severe. The more severe the conduct, the less need there is to show a repetitive
 377 series of incidents to prove a hostile environment, particularly if the conduct is physical. An
 378 isolated incident, unless sufficiently serious, does not amount to Hostile Environment
 379 Harassment.

380

381 2. **Non-consensual Sexual Contact** - Any intentional sexual touching, however slight, with any
 382 object, by an individual upon another individual that is without consent and/or by force.
 383 Sexual contact may include, but is not limited to intentional contact with the breasts, buttocks,

- 384 groin, or genitals, or touching another with any of these body parts or making another touch
 385 you or themselves with or on any of these body parts; any intentional bodily contact in a sexual
 386 manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth, or
 387 other orifice.
 388
- 389 3. **Non-consensual Sexual Intercourse** - Any sexual penetration, however slight, with any
 390 object, by any individual upon another individual that is without consent and/or by force.
 391 Intercourse includes vaginal penetration by a penis, object, tongue, or finger; anal penetration
 392 by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital
 393 to mouth contact), no matter how slight the penetration or contact.
 394
- 395 4. **Quid Pro Quo** - Discriminatory harassment where submission to or rejection of unwelcome
 396 conduct is used, explicitly or implicitly, as the basis for decisions affecting an individual's
 397 education (e.g., admission, academic standing, grades, assignment), employment (e.g., hiring,
 398 advancement, assignment), or participation in a university program or activity (e.g., campus
 399 housing), or is based on power differentials.
 400
- 401 5. **Sexual Exploitation** - Attempting or purposely/knowingly taking non-consensual or abusive
 402 sexual advantage of another for an individual's own advantage or benefit, or to benefit or
 403 advantage anyone other than the one being exploited. Examples of sexual exploitation, include
 404 but are not limited to:
- 405 a. Causing the incapacitation of another individual (through alcohol, drugs, or any other
 406 means) for the purpose of compromising that individual's ability to give affirmative
 407 consent to sexual activity.
 - 408 b. Allowing third parties to observe private sexual activity from a hidden location (e.g.,
 409 closet) or through electronic means (e.g., Skype, Zoom, or livestreaming of images).
 - 410 c. Engaging in voyeurism (e.g., watching private sexual activity without the consent of
 411 the participants or viewing another individual's intimate parts (including genitalia,
 412 groin, breast or buttocks) in a place where that individual would have a reasonable
 413 expectation of privacy).
 - 414 d. Recording or photographing private sexual activity and/or an individual's intimate
 415 parts (including genitalia, groin, breasts, or buttocks) without consent.
 - 416 e. Disseminating or posting images of private sexual activity and/or an individual's
 417 intimate parts (including genitalia, groin, breasts or buttocks) without consent.
 - 418 f. Prostituting another individual.
 - 419 g. Knowingly exposing another individual to a sexually transmitted infection or virus
 420 without the other's knowledge.
 - 421 h. Exposing one's genitals in non-consensual circumstances.
 - 422 i. Inducing another to expose their genitals.
 - 423 j. Sexually based stalking and/or bullying.
 - 424

425 6. **Unwanted or Unwelcome Sexually Oriented Attention** - Unwanted or unwelcome
426 sexually-oriented remarks or behaviors, that are so sufficiently severe, persistent, or pervasive,
427 on the part of an individual who knows or ought reasonably to know that such remarks or
428 behavior unreasonably interferes with, denies, or limits someone's ability to participate in or
429 benefit from the University's educational program and/or activities.

430 **Student Organization Misconduct** – Failure to abide by any University and/or department policy
431 or protocol governing the operation of student organizations, sport clubs, teams, etc.

432

433 **Technology** – Improper use of technology hardware or software including but not limited to
434 computers, e-mail, cell phones, video cameras, and drones.

- 435 1. Unauthorized downloading or facilitating others to download copyrighted music, films, and
436 other documents without authorization.
- 437 2. Non-consensual recording of wire, oral, or electronic communication acquired by any device
438 when such communication is uttered by an individual exhibiting an expectation that such
439 communication is not subject to interception under circumstances justifying such expectation
440 (i.e. an individual has a reasonable expectation of privacy).
- 441 3. Failure to abide by [Policy 0-502 Appropriate Use of Information Technology Resources](#).
- 442 4. Failure to abide by [Policy 6-036 Unmanned Aircraft System \(Drone\) Operations](#).

443 **Stalking**- Engaging in a course of conduct directed at a specific individual that would cause a
444 reasonable individual to fear for the individual's or the safety of others or suffer substantial emotional
445 distress. Course of conduct means two or more acts, including, but not limited to, acts in which the
446 stalker directly, indirectly, or through third parties, by any action, method device, or means follows,
447 monitors, observes, surveils, threatens, or communicates to or about, an individual, or interferes with
448 an individual's property. Substantial emotional distress means significant mental suffering or anguish
449 that may, but does not necessarily, require medical or other professional treatment or counseling. A
450 reasonable individual is a person(s) under similar circumstances and with similar identities to the
451 complainant.

452

453 **Theft** – Taking, attempting to take, or keeping in its possession property or services not belonging to
454 the individual.

455

456 **Threats of Violence** - A threat by word or act to do violence to an individual(s).

457

458 **Unauthorized Access and/or Use**

- 459 1. Unauthorized access or entry to University facilities or any property of any member of the
460 University community without permission.
- 461 2. Duplication or use of University keys or access cards without permission.
- 462 3. Accessing, duplicating, photographing, altering, and/or misusing any University material
463 (including University intellectual property), files document or record, computer records,

464 software, data files, and similar entities owned or maintained by any member of the University
 465 faculty, administration, staff or student body.

466 4. Misuse of the official University brand to include, but not limited to the logo, mark,
 467 monogram, seal, or other graphic identity symbol.

468 **University Policy and/or Local Ordinance, State, or Federal Law (as determined by the**
 469 **University)** – Failure to adhere or abide by policies, including but not limited to, local ordinance, state
 470 law or federal law. Adjudicating by an outside entity is not a prerequisite to a determination of
 471 responsibility by the University.

472
 473 **Weapons, Firearms, or Explosive Devices** – The illegal possession, storage, use or sale of any
 474 weapon (lethal or non-lethal), firearm, ammunition, or any incendiary, explosive or destructive device.
 475 This includes, but is not limited to, fireworks, switchblade knives, air soft guns, dangerous chemicals,
 476 corrosive and/or biological chemicals or agents as restricted by University policies and/or protocols.
 477 This also covers any item used as a weapon to cause actual physical harm or threaten physical harm.
 478 Reference [Policy 6-009 Weapons on USF System Property](#).

480 **VII. STUDENT CONDUCT PROCESS**

481 **Filing an Incident Report**

482 A student and student organization’s conduct may be reported to SCED by any individual or entity
 483 for review of a potential conduct violation(s). A report may be submitted in writing using the
 484 designated referral form. Currently the form is the [Student Conduct and Ethical Development](#)
 485 [Referral form](#).

486
 487 Incident reports must be submitted within six (6) months following the incident or obtaining
 488 knowledge about the incident, whichever is later. Exceptions to this filing time include, but are not
 489 limited to, cases involving sexual harassment, dating violence, domestic violence, and stalking and may
 490 include other extraordinary cases, as determined by the Director of SCED, or designee.

491
 492 All reported information will be reviewed by the Director of SCED, or designee, to determine
 493 appropriate next steps to include, but are not limited to, further fact gathering, issuance of charges,
 494 referral to another department, or an information meeting to determine resolution of the report and
 495 potential conduct violations.

496
 497 **Temporary Restrictions**

498 Temporary restrictions may be issued to ensure a safe environment that promotes personal
 499 accountability and supports student success. SCED can issue temporary restrictions to any student
 500 and student organization involved in an incident, regardless of whether a determination of potential
 501 violations has been made. These may include, but are not limited to, interim suspension, removal from
 502 on-campus housing, no contact orders, restrictions from clubs, events, and organizational activities,

503 and/or restrictions from specific areas on University premises. The student and student organization
 504 will receive written notice detailing the issued temporary restrictions.

505

506 The charged student’s enrollment status will remain unchanged pending the outcome of a Formal
 507 Hearing, except in cases of interim suspension. The hearing outcome will indicate if enrollment status
 508 will be changed between written notice of outcome of a Formal Hearing and the conclusion of an
 509 Appeal, if applicable.

510

511 **Issuance of Charges**

512 The Director of SCED, or designee, will review the incident report to determine if further fact
 513 gathering is necessary or if sufficient information exists for the issuance of charges of violations of
 514 the Code. In general circumstances, a review of the incident report will be completed to make a
 515 determination to issue charges or to conduct further fact gathering, if necessary, within fifteen (15)
 516 days of receipt of the incident report.

517

518 If sufficient information exists, the student and student organization will receive written notice of
 519 charges. The written notice will include date, time, and location of the Informational Meeting, as well
 520 as the specific charges of violations of the Code, a brief description of the allegation(s), an invitation
 521 to attend an informational meeting, and any other detail to prepare for the Student Conduct Process.

522

523 **Informational Meeting**

524 The charged student or student organization will be invited to attend an Informational Meeting with
 525 a Hearing Officer. An informational meeting is an opportunity for the Hearing Officer to explain the
 526 Student Conduct Process, due process rights, allegations and charges, and review all available
 527 information supporting the charges of violations of the Code. Following the Informational Meeting,
 528 the Hearing Officer may collect additional relevant information regarding the incident. The charged
 529 student or student organization will receive written notice of and be provided the reasonable
 530 opportunity to review any relevant information gathered after the Informational Meeting prior to a
 531 Resolution Agreement or Formal Hearing. This is a private meeting and will be closed to spectators,
 532 unless otherwise specified (e.g. advisor).

533

534 A student or student organization has up to three (3) days after the Informational Meeting to choose
 535 a resolution option. If the charged student or student organization fails to select a resolution option,
 536 SCED will proceed with scheduling a Formal Hearing. The type of Formal Hearing forum will be
 537 determined by the Director of SCED, or designee, based on the severity of charges and/or possible
 538 sanctions (e.g. suspension/expulsion).

539

540 If the charged student or student organization fails to attend or re-schedule an informational meeting,
 541 they will have waived their opportunity to participate in an informational meeting, and SCED will
 542 proceed with scheduling a Formal Hearing. The type of Formal Hearing forum will be determined by

543 the Director of SCED, or designee, based on the severity of charges and/or possible sanctions (e.g.
544 suspension or expulsion).

545

546 **Due Process Rights**

547

548 *Charged Student/ Student Organization*

549 The charged student and student organization has the following rights during the Student Conduct
550 Process:

- 551 1. Written notice of the Code charge(s) and allegations.
- 552 2. A fair and impartial hearing.
- 553 3. To be accompanied by an advisor of their choice and expense throughout the Student Conduct
554 Process.
- 555 4. The opportunity to review all available information supporting the charges of violations of the
556 Code prior to resolution.
- 557 5. The opportunity to present relevant information and witnesses at the Formal Hearing.
- 558 6. To not provide self-incriminating testimony. (This right is not applicable to student
559 organizations). Invoking the right against self-incrimination will not be considered as a
560 negative factor in the decision of the Hearing Officer or Hearing Body.
- 561 7. The opportunity to question witnesses and complainants, in specific cases outlined in the
562 Code, in accordance with the Formal Hearing procedure.
- 563 8. To receive written notice of the outcome of the Formal Hearing within five (5) days of the
564 hearing.
- 565 9. To appeal the decision through the process detailed in the Code (*See Appeal*).

566 *In addition to the above, a charged student has the following rights in cases of alleged sexual harassment, stalking,*
567 *and violence:*

- 568 1. The ability to request alternate arrangements for participation in the Formal Hearing via audio
569 or live-video from another location, and/or to participate in a manner that avoids direct
570 contact with the complainant as long as such participation does not infringe on the charged
571 student's right to question the complainant during the Formal Hearing or infringe on the
572 implementation of Formal Hearing procedure.
- 573 2. To submit a written impact statement.
- 574 3. To not have prior sexual history considered, except for the testimony offered by the
575 complainant or respondent about their shared sexual history that the panel deems relevant,
576 when determining if a conduct violation has occurred.

577 *Complainant*

578 A complainant has the following rights during the Student Conduct Process:

- 579 1. Written notice of the Code charge(s) and allegations.
- 580 2. A fair and impartial hearing.

- 581 3. To be accompanied by an advisor of their choice and expense throughout the Student Conduct
 582 Process.
- 583 4. The opportunity to review all available information supporting the charges of violations of the
 584 Code prior to resolution.
- 585 5. The opportunity to present relevant information and witnesses at the Formal Hearing.
- 586 6. To not provide self-incriminating testimony. (This right is not applicable to student
 587 organizations). Invoking the right against self-incrimination will not be considered as a
 588 negative factor in the decision of the Hearing Officer or Hearing Body.
- 589 7. The opportunity to question witnesses and the charged student, in specific cases outlined in
 590 the Code, in accordance to the Formal Hearing procedure.
- 591 8. To receive written notice of the outcome of the Formal Hearing within five (5) days of the
 592 hearing.
- 593 9. To appeal the decision through the process detailed in the Code (*See Appeals*).
- 594 10. The ability to request alternate arrangements for participation in the Formal Hearing via audio
 595 or live-video from another location, and/or participate in a manner that avoids direct contact
 596 with the charged student as long as such participation does not infringe on the complainant's
 597 right to question the charged student during the Formal Hearing or infringe on the
 598 implementation of Formal Hearing procedure.
- 599 11. To submit a written impact statement.
- 600 12. To not have prior sexual history considered, except for the testimony offered by the
 601 complainant or respondent about their shared sexual history that the panel deems relevant,
 602 when determining if a conduct violation has occurred.

603 *Advisor*

604 The charged student, student organization, and complainant may be accompanied by an advisor of
 605 their choice and expense throughout the Student Conduct Process with the following guidelines:

- 606
- 607 1. The advisor cannot have a potential conflict of interest between the University and/or the
 608 case or create an unreasonable conflict with the fair administration of the Student Conduct
 609 Process.
- 610 2. The advisor may not speak on behalf of, present the case for, serve as a witness, or otherwise
 611 participate directly in the Student Conduct Process. If the advisor is an attorney, they must
 612 adhere to the same guidelines as any other advisor.
- 613 3. It is the student, student organization, and complainant's responsibility to make appropriate
 614 arrangements for their advisor to accompany them throughout the Student Conduct Process.
 615 The conduct process will not be delayed due to scheduling conflicts of the chosen advisor.
- 616 4. The advisor may be dismissed from the Student Conduct Process for failure to adhere to the
 617 parameters of their role. This dismissal will not affect the process and all proceedings will
 618 continue.

619 **Resolution Options**

620 A student or student organization has the right to a resolution of any alleged violation of the Code
 621 through the Student Conduct Process unless waived as outlined below. The Student Conduct Process
 622 provides two resolution options. Cases involving allegations of sexual harassment, stalking, and
 623 violence will be resolved by a Formal Hearing conducted by the University Conduct Board, consistent
 624 with state and federal guidelines.

625

626 ***Resolution Agreement*** (except in cases that could result in separation from the University)

627 Available when the charged student or student organization waives their right to a Formal Hearing
 628 and appeal, and requests that the Hearing Officer, conducting the Informational Meeting, determine
 629 the findings and applicable sanctions. The Hearing Officer reserves the right to collect additional
 630 relevant information to make an informed decision. The meeting will not be audio-recorded, and the
 631 written outcome will serve as the official record of the Resolution Agreement. The student or student
 632 organization will receive written notice of the Resolution Agreement within five (5) days, except in
 633 the case of extraordinary circumstances. Written notice of the Resolution Agreement will include the
 634 determination regarding responsibility for conduct violations and applicable sanctions.

635

636 ***Formal Hearing***

637 Formal Hearings include two types of forums 1) Administrative Hearing and 2) University Conduct
 638 Board.

639

640 *Administrative Hearing* - Conducted by a single Hearing Officer who serves as the Hearing Body.
 641 If the charged student elects an Administrative Hearing, the charged student waives their right
 642 to the University Conduct Board.

643

644 *University Conduct Board (UCB)* – Conducted by a panel which serves as the Hearing Body. The
 645 UCB consists of two (2) students and one (1) faculty or staff member. A non-voting Hearing
 646 Officer will moderate the hearing and be excluded from deliberations. If the charged student
 647 elects a University Conduct Board, the charged student waives their right to an Administrative
 648 Hearing.

649

650 The panel is selected from a pool of trained students, faculty, and staff who are members of
 651 the UCB. UCB members go through a formal recruitment, selection, and training process
 652 facilitated by SCED.

653

654 **VIII. FORMAL HEARING PROCEDURES**

655 **Scheduling**

656 SCED will make a good-faith effort to schedule Formal Hearings around academic class schedules
 657 considering the availability of individuals involved in the hearing procedures and the normal
 658 operations of SCED.

659

660 **Hearing Notice**

661 The charged student or student organization will receive written notice no later than five (5) days prior
 662 to the date of the Formal Hearing. The written notice will include date, time, and location of the
 663 hearing, as well as the specific charges of violations of the Code, a brief description of the allegation(s),
 664 names of witnesses to be called by the University, a list of information to be used in the hearing, an
 665 outline of the Formal Hearing proceeding, and the name(s) of the Hearing Officer and Hearing Body.
 666 A complainant will receive similar written notice, as applicable.

667

668 **Witnesses and Relevant Information**

669 The charged student or student organization can request the participation of additional witness to
 670 provide relevant information during a Formal Hearing. The charged student or student organization
 671 must provide the names of additional witnesses at least three (3) days prior to the hearing to the
 672 Hearing Officer. Acceptance or denial of additional witnesses is at the discretion of the Hearing
 673 Officer. Character witnesses or witnesses who cannot provide information regarding the specific
 674 incident will not be permitted to participate in the Formal Hearing.

675 The charged student or student organization is responsible for contacting and notifying additional
 676 witnesses they request to participate in the Formal Hearing. The Formal Hearing shall not be delayed
 677 due to a scheduling conflict of the witness.

678

679 In the event a witness is unable to participate in the scheduled Formal Hearing, the witness may submit
 680 a written statement at least three (3) days prior to the hearing to the Hearing Officer for consideration.
 681 A late witness statement submission will not be considered. The charged student or student
 682 organization must be provided an opportunity to respond to the written witness statement. The
 683 inability of the charged student or student organization to question a witness who has provided a
 684 written statement is not a violation of the charged student or student organization's due process rights.
 685 The charged student or student organization has the opportunity to review and respond to the written
 686 statement and may offer information to rebut the witness statement and other information presented
 687 at the Formal Hearing. If a witness fails to attend the Formal Hearing, their written statement, should
 688 one exist, will be considered by the Hearing Body.

689

690 The charged student or student organization has the opportunity to review all relevant information to
 691 be used in the Formal Hearing supporting the charges of violations of the Code at least three (3) days
 692 prior to the hearing. Relevant records, exhibits, and written statements may be submitted by the
 693 charged student or student organization for review and acceptance to the Hearing Officer. Acceptance
 694 or denial of information is at the discretion of the Hearing Officer. The University has the right to
 695 review any information the student or student organization intends to use at least three (3) days prior
 696 the Formal Hearing.

697

698 **Challenging Impartiality in a Formal Hearing**

699 The charged student or student organization may challenge the inclusion of any member of the
 700 Hearing Body. The challenge must be submitted in writing to the Director of SCED and must detail
 701 an actual bias (such as conflict of interest) that would significantly impact their right to a fair and

702 impartial hearing. The challenge must be submitted at least three (3) days prior to the Formal Hearing.
 703 The Director of SCED, or designee, will review the challenge and make a final decision that is not
 704 appealable.

705

706 **Postponements**

707 Any request to postpone a Formal Hearing must be submitted in writing to the Director of SCED as
 708 least three (3) days prior to the hearing. The request must state the reason(s) for the postponement.
 709 The Director of SCED, or designee, will review the request and make a final decision. The University
 710 is not required to postpone the Student Conduct Process pending the outcome of any civil or criminal
 711 case.

712

713 **Failure to Attend**

714 If a charged student, student organization or complainant, in specific cases, fails to attend a scheduled
 715 Formal Hearing, the hearing will occur, and an outcome will be made in their absence.

716

717 **General Principles of Formal Hearings**

718 The following general principles apply to all Formal Hearings regardless of hearing forum. The
 719 charged student or student organization and complainant, in specific cases, will receive information
 720 that outlines the Formal Hearing proceedings prior to the hearing.

- 721 1. Formal Hearings are private and will be closed to spectators, unless otherwise specified (e.g.
 722 advisor).
- 723 2. The burden of proof in a Formal Hearing is on the University. The standard of proof is the
 724 preponderance of the evidence. The finding of responsible or not responsible on the charges
 725 is solely based on the information presented at a Formal Hearing.
- 726 3. Formal Hearings, excluding deliberations, will be recorded by audio or video. The Formal
 727 Hearing may only be recorded by the University and the recording will be the property of the
 728 University.
- 729 4. Formal Hearings are not subject to the formal rules of evidence and procedures governing
 730 criminal and civil court proceedings.
- 731 5. A charged student or student organization and complainant, in specific cases, have the
 732 opportunity to present relevant information.
- 733 6. No irrelevant information, including character statements, should be discussed or considered
 734 in the Formal Hearing.
- 735 7. The Hearing Officer has the discretion to limit the number of witnesses whose testimony may
 736 be redundant or not in dispute.
- 737 8. The Hearing Officer may limit the length of testimony and may provide advice regarding the
 738 scope, direction or tone of questioning.
- 739 9. Prior student conduct may only be considered in determining appropriate sanctions.
- 740 10. In cases involving multiple charged students, information presented at a Formal Hearing may
 741 be used in a related case as long as all Formal Hearing procedures contained within the Code
 742 are satisfied.

- 743 11. The Hearing Body will make a recommendation of the decision and sanctions to the Hearing
 744 Officer. The Hearing Officer may adopt or modify the recommendation of the Hearing Body.
 745 If the recommendation is not adopted, the Hearing Officer will include the reason for
 746 modifying the recommendation in the Formal Hearing outcome letter.
- 747 12. The charged student or student organization and complainant, in specific cases, will receive
 748 written notice of the formal hearing outcome within five (5) days of the Formal Hearing. The
 749 formal hearing outcome will include the determination regarding responsibility for conduct
 750 violations and applicable sanctions.

751 **Interim Suspension**

752 An interim suspension is an immediate temporary separation from the University. Conditions may
 753 include restriction from University premises, participation in academic endeavors, and University-
 754 related activities. Interim suspensions will be expedited through the Student Conduct Process.

755 An interim suspension may be imposed at the discretion of the Vice President for Student Success, or
 756 designee, to ensure one or all of the following:

- 757 1. The safety and well-being of members of the USF System community or preservation of USF
 758 property;
- 759 2. The student's continued presence or the student organization's continued activities, or use of
 760 privileges, is likely to pose an ongoing threat, disruption or interference with the normal
 761 operation of the USF System.

762 When an interim suspension is imposed, the charged student or student organization will receive
 763 written notice to attend a scheduled Informational Meeting with a Hearing Officer. The written notice
 764 will include date, time, and location of the meeting, as well as the specific charges of violations of the
 765 Code, a brief description of the allegation(s), the conditions of interim suspension, and any other detail
 766 to prepare for the Student Conduct Process.

767

768 An Informational Meeting will occur (see Informational Meeting) and the Hearing Officer will review
 769 available information to determine if the interim suspension will remain, be modified, or lifted. The
 770 charged student or student organization will receive written notice two (2) days after the Informational
 771 Meeting regarding the status of interim suspension.

772

773 If the charged student or student organization fails to attend the informational meeting, they will have
 774 waived their opportunity to participate in the informational meeting, and SCED will proceed with
 775 scheduling a Formal Hearing. The type of Formal Hearing forum will be determined based on the
 776 severity of charges and/or possible sanctions (e.g. suspension or expulsion).

777

778 If a charged student is placed on an interim suspension, but the charged student is subsequently found
 779 not responsible for the conduct violation, the University must:

- 780
- 781 1. Correct any record of the change in enrollment status in the charged student's permanent
 782 records, and report in a manner compliant with state and federal laws, and

- 783 2. Refund the charged student: a pro rata portion of any charges for tuition and out of-state fees,
784 as appropriate, if the temporary revocation or suspension of the charged student's ability to
785 attend classes lasts for more than ten (10) days.
786

787 In cases where the President determines that the health, safety, or welfare of the charged student or
788 the University community is involved, a charged student's privileges within the University, including
789 the ability to attend classes or engage in University activities, may be suspended on an interim basis.
790

791 **IX. BASIS FOR APPEAL AND APPEAL PROCESS**

792 The charged student or student organization and complainant, in specific cases, as provided in the
793 Code, may appeal in writing the outcome of a Formal Hearing within five (5) days of the date of the
794 Formal Hearing outcome letter. The appeal must be in writing to the Dean of Students, or designee,
795 and the burden of proof rests with the individual or organization appealing to clearly demonstrate the
796 basis for appeal.
797

798 **Basis for Appeal**

799 The basis for appeal includes:

- 800 1. A violation of due process rights or failure of the University to follow the Student Conduct
801 Process established in this Code that substantially affected the outcome.
802 2. The introduction of new information that was not available and could not be presented at the
803 time of the Formal Hearing. The individual appealing must demonstrate how the new
804 information could have substantially affected the outcome. The outcomes of a criminal or civil
805 case is not considered new information for the purpose of an appeal.
806 3. The severity of sanction(s) imposed was disproportionate to the responsible conduct
807 violations.

808 An appeal is not a rehearing of the conduct case and will not be accepted simply because the individual
809 is dissatisfied with the outcome of the Formal Hearing.
810

811 **Appeal Process**

812 The Dean of Students, or designee, will serve as the Appellate Officer for all appeals of the Student
813 Conduct Process. The appellate officer will determine if there is sufficient information to substantiate
814 the basis for appeal. If so, the Appellate Officer may either deny the appeal, therefore upholding the
815 original outcome of the Formal Hearing, or do one of the following:

816 If the basis of the appeal is that there was a violation of due process rights or failure to follow
817 the Student Conduct Process which would have substantially affected the outcome, and the
818 Appellate Officer accepts the appeal, the Appellate Officer may request the case be remanded
819 for a new Formal Hearing.
820

821 If the basis of the appeal is new information that could not be presented at the time of the
 822 Formal Hearing which would have substantially affected the outcome, and the Appellate
 823 Officer accepts the appeal, the Appellate Officer may request that the case be remanded for a
 824 new Formal Hearing.

825
 826 If the basis of the appeal is the severity of sanction(s) imposed was disproportionate to the
 827 responsible conduct violations, and the Appellate Officer accepts the appeal, the Appellate
 828 Officer may modify the sanction(s).

829
 830 Except as required to explain the basis of new information, the review of an appeal is limited to the
 831 record of the Formal Hearing and supporting documents.

832
 833 The charged student or student organization or complainant, in specific cases, will receive a written
 834 notice of their appeal outcome within ten (10) days of receipt of the appeal, except in extraordinary
 835 circumstance as determined by the Dean of Students, or designee. The appeal outcome is the final
 836 University decision and there are no further internal University appeals.

837
 838 A student may seek outside judicial review pursuant to Florida Rule of Appellate Procedure 9.190(b)(3)
 839 of a final University decision. If a student seeks a review with the court, a copy of the petition must
 840 also be officially served to the University of South Florida Office of the General Counsel at 4202 E.
 841 Fowler Avenue, CGS 301, Tampa, Florida 33620-4301.

842
 843 **X. SANCTIONS**

844 Students and student organizations found responsible for conduct violations will be assigned
 845 sanctions. Sanctions will be commensurate with the responsible conduct violations considering any
 846 mitigating circumstances, including but not limited to the charged student or student organization's
 847 prior conduct record. Assigned sanctions may include, but are not limited to:

848
 849 **Alcohol and/or Substance Use Education Sanctions** - Online educational modules, assessments,
 850 and/or meeting with a staff member. The charged student or student organization is responsible for
 851 any associated fee(s).

852
 853 **Assignments/Seminar/Workshops:** Requirement to attend, present, and/or participate in an in-
 854 person or online, workshop, module, and/or seminar. Written research assignments, behavioral
 855 reflection papers, or other educational activities may also be a requirement. These sanctions are
 856 intended to provide a student with opportunities that achieve specific learning objectives such as
 857 engaging in meaningful reflection on their behavior and the impact on others. The charged student or
 858 student organization is responsible for any associated fee.

859

860 **Conduct Probation:** A specified period of time when the charged student or student organization is
861 considered not in good conduct standing with the University. Conduct probation may result in
862 restrictions of privileges and/or activities which may include, but are not limited to, being prohibited
863 from participating in study abroad, serving in specific student leadership roles (e.g. resident assistant,
864 student government). Conduct probation is a period of reflection on behavior and an opportunity to
865 demonstrate satisfactory citizenship. Further conduct violations while on conduct probation may
866 impact the severity of future sanctions.

867 **Deferred Suspension:** A specified period of time in which suspension is temporarily withheld
868 pending completion of other sanctions by a specified deadline and the demonstration of satisfactory
869 citizenship. A student or student organization on deferred suspension is considered not in good
870 conduct standing with the University. If the charged student or student organization fails to comply
871 with assigned sanctions, the student or student organization will no longer be on deferred suspension
872 and will be immediately suspended with no further appeal.

873
874 **Expulsion:** Permanent separation from the University. The student or student organization is
875 considered not in good conduct standing permanently with the University. The charged student and
876 student organization will not have the ability to return as a student or student organization at any point
877 in time. Expulsion may include a restrictive or no trespass order for all University premises. A
878 transcript overlay will be placed on the charged student's academic transcript and an administrative
879 hold will be permanently placed on the student's account. A record of expulsion will be maintained in
880 the student's permanent conduct file in Student Conduct and Ethical Development.
881 A student assigned this sanction may forfeit tuition, housing rent and fees, and other University fees.
882 A student will be withdrawn from classes and forfeit academic credit accordingly. Students living in
883 University Housing must contact Housing and Residential Education to determine the financial
884 impact of the cancelled contract.

885
886 **Housing Restriction:** A specified period of time in which a student is restricted from living in and/or
887 visiting all USF residential facilities (which may include dining halls), including the Greek Village. If
888 applicable, a student may be financially liable for any costs associated with the restriction from living
889 in on-campus housing as outlined in the Cancellation section of the University Student Housing
890 Agreement or Greek Housing Agreement.

891
892 **No Contact Order:** Official directive requesting a student refrain from making contact with another
893 individual(s). Contact may include communication by telephone, in writing, electronically, by third
894 party, or in person both on and off campus.

895
896 **Restrictions:** Specific loss of privileges that may limit participation in student activities and University
897 events or access and use of University premises (e.g. athletic teams, leadership positions, certain
898 buildings and/or locations).

899

900 **Restitution:** Requirement to reimburse the University and/or an individual for the damage,
 901 destruction, or vandalism of University buildings or property, private property, and/or personal
 902 property. Restitution will be limited to the actual cost of repair or replacement.

903

904 **Suspension:** Separation from the University for a specified period of time. The student or student
 905 organization is considered not in good conduct standing during the period of suspension with the
 906 University. The student or student organization will not have the ability to return as a student or
 907 student organization until the end of the suspension. Suspension may include a restrictive or no
 908 trespass order for all University premises. A transcript overlay will be placed on the student's academic
 909 transcript, and an administrative hold will be placed on the student's account during the period of
 910 suspension. A record of suspension will be maintained in the student's permanent conduct file in
 911 Student Conduct and Ethical Development.

912 A student affected by this sanction may forfeit tuition, housing rent and fees, and other University
 913 fees. A student will be withdrawn from classes and forfeit academic credit accordingly. Students living
 914 in University Housing must contact Housing and Residential Education to determine the financial
 915 impact of the cancelled contract.

916

917 **Written Reprimand** – An official notice of conduct that is not in accordance with the University's
 918 standards of behavior. Further conduct violations may impact the severity of future sanctions.

919

920 **XI. AUXILIARY AIDS AND SERVICES**

921 Students may request reasonable accommodations as required in Section 504 of the Rehabilitation Act
 922 and the Americans with Disabilities Act. The student must be registered with the USF Students with
 923 Disabilities Services office and notify SCED in writing a minimum of three (3) days prior to a meeting
 924 or hearing.

925

926 **XII. PARENTAL NOTIFICATION**

927 The University considers the student the primary contact for University communications and may
 928 restrict communication to the student only. SCED has the discretion to inform any parent or legal
 929 guardian of a dependent student under the age of 21 (as provided in [Parental Notification Policy 30-
 930 020](#)) when their student has been found responsible for a conduct violation in regard to the use or
 931 possession of alcohol or a controlled substance. A student whose parents or legal guardian are to be
 932 notified will be informed prior to such notification and given the opportunity to initiate contact with
 933 their parents, if and when possible.

934

935 **XIII. CONDUCT RECORD MAINTENANCE AND RETENTION**

936 **Maintenance**

- 937 1. Student and student organization conduct records are maintained in SCED.

- 938 2. All student conduct records in all formats (paper, computer, audio, etc.) resulting in formal
 939 charges will be kept in compliance with [General Records Schedule GS5](#), but not for less than
 940 seven (7) years from the date of the last incident that the charged student or student
 941 organization was involved in that resulted in conduct charges.
- 942 3. If a student is suspended or expelled, a record of a violation of University regulations and/or
 943 policies will be permanently maintained in the student’s or student organization’s conduct file
 944 in SCED and a record of separation may be maintained in the Office of the Registrar.
- 945 4. SCED maintains all student conduct records in accordance with the Family Education Rights
 946 and Privacy Act (FERPA). SCED will abide by all laws requiring privacy with regard to the
 947 Student Conduct Process. In addition, as FERPA does not protect the names of students
 948 found responsible for crimes of violence, including forcible sex offenses, or an alleged
 949 perpetrator of a non-forcible sex offense when the allegations support a finding that a student
 950 has committed a violation of the University’s rules or policies, the University may be required
 951 to release that information upon a Chapter 119 public record request.
- 952 5. A student may choose to sign a release form granting SCED staff permission to discuss
 953 information related to the Student’s disciplinary file with any individual that the student
 954 designates. This form is available in SCED. Although this form may provide access to
 955 information to a third party, the student remains the primary responsible party for compliance.
- 956 6. Any educational institution requesting conduct information about a current or former
 957 University student is required to submit the request in writing. If a non-educational agency is
 958 requesting information, those requests must include the signature of the student granting the
 959 release of information related to the student’s conduct record.
- 960 7. Transcripts of recorded hearings will not be prepared or provided by the University. In cases
 961 of external legal review that may require a transcript of a recorded hearing, the student or
 962 advisor may contact the Office of the General Counsel to arrange for the preparation of the
 963 written transcript by a court reporting service on the student’s behalf and at the expense of
 964 the requestor. The court reporting service will provide the transcript to the Office of the
 965 General Counsel, which will perform a confidentiality review of the transcript and redact any
 966 confidential or exempt information pursuant to state or federal law. The requestor will be
 967 responsible for the cost of the transcript preparation and confidentiality review.

968 **Retention**

- 969 1. Records resulting in an educational sanction of expulsion or suspension from the University
 970 will be permanently maintained in SCED.
- 971 2. No personally identifiable record(s) will be kept after a record has been designated for
 972 destruction. Statistical data will be maintained but all information that would identify an
 973 individual is removed.
- 974 3. All paper records will be destroyed by shredding or other similar process. Computer files will
 975 be modified in a manner so that only statistical data that cannot identify an individual is kept.
 976 Non-paper information (i.e. audio recordings) will be destroyed in a manner that will ensure
 977 that the information cannot be traced to any individual or any disciplinary case.

978 **Record Expungement**

979 Record expungement allows a student conduct record on file with SCED to be sealed. This includes
 980 all information related to the student’s documentation, investigation, hearing, and disposition. In
 981 general, when completing background check inquiries, expunged records will not be reported as an
 982 incident when the student was found responsible. The student will not need to report the record based
 983 on the language/definitions of the requesting institution or agency in a background check that the
 984 incident ever occurred. The record will still be used for federal, state, and local University reporting
 985 requirements but will not be associated with the student name or student ID.

986
 987 *Eligibility*

988 A request for expungement will be available for consideration:

- 989 1. One year after the resolution of a conduct case,
 990 2. All assigned sanctions have been successfully completed,
 991 3. An expungement has not previously granted, and

992 The conduct violation(s) did not:

- 993 4. Cause personal injury.
 994 5. Cause significant property damage.
 995 6. Include a drug violation that could qualify as a felony charge in the legal system.
 996 7. Disrupt the orderly operation of the University.
 997 8. Violate the firearm, explosives, dangerous chemicals, and ammunition or weaponry
 998 regulations of the University.
 999 9. Violate the Sexual Misconduct/Sexual Harassment policy.
 1000 10. Result in a suspension or expulsion.

1001 **Petition Requirements**

1002 A student meeting the eligibility requirements must submit their petition to the Dean of Students, or
 1003 designee. The student must submit a signed statement explaining the justification for the request, a
 1004 description of what occurred in the conduct incident, and what they learned from the incident. The
 1005 statement must also include:

- 1006 1. Student’s name
 1007 2. University identification number (U number)
 1008 3. E-mail address
 1009 4. Phone number
 1010 5. Date of incident
 1011 6. Incident report number

1012
 1013 **Process**

1014 The Dean of Students, or designee, will review the statement, the conduct record, and any other
 1015 pertinent information they choose to request and/or consider. The decision is at the discretion of the
 1016 Dean of Students, or designee. The student will receive written notice regarding their petition within

1017 ten (10) days of receipt of petition. The decision of the Dean of Students, or designee, regarding the
 1018 expungement of the conduct record is final and not appealable.

1019
 1020

1021 **XIV. INTERPRETATION AND REVISION**

1022

1023 This Regulation applies to all campuses of the University of South Florida; however, non-substantive
 1024 procedural modifications to reflect the particular circumstances of each campus are permitted. Any
 1025 questions about the interpretation of the Code should be directed to any of the following SCED
 1026 offices:

1027

1028 Tampa: <http://www.usf.edu/srr/page.asp?id=69>

1029 St. Petersburg: <http://www.usfsp.edu/dos/sc/>

1030 Sarasota Manatee: <http://www.usfsm.edu/campus-life/student-engagement/student-rights-and-responsibilities.aspx>

1031

1032
 1033 The University reserves the right to make changes to the Student Code of Conduct as necessary. The
 1034 Code shall be reviewed periodically by a committee which shall include student representation under
 1035 the direction of the Director of SCED.

1036

1037

1038

1039

1040 *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-*
 1041 *05, Formerly 6C4-6.0021 F.A.C., Amended 6-5-08, 6-25-09, 9-22-11, 12-02-13, 1-6-14 (technical), 6-23-14*
 1042 *(technical), 5-14-15 (technical), 8-19-16 (technical), 9-28-18, 4-12-19 effective 5-6-19 (technical), 5-16-19*
 1043 *(technical), 8-26-19 (technical).*

1044 *Certification: The USF System certifies that it has followed the Florida Board of Governors Regulation Development*
 1045 *Procedure and has a record of written notices, comments, summaries and responses as required.*

1046 **CONTENT:**

1047

1048 **~~I. — PURPOSE AND INTENT/STATEMENT OF REGULATION~~**

1049 **~~H. — AUTHORITY~~**

1050 **~~III. — DEFINITION OF TERMS~~**

1051 **~~IV. — SPECIFIC PROVISIONS~~**

1052 **~~A. — General~~**

1053 **~~B. — Standards for Behavior in the Classroom~~**

1054 **~~C. — Violations~~**

1055 **~~D. — Stages of Conduct Process~~**

1056 **~~1. — Referral~~**

1057
1058
1059
1060
1061
1062
1063
1064
1065
1066
1067
1068
1069
1070
1071
1072
1073
1074
1075
1076
1077
1078
1079
1080
1081
1082
1083
1084
1085
1086
1087
1088
1089
1090

- ~~2. Initial Review~~
- ~~3. Formal Hearing~~
- ~~4. Provisional Suspension or Temporary Restrictions~~

- ~~V. GENERAL PRINCIPLES OF CONDUCT PROCESS~~
- ~~VI. RIGHTS OF CHARGED STUDENTS AND COMPLAINANTS IN THE CONDUCT PROCESS~~
- ~~VII. ADDITIONAL RIGHTS OF CHARGED STUDENTS AND ALLEGED VICTIMS IN CASES OF ALLEGED VIOLENT CONDUCT AND SEXUAL HARASSMENT AND SEXUAL MISCONDUCT~~
- ~~VIII. SANCTIONS~~
- ~~IX. PARENTAL NOTIFICATIONS~~
- ~~X. CONDUCT RECORDS AND RETENTION PROCEDURES~~
- ~~XI. RECORD EXPUNGEMENT PROCESS~~
- ~~XII. MEMBER INSTITUTIONS~~

~~I. PURPOSE AND INTENT/STATEMENT OF REGULATION:~~

~~A. Student Rights and Responsibilities (SRR) supports the mission, goals, values and vision of the University of South Florida System (“University” or “USF”) by promoting a community that values individual responsibility and the adherence to community standards as embodied in this Regulation (“Student Code of Conduct” or “Code”). Through the Conduct Process, SRR engages Students and Student Organizations in personal and social responsibility.~~

~~B. SRR’s goal is to encourage and develop standards of behavior and critical thinking that will create a community of leaders and citizens and enhance the USF environment for community members living, studying and working within the University. By engaging Students in one-on-one interactions with staff trained in Student development and through group interactions with the University Conduct Board, USF Students are challenged to assess and reassess their framework of principles and behavioral norms that support a healthy community.~~

~~H. AUTHORITY:~~

~~A. The Student Code of Conduct is a document that describes prohibited behavior that is counteractive to the goals and mission of USF and how the University will hold Students~~

- 1091 ~~and Student Organizations accountable. Students and Student Organizations are~~
 1092 ~~responsible for their guest's compliance as well.~~
- 1093 ~~**B.** The University of South Florida's jurisdiction for the Student conduct process extends to~~
 1094 ~~the conduct of any Student or Student Organization, regardless of the location, which~~
 1095 ~~adversely affects the University community and/or the pursuit of its mission; when the~~
 1096 ~~behavior relates to the good name of the University; the integrity of the educational~~
 1097 ~~process; the safety and welfare of the University community; and/or the conduct violates~~
 1098 ~~state or federal law.~~
- 1099 ~~**C.** Students are responsible for knowing the information, policies, and procedures outlined~~
 1100 ~~in the Student Code of Conduct. The University reserves the right to make changes to~~
 1101 ~~the Code as necessary. Students are encouraged to check online at~~
 1102 ~~<http://regulationspolicies.usf.edu> for the most updated versions of all policies and~~
 1103 ~~regulations.~~
- 1104 ~~**D.** The University strongly encourages of sexual harassment and sexual misconduct to file a~~
 1105 ~~complaint and note that for some persons the filing of a complaint may be compulsory.~~
 1106 ~~Complaints may be filed with the designated offices detailed in Policy 0-004 Sexual~~
 1107 ~~Misconduct/Sexual Harassment (Including Sexual Violence).~~
- 1108 ~~**E.** Any individual may refer a Student or Student Organization for alleged violation/s of the~~
 1109 ~~Student Code of Conduct by filing a written referral with SRR. SRR reserves the right to~~
 1110 ~~initiate or follow up any investigative leads where there is reasonable belief of possible~~
 1111 ~~violations of the Student Code of Conduct.~~
- 1112 ~~**F.** The conduct process may be initiated for a Student or Student Organization whose~~
 1113 ~~alleged conduct potentially violates both the criminal law and/or the Student Code of~~
 1114 ~~Conduct without regard to the pending civil or criminal litigation in court or criminal~~
 1115 ~~arrest and prosecution. The conduct process under this Regulation may be carried out~~
 1116 ~~prior to, simultaneously with, or following civil or criminal proceedings off campus at the~~
 1117 ~~discretion of SRR. Determinations made or sanction(s) imposed as a result of thee~~
 1118 ~~conduct process shall not be subject to change because criminal charges were dismissed,~~
 1119 ~~reduced, or resolved in favor of or against the criminal law defendant. Members of the~~
 1120 ~~University community, who commit offenses against the laws of municipalities, states, or~~
 1121 ~~the United States, are subject to prosecution by those authorities and may be subject to~~
 1122 ~~disciplinary action under University rules when their conduct violates the Student Code~~

of Conduct. Students shall not be forced to present self-incriminating information; however, the University is not required to postpone the conduct process pending the outcome of any civil or criminal case.

III. DEFINITION OF TERMS:

A. ~~“Administrative Hearing Officer” is a University faculty or staff member designated by the Director of SRR, or the designated University Official, who will adjudicate the case, hearing the Student, the complainant and/or the University’s explanation of events during the formal hearing.~~

B. ~~“Administrative Hold” refers to a restrictive hold 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. ~~“Advisor” refers to any one person chosen by the Student to assist them throughout the conduct process. While an advisor may assist a Student, the advisor may not speak on the Student’s behalf or otherwise take an active role in the conduct process.~~

D. ~~“Alleged Victim” is a term that refers to the person who alleges any personal harm or injury from another person. At times, to avoid duplication or wordiness, the term victim may be used to refer to an alleged victim.~~

E. ~~“Charge Letter” is the letter sent to the Student or Student Organization after the Initial Review Meeting. The letter states the disposition of ‘responsible or not responsible’, and includes the charges, educational sanctions, and the option for the Student to request a Formal Hearing if applicable.~~

F. ~~“Complainant” is a term used in this Regulation to refer to the person who submits a referral alleging that a Student or Organization violated the Student Code of Conduct. In specific cases, the Complainant may not be the actual victim or the alleged victim. Recognizing that the law provides victims and alleged victims specific rights and non-victim complainants may not have the same rights or protections, this Code will use “Complainant” as a general term and the Code will be applied to fit the particular circumstances at the discretion of SRR.~~

- 1155 ~~G. — “Charged Student” is a Student who has been charged with violation/s of the~~
 1156 ~~Student Code of Conduct that are moving forward to a formal hearing.~~
- 1157 ~~H. — “Conduct Process” refers to the entire process outlined in the Student Code of~~
 1158 ~~Conduct, including the Initial Review, the Formal Hearing, and the Appeal~~
 1159 ~~process. This also includes the Provisional Suspension Process.~~
- 1160 ~~I. — “Day/s” in terms of process is defined as the normal business day and will not~~
 1161 ~~include Saturdays, Sundays, or legal holidays/University administrative holidays~~
 1162 ~~or when the campus is closed for business.~~
- 1163 ~~J. — “Dean of Students or designee” is the individual who will hear an appeal~~
 1164 ~~following a Formal Hearing.~~
- 1165 ~~K. — “Deferred Adjudication” refers to the process when a Student is responsible~~
 1166 ~~for a violation but the finding is held so the Student can complete certain~~
 1167 ~~requirements in an allotted timeframe. In order to receive Deferred~~
 1168 ~~Adjudication, the Student must begin by accepting responsibility. At the~~
 1169 ~~completion of all requirements, the Student will be adjudicated “not~~
 1170 ~~responsible.” This may only be used for specific non-violent first time offenses.~~
- 1171 ~~L. — “Formal Hearing” or “Hearing” is the proceeding elected by the charged~~
 1172 ~~Student which can be conducted by an Administrative Hearing Officer or a~~
 1173 ~~University Conduct Board after charges have been moved forward by the Initial~~
 1174 ~~Review Officer.~~
- 1175 ~~M. — “Hearing Outcome Letter” is the finding rendered at the conclusion of the~~
 1176 ~~formal hearing.~~
- 1177 ~~N. — “Final University Decision” is the finding of the Dean of Students, or designee,~~
 1178 ~~as issued in the Dean’s Decision on Appeal Letter.~~
- 1179 ~~O. — “Good Disciplinary Standing” refers to a Student who is free from disciplinary~~
 1180 ~~probation, disciplinary holds, and it not currently involved in the conduct~~
 1181 ~~process.~~
- 1182 ~~P. — “Guest” refers to any individual (Student or non-Student) who is not assigned~~
 1183 ~~to live in a particular room in an on-campus residence; is on the premises where~~
 1184 ~~the alleged violation occurred; and/or refers to any person visiting the~~
 1185 ~~University who is not affiliated with the University. Students may be held~~
 1186 ~~responsible for the actions of their guests.~~

- 1187 ~~Q. “Impact Statement” is an oral or written statement provided by the alleged~~
 1188 ~~victim in cases of violent misconduct, or when requested by SRR. The~~
 1189 ~~statement explains how the incident has affected the personal and educational~~
 1190 ~~experience of the alleged victim. This statement is reviewed during the~~
 1191 ~~sanctioning portion of the Formal Hearing if the Charged Student is found~~
 1192 ~~responsible for a violation of the Student Code of Conduct~~
- 1193 ~~R. “Initial Review Officer (IRO)” is a University official authorized to meet with~~
 1194 ~~Students regarding referrals made for possible violations of the Student Code~~
 1195 ~~of Conduct.~~
- 1196 ~~S. “Initial Review Meeting” is a meeting for the Student to learn about their rights~~
 1197 ~~in the conduct process, and review the referral and any other applicable~~
 1198 ~~information related to the violation(s).~~
- 1199 ~~T. “Intimate Partner” refers to persons who are or who have been dating,~~
 1200 ~~cohabitating, married, separated, or divorced and may be of the same or~~
 1201 ~~opposite sex.~~
- 1202 ~~U. “May” is used in the permissive sense.~~
- 1203 ~~V. “Member of the University Community” includes any person who is a Student,~~
 1204 ~~faculty member, University Official, or any other person with an ongoing~~
 1205 ~~relationship, involved with, or employed by the University.~~
- 1206 ~~W. “Notice” is the written communication either by mail or E-mail~~
 1207 ~~correspondence that provides information to a Student. Notice is conclusively~~
 1208 ~~presumed to be final when such communication is sent to the Student by~~
 1209 ~~official University email, and/or mailed to the address appearing on either the~~
 1210 ~~Student’s current local address or permanent address on record with the~~
 1211 ~~University at the discretion of SRR.~~
- 1212 ~~X. “Student Rights and Responsibilities (SRR)” or designee is the person(s)/area~~
 1213 ~~designated by the USF System President to be responsible for the~~
 1214 ~~administration of the Student Code of Conduct.~~
- 1215 ~~Y. “Policy” means the written and published policy or regulation of the University~~
 1216 ~~as found in, but not limited to, the Student Code of Conduct, the residence~~
 1217 ~~halls, the library, parking, regulations governing the use of technology and~~
 1218 ~~information systems, those regarding the Student Identification Card, and~~

1219 Graduate/Undergraduate Catalogs concerning Students and Student
 1220 Organizations. Other policies include those related to building and classroom
 1221 use, to dining services, to campus recreation, and to any regulation of the Board
 1222 of Trustees.

1223 ~~Z.~~ ~~“Preponderance of the Evidence” means that from the evidence/information~~
 1224 ~~submitted, it is more likely than not that the charged Student did commit the~~
 1225 ~~violation(s) for which the Student has been charged, and shall not be the strict~~
 1226 ~~criminal law standard of proof beyond a reasonable doubt. This is the standard~~
 1227 ~~used in adjudicating all disciplinary cases through the Student Code of Conduct.~~

1228 ~~AA.~~ ~~“Record” a Student’s SRR file is considered an educational record at the~~
 1229 ~~University and is the property of the University. A file may include~~
 1230 ~~documentation and/or the audio recording of a formal hearing (only audio~~
 1231 ~~recording by the University is permitted). Deliberations are not recorded. To~~
 1232 ~~the extent the University maintains records, the Family Educational Rights and~~
 1233 ~~Privacy Act (FERPA) may prohibit or restrict their disclosure.~~

1234 ~~BB.~~ ~~“Referral” means the written documentation provided to SRR alleging that a~~
 1235 ~~violation of the Student Code of Conduct may have occurred.~~

1236 ~~CC.~~ ~~“Referred Student” is the person who has been named in the referral provided~~
 1237 ~~to SRR to have allegedly violated this Student Code of Conduct.~~

1238 ~~DD.~~ ~~“Responsible” in the context of a hearing outcome decision means the~~
 1239 ~~information presented in the Student’s charge letter and all information~~
 1240 ~~reviewed at any hearing as a whole indicates that it is more likely than not that~~
 1241 ~~the Student committed the violation.~~

1242 ~~EE.~~ ~~“Student”* for the purposes of the Student Code of Conduct, includes all~~
 1243 ~~admitted persons, or a person who has an active application for admission,~~
 1244 ~~housing, or any other service provided by the University, which requires~~
 1245 ~~Student status. The term “Student” includes all persons taking University~~
 1246 ~~courses, either full-time or part-time, pursuing undergraduate, graduate, non-~~
 1247 ~~degree seeking, or professional studies. Persons who withdraw or who are~~
 1248 ~~academically dismissed after allegedly violating the Student Code of Conduct,~~
 1249 ~~or who are not officially enrolled for a particular term but who are eligible to~~

- 1250 enroll or have a continuing relationship with the University, or who have been
 1251 notified of their acceptance for admission are considered Students.
- 1252 ~~FF. “Student Organization”* means any group of Students who have complied with~~
 1253 ~~the requirements for registration and are officially recognized by the University~~
 1254 ~~as a registered Organization. These include, but are not limited to, political~~
 1255 ~~groups, fraternities and sororities, and Student sports clubs. Student~~
 1256 ~~Organizations are subject to every element of the Student Code of Conduct.~~
 1257 ~~*In specific instances the terms Student/Student Organization may include a~~
 1258 ~~reference to both.~~
- 1259 ~~GG. “Temporary Restrictions” are actions that SRR may take prior to or during the~~
 1260 ~~investigation of an incident. These may include, but are not limited to, a~~
 1261 ~~removal from on campus housing; no contact orders; restrictions from clubs;~~
 1262 ~~events, and Organizational activities; and/or restrictions from specific areas on~~
 1263 ~~the University premises. When a temporary restriction is imposed, SRR will~~
 1264 ~~attempt to expedite the conduct process.~~
- 1265 ~~HH. “Transcript Overlay” means a notation on a Student’s academic transcript that~~
 1266 ~~states the Student is not in “good disciplinary standing” due to a disciplinary~~
 1267 ~~suspension or expulsion.~~
- 1268 ~~H. “University” means the University of South Florida System, including any~~
 1269 ~~member institution affiliated with the USF System.~~
- 1270 ~~JJ. “University Activity” or “University Program” refers to any function or event,~~
 1271 ~~which is hosted, sponsored or organized by any University member, group or~~
 1272 ~~Organization, including but not limited to, Student Organizations. Such~~
 1273 ~~activities or programs include but are not limited to coursework and other~~
 1274 ~~academic activities, education abroad, field trips, retreats, social events,~~
 1275 ~~philanthropies, and community service events.~~
- 1276 ~~KK. “University Conduct Board” is a panel of faculty, staff, and Students who have~~
 1277 ~~been trained to hear conduct cases and make decisions related to reported~~
 1278 ~~violations of the Student Code of Conduct. The UCB panel must have~~
 1279 ~~representation of at least 50% Student membership. The panel will adjudicate~~
 1280 ~~the conduct case, hearing both the Student explanation of events and the~~
 1281 ~~information presented by SRR, witnesses, and reporting parties.~~

1282 ~~LL. “University Official” for the purposes of the Student Code of Conduct, means~~
1283 ~~any representative of a USF System direct service Organization, USF System~~
1284 ~~board, committee, office, or member of the USF System faculty, administration,~~
1285 ~~or staff. According to the Student Code of Conduct, this definition includes~~
1286 ~~Student staff acting in accordance with their assigned duties.~~

1287 ~~MM. “University Premises” includes all land, buildings, facilities, recreational fields,~~
1288 ~~and other property in the possession of or owned, used, or controlled by the~~
1289 ~~University (including adjacent streets and sidewalks).~~

1290 ~~NN. “Will” is used in the imperative sense.~~

1291 ~~OO. “Witness” is used to define an individual who is in the proximity of an incident~~
1292 ~~and viewed the actions of said incident or who has relevant information about~~
1293 ~~a given incident or actions related to a specific incident.~~

1294 ~~IV. **SPECIFIC PROVISIONS:**~~

1295 ~~A. General: Each Student is expected to abide by the Student Code of Conduct (“Code”).~~
1296 ~~The following violations are broadly defined and are not exhaustive in terms.~~

1297 ~~B. Standards for Behavior in the Classroom: Faculty members have the primary responsibility~~
1298 ~~of managing the classroom environment whether in person or online in accordance with~~
1299 ~~USF3.025 – Disruption of Academic Process. Faculty members may remove a Student~~
1300 ~~from the classroom environment for disruption on the day that it occurs or faculty~~
1301 ~~members may remove a Student permanently from the class. If the Student disrupts the~~
1302 ~~classroom environment, the faculty member should make a referral to Student Rights and~~
1303 ~~Responsibilities.~~

1304 ~~C. Violations:~~

1305 ~~(4.01) Theft – The unauthorized taking, misappropriation or possession of any real,~~
1306 ~~personal, or intellectual property or services provided, owned or maintained by the~~
1307 ~~University or by any person.~~

1308 ~~(4.02) Misuse of Property – Destruction, damage, misuse, or defacing of University~~
1309 ~~buildings or property, private property, and/or personal property and includes~~

1310 ~~(a) unauthorized access or entry to University property, buildings, structures, or~~
1311 ~~facilities, or the residence facilities or property of any member of the University~~
1312 ~~community and/or and~~

1313 ~~(b) unauthorized possession, duplication, or use of keys or access cards for any such~~
1314 ~~property.~~

1315 ~~(4.03) Misuse of Materials — Unauthorized accessing, removing, duplicating,~~
1316 ~~photographing, and/or forging, counterfeiting, altering or misusing of any University~~
1317 ~~material (including University intellectual property), file document or record, computer~~
1318 ~~records, software, data files and similar entities owned or maintained by any member of~~
1319 ~~the University faculty, administration, staff, or Student body. This also includes the~~
1320 ~~unauthorized usage of the official University mark, monogram, seal, or other graphic~~
1321 ~~identity symbol.~~

1322 ~~(4.04) Weapons, Firearms, or Explosive Devices — The illegal possession, storage, use or~~
1323 ~~sale of any weapon (lethal or non-lethal), firearm, ammunition, or any incendiary, explosive~~
1324 ~~or destructive device. This further includes, but is not limited to switchblade knives, air~~
1325 ~~soft guns, dangerous chemicals, corrosive and/or biological chemicals or agents as~~
1326 ~~restricted by University policies and/or protocols. This also covers any item used as a~~
1327 ~~weapon to cause actual physical harm or threaten physical harm. For additional~~
1328 ~~information, reference Policy 6-009 Weapons on USF System Property and the USF~~
1329 ~~Housing Resident Handbook.~~

1330 ~~(4.05) Harassment — Conduct which creates an unsafe, intimidating or hazardous situation~~
1331 ~~that interferes with the ability of a Student or employee to study, work, or carry out~~
1332 ~~University functions. For additional information, reference Policy 0-007 Diversity and~~
1333 ~~Equal Opportunity: Discrimination and Harassment.~~

1334 ~~Bullying is included in this violation and refers to repeated and/or severe aggressive~~
1335 ~~behaviors that intimidate or intentionally harm or control another person physically or~~
1336 ~~emotionally, and are not protected by freedom of expression.~~

1337 ~~(4.06) Stalking — To follow another person and/or repeatedly interact with a person so as~~
1338 ~~to harass that person, or a course of conduct directed at a specific person that would cause~~
1339 ~~a reasonable person to fear for one's or others' safety or to suffer substantial emotional~~
1340 ~~stress. This includes "cyber-stalking" a particular form of stalking with a person who uses~~
1341 ~~electronic media, such as the internet, social media networks, blogs, cell phones, text~~
1342 ~~messages, or other similar devices or forms of contact.~~

1343 ~~(4.07) Hazing — Hazing means any action or situation that recklessly or intentionally~~
1344 ~~endangers the mental or physical health or safety of a Student for the purpose of initiation~~

1345 ~~to, admission into, or affiliation with, an Organization. Any University community~~
 1346 ~~member who has knowledge of or has reason to believe that hazing has taken place is~~
 1347 ~~required to report. For additional information, reference USF6.0023 Prohibition of~~
 1348 ~~Hazing. Actions and situations that may constitute hazing include, but are not limited to~~
 1349 ~~the following:~~

- 1350 ~~• Forced or coerced consumption of food, alcohol, beverage, drugs, or other substances;~~
- 1351 ~~• Paddling, hitting, slapping, branding, and/or physical brutality in any form;~~
- 1352 ~~• Creation of unnecessary fatigue;~~
- 1353 ~~• Personal servitude;~~
- 1354 ~~• Physical and/or psychological shocks;~~
- 1355 ~~• Wearing of apparel which is conspicuous and not normally in good taste;~~
- 1356 ~~• Degrading or humiliating games or activities;~~
- 1357 ~~• Sleep, food, or beverage deprivation;~~
- 1358 ~~• Isolation and exclusion from social contact;~~
- 1359 ~~• Calisthenics;~~
- 1360 ~~• Unreasonable exposure to the elements;~~
- 1361 ~~• Kidnapping or abandonment;~~
- 1362 ~~• Line-ups and berating behaviors;~~
- 1363 ~~• Undue interference with academic pursuits;~~
- 1364 ~~• Pressuring or coercing involvement in activities that are illegal, lewd, or in violation of~~
 1365 ~~University Policy~~

1366 ~~(4.08) Disorderly Conduct – Breach of peace, such as causing a disturbance or being unruly.~~
 1367 ~~(4.09) Disruptive Conduct – Actions that impair, interfere with or obstruct the orderly~~
 1368 ~~conduct, processes and/or functions of the University. Disruptive conduct shall include,~~
 1369 ~~but not be limited to, the following:~~

- 1370 ~~• Interference with freedom of movement or with the right to address an audience of~~
 1371 ~~any member or guest of the University;~~
- 1372 ~~• Impeding or interference with the rights of others to enter, use or leave any University~~
 1373 ~~facility, service or scheduled activity, or carry out their normal functions or duties;~~

- 1374 ~~• Interference with academic freedom and freedom of speech of any member or guest~~
1375 ~~at the University;~~
- 1376 ~~• Actions that disrupt, endanger, or disturb the normal functions of the University or~~
1377 ~~the safety of a person or persons. This includes interfering with an investigation, in~~
1378 ~~any way, of SRR.~~
- 1379 ~~(4.10) False Alarm & Fire Safety~~
- 1380 ~~• Issuing a bomb threat or other warning of impending disaster without cause;~~
- 1381 ~~• Intentional misuse, disabling, or tampering with any fire alarm or fire safety equipment;~~
- 1382 ~~• Causing a fire or explosion: Conduct that causes or attempts to cause a fire or~~
1383 ~~explosion, or falsely reporting a fire, explosion, or an explosive device;~~
- 1384 ~~• Tampering with fire safety equipment: Tampering with fire safety equipment, or failure~~
1385 ~~to evacuate during a fire alarm on the University campus, University facility, or at any~~
1386 ~~University activity;~~
- 1387 ~~• Fireworks: Possession and/or use of fireworks, including but not limited to sparklers,~~
1388 ~~or explosives of any kind on the University campus, at a University facility, or at any~~
1389 ~~University activity.~~
- 1390 ~~(4.11) Threats of Violence A threat by word or act to do violence to a person or persons.~~
- 1391 ~~(4.12) Injurious Behavior When one person actually and intentionally touches or strikes~~
1392 ~~a person or persons against their will, or intentionally causes bodily harm.~~
- 1393 ~~(4.13) Reckless Injurious Behavior Conduct that may be unintentional, but is with~~
1394 ~~conscious disregard for its consequences to person(s) or property and results in actual or~~
1395 ~~potential damage, injury, or harm.~~
- 1396 ~~(4.14) Sexual Harassment unwelcome conduct directed at a person based on the person's~~
1397 ~~gender or sexual orientation that is so sufficiently severe, persistent, or pervasive that~~
1398 ~~it unreasonably interferes with, denies, or limits someone's ability to participate in or~~
1399 ~~benefit from the college's educational program and/or activities, and is based on power~~
1400 ~~differentials (quid pro quo), the creation of a hostile environment or retaliation, which~~
1401 ~~includes unwelcome sexual advances, requests for sexual favors, and other verbal,~~
1402 ~~nonverbal, or physical conduct of a sexual nature. The prohibited conduct may include~~
1403 ~~actions, which meet the definition provided by criminal statutes such as battery or assault.~~

1404 For additional information, reference Policy 0-004 Sexual Misconduct/Sexual Harassment
1405 (Including Sexual Violence).

1406 Sexual harassment includes, but is not limited to:

1407 ~~(4.14)(a) Sexual Exploitation — occurs when a Student takes non-consensual or abusive~~
1408 ~~sexual advantage of another for the Student’s own advantage or benefit, or to benefit or~~
1409 ~~advantage anyone other than the one being exploited.~~

1410 Examples of sexual exploitation, include but are not limited to:

- 1411 ~~• Causing the incapacitation of another person (through alcohol, drugs, or any other~~
1412 ~~means) for the purpose of compromising that person’s ability to give affirmative~~
1413 ~~consent to sexual activity;~~
- 1414 ~~• Allowing third parties to observe private sexual activity from a hidden location (e.g.,~~
1415 ~~closet) or through electronic means (e.g., Skype or livestreaming of images);~~
- 1416 ~~• Engaging in voyeurism (e.g., watching private sexual activity without the consent of~~
1417 ~~the participants or viewing another person’s intimate parts (including genitalia, groin,~~
1418 ~~breast or buttocks) in a place where that person would have a reasonable expectation~~
1419 ~~of privacy);~~
- 1420 ~~• Recording or photographing private sexual activity and/or a person’s intimate parts~~
1421 ~~(including genitalia, groin, breasts or buttocks) without consent;~~
- 1422 ~~• Disseminating or posting images of private sexual activity and/or a person’s intimate~~
1423 ~~parts (including genitalia, groin, breasts or buttocks) without consent;~~
- 1424 ~~• Prostituting another person;~~
- 1425 ~~• Exposing another person to a sexually transmitted infection or virus without the~~
1426 ~~other’s knowledge;~~
- 1427 ~~• Exposing one’s genitals in non-consensual circumstances;~~
- 1428 ~~• Inducing another to expose their genitals; or~~
- 1429 ~~• Sexually based stalking and/or bullying.~~

1430 ~~(4.14)(b) Non-Consensual Sexual Intercourse — Any sexual intercourse however slight,~~
1431 ~~with any object, by any individual upon another individual that is without consent and/or~~
1432 ~~by force. Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal~~
1433 ~~penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital~~
1434 ~~contact or genital to mouth contact), no matter how slight the penetration or contact.~~

1435 ~~(4.14)(c) Non-Consensual Sexual Contact — Any intentional sexual touching, however~~
1436 ~~slight, with any object, by an individual upon another individual, that is without consent~~
1437 ~~and/or by force. Sexual Contact includes intentional contact with the breasts, buttocks,~~
1438 ~~groin, or genitals, or touching another with any of these body parts, or making another~~
1439 ~~touch you or themselves with or on any of these body parts; any intentional bodily contact~~
1440 ~~in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin,~~
1441 ~~genitals, mouth, or other orifice.~~

1442 ~~(4.14)(d) Unwanted or Unwelcome Sexually Oriented Attention — Unwanted or~~
1443 ~~unwelcome sexually-oriented remarks or behaviors, that are so sufficiently severe,~~
1444 ~~persistent, or pervasive, on the part of a person who knows or ought reasonably to know~~
1445 ~~that such remarks or behavior unreasonably interferes with, denies, or limits someone's~~
1446 ~~ability to participate in or benefit from the college's educational program and/or activities.~~

1447 ~~(4.15) Misuse or Possession of Illegal Drugs — Using, possessing, manufacturing,~~
1448 ~~distributing, selling, or attempting to obtain any controlled substance which is prohibited~~
1449 ~~by law. The term “drugs” includes, but is not limited to, any narcotic drug, central nervous~~
1450 ~~system stimulant, hallucinogenic drug, barbiturate, or any other substance treated as such.~~
1451 ~~The unauthorized possession or use of a regulated or controlled substance, including one's~~
1452 ~~own or another's prescription drugs and paraphernalia used for drugs (e.g. bong, glass~~
1453 ~~pipes, etc.) is a violation. Further, the un-prescribed use, inhalation, or ingestion of a~~
1454 ~~substance (e.g. nitrous oxide, glue, paint, etc.) that could/will alter a Student's mental state~~
1455 ~~is also prohibited. Attending class, an Organizational meeting or other University event~~
1456 ~~that is specific for an educational purpose while under the influence of drugs, as noted in~~
1457 ~~this section, is a violation. Further, if medical assistance is sought for a Student in need~~
1458 ~~who has consumed drugs, the Student may qualify for Medical Amnesty as defined in the~~
1459 ~~30-004 Medical Amnesty (Student Reporting) Policy. See also Policy 0-610 Drug-Free~~
1460 ~~Workplace.~~

1461 ~~(4.16) Gambling — Conducting or organizing any form of games of chance.~~

1462 ~~(4.17) Misuse of Alcohol — Failure to abide by Policy 30-023 Alcohol Policy and all~~
1463 ~~University protocols and policies and state and federal law regarding alcohol. Specific~~
1464 ~~Student Code of Conduct standards include, but are not limited to:~~

- 1465 ~~1. The sale of, or intent to sell, alcohol without a proper license;~~

- 1466 ~~2. Providing alcohol to any person who is not of legal age to possess or consume~~
1467 ~~alcohol;~~
1468 ~~3. Possession or consumption of alcohol by persons not of legal age;~~
1469 ~~4. The operation of a motor vehicle by a person under the age of 21 while having a~~
1470 ~~blood alcohol level of .02 or higher;~~
1471 ~~5. The operation of a motor vehicle, by an individual of any age, under the influence~~
1472 ~~of alcohol;~~
1473 ~~6. The consumption of alcohol on streets, according to local ordinance;~~
1474 ~~7. Public intoxication;~~
1475 ~~8. Conducting an open house party which can include, but is not limited to, an event~~
1476 ~~at which minors may possess or consume alcohol. An open house party is defined~~
1477 ~~as an event at a residence where hosts, owners, or other in control of the event fail~~
1478 ~~to take reasonable steps to ensure legal compliance, reduce the risk of harm, and~~
1479 ~~ensure the safety of guests (including but not limited to, removing those in~~
1480 ~~violation or requesting law enforcement to assist) if alcoholic beverages are known~~
1481 ~~to have been consumed at the residence by person(s) under the age of twenty-one~~
1482 ~~and/or illegal drugs or controlled substances are unlawfully possessed, distributed~~
1483 ~~or used;~~
1484 ~~9. Attending class, an Organizational meeting or other University event that is~~
1485 ~~specific for an educational gain while under the influence of alcohol.~~
1486 ~~Further, if a medical assistance is sought for a Student in need who has consumed alcohol,~~
1487 ~~the Student may qualify for Medical Amnesty as defined in the 30-004 Medical Amnesty~~
1488 ~~(Student Reporting) Policy. See also Policy 30-023 Alcohol Policy.~~
1489 ~~(4.18) False Information — Knowingly withholding related information or making a false~~
1490 ~~or misleading oral or written statement to the University and/or any University Official.~~
1491 ~~This includes forgery, unauthorized alteration, possession, or misuse of any document,~~
1492 ~~record, or instrument of identification.~~
1493 ~~Additionally, this includes deliberately and purposefully providing false or misleading~~
1494 ~~verbal or written information about another person.~~
1495 ~~Furthermore, this also includes falsifying, distorting, or misrepresenting the truth during~~
1496 ~~proceedings under the Student Code of Conduct, including knowingly submitting a false~~
1497 ~~complaint.~~

1498 ~~Finally, this includes falsification or admission or re-admission documentation to the~~
1499 ~~University.~~
1500 ~~(4.19) Bribery—Offering or accepting a bribe or inducement that would impinge upon or~~
1501 ~~compromise the integrity of academic work product, Student performance, or the~~
1502 ~~unbiased and professional duty of faculty and staff or Student of the University.~~
1503 ~~(4.20) Failure to Respond to Instructions—Failure to comply with authorized official~~
1504 ~~requests (oral or in writing); failure to produce identification for or in agreement with~~
1505 ~~University Officials acting in accordance with their assigned duties. This also includes~~
1506 ~~failure to comply with a directive of a University Official acting within the scope of their~~
1507 ~~assigned duties.~~
1508 ~~(4.21) Violation of University Policy and/or Local Ordinance, State, or Federal Law (as~~
1509 ~~determined by the University)—Failure to adhere or abide by policies including, but not~~
1510 ~~limited to, local ordinance, state law or federal law. Adjudication by an outside entity is not~~
1511 ~~a prerequisite to a determination of responsibility by the University.~~
1512 ~~(4.22) Violation of Probation or Restriction—Failure to abide by the conditions of~~
1513 ~~probation, or other restriction that was assigned based on previous behavior that was~~
1514 ~~deemed unacceptable at the University level.~~
1515 ~~(4.23) Complicity—To be associated with, not removing oneself from the situation or to~~
1516 ~~be present during the commission of any act by another that constitutes a violation of~~
1517 ~~University policy or if the behavior is considered to constitute a violation of University~~
1518 ~~policy or if the behavior is considered to constitute permission, to contribute to, or to~~
1519 ~~condone a violation of a University regulation or policy.~~
1520 ~~(4.24) Specific Acts of Violence—An act that falls into any one of the sections listed~~
1521 ~~below as 4.24(a) and 4.24(b):~~
1522 ~~(4.24)(a) Domestic Violence—Conduct that includes asserted violent misdemeanor and~~
1523 ~~felony offenses committed by the alleged victim’s current or former spouse, current or~~
1524 ~~former cohabitant, person similarly situated under domestic or family violence law, or~~
1525 ~~anyone else protected under domestic or family violence law.~~
1526 ~~(4.24)(b) Dating Violence—Conduct that includes violence by a person who has been in~~
1527 ~~a romantic or intimate relationship with the alleged victim. Whether there was such~~
1528 ~~relationship will be gauged by its length, type, and frequency of interaction.~~

1529 ~~(4.25) Retaliation — Violence, threats or adverse action taken by a Student or Student~~
 1530 ~~Organization against any individual who, in good faith, has made any allegation of~~
 1531 ~~misconduct; or who has provided information, assisted, or participated in any~~
 1532 ~~investigation, review, or formal hearing conducted under the Student Code of Conduct;~~
 1533 ~~or any local, state or federal proceeding.~~

1534 ~~(4.26) Information Technology — Improper use of technology hardware or software~~
 1535 ~~including but not limited to computers, e-mail, cell phones, video cameras, and drones.~~
 1536 ~~See also Policy 0-502 Appropriate Use of Informational Technology Resources and Policy~~
 1537 ~~6-036 Unmanned Aircraft System (Drone) Operations.~~

1538 ~~• Unauthorized downloading or facilitating others to download copyrighted music,~~
 1539 ~~films, and other documents without authorization.~~

1540 ~~Recording of Oral Communication without Consent — Acquires, by listening or by~~
 1541 ~~recording using any device, any wire, oral, or electronic communication, when such~~
 1542 ~~communication is uttered by a person exhibiting an expectation that such~~
 1543 ~~communication is not subject to interception under circumstances justifying such~~
 1544 ~~expectation (i.e. in a situation in which the person has a reasonable expectation of~~
 1545 ~~privacy), and the person has not given consent to the acquisition or recording of the~~
 1546 ~~communication.~~

1547 ~~(4.27) Residence Hall Policy Violation — Violations of any policy or regulation~~
 1548 ~~governing University Housing, as well as, the University Housing rental agreement and~~
 1549 ~~the Resident Handbook. See also Regulation USF6.013.~~

1550 ~~**D. Stages of Conduct Process:**~~

1551 ~~1. Referral: Any person may refer a Student’s conduct for review as a possible Student~~
 1552 ~~Code of Conduct violation. This referral should be made within a reasonable time~~
 1553 ~~following the discovery of the alleged Student code violation and no later than six~~
 1554 ~~(6) months after the discovery, except in extraordinary cases.~~

1555 ~~2. Initial Review: If the referral includes enough information for SRR to accept the~~
 1556 ~~referral, SRR will assign an Initial Review Officer (IRO). Written notice will be~~
 1557 ~~sent to the referred Student requesting them to schedule an initial review meeting.~~
 1558 ~~This meeting between the Initial Review officer and the referred Student is an~~
 1559 ~~opportunity for the Initial Review Officer to explain the allegations, the Student’s~~
 1560 ~~rights and answer any questions the referred Student may have. The referred~~

1561 ~~Student may choose to discuss the incident during this meeting and may be~~
 1562 ~~provided an opportunity to accept responsibility for violations of the Code of~~
 1563 ~~Conduct. If the referred Student is provided an opportunity to accept~~
 1564 ~~responsibility, the Student wishes to accept that opportunity, and the Initial Review~~
 1565 ~~Officer and the referred Student may identify mutually agreed upon charges and~~
 1566 ~~sanctions, the referred Student may accept the charges and sanctions thus waiving~~
 1567 ~~their right to appeal. If the referred Student does not want to accept responsibility~~
 1568 ~~of charges and/or sanctions cannot be agreed upon, the referred Student will be~~
 1569 ~~sent a Charge Letter with the options for electing a Formal Hearing. If the referred~~
 1570 ~~Student fails to schedule or attend the Initial Review Meeting, the Initial Review~~
 1571 ~~Officer will review the referral in absentia and make a determination as to the~~
 1572 ~~appropriate charges and educational sanctions to move forward.~~
 1573 ~~Conclusion of Initial Review Process:~~
 1574 ~~At the conclusion of the Initial Review meeting, the Initial Review Officer will~~
 1575 ~~either dismiss the referral or will issue a Charge Letter (for the purposes of the~~
 1576 ~~Student Code of Conduct, the Referred Student now becomes the Charged~~
 1577 ~~Student). Outcomes of the charge letter will include the recommended charges~~
 1578 ~~and sanctions and the choices available to the charged Student which are (1) accept~~
 1579 ~~responsibility and sanctions or (2) request a formal hearing.~~
 1580 ~~Failure of Charged Student to Respond: If the charged Student fails to respond to~~
 1581 ~~the charge letter within the allotted time, the charges and sanctions will become~~
 1582 ~~finalize and the charged Student will be found responsible and may have a limited~~
 1583 ~~right to appeal.~~
 1584 ~~3. Formal Hearing: Within five (5) days of the date of the charge letter, the charged~~
 1585 ~~Student may elect to have a formal hearing either by an Administrative Hearing~~
 1586 ~~Officer or the University Conduct Board. In cases where the charged Student is~~
 1587 ~~being charged with sexual harassment or sexual misconduct, the alleged victim can~~
 1588 ~~request an administrative hearing and that request will be honored over the~~
 1589 ~~charged Student's request for a University Conduct Board hearing. Hearings may~~
 1590 ~~result in charges being upheld or dismissed and sanctions that are more or less~~
 1591 ~~severe than the sanctions recommended by the Initial Review Officer. Notification~~
 1592 ~~of formal hearing will occur no later than five (5) days prior to the date of hearing.~~

1593 ~~If the charged Student wishes to have the hearing earlier, they waive the right to~~
1594 ~~their review period. At the conclusion of the formal hearing process, the charged~~
1595 ~~Student will receive a Hearing Outcome Letter with determinations regarding~~
1596 ~~responsibility for charges and any subsequent sanctions. If the charged Student~~
1597 ~~fails to attend the formal hearing, the case will be adjudicated in absentia.~~

1598 ~~a. Details of Formal Hearing Options:~~

1599 ~~i). Administrative Hearing Officer: If a charged Student elects a formal~~
1600 ~~hearing before an Administrative Hearing Officer, the charged Student~~
1601 ~~waives the right to a review by a University Conduct Board. SRR will move~~
1602 ~~forward by assigning an Administrative Hearing Officer to adjudicate the~~
1603 ~~case.~~

1604 ~~ii). University Conduct Board: If a charged Student elects a formal hearing~~
1605 ~~before a University Conduct Board, the charged Student waives the right~~
1606 ~~to review by an Administrative Hearing Officer. SRR will appoint a~~
1607 ~~University Conduct Board with membership of at least 50% Student.~~
1608 ~~Board members must be present for the presentation of information at the~~
1609 ~~formal hearing and a quorum for the formal hearing shall consist of a~~
1610 ~~simple majority of the Board. In the event the quorum does not consist~~
1611 ~~of the appropriate balance of membership, the charged Student may elect~~
1612 ~~to proceed or request the formal hearing be rescheduled. After the formal~~
1613 ~~hearing, the Board will reach its decision in executive session by simple~~
1614 ~~majority of the quorum.~~

1615 ~~b. Appeal Process: The charged Student (or the alleged victim in specific cases as~~
1616 ~~provided in the Student Code of Conduct) may appeal in writing the outcome~~
1617 ~~of a formal hearing within five (5) days of the date of the Hearing Outcome~~
1618 ~~Letter. The appeal must be written to the Dean of Students, or appropriate~~
1619 ~~designee, at the member institution or separately accredited institution. The~~
1620 ~~burden of proof rests with the charged Student or the alleged victim to show,~~
1621 ~~by a preponderance of the evidence presented, that the grounds for an appeal~~
1622 ~~have been met. The Dean of Students, or designee, may adopt, modify, or~~
1623 ~~reject charges and/or sanctions from the Hearing Outcome Letter. The Dean~~
1624 ~~of Students, or designee, may request the case be remanded for a new formal~~

1625 ~~hearing forum. The record of the formal hearing may be considered on appeal~~
 1626 ~~as well as any new information from the charged Student and/or alleged victim~~
 1627 ~~that comes to the attention of the Dean of Students or designee. The Dean of~~
 1628 ~~Students, or designee, is authorized to contact any participants in the formal~~
 1629 ~~hearing for clarification or request additional information as necessary to~~
 1630 ~~render a decision.~~

1631 ~~e. Basis of Appeal: Except as required to explain the basis of new information,~~
 1632 ~~the Dean of Students, or designee, shall limit the review to the verbatim record~~
 1633 ~~of the formal hearing and supporting documents for one or more of the~~
 1634 ~~following purposes:~~

1635 ~~i. To determine if there were due process errors involving the University's~~
 1636 ~~failure to provide the charged Student or Student Organization with notice~~
 1637 ~~or an opportunity be heard.~~

1638 ~~ii. To determine whether the sanction(s) imposed was extraordinarily~~
 1639 ~~disproportionate for the violation of the Student Code of Conduct, which~~
 1640 ~~the charged Student or Student Organization was found to be responsible.~~

1641 ~~iii. To consider new information, sufficient to alter a decision or other~~
 1642 ~~relevant facts not brought out in the formal hearing, because such~~
 1643 ~~information and/or facts were not known to the person appealing at the~~
 1644 ~~time of the formal hearing. Outcomes of criminal or civil cases have no~~
 1645 ~~bearing in any aspect of the process, including the appeal.~~

1646 ~~d. When the appeal is submitted, the charged Student (and in specific cases, the~~
 1647 ~~complainant) must state the reason(s) for the appeal and must supply the~~
 1648 ~~supporting facts and the recommended solution. This is not a re-hearing of~~
 1649 ~~the conduct case. An appeal will not be accepted simply because a Student is~~
 1650 ~~dissatisfied with the decision from the formal hearing. Failure to describe the~~
 1651 ~~nature of the information in full detail and/or failure to list and explain at least~~
 1652 ~~one (1) of the three (3) bases of acceptable appeals will result in the denial of~~
 1653 ~~the appeal.~~

1654 ~~e. The Dean's Decision on Appeal Letter will be rendered within ten (10) days~~
 1655 ~~of receipt of the appeal, except in extraordinary cases as determined by the~~
 1656 ~~Dean of Students, or designee. The decision made by the Dean of Students,~~

1657 ~~or designee, is to be rendered in the Dean's Decision on Appeal Letter and the~~
 1658 ~~decision of the Dean of Students, or designee, is considered the final university~~
 1659 ~~decision. If an appeal is not upheld, the initial decision will stand, and the~~
 1660 ~~matter shall be considered final and binding upon all involved. If the final~~
 1661 ~~appellate decision results in a suspension or expulsion of a charged Student,~~
 1662 ~~the charged Student will be notified in writing that the decision may be~~
 1663 ~~appealed by the Student to an external judicial forum.~~

1664 ~~4. Provisional Suspension or Temporary Restrictions:~~

1665 ~~A provisional suspension or temporary restrictions may be imposed at the~~
 1666 ~~discretion of the University to ensure one or all of the following:~~

1667 ~~a. The safety and well-being of members of the USF System community or~~
 1668 ~~preservation of USF System property;~~

1669 ~~b. To ensure the physical or emotional safety and well-being of members of the~~
 1670 ~~USF system community; or~~

1671 ~~c. The Student's continued presence or Student Organization's continued~~
 1672 ~~activities, or use of privilege at the USF System, is likely to pose an ongoing~~
 1673 ~~threat of disruption or interference with the normal operation of the USF~~
 1674 ~~System.~~

1675 ~~Emergency Hearing to Review Provisional Suspension: Students and Student~~
 1676 ~~Organizations issued a provisional suspension from the USF System will be~~
 1677 ~~provided an emergency hearing within five (5) days from the date of~~
 1678 ~~suspension with the appropriate Hearing Officer. The emergency hearing may~~
 1679 ~~be conducted in one of the following three ways at the choice of the Student:~~

1680 ~~• Acceptance of Responsibility: Except in cases of potential sexual~~
 1681 ~~harassment or sexual misconduct, the Student may take full responsibility~~
 1682 ~~in writing (form to be provided by SRR) indicating that the Student is~~
 1683 ~~electing to waive all rights to a formal hearing and is requesting the Hearing~~
 1684 ~~Officer make a final determination with regard to the provisional~~
 1685 ~~suspension and the substantive charges at the time of the emergency~~
 1686 ~~hearing and is accepting that determination as final with a waiver of appeal~~
 1687 ~~rights except as to the severity of the sanction which the Student may~~
 1688 ~~appeal. This will be considered the Hearing Outcome Decision.~~

- 1689 ~~• Absent Acceptance of Responsibility or in cases of potential sexual~~
- 1690 ~~harassment or sexual misconduct: The Hearing Officer will conduct an~~
- 1691 ~~emergency hearing to consider ONLY whether the provisional suspension~~
- 1692 ~~should be continued and any change to the initial charges. A formal hearing~~
- 1693 ~~before an Administrative Officer or the University Conduct Board will be~~
- 1694 ~~automatically scheduled.~~
- 1695 ~~• If a Student fails to appear for the emergency hearing, the Hearing Officer~~
- 1696 ~~will consider that failure to appear to be a waiver of participation in both~~
- 1697 ~~the emergency hearing and formal hearing process. The Hearing Office~~
- 1698 ~~will adjudicate the entire case in absentia. The Hearing Officer will issue a~~
- 1699 ~~hearing outcome letter.~~

1700 ~~V. **GENERAL PRINCIPLES OF CONDUCT PROCESS:**~~

1701 ~~**General Principles. Unless otherwise specified:**~~

- 1702 ~~A. All pending disciplinary matters that may result in suspension or expulsion must be~~
- 1703 ~~resolved prior to the awarding of any degree or certificate.~~
- 1704 ~~B. All proceedings will be closed to spectators.~~
- 1705 ~~C. No irrelevant information, including character statements, should be discussed or~~
- 1706 ~~considered in the Formal Hearing.~~
- 1707 ~~D. The Student Code of Conduct provides the structure and evidentiary guidelines for this~~
- 1708 ~~internal University process. Civil and Criminal rules of evidence and procedure do not~~
- 1709 ~~apply.~~
- 1710 ~~E. The Administrative Hearing Officer or Chair of the University Conduct Board has the~~
- 1711 ~~discretion to allocate time allotments for the Formal Hearing and time to provide~~
- 1712 ~~information.~~
- 1713 ~~F. At the conclusion of the appeal process, the decision of the Dean of Students or the~~
- 1714 ~~appropriate designee is the Final University Decision and there are no further internal~~
- 1715 ~~University appeals.~~
- 1716 ~~G. After a Final University Decision that results in suspension or restriction from the~~
- 1717 ~~University, a Student may seek outside judicial review pursuant to Florida Rule of~~
- 1718 ~~Appellate Procedure 9.190(b)(3) by filing a petition for certiorari review with the~~
- 1719 ~~appropriate circuit court within thirty (30) days of the Final University Decision. If a~~
- 1720 ~~Student seeks review with the court, a copy of the petition must also be officially served~~

1721 to the University of South Florida Office of the General Counsel at University of South
1722 Florida, CGS 301, 4202 E. Fowler Avenue, Tampa, Florida 33620-4301.

1723 ~~H. Record: A formal hearing shall be recorded by audio tape or video. Deliberations shall not~~
1724 ~~be recorded. The record will be the property of the University. Only the University may~~
1725 ~~record any proceeding.~~

1726 ~~I. Students may have an advisor of their choice present; with the following guidelines:~~

- 1727 ~~• The advisor cannot have a potential conflict of interest between the University and/or~~
1728 ~~the case.~~
- 1729 ~~• The advisor may not speak on behalf of, act as attorney, present the case for, nor~~
1730 ~~otherwise participate directly in the conduct process.~~
- 1731 ~~• The advisor may be dismissed from the conduct process for failure to adhere to the~~
1732 ~~parameters of their role. This dismissal will not affect the process and all proceedings~~
1733 ~~will continue.~~
- 1734 ~~• The charged Student/alleged victim is responsible for making appropriate~~
1735 ~~arrangements for travel, costs, and attendance for the advisor.~~
- 1736 ~~• The conduct process shall not be delayed due to scheduling conflicts of the chosen~~
1737 ~~advisor.~~
- 1738 ~~• The advisor may not serve as a witness.~~

1739 ~~VI. RIGHTS OF CHARGED STUDENTS IN THE CONDUCT PROCESS:~~

1740 ~~Rights of the Charged Students:~~

1741 ~~A. Provision of Proof: The provision of proof shall be the duty of Student Rights and~~
1742 ~~Responsibilities. "Preponderance of the Evidence," that is from the evidence/information~~
1743 ~~submitted, it is more likely than not that the Charged Student did commit the violation(s)~~
1744 ~~for which the Student has been charged, and shall not be the strict criminal law standard~~
1745 ~~of proof beyond a reasonable doubt.~~

1746 ~~B. Review of Information: the charged Student may review the evidence in the possession of~~
1747 ~~the University that may be considered to support a violation of the Student Code of~~
1748 ~~Conduct under the direction of SRR. In cases of the formal hearing, the University has the~~
1749 ~~right to request to review any information the charged Student intends to present at least~~
1750 ~~three (3) days (excluding legal holidays) before the formal hearing. Pertinent records;~~

1751 exhibits, and written statements may be accepted as information for consideration during
 1752 the conduct process.

1753 ~~C. Presentation of Information: The charged Student is not required, but may present~~
 1754 ~~information on the charged Student's own behalf.~~

1755 ~~D. Question Witnesses (Applicable to Formal Hearing): The charged Student may submit~~
 1756 ~~questions to be used to question witnesses who speak at the formal hearing, except in the~~
 1757 ~~certain cases of violent or sexual misconduct, which may require specific protocols to be~~
 1758 ~~followed. The charged Student may submit questions to SRR for the formal hearing no~~
 1759 ~~later than three (3) days before the formal hearing. The Administrative Hearing Officer or~~
 1760 ~~Chair of the University Conduct Board will determine if the questions relate to the alleged~~
 1761 ~~incident and are appropriate to be presented at the formal hearing before presenting them~~
 1762 ~~to the witnesses. The charged Student may hear witnesses who speak at the formal hearing~~
 1763 ~~and at the discretion of the Administrative Hearing officer or Chair of the Conduct Board;~~
 1764 ~~the charged Student may be permitted to ask additional questions at the formal hearing.~~

1765 ~~E. Witness Statements: In the event a scheduled witness does not appear, a written statement~~
 1766 ~~by the witness may be submitted at least three (3) days before the formal hearing. Late~~
 1767 ~~witness statements will not be considered. The charged Student must be provided an~~
 1768 ~~opportunity to respond to the statement. The inability of the charged Student to question~~
 1769 ~~a witness who has provided a written statement is not a violation of the charged Student's~~
 1770 ~~due process rights. The charged Student has the opportunity to review and respond to the~~
 1771 ~~written statement and may offer information to rebut the witness statement and other~~
 1772 ~~information presented at the formal hearing. Witness statements are entitled to be given~~
 1773 ~~the same weight by the hearing entity as a witness who is present. Witness statements~~
 1774 ~~need not be sworn or in affidavit form.~~

1775 ~~F. Impartiality in Formal Hearing: SRR will advise the charged Student (and possible victim~~
 1776 ~~in certain circumstances) of the identity of the person(s) assigned as an Administrative~~
 1777 ~~Hearing Officer or Conduct Board member and the right to challenge, in writing, the~~
 1778 ~~impartiality of the Administrative Hearing Officer or Conduct Board member within three~~
 1779 ~~(3) business days (or in cases of emergency, within twenty-four (24) hours of the scheduled~~
 1780 ~~hearing) of notification. A challenge based on reasonable rationale will be accommodated~~
 1781 ~~and indiscriminate challenges will be denied. In cases of a Board, the formal hearing will~~

- 1782 ~~proceed provided there are at least three members that meet the requirements previously~~
 1783 ~~set forth.~~
- 1784 ~~**G. Response to Presented Information: The charged Student shall not be forced to present**~~
 1785 ~~information or respond to questions during the conduct process.~~
- 1786 ~~**H. Decision Based on Presented Information: Decisions made during the conduct process**~~
 1787 ~~shall be based solely on the information presented. Any file referencing prior misconduct,~~
 1788 ~~including meetings with the charged Student in the possession of the SRR will only be~~
 1789 ~~considered in determining appropriate sanctions. Decisions will be sent to the Charged~~
 1790 ~~Student in writing.~~
- 1791 ~~**I. Enrollment Status: The charged Student's enrollment status will remain unchanged**~~
 1792 ~~pending the Hearing Outcome Letter decision, except in cases of Provisional Suspension.~~
 1793 ~~The Hearing Outcome Letter will reflect how the enrollment status of the charged Student~~
 1794 ~~will be treated between the Hearing Outcome decision, and a possible appeal to the Dean~~
 1795 ~~of Student's, or designee, and the Dean's Decision. A charged Student shall remain eligible~~
 1796 ~~to attend classes and University activities pending the Hearing Outcome Letter, which~~
 1797 ~~shall indicate if recommended sanctions are to be imposed immediately (in case of~~
 1798 ~~suspension or expulsion or to protect the health or safety of the University) or deferred~~
 1799 ~~until after the appeal is concluded. In cases where the President or President's designee~~
 1800 ~~determines that the health, safety, or welfare of the charged Student or the University~~
 1801 ~~community is involved, a charged Student's privileges within the University, including the~~
 1802 ~~ability to attend classes or engage in University activities, may be suspended on an interim~~
 1803 ~~basis. If a charged Student's privileges are temporarily revoked as described in this~~
 1804 ~~paragraph, but the charged Student is subsequently found not responsible for the violation,~~
 1805 ~~the University must:~~
- 1806 ~~1. Correct any record of the change in enrollment status in the charged Student's~~
 1807 ~~permanent records and reports in a manner compliant with state and federal laws; and~~
 - 1808 ~~2. Refund to the charged Student: a pro rata portion of any charges for tuition and out-~~
 1809 ~~of-state fees, as appropriate, if the temporary revocation or suspension of the charged~~
 1810 ~~Student's ability to attend classes lasts for more than ten (10) days.~~
- 1811 ~~**J. Failure to Appear: Charged Students have the right to choose if they want to participate**~~
 1812 ~~in the formal hearing process. If a charged Student fails to appear or fully participate for~~
 1813 ~~any formal hearing, the matter may be resolved in the charged Student's absence.~~

1814
 1815
 1816
 1817
 1818
 1819
 1820
 1821
 1822
 1823
 1824
 1825
 1826
 1827
 1828
 1829
 1830
 1831
 1832
 1833
 1834
 1835
 1836
 1837
 1838
 1839
 1840
 1841
 1842
 1843
 1844

~~K. Rights of the Alleged Victim:~~

- ~~1. Formal Hearing Questions – The alleged victim shall have the right to submit a list of questions to SRR for use during the formal hearing. The Administrative Hearing Officer or University Conduct Board shall ask the charged Student the questions, provided that the Administrative Hearing Office or University Conduct Board determines the questions related to the alleged incident are appropriate to be presented at the formal hearing.~~
- ~~2. Question Witnesses (applicable to formal hearing) – The alleged victim may submit questions to be used to question witnesses who speak at the formal hearing, except in the certain cases of violent or sexual misconduct, which may require specific protocols to be followed. The complainant may submit questions to SRR for the formal hearing no later than three (3) days before the formal hearing. The Administrative Hearing Officer or Chair of the University Conduct Board will determine if the questions relate to the alleged incident and are appropriate to be presented at the formal hearing before presenting them to the witnesses. The alleged victim may hear witnesses who speak at the formal hearing and at the discretion of the Administrative Hearing officer or Chair of the Conduct Board, the Student may be permitted to ask additional questions at the hearing.~~
- ~~3. Witness Statements – In the event a scheduled witness does not appear, a written statement by the witness may be submitted at least three (3) days before the formal hearing. Late witness statements will not be considered.~~
- ~~4. Impartiality in Formal Hearing – In certain circumstances, SRR will advise the complainant of the identity of the person(s) assigned as an Administrative Hearing Officer or Conduct Board member and the right to challenge, in writing, the impartiality of the Administrative Hearing Officer or Conduct Board member within three (3) business days (or in cases of emergency, within twenty-four (24) hours of the scheduled hearing) of notification. A challenge based on reasonable rationale will be accommodated and indiscriminate challenges will be denied. In cases of a University Conduct Board, the hearing will proceed provided there are at least three members that meet the requirements previously set forth.~~

1845 5. ~~Failure to Appear~~—A complainant has the right to choose if they want to participate
 1846 ~~in the formal hearing. If a complainant fails to appear or fully participate for any~~
 1847 ~~hearing, the matter may be resolved in their absence.~~

1848 **VII. ADDITIONAL RIGHTS OF CHARGED STUDENTS AND ALLEGED VICTIMS**
 1849 **IN CASES OF ALLEGED VIOLENT CONDUCT AND SEXUAL**
 1850 **HARASSMENT AND SEXUAL MISCONDUCT:**

1851 ~~In cases of sexual harassment (as defined in section 4.14 of the Student Code of Conduct),~~
 1852 ~~stalking (as defined in Section 4.06 of the Student Code of Conduct) and specific acts of~~
 1853 ~~violence (as defined in section 4.24 of the Student Code of Conduct), the charged Student and~~
 1854 ~~the alleged victim shall be notified of the persons selected to hear the case during the formal~~
 1855 ~~hearing. Additionally:~~

1856 **A. Violent Conduct Cases:** ~~In cases of alleged violent conduct, injurious behavior, and in~~
 1857 ~~specific cases of sexual harassment, the following additional rights shall be provided to the~~
 1858 ~~Alleged Victim:~~

- 1859 1. ~~Be notified of the available assistance within the University;~~
- 1860 2. ~~Be notified of additional offices that may be contacted to request a change in on-~~
 1861 ~~campus residence, academic assignments, no contact orders, counseling, or other~~
 1862 ~~interim accommodations that may be available to address specific immediate concerns;~~
- 1863 3. ~~In cases that move to formal hearing, to submit an impact statement to SRR for use~~
 1864 ~~during the sanctioning portion of the conduct process.~~
- 1865 4. ~~To be present during the fact-gathering stages of the formal hearing, notwithstanding~~
 1866 ~~the fact that the alleged victim is to be called as a witness. In extraordinary cases,~~
 1867 ~~alternate arrangements may be made for the alleged victim to participate in the formal~~
 1868 ~~hearing without being present in the same room. The alleged victim may not have their~~
 1869 ~~past conduct, including sexual history, considered when the Administrative Hearing~~
 1870 ~~Officer or the University Conduct Board is making a determination of the charged~~
 1871 ~~Student or Student Organization as to being responsible or not responsible for an~~
 1872 ~~alleged violation of the Student Code of Conduct.~~
- 1873 5. ~~To be notified of hearing outcomes. SRR will inform the alleged victim in writing of~~
 1874 ~~the outcome of the formal hearing within ten (10) days from the conclusion of the~~
 1875 ~~formal hearing/appeal process (Final University Decision) unless extraordinary~~
 1876 ~~circumstances exist. In the event the alleged victim is deceased as a result of the crime~~

1877 of offense, the information shall be provided, upon request, to the next of kin of the
1878 alleged victim.

1879 ~~B. Sexual Harassment Cases: In cases of sexual harassment (as defined in section 4.14 of the~~
1880 ~~Student Code of Conduct and including sexual misconduct, gender based discrimination,~~
1881 ~~sexual harassment, sexual assault, dating violence, domestic violence and stalking), the~~
1882 ~~alleged victim and the charged Student's rights include the following additional guidelines:~~

1883 ~~1. Informational Conference — Charged Student and the alleged victim may each~~
1884 ~~participate individually in a voluntary informational conference. The purpose of the~~
1885 ~~informational conference is to provide an opportunity for representatives of the~~
1886 ~~University to review any allegations, charge(s), and possible sanctions, and explain~~
1887 ~~both the Title IX and Conduct Processes and any alternate forms of dispute resolution~~
1888 ~~that may be available to the charged Student and the alleged victim.~~

1889 ~~2. Formal Hearing Forums — If the charged Student requests a formal hearing before a~~
1890 ~~University Conduct Board, the University will provide an opportunity for the alleged~~
1891 ~~victim to object to Students being included as Board members before the hearing is~~
1892 ~~convened. In the event the alleged victim objects to Student participation on the~~
1893 ~~Conduct Board, the forum will be an Administrative Hearing.~~

1894 ~~3. Participation in Formal Hearing — If the matter is referred as a conduct violation and~~
1895 ~~the matter moves to a formal hearing, the alleged victim may be permitted to~~
1896 ~~participate in the formal hearing to the extent allowed by state and federal privacy laws.~~
1897 ~~Such participation may include the presence of an advisor, the ability to present~~
1898 ~~information and witnesses in the formal hearing, the ability to provide questions to be~~
1899 ~~asked of the charged Student and witnesses and the right to avoid self-incrimination.~~
1900 ~~If an Alleged Victim fails to appear or fully participate in any hearing, the matter may~~
1901 ~~be resolved in their absence.~~

1902 ~~4. Presentation of Information at the Formal Hearing — The alleged victim, charged~~
1903 ~~Student, and other individuals providing information for the formal hearing shall be~~
1904 ~~provided an opportunity to share information during the formal hearing to be~~
1905 ~~considered in determinations and sanctions in a manner that avoids direct contact with~~
1906 ~~the other individuals participating in the formal hearing. Depending on the type of~~
1907 ~~formal hearing or at the discretion of SRR, this may be a written statement, a verbal~~
1908 ~~representation, or active participation in a formal hearing.~~

- 1909 ~~5. Interim Accommodations — The alleged victim may have interim immediate~~
 1910 ~~accommodations as noted in section (VII)(A)(2) above as deemed appropriate.~~
 1911 ~~6. Impact Statement — In the event the charged Student accepts responsibility or is found~~
 1912 ~~responsible, the Administrative Hearing Officer or University Conduct Board may~~
 1913 ~~read the complainant’s impact statement. The Administrative Hearing Officer or~~
 1914 ~~University Conduct Board members may consider the impact statement when~~
 1915 ~~recommending or issuing sanction(s). While the impact statement is not binding, the~~
 1916 ~~impact described in the statement together with the totality of the circumstances~~
 1917 ~~including the charged Student’s conduct record may be considered by the University~~
 1918 ~~Official(s) involved in recommending or determining the appropriate sanction(s).~~
 1919 ~~7. Notice to the Alleged Victim of Right to Appeal — the alleged victim shall be notified~~
 1920 ~~in writing of the outcome of the formal hearing within ten (10) days (unless there are~~
 1921 ~~extraordinary circumstances that delay notice) of the determination. The alleged victim~~
 1922 ~~may appeal the decision of the formal hearing through the established appeal process~~
 1923 ~~in the Student Code of Conduct. The alleged victim shall be notified of the final~~
 1924 ~~university decision.~~

1925 ~~VIII. SANCTIONS:~~

1926 ~~Any of the following sanctions may be imposed on a Student or a Student Organization:~~

1927 ~~A. Educational Sanctions: Classes/seminars, community service, reflective/research papers,~~
 1928 ~~interviews, etc. that allows Students to reflect on their decisions, the impact of those~~
 1929 ~~decisions and how to make appropriate decisions in the future. These sanctions may stand~~
 1930 ~~alone or be place in conjunction with a sanction listed below. If a Student has any~~
 1931 ~~outstanding educational requirements at the conclusion of conduct probation or~~
 1932 ~~suspension status a hold will remain in effect pending the completion of the educational~~
 1933 ~~requirements.~~

1934 ~~B. Academic Penalties: Withholding of diplomas or transcripts pending completion of any~~
 1935 ~~Student Conduct or Academic Process including any Sanction, payment of fines or~~
 1936 ~~penalties or other condition imposed by the University~~

1937 ~~C. Warning Letter: An official notice that states that if there is a repeated violation of~~
 1938 ~~University policy, rules or regulations, Studenteconduct sanctions can be expected. This~~
 1939 ~~letter may be issued as part of the Student conduct process review or as a mechanism for~~
 1940 ~~SRR to use to highlight concerns before a Student process is initiated.~~

- 1941 ~~**D. Restrictions:** Conditions imposed that would specifically dictate and limit future presence~~
 1942 ~~on campus and participation in University activities. The restrictions involved will be~~
 1943 ~~clearly identified and may include but are not limited to a University order forbidding the~~
 1944 ~~charged Student from all contact with the alleged victim. Restrictions may also apply to~~
 1945 ~~denial of operating a motorized vehicle (including golf carts) on campus, access and use~~
 1946 ~~of University services, and presence in certain buildings or locations on campus. These~~
 1947 ~~restrictions can include the inability to hold leadership positions whether or not as a part~~
 1948 ~~of a University Organization.~~
- 1949 ~~**E. Restitution or Fines:** A payment for injury or damage or as a penalty.~~
- 1950 ~~**F. Alcohol and/or Substance Use Educational Sanctions:** These educational sanctions may~~
 1951 ~~be comprised of online educational modules, in person assessments and follow up~~
 1952 ~~meetings, or external assessments.~~
- 1953 ~~**G. Conduct Probation:** An official sanction that places the Student's enrollment or Student~~
 1954 ~~Organization recognition dependent upon the maintenance of satisfactory citizenship~~
 1955 ~~during the period of probation. When conduct probation is imposed as a sanction, the~~
 1956 ~~Student or Student Organization should be advised of the consequences of violation of~~
 1957 ~~probation. Under conduct probation, a Student may continue to attend classes and a~~
 1958 ~~Student Organization may or may not be able to operate or remain active and with an~~
 1959 ~~opportunity to demonstrate a capability and a willingness to live in accordance with~~
 1960 ~~University rules. Any Student or Student Organization placed on conduct probation may~~
 1961 ~~be restricted from participating in certain University activities as specified by the Director~~
 1962 ~~of SRR, or designee, or as regulated by other University departments. For the duration of~~
 1963 ~~the conduct probation, the Student or Student Organization is not considered in "good~~
 1964 ~~disciplinary standing" with the University.~~
- 1965 ~~**H. Housing Cancellation:** The immediate cancellation of a charged Student's housing~~
 1966 ~~contract. Upon the termination of the contract, the charged Student is restricted from all~~
 1967 ~~USF residential facilities (dining halls may or may not be included in this restriction). The~~
 1968 ~~charged Student will be responsible for any fees associated with the cancellation of the~~
 1969 ~~housing contract.~~
- 1970 ~~**I. Suspension:** Termination of a Student's privilege to attend the University for a specified~~
 1971 ~~period of time. This may include a restrictive order that would exclude the Student or~~
 1972 ~~Student Organization from campus. In cases where the Student or Student Organization~~

1973 ~~resides on campus, the Student will be given reasonable time to vacate the residence halls~~
 1974 ~~(i.e. 24 to 48 hours). A transcript overlay will be placed on the academic transcript during~~
 1975 ~~the period of suspension. Further, while on suspension, a hold will be placed on a~~
 1976 ~~Student's registration ability until all sanctions are complete. The record of suspension~~
 1977 ~~will be maintained in a permanent file in SRR.~~

1978 ~~J. Deferred Suspension: Suspension that will be imposed at a defined future date or time~~
 1979 ~~unless sanctions are completed as described by the hearing officer and there are no further~~
 1980 ~~policy violations.~~

1981 ~~K. Expulsion: Permanent termination of a Student's privilege to attend the University,~~
 1982 ~~without the possibility of re-admission. This may include a restrictive or no trespass order~~
 1983 ~~that would exclude the person from campus. In cases where the Student resides on~~
 1984 ~~campus, the Student will be given reasonable time to vacate the residence halls (i.e. 24 to~~
 1985 ~~48 hours). A transcript overlay will be placed on a Student's academic transcript. Further,~~
 1986 ~~a hold will be permanently placed on the Student's ability to register for classes. The~~
 1987 ~~record of expulsion will be maintained in a permanent conduct file in SRR. In cases of~~
 1988 ~~Student Organizations, a sanction may be permanent and prevent the Student~~
 1989 ~~Organization from returning to campus.~~

1990 ~~L. *Note: Student's affected by a sanction will normally forfeit tuition, housing rent and~~
 1991 ~~fees, and other University fees if found responsible for a Student Code of Conduct~~
 1992 ~~violation resulting in suspension or expulsion. A Student may also forfeit academic credit~~
 1993 ~~accordingly. Students who are excluded from living in University Housing must contact~~
 1994 ~~Housing and Residential Education to determine the financial impact of the cancelled~~
 1995 ~~contract.~~

1996 ~~IX. PARENTAL NOTIFICATION:~~

1997 ~~The University is committed to the success of its Students both inside and outside of the~~
 1998 ~~classroom. Therefore, it is the University's goal to maximize Students' learning and development,~~
 1999 ~~and promote Student health, safety and welfare. In this regard, the University has implemented a~~
 2000 ~~Parental Notification Policy 30-020. Parental Notification permits the University the right to~~
 2001 ~~inform parents or guardians when their dependent Student, under the age of 21, has been found~~
 2002 ~~in violation of Policy 30-023 Alcohol Policy and/or Policy 0-610 Drug-Free Workplace at the~~
 2003 ~~discretion of SRR, Students, whose parents are to be notified under these guidelines, will be~~

2004 informed before such notification occurs and given an opportunity to initiate contact with their
 2005 parents, if and when possible.

2006

2007 ~~X.~~ **CONDUCT RECORDS AND RETENTION PROCEDURE:**

2008 The following applies to individual Student disciplinary records:

2009 **Maintenance of Records:**

2010 **A.** Student and Student Organization discipline records are maintained in SRR.

2011 **B.** All Student conduct records in all formats (paper, computer, audio, etc.) will be will be kept
 2012 in compliance with General Records Schedule GS5, but not for less than seven (7) years from
 2013 the date of the last incident that the charged Student or Student Organization was involved in
 2014 that resulted in Student Code of Conduct charges.

2015 **C.** If a Student is suspended or expelled, a record of a violation of University regulations and/or
 2016 policies will be permanently maintained in the Student's or Student Organization's disciplinary
 2017 file in SRR and may be maintained in the Office of the Registrar.

2018 **D.** SRR maintains all Student discipline records in accordance with the Family Education Rights
 2019 and Privacy Act (FERPA). SRR will abide by all laws requiring privacy with regard to the
 2020 Student conduct process. This privacy extends to all SRR staff, including the University
 2021 Conduct Board and individual Initial Review Officers. In cases involving alleged violent
 2022 misconduct or injurious behavior, SRR will inform the Alleged Victim, whenever appropriate,
 2023 of the outcome of the hearing. In addition, as FERPA does not protect the names of students
 2024 found responsible for crimes of violence, including forcible sex offenses, or an alleged
 2025 perpetrator of a non-forcible sex offense when the allegations support a finding that a student
 2026 has committed a violation of the University's rules or policies, the University may be required
 2027 to release that information upon a Chapter 119 public record request.

2028 **E.** A Student may choose to sign a release form granting SRR staff permission to discuss
 2029 information related to the Student's disciplinary file with any individual that the Student
 2030 designates. This form is available in the SRR. Although this form may provide access to
 2031 information to a third party, the Student remains the primary responsible party for compliance.

2032 **F.** Any educational institution requesting conduct information about a current or former
 2033 University Student is required to submit the request in writing. If a non-educational agency is
 2034 requesting information, those requests must include the signature of the Student granting the
 2035 release of information related to the Student's disciplinary record.

~~G. Transcripts of recorded hearings will not be prepared or provided by the University. In cases of external legal review that may require a transcript of a recorded hearing, the Student or advisor may contact the Office of the General Counsel to arrange for the preparation of the written transcript by a court reporting service on the Student's behalf and at the expense of the requestor. The court reporting service will provide the transcript to the Office of the General Counsel, which will perform a confidentiality review of the transcript and redact any confidential or exempt information pursuant to state or federal law. The requestor shall bear the cost of the transcript preparation and confidentiality review.~~

~~H. Destruction of Records:~~

- ~~1. Records resulting in a discipline sanction of expulsion or suspension from the University will be permanently maintained in SRR.~~
- ~~2. 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.~~
- ~~3. 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 ensure that the information cannot be traced to any individual or any discipline case.~~

~~XI. RECORD EXPUNGEMENT PROCESS~~

~~A. Record Expungement: Record expungement allows a Student conduct record on file with the University to be sealed. This includes all information related to the individual's documentation, investigation, hearing, and disposition. Any person meeting the eligibility requirements of the University may petition to the Dean of Students to request a record expungement.~~

~~B. Sealed: In general, background check inquiries, and expunged records will not be reported as an incident where the Student was found responsible. The Student will not need to report the record based on the language/definitions of the requesting institution or agency in a background check that the incident ever occurred. The record will still be used for federal, state and local University reporting requirements but will not be associated with the Student name or Student ID.~~

~~C. Eligibility: The expungement request will only be accepted and/or considered provided that the Student's violation of the Student Conduct Code did not:~~

- ~~1. Cause personal injury;~~

- 2068 2. ~~Cause significant property damage;~~
- 2069 3. ~~Include a drug violation that could qualify as a felony charge in the legal system;~~
- 2070 4. ~~Disrupt the orderly operation of the University;~~
- 2071 5. ~~Violate the firearm, explosives, dangerous chemicals, and ammunition or weaponry~~
- 2072 ~~regulations of the University;~~
- 2073 6. ~~Violate the Sexual Misconduct/Sexual Harassment policy;~~
- 2074 7. ~~Result in a suspension or expulsion;~~
- 2075 8. ~~Occur within the last 30 calendar days;~~
- 2076 9. ~~Is still outstanding or pending resolution;~~
- 2077 ~~**D. Petition Requirements:** Petitions must be submitted to deanofStudents@usf.edu:~~
- 2078 1. ~~The Petition must be a typed statement signed by the Student explaining the justification~~
- 2079 ~~for the request and must include the date, name of the Student, U#, email address, phone~~
- 2080 ~~number, a description of what occurred in the conduct incident, and what the Student has~~
- 2081 ~~learned from the incident.~~
- 2082 2. ~~The petition must include a copy of the application for graduation or a signed letter from~~
- 2083 ~~the academic advisor stating the intent to graduate and listing all remaining coursework.~~
- 2084 ~~**E.** The Dean of Students will review the statement, the conduct record, and any other pertinent~~
- 2085 ~~items the Dean of Students chooses to request and/or consider. The Dean's decision is~~
- 2086 ~~discretionary and will be sent by email. The decision of the Dean of Students or designee on~~
- 2087 ~~whether or not to approve the expungement of the conduct record is final and not appealable.~~
- 2088 ~~**XII. MEMBER INSTITUTIONS:**~~
- 2089 ~~The foregoing applies to all three member institutions of the University; however, non-~~
- 2090 ~~substantive procedural modifications to reflect the particular circumstances of each member~~
- 2091 ~~institution are permitted. Information concerning these procedures is available through the~~
- 2092 ~~Student conduct at those member institutions. For more information regarding the procedures~~
- 2093 ~~of each member institution, please refer to the following websites:~~
- 2094 ~~• **USF (Tampa):** <http://www.sa.usf.edu/srr/page.asp?id=69>~~
- 2095 ~~• **USFSP:** <http://www.usfsp.edu/dos/sc/>~~
- 2096 ~~• **USFSM:** [http://www.usfsm.edu/campus-life/Student-engagement/Student-](http://www.usfsm.edu/campus-life/Student-engagement/Student-rights-and-responsibilities.aspx)~~
- 2097 ~~[rights-and-responsibilities.aspx](http://www.usfsm.edu/campus-life/Student-engagement/Student-rights-and-responsibilities.aspx)~~

2098
2099
2100
2101

~~**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 Success, or designee, shall periodically evaluate the Student Code of Conduct.~~

DRAFT



UNIVERSITY OF SOUTH FLORIDA

REGULATION

Number: USF6.0021
Title: Student Code of Conduct
Responsible Office: Student Success

Date of Origin: 9-23-85

Date Last Amended: 8-26-19 (technical)

Date Last Reviewed: 8-26-19

1

2 **I. PURPOSE AND INTENT**

3 Student Conduct and Ethical Development (further referred to as “SCED” (formerly SRR)) supports
 4 the goals, mission, values, and visions of the University of South Florida (“University” or “USF”) by
 5 promoting responsibility and adherence to the standards of behavior outlined in this Regulation
 6 (“Student Code of Conduct” or “Code”).

7

8 SCED collaborates with the USF community to advocate for a safe environment that promotes
 9 personal accountability and supports student success. SCED facilitates educational opportunities
 10 through meaningful interactions with students to encourage their academic, emotional, and
 11 professional development. The goal of SCED is to create environments that empower students to
 12 engage as ethical citizens in a diverse global society.

13

14 **II. STATEMENT OF REGULATION**

15 The USF President has designated SCED, or designee, to administer and maintain this Regulation
 16 (“Student Code of Conduct” or “Code”). The Student Code of Conduct describes standards of
 17 behaviors that are counteractive to the goals and mission of the University and the process for how
 18 the University will hold students and student organizations accountable to these standards of behavior.

19

20 **III. STANDARDS OF BEHAVIOR**

21 Students and student organizations are responsible for knowing the information, policies, and
 22 procedures outlined in the Code. There is an expectation that students and student organizations
 23 adhere to the following standards of behavior.

24

25 **Commitment to Honor**

26 The Code supports and seeks to put into practice the USF Commitment to Honor. As an ethical
 27 community, USF is dedicated to the ideals of excellence in student development, academic learning,

28 scholarship, and research. Each member of this community is expected to accept and live these
29 commitments:

- 30 1. I resolve to maintain honor and integrity of the university community in pursuit of student
31 development, academic learning, scholarship and research.
- 32 2. I resolve to respect the dignity and intrinsic value of all persons.
- 33 3. I resolve to contribute to the progress and greater good of the community.
- 34 4. I resolve to strive for excellence and discovery for myself, others, and the University.

35 **Academic Disruption**

36 Disruptive students in the academic setting hinder the educational process. Instructors have the
37 primary responsibility for managing the classroom environment whether in person or online in
38 accordance with [USF 3.025 Disruption of Academic Process](#). The Disruption of Academic Process
39 Regulation provides the steps an instructor may take to immediately address a student disrupting a
40 class or academic setting including restricting a student from class. If a student disrupts the classroom
41 or academic setting, the instructor should submit a report in writing using the [Student Conduct and
42 Ethical Development Referral form](#). References to “instructor” include course instructors, faculty,
43 administrators, and staff.

45 **Amnesty**

47 *Medical*

48 The University encourages students to seek emergency medical assistance when faced with an alcohol
49 and/or drug-related emergency and in any situation where a reasonable person believes medical
50 treatment to be appropriate. Students who seek or receive emergency medical assistance for
51 themselves or students who seek assistance for another student experiencing an emergency related to
52 the consumption of alcohol and/or drugs may qualify for amnesty. Any student who qualifies for
53 amnesty under the [USF 30-004 Medical Amnesty \(Student Reporting\) Policy](#), may not be charged with
54 violations of the Student Code of Conduct as those conduct violations relate to the consumption
55 and/or use of alcohol and/or drugs. Although students who qualify for amnesty may be exempt from
56 the Student Conduct Process, they may be required to complete educational measures.

58 *Hazing*

59 A student may not be charged with a violation of the Code if the student establishes that, before
60 medical assistance or law enforcement arrived on the scene of the hazing event, the student rendered
61 aid to the hazing victim(s) and establishes all of the following:

- 62 1. The student was present at an event where, as a result of hazing, an individual appeared to
63 need immediate medical assistance.
- 64 2. The student was the first individual to call 911 or USF Police to report the need for immediate
65 medical assistance.

- 66 3. The student provided their own name, the address where the immediate medical assistance
67 was needed, and a description of the medical issue to the 911 or USF Police dispatcher at the
68 time of the call.
- 69 4. The student remained at the scene with the individual in need of immediate medical assistance
70 until such medical assistance or law enforcement arrived and that the student cooperated with
71 such personnel at the scene of the incident.

72 For more information about hazing and hazing amnesty, reference [6.0023 Prohibition of Hazing](#)
73 [Regulation](#).

74

75 **IV. APPLICABILITY & AUTHORITY**

76 The University of South Florida is one institution with multiple campuses. An incident will be referred
77 to the campus where the incident occurred or as designated by the director of SCED, or designee.

78

79 Students and student organizations are responsible for having read and abiding by the standards of
80 behaviors of the Code. The University reserves the right to make changes to the Code as necessary.
81 The most updated version of all USF policies and regulations can be found at
82 <http://regulationspolicies.usf.edu>.

83

84 The Code and Student Conduct Process apply to the behaviors of any student and student
85 organization regardless of location or forum that are inconsistent to the goals and mission of USF.
86 This includes (1) conduct that may present a danger or threat to the health and/or safety of students
87 or others, (2) conduct that adversely affects the University community and/or the pursuit of its
88 mission, (3) and/or conduct that violates state or federal laws.

89 Students and student organizations are responsible for their guests and may be held accountable for
90 their guests' behavior.

91

92 The Student Conduct Process is educational and designed to address student and student organization
93 behavior; therefore, the University will address any alleged violations of the Code independently of
94 any criminal or civil court process. The Student Conduct Process may be carried out prior to,
95 concurrently with, or following civil or criminal proceedings. Determinations made or sanctions(s)
96 imposed as a result of the Student Conduct Process will not be subject to change because criminal
97 charges were dismissed, reduced, or resolved in favor of the charged student. The University is not
98 required to postpone the Student Conduct Process pending the outcome of any civil or criminal case.
99 Student conduct cases that may result in suspension or expulsion must be resolved prior to the
100 awarding of any degree or certificate.

101

102

103

104 **V. DEFINITION OF TERMS**

105 **Administrative Hearing Officer** - A faculty or staff member who has been trained to participate in
106 the adjudication of student conduct cases.

107

108 **Administrative Hold** – A restrictive hold placed on a student’s record at any point in the Student
109 Conduct Process to assure compliance with sanctions or pending the resolution of conduct matters.
110 This hold may impact the ability of a student to register for courses, request academic transcripts, and
111 receive a degree and diploma.

112

113 **Advisor** – Any individual chosen by the charged student, student organization, and complainant to
114 advise them throughout the Student Conduct Process. An individual may not serve in this capacity if
115 their service would unreasonably conflict with the fair administration of the Student Conduct Process.

116

117 **Charge(s)** – Alleged violation(s) of the Student Code of Conduct.

118

119 **Charged Student** – Any student who has allegedly violated the Student Code of Conduct.

120

121 **Complainant** – Any individual who may have been the subject of sexual harassment, stalking, or
122 violence by the charged student. This may not be the individual who reported the violation(s).

123

124 **Conduct Standing** – A student’s status related to University conduct.

125

126 **Day** – A day when the University is open for regular business operations. This excludes Saturday,
127 Sunday, legal/University administrative holidays or when the campus is closed for business. For
128 emailed correspondence, the day of delivery is not included in a designated time period.

129

130 **Hearing Officer** – University official, as determined by the Director of SCED, or designee,
131 authorized to make decisions about alleged violations of the Student Code of Conduct.

132

133 **Impact Statement** – A written statement provided by the charged student and complainant that
134 explains how the incident has impacted their personal and educational experiences. These statements
135 may be considered in cases of alleged sexual harassment, stalking, and violence.

136

137 **Interim Suspension** – An immediate temporary separation from the University. Conditions may
138 include restriction from University premises and participation in academic endeavors, and/or other
139 and University-related activities. Interim suspensions will be expedited through the Student Conduct
140 Process.

141

142 **May** – Is used in the permissive sense.

143

144 **Member of the University Community** – Any individual who currently employed by the University,
145 any student of the University, and any third party working on University premises or any participant
146 in a University-sponsored program or activity regardless of the location of the program or activity.

147

148 **Policy** – All written and published policies and regulations of the University. Reference [USF](#)
149 [Regulations and Policies](#) for specific policies and regulations.

150

151 **Preponderance of the Evidence** – The evidence/information presented supports the finding that it
152 is more likely than not that the conduct violation occurred. This standard is used in adjudicating all
153 cases through the Student Conduct Process.

154

155 **Student** – Any individual admitted, enrolled, or registered for any University course or program,
156 regardless of the medium of the course or program, or degree-seeking status, or when not enrolled or
157 registered for a particular term, who is eligible to enroll in future terms without seeking readmission.
158 A student who withdraws, is academically dismissed after allegedly violating the Student Code of
159 Conduct, or has a continuing relationship with the University is still considered a student. For the
160 purpose of this Regulation, the term “student” may be interchangeable with “student organization”
161 when the term “student organization” is not directly specified.

162

163 **Student Organization** – A student group that is officially registered or recognized by the University,
164 including, but not limited to, political groups, social groups, honor and professional societies,
165 fraternities and sororities, and sport clubs.

166

167 **Temporary Restrictions** – Actions that SCED may take upon receipt of an incident report or during
168 the Student Conduct Process. These actions may include, but are not limited to, interim suspension,
169 a removal from on-campus housing, no contact orders, restrictions from clubs, events, and
170 organizational activities, and/or restrictions from specific areas on University premises. Temporary
171 restrictions may be amended or lifted throughout the Student Conduct process.

172

173 **Transcript Overlay** – Notation on a student’s academic transcript that states the student is not in
174 good conduct standing resulting from suspension or expulsion.

175

176 **University** –All campuses of the University of South Florida.

177

178 **University Activity or University Program** - Any function or event that is hosted, sponsored, or
179 organized by any University member when acting in their official capacity, group, or organization,
180 including but not limited to, student organizations. This includes, but is not limited to, coursework
181 and other academic activities, education abroad, field trips, retreats, social events, philanthropies, and
182 community service events.

183

184 **University Conduct Board** - A panel of faculty, staff, and students who have been trained to
 185 participate in the adjudication of student conduct cases.

186

187 **University Official** – Any individual the University employs, contracts, or appoints to perform
 188 assigned teaching, research, administrative, professional, or other responsibilities (e.g. faculty, staff,
 189 administrators, student staff, USF Police).

190

191 **University Premises** – Any building or property owned or controlled by the University within the
 192 same reasonably contiguous geographic area and used by the University in direct support of, or in a
 193 manner related to, the University’s educational purposes, including residence halls; and any building
 194 or property that is within or reasonably contiguous to that previously described in this paragraph that
 195 is owned by the University, but that is controlled by another individual, is frequently used by students,
 196 and supports University purposes (e.g., a food or other retail vendor).

197

198 **Will** – Is used in the imperative sense.

199

200 **Witness** – An individual with direct knowledge about or involvement in an alleged violation of the
 201 Student Code of Conduct.

202

203 **Written Notice** – The communication of charge(s) sent to the charged student or student
 204 organization by e-mail to their official University of South Florida e-mail address, which will be
 205 SCED’s primary means of communication with students. This form of communication also includes
 206 written notice to a complainant, in specific cases, to their official University e-mail address. The
 207 delivery of written notice through the official University email will constitute full and adequate notice
 208 under the Code. Students are responsible for all communications delivered to their University email
 209 address. Written notice to student organizations will be sent to the email address on file with the
 210 University.

211

212 **VI. CONDUCT VIOLATIONS**

213

214 The behaviors outlined below are prohibited by this Regulation. The following conduct violations are
 215 broadly defined and are not exhaustive in terms.

216

217 **Aiding and Abetting** - The prompting, facilitating or encouraging of others to violate standards of
 218 behavior.

219

220 **Alcohol**

221 1. Possession or consumption of alcohol when under the legal drinking age as defined by Florida
 222 law.

223 2. Unlawful sale, distribution, and/or manufacturing of alcohol.

224 3. Public consumption and/or intoxication according to local ordinance.

- 225 4. Hosting or sponsoring a gathering at which the underage consumption of alcohol may or has
226 occurred.
- 227 5. Control or operation of any mode of transportation while impaired by alcohol.
- 228 6. Use and/or possession of devices with the intent to use for rapid or excessive consumption
229 of alcohol, including but not limited to funnels, ice luges, and beer bong.
- 230 7. Possession and/or use of kegs, coolers, party balls and/or other common source containers.
- 231 8. Reporting to class, an organizational meeting or other University event that is specific to the
232 educational mission while under the influence of alcohol.
- 233 9. Failure to abide by [30-023 Alcohol Policy](#) and all University protocols, state, and federal laws
234 regarding alcohol.
- 235

236 **Bribery** – Offering or accepting a bribe or inducement that would impinge upon or compromise the
237 integrity of academic work, student performance, or the unbiased and professional duty of faculty,
238 staff, or students of the University.

239

240 **Complicity** – To be associated with a violation of any University policy or regulation including, but
241 not limited to, failure to remove oneself from the area or incident where a violation is being committed
242 or attempted.

243

244 **Damage to Property** - Destruction or vandalism of University buildings or property, private
245 property, and/or personal property.

246

247 **Dating Violence** – Violence committed by an individual who is or has been in a social relationship
248 of a romantic or intimate nature with the complainant. The existence of such a relationship shall be
249 determined based on the complainant's statement and with consideration of the length of the
250 relationship, the type of relationship, and the frequency of interaction between the individuals
251 involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse
252 or the threat of such abuse. Dating violence does not include acts covered under the definition of
253 domestic violence.

254

255 **Disruptive Conduct**

- 256 1. Actions and/or behaviors that disrupt, disturb, impair, or interfere with the processes and/or
257 functions of the University or the rights of members of the University community.
- 258 2. Actions and/or behaviors that disrupt, disturb, impair, or interfere with the academic
259 environment, and/or failure to abide by [USF 3.025 Disruption of Academic Process](#).
- 260 3. Actions and/or behaviors that disrupt, disturb, impair, or interfere with the freedom of
261 movement and speech, and/or academic freedom of any member or guest of the University
262 community.
- 263 4. Actions and/or behaviors that disrupt, disturb, impair, or interfere with the student conduct
264 process.
- 265 5. Actions and/or behaviors that are disorderly, unruly, and/or disturb the peace.

266 **Domestic Violence** – Conduct that includes asserted violent misdemeanor or felony offenses
267 committed by the complainant’s current or former spouse, current or former cohabitant, an individual
268 similarly situated under domestic or family violence law, or anyone else protected under domestic or
269 family violence law.

270

271 **Drugs** -Includes, but is not limited to, any narcotic, central nervous system stimulant, hallucinogenic,
272 barbiturate, or other substance treated as such.

- 273 1. Misuse or illegal possession of a regulated or controlled substance.
274 2. Manufacturing, distributing, selling, or attempting to obtain any controlled substance that is
275 prohibited by law.
276 3. Un-prescribed use, possession, distribution, selling, or attempting to obtain any prescription
277 drug (one’s own or another’s) that is prohibited by laws.
278 4. Possession of paraphernalia used for the consumption and/or use of drugs that may include,
279 but not limited to bongs, hookahs, rolling papers, baggies, scales, and pipes.
280 5. Knowingly inhaling or ingesting a substance (e.g. nitrous oxide, glue, paint, etc.) that may alter
281 a student’s mental state.
282 6. Control or operation of any mode of transportation while impaired by a regulated or
283 controlled substance.
284 7. Reporting to class, an organizational meeting or other University event that is specific to the
285 educational mission while under the influence of drugs.
286 8. Failure to abide by [0-610 Drug-Free Workplace Policy](#) and all University protocols, state, and
287 federal laws regarding drugs.

288 **Failure to Comply** – Failure to comply with an official request or directive of a University Official
289 acting within the scope of their assigned duties. Failure to identify oneself or produce USF
290 identification upon request by a University Official.

291

292 **False Information**

- 293 1. Knowingly withholding related information or making a false or misleading oral or written
294 statement to the University and/or any University Official.
295 2. Unauthorized alteration, possession, purchase, forgery, or misuse of any document, record, or
296 instrument to be used as identification or as part of a request for support or excuse from
297 academic assignment or other University service. The University has the right to authenticate
298 or research the reliability of any document provided by a student.
299 3. Knowingly providing false or misleading information during proceedings under the Student
300 Code of Conduct, including knowingly submitting a false complaint for any University
301 process.
302 4. Failure to provide complete and accurate responses to the prior conduct section of the
303 admissions application.

304

305

306 **Fire and Safety**

- 307 1. Inappropriate activation of any emergency warning equipment or the false reporting of any
308 emergency.
309 2. Removing, damaging, interfering, or tampering with any fire safety equipment (e.g. smoke
310 detectors, sprinklers, fire alarms).
311 3. Failure to evacuate during a fire alarm in any University facility or at any University event.
312 4. Engaging in action(s) that cause or attempt to cause a fire or explosion including but not
313 limited to the release of chemicals or substances that can cause harm to another individual's
314 health.

315 **Gambling** – Engaging in or offering games of chance for the exchange of money or other gain that
316 may be in violation of Florida laws.

317

318 **Harassment** – Conduct that creates an unsafe, intimidating, or hazardous situation that interferes
319 with the ability of a student or employee to study, work, or carry out University functions.

- 320 1. Repeated and/or severe aggressive behaviors, including bullying/cyber-bullying, that
321 intimidate or intentionally harm or control another individual physically or emotionally and
322 are not protected by freedom of expression.
323 2. Failure to abide by [0-007 Diversity and Equal Opportunity: Discrimination and Harassment](#)
324 Policy and all University protocols and federal/state laws regarding discrimination.

325 **Hazing** - Any action or situation that recklessly or intentionally endangers the mental or physical
326 health or safety of an individual(s) for purposes of initiation and/or admission into, or association
327 with and/or the perpetuation or furtherance of a tradition or ritual of any recognized student
328 organization or non-affiliated organization. The consent or permission of the individual(s) does not
329 eliminate responsibility.

- 330 1. Hazing includes, but is not limited to pressuring or coercing an individual(s) into violating
331 state or federal laws; any brutality of a physical nature, such as whipping, beating, branding,
332 exposure to the elements, forced consumption of any food, liquor, drug, or other substance,
333 or other forced physical activity that could adversely affect the physical health or safety of an
334 individual(s); or any activity that would subject an individual(s) to extreme mental stress, such
335 as sleep deprivation, forced exclusion from social contact, forced conduct that could result in
336 extreme embarrassment, or other forced activity that could adversely affect the mental health
337 or dignity of an individual(s). Additionally, any hazing that results in permanent and/or serious
338 bodily injury or death.
339 2. Soliciting an individual(s) to commit or is actively involved in the planning of any act of hazing.
340 3. Failure to abide by [6.0023 Prohibition of Hazing Regulation](#) and all University protocols, state,
341 and federal laws regarding hazing.

342

343

344

345 **Physical Violence**

- 346 1. Intentional touching or striking of an individual(s) against their will, or any action causing or
 347 attempting to cause potential damage, injury, or harm. This includes, but is not limited to,
 348 punching, slapping, scratching, or striking with one’s body or with any object.
 349 2. Unintentional touching or striking of an individual(s) against their will, or any action causing
 350 or attempting to cause potential damage, injury, or harm that is with conscious disregard for
 351 consequences.

352 **Residence Hall Policies** – Failure to abide by any policy or regulation governing University Housing
 353 (e.g. rental agreement, Resident Handbook).

354
 355 **Retaliation** – Words or action(s) taken against an individual because of the individual’s
 356 participation in a protected activity that would discourage a reasonable person from engaging in a
 357 protected activity. Retaliation may include intimidation, threats, coercion, physical harm and/or
 358 adverse employment or educational actions. Protected activity includes an individual’s participation in
 359 the reporting, investigation, and/or resolution of an alleged violation of the Student Code of Conduct.
 360 Additionally, protected activity includes an individual’s opposition to policies, practices and/or actions
 361 that the individual reasonably believes are in violation of the Student Code of Code. Retaliation may
 362 be found even when an underlying report made in good faith was not substantiated. Retaliation may
 363 be committed by the charged student, the complainant, or any other individual or group of individuals.
 364

365 **Sexual Harassment** - Sexual advances, requests for sexual favors, or other verbal, nonverbal or
 366 physical conduct of a sexual nature, including sexual violence, intimate partner violence, and stalking.
 367 Sexual harassment also includes unwelcome conduct directed at an individual based on the individual’s
 368 actual or perceived gender or sexual orientation or gender expression that is so sufficiently severe,
 369 persistent, or pervasive that it unreasonably interferes with, denies, or limits someone's ability to
 370 participate in or benefit from the college's educational program and/or activities. Refer to Policy [0-
 371 004 Sexual Misconduct/Sexual Harassment](#).

372 1. **Hostile Environment** - Discriminatory harassment that is so severe or pervasive that it
 373 unreasonably interferes with, limits, deprives, or alters the terms or conditions of education
 374 (e.g., admission, academic standing, grades, assignment); employment (e.g., hiring,
 375 advancement, assignment); or participation in a University program or activity (e.g., campus
 376 housing), when viewed from both a subjective and objective perspective. A hostile
 377 environment can be created by pervasive conduct or by a single or isolated incident, if
 378 sufficiently severe. The more severe the conduct, the less need there is to show a repetitive
 379 series of incidents to prove a hostile environment, particularly if the conduct is physical. An
 380 isolated incident, unless sufficiently serious, does not amount to Hostile Environment
 381 Harassment.

382
 383 2. **Non-consensual Sexual Contact** - Any intentional sexual touching, however slight, with any
 384 object, by an individual upon another individual that is without consent and/or by force.

385 Sexual contact may include, but is not limited to intentional contact with the breasts, buttocks,
 386 groin, or genitals, or touching another with any of these body parts or making another touch
 387 you or themselves with or on any of these body parts; any intentional bodily contact in a sexual
 388 manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth, or
 389 other orifice.

390

391 3. **Non-consensual Sexual Intercourse** - Any sexual penetration, however slight, with any
 392 object, by any individual upon another individual that is without consent and/or by force.
 393 Intercourse includes vaginal penetration by a penis, object, tongue, or finger; anal penetration
 394 by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital
 395 to mouth contact), no matter how slight the penetration or contact.

396

397 4. **Quid Pro Quo** - Discriminatory harassment where submission to or rejection of unwelcome
 398 conduct is used, explicitly or implicitly, as the basis for decisions affecting an individual's
 399 education (e.g., admission, academic standing, grades, assignment), employment (e.g., hiring,
 400 advancement, assignment), or participation in a university program or activity (e.g., campus
 401 housing), or is based on power differentials.

402

403 5. **Sexual Exploitation** - Attempting or purposely/knowingly taking non-consensual or abusive
 404 sexual advantage of another for an individual's own advantage or benefit, or to benefit or
 405 advantage anyone other than the one being exploited. Examples of sexual exploitation, include
 406 but are not limited to:

407 a. Causing the incapacitation of another individual (through alcohol, drugs, or any other
 408 means) for the purpose of compromising that individual's ability to give affirmative
 409 consent to sexual activity.

410 b. Allowing third parties to observe private sexual activity from a hidden location (e.g.,
 411 closet) or through electronic means (e.g., Skype, Zoom, or livestreaming of images).

412 c. Engaging in voyeurism (e.g., watching private sexual activity without the consent of
 413 the participants or viewing another individual's intimate parts (including genitalia,
 414 groin, breast or buttocks) in a place where that individual would have a reasonable
 415 expectation of privacy).

416 d. Recording or photographing private sexual activity and/or an individual's intimate
 417 parts (including genitalia, groin, breasts, or buttocks) without consent.

418 e. Disseminating or posting images of private sexual activity and/or an individual's
 419 intimate parts (including genitalia, groin, breasts or buttocks) without consent.

420 f. Prostituting another individual.

421 g. Knowingly exposing another individual to a sexually transmitted infection or virus
 422 without the other's knowledge.

423 h. Exposing one's genitals in non-consensual circumstances.

424 i. Inducing another to expose their genitals.

425 j. Sexually based stalking and/or bullying.

426

427

6. **Unwanted or Unwelcome Sexually Oriented Attention** - Unwanted or unwelcome sexually-oriented remarks or behaviors, that are so sufficiently severe, persistent, or pervasive, on the part of an individual who knows or ought reasonably to know that such remarks or behavior unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the University's educational program and/or activities.

428

429

430

431

432

Student Organization Misconduct – Failure to abide by any University and/or department policy or protocol governing the operation of student organizations, sport clubs, teams, etc.

433

434

435

Technology – Improper use of technology hardware or software including but not limited to computers, e-mail, cell phones, video cameras, and drones.

436

437

1. Unauthorized downloading or facilitating others to download copyrighted music, films, and other documents without authorization.

438

439

2. Non-consensual recording of wire, oral, or electronic communication acquired by any device when such communication is uttered by an individual exhibiting an expectation that such communication is not subject to interception under circumstances justifying such expectation (i.e. an individual has a reasonable expectation of privacy).

440

441

442

443

3. Failure to abide by [Policy 0-502 Appropriate Use of Information Technology Resources](#).

444

4. Failure to abide by [Policy 6-036 Unmanned Aircraft System \(Drone\) Operations](#).

445

Stalking- Engaging in a course of conduct directed at a specific individual that would cause a reasonable individual to fear for the individual's or the safety of others or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, an individual, or interferes with an individual's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. A reasonable individual is a person(s) under similar circumstances and with similar identities to the complainant.

446

447

448

449

450

451

452

453

454

455

Theft – Taking, attempting to take, or keeping in its possession property or services not belonging to the individual.

456

457

458

Threats of Violence - A threat by word or act to do violence to an individual(s).

459

460

Unauthorized Access and/or Use

461

1. Unauthorized access or entry to University facilities or any property of any member of the University community without permission.

462

463

2. Duplication or use of University keys or access cards without permission.

464

3. Accessing, duplicating, photographing, altering, and/or misusing any University material (including University intellectual property), files document or record, computer records,

465

466 software, data files, and similar entities owned or maintained by any member of the University
467 faculty, administration, staff or student body.

468 4. Misuse of the official University brand to include, but not limited to the logo, mark,
469 monogram, seal, or other graphic identity symbol.

470 **University Policy and/or Local Ordinance, State, or Federal Law (as determined by the**
471 **University)** – Failure to adhere or abide by policies, including but not limited to, local ordinance, state
472 law or federal law. Adjudicating by an outside entity is not a prerequisite to a determination of
473 responsibility by the University.

474

475 **Weapons, Firearms, or Explosive Devices** – The illegal possession, storage, use or sale of any
476 weapon (lethal or non-lethal), firearm, ammunition, or any incendiary, explosive or destructive device.
477 This includes, but is not limited to, fireworks, switchblade knives, air soft guns, dangerous chemicals,
478 corrosive and/or biological chemicals or agents as restricted by University policies and/or protocols.
479 This also covers any item used as a weapon to cause actual physical harm or threaten physical harm.
480 Reference [Policy 6-009 Weapons on USF System Property](#).

481

482 VII. STUDENT CONDUCT PROCESS

483 **Filing an Incident Report**

484 A student and student organization's conduct may be reported to SCED by any individual or entity
485 for review of a potential conduct violation(s). A report may be submitted in writing using the
486 designated referral form. Currently the form is the [Student Conduct and Ethical Development](#)
487 [Referral form](#).

488

489 Incident reports must be submitted within six (6) months following the incident or obtaining
490 knowledge about the incident, whichever is later. Exceptions to this filing time include, but are not
491 limited to, cases involving sexual harassment, dating violence, domestic violence, and stalking and may
492 include other extraordinary cases, as determined by the Director of SCED, or designee.

493

494 All reported information will be reviewed by the Director of SCED, or designee, to determine
495 appropriate next steps to include, but are not limited to, further fact gathering, issuance of charges,
496 referral to another department, or an information meeting to determine resolution of the report and
497 potential conduct violations.

498

499 **Temporary Restrictions**

500 Temporary restrictions may be issued to ensure a safe environment that promotes personal
501 accountability and supports student success. SCED can issue temporary restrictions to any student
502 and student organization involved in an incident, regardless of whether a determination of potential
503 violations has been made. These may include, but are not limited to, interim suspension, removal from
504 on-campus housing, no contact orders, restrictions from clubs, events, and organizational activities,

505 and/or restrictions from specific areas on University premises. The student and student organization
506 will receive written notice detailing the issued temporary restrictions.

507

508 The charged student's enrollment status will remain unchanged pending the outcome of a Formal
509 Hearing, except in cases of interim suspension. The hearing outcome will indicate if enrollment status
510 will be changed between written notice of outcome of a Formal Hearing and the conclusion of an
511 Appeal, if applicable.

512

513 **Issuance of Charges**

514 The Director of SCED, or designee, will review the incident report to determine if further fact
515 gathering is necessary or if sufficient information exists for the issuance of charges of violations of
516 the Code. In general circumstances, a review of the incident report will be completed to make a
517 determination to issue charges or to conduct further fact gathering, if necessary, within fifteen (15)
518 days of receipt of the incident report.

519

520 If sufficient information exists, the student and student organization will receive written notice of
521 charges. The written notice will include date, time, and location of the Informational Meeting, as well
522 as the specific charges of violations of the Code, a brief description of the allegation(s), an invitation
523 to attend an informational meeting, and any other detail to prepare for the Student Conduct Process.

524

525 **Informational Meeting**

526 The charged student or student organization will be invited to attend an Informational Meeting with
527 a Hearing Officer. An informational meeting is an opportunity for the Hearing Officer to explain the
528 Student Conduct Process, due process rights, allegations and charges, and review all available
529 information supporting the charges of violations of the Code. Following the Informational Meeting,
530 the Hearing Officer may collect additional relevant information regarding the incident. The charged
531 student or student organization will receive written notice of and be provided the reasonable
532 opportunity to review any relevant information gathered after the Informational Meeting prior to a
533 Resolution Agreement or Formal Hearing. This is a private meeting and will be closed to spectators,
534 unless otherwise specified (e.g. advisor).

535

536 A student or student organization has up to three (3) days after the Informational Meeting to choose
537 a resolution option. If the charged student or student organization fails to select a resolution option,
538 SCED will proceed with scheduling a Formal Hearing. The type of Formal Hearing forum will be
539 determined by the Director of SCED, or designee, based on the severity of charges and/or possible
540 sanctions (e.g. suspension/expulsion).

541

542 If the charged student or student organization fails to attend or re-schedule an informational meeting,
543 they will have waived their opportunity to participate in an informational meeting, and SCED will
544 proceed with scheduling a Formal Hearing. The type of Formal Hearing forum will be determined by

545 the Director of SCED, or designee, based on the severity of charges and/or possible sanctions (e.g.
546 suspension or expulsion).

547

548 **Due Process Rights**

549

550 *Charged Student/ Student Organization*

551 The charged student and student organization has the following rights during the Student Conduct
552 Process:

- 553 1. Written notice of the Code charge(s) and allegations.
- 554 2. A fair and impartial hearing.
- 555 3. To be accompanied by an advisor of their choice and expense throughout the Student Conduct
556 Process.
- 557 4. The opportunity to review all available information supporting the charges of violations of the
558 Code prior to resolution.
- 559 5. The opportunity to present relevant information and witnesses at the Formal Hearing.
- 560 6. To not provide self-incriminating testimony. (This right is not applicable to student
561 organizations). Invoking the right against self-incrimination will not be considered as a
562 negative factor in the decision of the Hearing Officer or Hearing Body.
- 563 7. The opportunity to question witnesses and complainants, in specific cases outlined in the
564 Code, in accordance with the Formal Hearing procedure.
- 565 8. To receive written notice of the outcome of the Formal Hearing within five (5) days of the
566 hearing.
- 567 9. To appeal the decision through the process detailed in the Code (*See Appeal*).

568 *In addition to the above, a charged student has the following rights in cases of alleged sexual harassment, stalking,*
569 *and violence:*

- 570 1. The ability to request alternate arrangements for participation in the Formal Hearing via audio
571 or live-video from another location, and/or to participate in a manner that avoids direct
572 contact with the complainant as long as such participation does not infringe on the charged
573 student's right to question the complainant during the Formal Hearing or infringe on the
574 implementation of Formal Hearing procedure.
- 575 2. To submit a written impact statement.
- 576 3. To not have prior sexual history considered, except for the testimony offered by the
577 complainant or respondent about their shared sexual history that the panel deems relevant,
578 when determining if a conduct violation has occurred.

579 *Complainant*

580 A complainant has the following rights during the Student Conduct Process:

- 581 1. Written notice of the Code charge(s) and allegations.
- 582 2. A fair and impartial hearing.

- 583 3. To be accompanied by an advisor of their choice and expense throughout the Student Conduct
 584 Process.
- 585 4. The opportunity to review all available information supporting the charges of violations of the
 586 Code prior to resolution.
- 587 5. The opportunity to present relevant information and witnesses at the Formal Hearing.
- 588 6. To not provide self-incriminating testimony. (This right is not applicable to student
 589 organizations). Invoking the right against self-incrimination will not be considered as a
 590 negative factor in the decision of the Hearing Officer or Hearing Body.
- 591 7. The opportunity to question witnesses and the charged student, in specific cases outlined in
 592 the Code, in accordance to the Formal Hearing procedure.
- 593 8. To receive written notice of the outcome of the Formal Hearing within five (5) days of the
 594 hearing.
- 595 9. To appeal the decision through the process detailed in the Code (*See Appeals*).
- 596 10. The ability to request alternate arrangements for participation in the Formal Hearing via audio
 597 or live-video from another location, and/or participate in a manner that avoids direct contact
 598 with the charged student as long as such participation does not infringe on the complainant's
 599 right to question the charged student during the Formal Hearing or infringe on the
 600 implementation of Formal Hearing procedure.
- 601 11. To submit a written impact statement.
- 602 12. To not have prior sexual history considered, except for the testimony offered by the
 603 complainant or respondent about their shared sexual history that the panel deems relevant,
 604 when determining if a conduct violation has occurred.

605 *Advisor*

606 The charged student, student organization, and complainant may be accompanied by an advisor of
 607 their choice and expense throughout the Student Conduct Process with the following guidelines:

- 608
- 609 1. The advisor cannot have a potential conflict of interest between the University and/or the
 610 case or create an unreasonable conflict with the fair administration of the Student Conduct
 611 Process.
- 612 2. The advisor may not speak on behalf of, present the case for, serve as a witness, or otherwise
 613 participate directly in the Student Conduct Process. If the advisor is an attorney, they must
 614 adhere to the same guidelines as any other advisor.
- 615 3. It is the student, student organization, and complainant's responsibility to make appropriate
 616 arrangements for their advisor to accompany them throughout the Student Conduct Process.
 617 The conduct process will not be delayed due to scheduling conflicts of the chosen advisor.
- 618 4. The advisor may be dismissed from the Student Conduct Process for failure to adhere to the
 619 parameters of their role. This dismissal will not affect the process and all proceedings will
 620 continue.

621

622

623 **Resolution Options**

624 A student or student organization has the right to a resolution of any alleged violation of the Code
 625 through the Student Conduct Process unless waived as outlined below. The Student Conduct Process
 626 provides two resolution options. Cases involving allegations of sexual harassment, stalking, and
 627 violence will be resolved by a Formal Hearing conducted by the University Conduct Board, consistent
 628 with state and federal guidelines.

629

630 ***Resolution Agreement*** (except in cases that could result in separation from the University)

631 Available when the charged student or student organization waives their right to a Formal Hearing
 632 and appeal, and requests that the Hearing Officer, conducting the Informational Meeting, determine
 633 the findings and applicable sanctions. The Hearing Officer reserves the right to collect additional
 634 relevant information to make an informed decision. The meeting will not be audio-recorded, and the
 635 written outcome will serve as the official record of the Resolution Agreement. The student or student
 636 organization will receive written notice of the Resolution Agreement within five (5) days, except in
 637 the case of extraordinary circumstances. Written notice of the Resolution Agreement will include the
 638 determination regarding responsibility for conduct violations and applicable sanctions.

639

640 ***Formal Hearing***

641 Formal Hearings include two types of forums 1) Administrative Hearing and 2) University Conduct
 642 Board.

643

644 *Administrative Hearing* - Conducted by a single Hearing Officer who serves as the Hearing Body.
 645 If the charged student elects an Administrative Hearing, the charged student waives their right
 646 to the University Conduct Board.

647

648 *University Conduct Board (UCB)* – Conducted by a panel which serves as the Hearing Body. The
 649 UCB consists of two (2) students and one (1) faculty or staff member. A non-voting Hearing
 650 Officer will moderate the hearing and be excluded from deliberations. If the charged student
 651 elects a University Conduct Board, the charged student waives their right to an Administrative
 652 Hearing.

653

654 The panel is selected from a pool of trained students, faculty, and staff who are members of
 655 the UCB. UCB members go through a formal recruitment, selection, and training process
 656 facilitated by SCED.

657

658 **VIII. FORMAL HEARING PROCEDURES**659 **Scheduling**

660 SCED will make a good-faith effort to schedule Formal Hearings around academic class schedules
 661 considering the availability of individuals involved in the hearing procedures and the normal
 662 operations of SCED.

663

664 Hearing Notice

665 The charged student or student organization will receive written notice no later than five (5) days prior
666 to the date of the Formal Hearing. The written notice will include date, time, and location of the
667 hearing, as well as the specific charges of violations of the Code, a brief description of the allegation(s),
668 names of witnesses to be called by the University, a list of information to be used in the hearing, an
669 outline of the Formal Hearing proceeding, and the name(s) of the Hearing Officer and Hearing Body.
670 A complainant will receive similar written notice, as applicable.

671

672 Witnesses and Relevant Information

673 The charged student or student organization can request the participation of additional witness to
674 provide relevant information during a Formal Hearing. The charged student or student organization
675 must provide the names of additional witnesses at least three (3) days prior to the hearing to the
676 Hearing Officer. Acceptance or denial of additional witnesses is at the discretion of the Hearing
677 Officer. Character witnesses or witnesses who cannot provide information regarding the specific
678 incident will not be permitted to participate in the Formal Hearing.

679 The charged student or student organization is responsible for contacting and notifying additional
680 witnesses they request to participate in the Formal Hearing. The Formal Hearing shall not be delayed
681 due to a scheduling conflict of the witness.

682

683 In the event a witness is unable to participate in the scheduled Formal Hearing, the witness may submit
684 a written statement at least three (3) days prior to the hearing to the Hearing Officer for consideration.
685 A late witness statement submission will not be considered. The charged student or student
686 organization must be provided an opportunity to respond to the written witness statement. The
687 inability of the charged student or student organization to question a witness who has provided a
688 written statement is not a violation of the charged student or student organization's due process rights.
689 The charged student or student organization has the opportunity to review and respond to the written
690 statement and may offer information to rebut the witness statement and other information presented
691 at the Formal Hearing. If a witness fails to attend the Formal Hearing, their written statement, should
692 one exist, will be considered by the Hearing Body.

693

694 The charged student or student organization has the opportunity to review all relevant information to
695 be used in the Formal Hearing supporting the charges of violations of the Code at least three (3) days
696 prior to the hearing. Relevant records, exhibits, and written statements may be submitted by the
697 charged student or student organization for review and acceptance to the Hearing Officer. Acceptance
698 or denial of information is at the discretion of the Hearing Officer. The University has the right to
699 review any information the student or student organization intends to use at least three (3) days prior
700 the Formal Hearing.

701

702 Challenging Impartiality in a Formal Hearing

703 The charged student or student organization may challenge the inclusion of any member of the
704 Hearing Body. The challenge must be submitted in writing to the Director of SCED and must detail

705 an actual bias (such as conflict of interest) that would significantly impact their right to a fair and
 706 impartial hearing. The challenge must be submitted at least three (3) days prior to the Formal Hearing.
 707 The Director of SCED, or designee, will review the challenge and make a final decision that is not
 708 appealable.

709

710 **Postponements**

711 Any request to postpone a Formal Hearing must be submitted in writing to the Director of SCED as
 712 least three (3) days prior to the hearing. The request must state the reason(s) for the postponement.
 713 The Director of SCED, or designee, will review the request and make a final decision. The University
 714 is not required to postpone the Student Conduct Process pending the outcome of any civil or criminal
 715 case.

716

717 **Failure to Attend**

718 If a charged student, student organization or complainant, in specific cases, fails to attend a scheduled
 719 Formal Hearing, the hearing will occur, and an outcome will be made in their absence.

720

721 **General Principles of Formal Hearings**

722 The following general principles apply to all Formal Hearings regardless of hearing forum. The
 723 charged student or student organization and complainant, in specific cases, will receive information
 724 that outlines the Formal Hearing proceedings prior to the hearing.

- 725 1. Formal Hearings are private and will be closed to spectators, unless otherwise specified (e.g.
 726 advisor).
- 727 2. The burden of proof in a Formal Hearing is on the University. The standard of proof is the
 728 preponderance of the evidence. The finding of responsible or not responsible on the charges
 729 is solely based on the information presented at a Formal Hearing.
- 730 3. Formal Hearings, excluding deliberations, will be recorded by audio or video. The Formal
 731 Hearing may only be recorded by the University and the recording will be the property of the
 732 University.
- 733 4. Formal Hearings are not subject to the formal rules of evidence and procedures governing
 734 criminal and civil court proceedings.
- 735 5. A charged student or student organization and complainant, in specific cases, have the
 736 opportunity to present relevant information.
- 737 6. No irrelevant information, including character statements, should be discussed or considered
 738 in the Formal Hearing.
- 739 7. The Hearing Officer has the discretion to limit the number of witnesses whose testimony may
 740 be redundant or not in dispute.
- 741 8. The Hearing Officer may limit the length of testimony and may provide advice regarding the
 742 scope, direction or tone of questioning.
- 743 9. Prior student conduct may only be considered in determining appropriate sanctions.

- 744 10. In cases involving multiple charged students, information presented at a Formal Hearing may
 745 be used in a related case as long as all Formal Hearing procedures contained within the Code
 746 are satisfied.
- 747 11. The Hearing Body will make a recommendation of the decision and sanctions to the Hearing
 748 Officer. The Hearing Officer may adopt or modify the recommendation of the Hearing Body.
 749 If the recommendation is not adopted, the Hearing Officer will include the reason for
 750 modifying the recommendation in the Formal Hearing outcome letter.
- 751 12. The charged student or student organization and complainant, in specific cases, will receive
 752 written notice of the formal hearing outcome within five (5) days of the Formal Hearing. The
 753 formal hearing outcome will include the determination regarding responsibility for conduct
 754 violations and applicable sanctions.

755 **Interim Suspension**

756 An interim suspension is an immediate temporary separation from the University. Conditions may
 757 include restriction from University premises, participation in academic endeavors, and University-
 758 related activities. Interim suspensions will be expedited through the Student Conduct Process.
 759 An interim suspension may be imposed at the discretion of the Vice President for Student Success, or
 760 designee, to ensure one or all of the following:

- 761 1. The safety and well-being of members of the USF System community or preservation of USF
 762 property;
- 763 2. The student's continued presence or the student organization's continued activities, or use of
 764 privileges, is likely to pose an ongoing threat, disruption or interference with the normal
 765 operation of the USF System.

766 When an interim suspension is imposed, the charged student or student organization will receive
 767 written notice to attend a scheduled Informational Meeting with a Hearing Officer. The written notice
 768 will include date, time, and location of the meeting, as well as the specific charges of violations of the
 769 Code, a brief description of the allegation(s), the conditions of interim suspension, and any other detail
 770 to prepare for the Student Conduct Process.

771
 772 An Informational Meeting will occur (see Informational Meeting) and the Hearing Officer will review
 773 available information to determine if the interim suspension will remain, be modified, or lifted. The
 774 charged student or student organization will receive written notice two (2) days after the Informational
 775 Meeting regarding the status of interim suspension.

776
 777 If the charged student or student organization fails to attend the informational meeting, they will have
 778 waived their opportunity to participate in the informational meeting, and SCED will proceed with
 779 scheduling a Formal Hearing. The type of Formal Hearing forum will be determined based on the
 780 severity of charges and/or possible sanctions (e.g. suspension or expulsion).

781
 782 If a charged student is placed on an interim suspension, but the charged student is subsequently found
 783 not responsible for the conduct violation, the University must:

784

785 1. Correct any record of the change in enrollment status in the charged student's permanent
786 records, and report in a manner compliant with state and federal laws, and

787 2. Refund the charged student: a pro rata portion of any charges for tuition and out of-state fees,
788 as appropriate, if the temporary revocation or suspension of the charged student's ability to
789 attend classes lasts for more than ten (10) days.

790

791 In cases where the President determines that the health, safety, or welfare of the charged student or
792 the University community is involved, a charged student's privileges within the University, including
793 the ability to attend classes or engage in University activities, may be suspended on an interim basis.

794

795 **IX. BASIS FOR APPEAL AND APPEAL PROCESS**

796 The charged student or student organization and complainant, in specific cases, as provided in the
797 Code, may appeal in writing the outcome of a Formal Hearing within five (5) days of the date of the
798 Formal Hearing outcome letter. The appeal must be in writing to the Dean of Students, or designee,
799 and the burden of proof rests with the individual or organization appealing to clearly demonstrate the
800 basis for appeal.

801

802 **Basis for Appeal**

803 The basis for appeal includes:

804 1. A violation of due process rights or failure of the University to follow the Student Conduct
805 Process established in this Code that substantially affected the outcome.

806 2. The introduction of new information that was not available and could not be presented at the
807 time of the Formal Hearing. The individual appealing must demonstrate how the new
808 information could have substantially affected the outcome. The outcomes of a criminal or civil
809 case is not considered new information for the purpose of an appeal.

810 3. The severity of sanction(s) imposed was disproportionate to the responsible conduct
811 violations.

812 An appeal is not a rehearing of the conduct case and will not be accepted simply because the individual
813 is dissatisfied with the outcome of the Formal Hearing.

814

815 **Appeal Process**

816 The Dean of Students, or designee, will serve as the Appellate Officer for all appeals of the Student
817 Conduct Process. The appellate officer will determine if there is sufficient information to substantiate
818 the basis for appeal. If so, the Appellate Officer may either deny the appeal, therefore upholding the
819 original outcome of the Formal Hearing, or do one of the following:

820 If the basis of the appeal is that there was a violation of due process rights or failure to follow
821 the Student Conduct Process which would have substantially affected the outcome, and the

822 Appellate Officer accepts the appeal, the Appellate Officer may request the case be remanded
 823 for a new Formal Hearing.

824

825 If the basis of the appeal is new information that could not be presented at the time of the
 826 Formal Hearing which would have substantially affected the outcome, and the Appellate
 827 Officer accepts the appeal, the Appellate Officer may request that the case be remanded for a
 828 new Formal Hearing.

829

830 If the basis of the appeal is the severity of sanction(s) imposed was disproportionate to the
 831 responsible conduct violations, and the Appellate Officer accepts the appeal, the Appellate
 832 Officer may modify the sanction(s).

833

834 Except as required to explain the basis of new information, the review of an appeal is limited to the
 835 record of the Formal Hearing and supporting documents.

836

837 The charged student or student organization or complainant, in specific cases, will receive a written
 838 notice of their appeal outcome within ten (10) days of receipt of the appeal, except in extraordinary
 839 circumstance as determined by the Dean of Students, or designee. The appeal outcome is the final
 840 University decision and there are no further internal University appeals.

841

842 A student may seek outside judicial review pursuant to Florida Rule of Appellate Procedure 9.190(b)(3)
 843 of a final University decision. If a student seeks a review with the court, a copy of the petition must
 844 also be officially served to the University of South Florida Office of the General Counsel at 4202 E.
 845 Fowler Avenue, CGS 301, Tampa, Florida 33620-4301.

846

847 **X. SANCTIONS**

848 Students and student organizations found responsible for conduct violations will be assigned
 849 sanctions. Sanctions will be commensurate with the responsible conduct violations considering any
 850 mitigating circumstances, including but not limited to the charged student or student organization's
 851 prior conduct record. Assigned sanctions may include, but are not limited to:

852

853 **Alcohol and/or Substance Use Education Sanctions** - Online educational modules, assessments,
 854 and/or meeting with a staff member. The charged student or student organization is responsible for
 855 any associated fee(s).

856

857 **Assignments/Seminar/Workshops:** Requirement to attend, present, and/or participate in an in-
 858 person or online, workshop, module, and/or seminar. Written research assignments, behavioral
 859 reflection papers, or other educational activities may also be a requirement. These sanctions are
 860 intended to provide a student with opportunities that achieve specific learning objectives such as

861 engaging in meaningful reflection on their behavior and the impact on others. The charged student or
862 student organization is responsible for any associated fee.

863

864 **Conduct Probation:** A specified period of time when the charged student or student organization is
865 considered not in good conduct standing with the University. Conduct probation may result in
866 restrictions of privileges and/or activities which may include, but are not limited to, being prohibited
867 from participating in study abroad, serving in specific student leadership roles (e.g. resident assistant,
868 student government). Conduct probation is a period of reflection on behavior and an opportunity to
869 demonstrate satisfactory citizenship. Further conduct violations while on conduct probation may
870 impact the severity of future sanctions.

871

872 **Deferred Suspension:** A specified period of time in which suspension is temporarily withheld
873 pending completion of other sanctions by a specified deadline and the demonstration of satisfactory
874 citizenship. A student or student organization on deferred suspension is considered not in good
875 conduct standing with the University. If the charged student or student organization fails to comply
876 with assigned sanctions, the student or student organization will no longer be on deferred suspension
877 and will be immediately suspended with no further appeal.

878

879 **Expulsion:** Permanent separation from the University. The student or student organization is
880 considered not in good conduct standing permanently with the University. The charged student and
881 student organization will not have the ability to return as a student or student organization at any point
882 in time. Expulsion may include a restrictive or no trespass order for all University premises. A
883 transcript overlay will be placed on the charged student's academic transcript and an administrative
884 hold will be permanently placed on the student's account. A record of expulsion will be maintained in
885 the student's permanent conduct file in Student Conduct and Ethical Development.

886 A student assigned this sanction may forfeit tuition, housing rent and fees, and other University fees.

887 A student will be withdrawn from classes and forfeit academic credit accordingly. Students living in
888 University Housing must contact Housing and Residential Education to determine the financial
889 impact of the cancelled contract.

890

891 **Housing Restriction:** A specified period of time in which a student is restricted from living in and/or
892 visiting all USF residential facilities (which may include dining halls), including the Greek Village. If
893 applicable, a student may be financially liable for any costs associated with the restriction from living
894 in on-campus housing as outlined in the Cancellation section of the University Student Housing
895 Agreement or Greek Housing Agreement.

896

897 **No Contact Order:** Official directive requesting a student refrain from making contact with another
898 individual(s). Contact may include communication by telephone, in writing, electronically, by third
899 party, or in person both on and off campus.

900

901 **Restrictions:** Specific loss of privileges that may limit participation in student activities and University
 902 events or access and use of University premises (e.g. athletic teams, leadership positions, certain
 903 buildings and/or locations).

904

905 **Restitution:** Requirement to reimburse the University and/or an individual for the damage,
 906 destruction, or vandalism of University buildings or property, private property, and/or personal
 907 property. Restitution will be limited to the actual cost of repair or replacement.

908

909 **Suspension:** Separation from the University for a specified period of time. The student or student
 910 organization is considered not in good conduct standing during the period of suspension with the
 911 University. The student or student organization will not have the ability to return as a student or
 912 student organization until the end of the suspension. Suspension may include a restrictive or no
 913 trespass order for all University premises. A transcript overlay will be placed on the student's academic
 914 transcript, and an administrative hold will be placed on the student's account during the period of
 915 suspension. A record of suspension will be maintained in the student's permanent conduct file in
 916 Student Conduct and Ethical Development.

917 A student affected by this sanction may forfeit tuition, housing rent and fees, and other University
 918 fees. A student will be withdrawn from classes and forfeit academic credit accordingly. Students living
 919 in University Housing must contact Housing and Residential Education to determine the financial
 920 impact of the cancelled contract.

921

922 **Written Reprimand** – An official notice of conduct that is not in accordance with the University's
 923 standards of behavior. Further conduct violations may impact the severity of future sanctions.

924

925 **XI. AUXILIARY AIDS AND SERVICES**

926 Students may request reasonable accommodations as required in Section 504 of the Rehabilitation Act
 927 and the Americans with Disabilities Act. The student must be registered with the USF Students with
 928 Disabilities Services office and notify SCED in writing a minimum of three (3) days prior to a meeting
 929 or hearing.

930

931 **XII. PARENTAL NOTIFICATION**

932 The University considers the student the primary contact for University communications and may
 933 restrict communication to the student only. SCED has the discretion to inform any parent or legal
 934 guardian of a dependent student under the age of 21 (as provided in [Parental Notification Policy 30-](#)
 935 [020](#)) when their student has been found responsible for a conduct violation in regard to the use or
 936 possession of alcohol or a controlled substance. A student whose parents or legal guardian are to be
 937 notified will be informed prior to such notification and given the opportunity to initiate contact with
 938 their parents, if and when possible.

939

940 **XIII. CONDUCT RECORD MAINTENANCE AND RETENTION**941 **Maintenance**

- 942 1. Student and student organization conduct records are maintained in SCED.
- 943 2. All student conduct records in all formats (paper, computer, audio, etc.) resulting in formal
944 charges will be kept in compliance with [General Records Schedule GS5](#), but not for less than
945 seven (7) years from the date of the last incident that the charged student or student
946 organization was involved in that resulted in conduct charges.
- 947 3. If a student is suspended or expelled, a record of a violation of University regulations and/or
948 policies will be permanently maintained in the student's or student organization's conduct file
949 in SCED and a record of separation may be maintained in the Office of the Registrar.
- 950 4. SCED maintains all student conduct records in accordance with the Family Education Rights
951 and Privacy Act (FERPA). SCED will abide by all laws requiring privacy with regard to the
952 Student Conduct Process. In addition, as FERPA does not protect the names of students
953 found responsible for crimes of violence, including forcible sex offenses, or an alleged
954 perpetrator of a non-forcible sex offense when the allegations support a finding that a student
955 has committed a violation of the University's rules or policies, the University may be required
956 to release that information upon a Chapter 119 public record request.
- 957 5. A student may choose to sign a release form granting SCED staff permission to discuss
958 information related to the Student's disciplinary file with any individual that the student
959 designates. This form is available in SCED. Although this form may provide access to
960 information to a third party, the student remains the primary responsible party for compliance.
- 961 6. Any educational institution requesting conduct information about a current or former
962 University student is required to submit the request in writing. If a non-educational agency is
963 requesting information, those requests must include the signature of the student granting the
964 release of information related to the student's conduct record.
- 965 7. Transcripts of recorded hearings will not be prepared or provided by the University. In cases
966 of external legal review that may require a transcript of a recorded hearing, the student or
967 advisor may contact the Office of the General Counsel to arrange for the preparation of the
968 written transcript by a court reporting service on the student's behalf and at the expense of
969 the requestor. The court reporting service will provide the transcript to the Office of the
970 General Counsel, which will perform a confidentiality review of the transcript and redact any
971 confidential or exempt information pursuant to state or federal law. The requestor will be
972 responsible for the cost of the transcript preparation and confidentiality review.

973 **Retention**

- 974 1. Records resulting in an educational sanction of expulsion or suspension from the University
975 will be permanently maintained in SCED.
- 976 2. No personally identifiable record(s) will be kept after a record has been designated for
977 destruction. Statistical data will be maintained but all information that would identify an
978 individual is removed.

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

983 **Record Expungement**

984 Record expungement allows a student conduct record on file with SCED to be sealed. This includes
 985 all information related to the student's documentation, investigation, hearing, and disposition. In
 986 general, when completing background check inquiries, expunged records will not be reported as an
 987 incident when the student was found responsible. The student will not need to report the record based
 988 on the language/definitions of the requesting institution or agency in a background check that the
 989 incident ever occurred. The record will still be used for federal, state, and local University reporting
 990 requirements but will not be associated with the student name or student ID.

991

992 *Eligibility*

993 A request for expungement will be available for consideration:

- 994 1. One year after the resolution of a conduct case,
 995 2. All assigned sanctions have been successfully completed,
 996 3. An expungement has not previously granted, and

997 The conduct violation(s) did not:

- 998 4. Cause personal injury.
 999 5. Cause significant property damage.
 1000 6. Include a drug violation that could qualify as a felony charge in the legal system.
 1001 7. Disrupt the orderly operation of the University.
 1002 8. Violate the firearm, explosives, dangerous chemicals, and ammunition or weaponry
 1003 regulations of the University.
 1004 9. Violate the Sexual Misconduct/Sexual Harassment policy.
 1005 10. Result in a suspension or expulsion.

1006 **Petition Requirements**

1007 A student meeting the eligibility requirements must submit their petition to the Dean of Students, or
 1008 designee. The student must submit a signed statement explaining the justification for the request, a
 1009 description of what occurred in the conduct incident, and what they learned from the incident. The
 1010 statement must also include:

- 1011 1. Student's name
 1012 2. University identification number (U number)
 1013 3. E-mail address
 1014 4. Phone number
 1015 5. Date of incident
 1016 6. Incident report number
 1017

1018 **Process**

1019 The Dean of Students, or designee, will review the statement, the conduct record, and any other
 1020 pertinent information they choose to request and/or consider. The decision is at the discretion of the
 1021 Dean of Students, or designee. The student will receive written notice regarding their petition within
 1022 ten (10) days of receipt of petition. The decision of the Dean of Students, or designee, regarding the
 1023 expungement of the conduct record is final and not appealable.

1024

1025

1026 **XIV. INTERPRETATION AND REVISION**

1027

1028 This Regulation applies to all campuses of the University of South Florida; however, non-substantive
 1029 procedural modifications to reflect the particular circumstances of each campus are permitted. Any
 1030 questions about the interpretation of the Code should be directed to any of the following SCED
 1031 offices:

1032

1033 Tampa: <http://www.usf.edu/srr/page.asp?id=69>

1034 St. Petersburg: <http://www.usfsp.edu/dos/sc/>

1035 Sarasota Manatee: <http://www.usfsm.edu/campus-life/student-engagement/student-rights-and-responsibilities.aspx>

1036

1037
 1038 The University reserves the right to make changes to the Student Code of Conduct as necessary. The
 1039 Code shall be reviewed periodically by a committee which shall include student representation under
 1040 the direction of the Director of SCED.

1041

1042

1043

1044

1045 *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-*
 1046 *05, Formerly 6C4-6.0021 F.A.C., Amended 6-5-08, 6-25-09, 9-22-11, 12-02-13, 1-6-14 (technical), 6-23-14*
 1047 *(technical), 5-14-15 (technical), 8-19-16 (technical), 9-28-18, 4-12-19 effective 5-6-19 (technical), 5-16-19*
 1048 *(technical), 8-26-19 (technical).*

1049 *Certification: The USF System certifies that it has followed the Florida Board of Governors Regulation Development*
 1050 *Procedure and has a record of written notices, comments, summaries and responses as required.*

1051

Regulation 6.0021 Student Code of Conduct

***USF Board of Trustees
ACE Meeting
May 14 , 2020***



Purpose

- Consolidation
- Align mission, process, and scope of work
- Name Changes of Offices: Student Conduct and Ethical Development
- The updates provide clarity and further enhance this Regulation and the Student Conduct Process.
- Updates to Hazing and Sexual Misconduct

Summary of Changes

- Clarity and rewording for ease of understanding
- Alphabetize the violations for ease of reading and referencing
- Clearly define timelines and process

The Code reflects updates to state and federal laws that impact student behaviors.

- Amnesty now clearly defines hazing amnesty in support of Andrew's law.
- The hazing definition was updated to reflect Florida Law and BOG requirements.
- Conduct violations relating to sexual harassment and dating and domestic violence were updated. USF's Sexual Misconduct/Sexual Harassment (to include Sexual Violence) 0-004 Policy is being updated for consistency.
- The Clery definition is used to define stalking in the Code.

Conduct violations

- Updates to language in violations to provide clarity and scope
- Added aiding and abetting
- Combined disruptive and disorderly conduct into one definition for disruptive conduct
- Combined injurious behavior and reckless injurious behavior into one definition for physical violence

Clarified temporary restrictions to include interim suspension.

Updated process to reflect best practices for the response to student behavioral concerns

- Receive referral – within 15 business days review and issue charges or engage in an educational conversation.
- Informational Resolution agreement
- Formal hearing – University Conduct Board or Administrative Officer determine responsibility and sanctions.

- **Appeal** –Appeal will be heard by designated appellate officer on the campus in which the conduct occurred/case has been assigned.
- **Due process rights** – further expanded rights for individuals involved in the Student Conduct Process – to include complainant.
- **Auxiliary Aids and Services** - Statement added to ensure students participating in the Student Conduct Process know how to request reasonable accommodations under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.
- **Expungement** – updated to allow a student to be granted one expungement during their tenure at USF – no longer have to wait until they are graduating. Can request an expungement one year after the resolution of the case. All terms and conditions for the expungement remained the same and must be met.

Questions

Melissa Graham, Tampa

Heather Klisanin, St. Petersburg

Kim Mones, Sarasota-Manatee



Agenda Item: III.i.

USF Board of Trustees
June 2, 2020

Issue: USF Regulation 3.027: Academic Integrity of Students

Proposed action: Amend USF Regulation 3.027: Academic Integrity of Students

Executive Summary:

Regulation 3.027 is being revised to reflect USF Consolidation to a single institution, to bring it up to date to reflect the University's processes, guidelines and procedures as it pertains to the commitment to the academic honesty and personal integrity of its university community.

Financial Impact: N/A

Strategic Goal(s) Item Supports: Goal One: Well-educated and highly skilled global citizens through our continuing commitment to student success.

BOT Committee Review Date: ACE- May 14, 2020

Supporting Documentation Online (*please circle*): Yes No

USF or Campus specific: USF

Prepared by: Patsy Ciaccio, Office of the General Counsel, 813-974-1661



UNIVERSITY OF SOUTH FLORIDA

REGULATION

Number: USF3.027
Title: Academic Integrity of ~~Student~~Students
Responsible Office: Academic Affairs

Date of Origin: 12-11-08

Date Last Amended: 5-31-16(technical)

Date Last Reviewed: 5-2-18

1

2

3 I. PURPOSE & INTENT

4 Academic integrity is the foundation of the University of South Florida's commitment to the
 5 academic honesty and personal integrity of its university community. Academic integrity is
 6 grounded in certain fundamental values, which include honesty, respect and fairness. Broadly
 7 defined, academic honesty is the completion of all academic endeavors and claims of
 8 scholarly knowledge as representative of one's own efforts. Knowledge and maintenance of
 9 the academic standards of honesty and integrity as set forth by the university are the
 10 responsibility of the entire academic community, including the instructional faculty, staff and
 11 ~~student~~Students.

12 II. STATEMENT OF REGULATION

13 This Regulation asserts fairness in that it requires notice to any ~~student~~Student accused of a
 14 violation of academic integrity and provides a directive for discussion between the instructor
 15 and ~~student~~Student to seek a fair and equitable resolution. If a fair resolution is not
 16 accomplished in this discussion, this Regulation allows the ~~student~~Student continued rights
 17 of due process.

18 As this Regulation contemplates several levels of administrative or academic review,
 19 ~~student~~Students are advised to direct emails only to the single designated office identified as
 20 responsible for the current level of review. ~~Student~~Student's failure to adhere to this directive
 21 or ignoring specific directives provided by an administrator such as the emailing all levels of
 22 administration, multiple parties not directly involved, or tangentially involved offices may, [in](#)
 23 [egregious situations](#), be interpreted as a waiver of the review/appeal process and a failure to
 24 follow university directives.

25 As the university has both [Offices of Undergraduate](#) and [Graduate Studies](#) with different
 26 standards for academic integrity, it is important to reference Section V(~~DC~~).

27 III. APPLICABILITY & AUTHORITY

28 A. The following Regulation applies to all ~~student~~Students, ~~instructional~~faculty, and staff
 29 who participate in administration of academic classes, programs and research at -USF . The
 30 processes outlined in this Regulation are meant to govern all colleges exclusive of Doctor of
 31 Medicine (MD), the Doctor of Physical Therapy (DPT), the Physician Assistant (MPAS), and
 32 the Doctor of Pharmacy (PharmD) Programs~~the MD and DPT programs within the College~~
 33 ~~of Medicine and the College of Pharmacy~~ to the extent that they maintain procedures and
 34 processes for issues regarding academic integrity and/or professionalism.

35 B. The Academic Integrity Review Process (AIRP) is independent of any other USF process
 36 or review. The determinations by the Academic Offices are final. However, this process
 37 includes mechanisms for referrals outside of the Academic process to both the Office of
 38 Student Conduct and Ethical Development (SCED) Student Rights and Responsibilities
 39 (SRR) and the Division of Research, Integrity and Compliance (DRIC). Each of the offices
 40 has the authority to impose independent sanctions on the ~~student~~Student that may be
 41 additional, less severe or more severe than the academic sanctions. The ~~student~~Student will
 42 be subject to each sanction concurrently and/or consecutively and must comply with the full
 43 terms of each.

44 C. The ~~student~~Student will be assigned the grade by the instructor in the course in which the
 45 ~~student~~Student is registered. Jurisdiction of the appeal and review stays with the course;
 46 however, if the potential sanction extends outside of the College or Academic unit where the
 47 course is housed, jurisdiction is transferred to the Academic Officer with the authority to
 48 impose the greater sanction.

49 IV. DEFINITION OF TERMS

50 A. **Academic Dishonesty** is the term used to define ~~the a~~ violation of the Academic Integrity
 51 Regulation.

52
 53 B. **Academic Integrity Review Board (“AIRB”)**: The committee that will be appointed by the
 54 College Academic Officer to review the Academic Integrity finding and sanction as referenced
 55 in Section VII (23).

56
 57 C. **Academic Integrity Review Process (“AIRP”)**: The steps described in this Regulation that
 58 govern how an Academic Integrity violation will be charged, appealed and determined.

59
 60 D. **Academic Officer (“AO”)** shall mean the individual (or their designee) vested with the
 61 authority to impose the recommended academic sanctions by the instructor. The appropriate
 62 AO may vary by institution, circumstance or factual basis of each case. In the event it is
 63 unclear, the Chief Academic Officer or their designee will identify the appropriate AO. The
 64 table below is provided as a general guideline.
 65
 66

Academic Dishonesty occurred in Where sanction is applied:	Sanction:	Academic Officer (to be determined by individual cases and title may vary):	Academic Officer for Academic Integrity Appeal:
Course	Grade Assignment; or Removal from course	Instructor’s Supervisor or Department Chair	Dean of College
Program	Suspension; or Removal from Program	Chair (or Director for certain Schools)	Dean of College
College	Suspension; or Removal from College	Dean of College	Dean of Graduate/Undergraduate Studies or Chief Academic Officer
University or Institution	Suspension; or Dismissal from University	Dean of Graduate/Undergraduate Studies or Chief Academic Officer	Dean of Graduate/Undergraduate Studies or Chief Academic Officer

67

68

69

70

71

72

73

74

75

76

E. Day(s) or Time(s): In the event a Regulation or Policy includes the term day(s) or time(s) and the term is not defined within the pertinent Regulation, Policy or section, the word Day(s) or Time(s) ~~shall mean~~ “academic time” that is ~~will refer to~~ the periods of academic session to include the days the University is open for business and delivery of academic services exclusive of holidays, emergency closings or other days where the office or academic delivery of services are officially closed by announcement or by emergency* (*On-line classes and services may still be available during the official closing).

77

78

79

80

F. Dean shall mean a College Dean, or where applicable the Dean of Undergraduate Studies, Dean of Graduate Studies, or a “Dean’s designee” appointed to handle academic grievances for the unit.

81

82

83

G. Notice shall be considered final upon email to a ~~student~~Student’s official USF email address. Additional notice may be sent at the discretion of the parties.

84

85

H. StudentStudent Academic Integrity Committee (“SAIC”): The group of individuals who may be identified by the University as trained academic integrity volunteers. These

86 volunteers may develop academic integrity educational modules and policies and who
87 may be available to serve on an AIRB.
88

89
90
91 **H.I. Violations of Academic Integrity:** The behaviors described below are
92 considered violations of the academic standards for both Undergraduate and Graduate
93 ~~student~~Students. The academic sanctions for Graduate ~~student~~Students may be more
94 severe.
95

96 1. **Cheating** is using or attempting to use materials, information, notes, study aids, or
97 other assistance in any type of examination or evaluation which have not been
98 authorized by the instructor.
99

100 a) ~~Student~~Students completing any type of examination or evaluation are prohibited
101 from looking at or transmitting materials to another ~~student~~Student (including
102 electronic reproductions and transmissions) and from using external aids of any
103 sort (e.g. books, notes, calculators, photographic images or conversation with
104 others, [and electronic devices or online resources](#)) unless the instructor has
105 indicated specifically in advance that this will be allowed.

106 b) ~~Student~~Students may not take examinations or evaluations in the place of other
107 persons. ~~Student~~Students may not allow other persons to take examinations or
108 evaluations in their places.

109 c) ~~Student~~Students may not acquire unauthorized information about an
110 examination or evaluation and may not use any such information improperly
111 acquired by others.

112 d) Instructors, programs and departments may establish, with the approval of the
113 colleges, additional rules for exam environments and behavior. Such rules must
114 be announced in advance in a course syllabus or other advance written notice to
115 ~~student~~Students.
116

117 2. **Plagiarism** is intentionally or carelessly presenting the work of another as one's own.
118 It includes submitting an assignment purporting to be the ~~student~~Student's original
119 work which has wholly or in part been created by another person. It also includes the
120 presentation of the work, ideas, representations, or words of another person without
121 customary and proper acknowledgement of sources. [It also includes collaborative
122 work that is not authentic at the time of submission, such as working on a paper
123 together but submitting the same or near similar work.](#) ~~Student~~Students must consult
124 with their instructors for clarification in any situation in which the need for
125 documentation is an issue, and will have plagiarized in any situation in which their
126 work is not properly documented.
127

128 a) Every direct quotation must be identified by quotation marks or appropriate
129 indentation and must be properly acknowledged by parenthetical citation in the
130 text or in a footnote or endnote.

- 131 b) When material from another source is paraphrased or summarized in whole or
 132 in part in one's own words, that source must be acknowledged in a footnote or
 133 endnote, or by parenthetical citation in the text.
 134 c) Information gained in reading or research that is not common professional
 135 knowledge must be acknowledged in a parenthetical citation in the text or in a
 136 footnote or endnote.
 137 d) This prohibition includes, but is not limited to, the use of papers, reports,
 138 projects, and other such materials prepared by someone else.
 139

140 3. **Fabrication, Forgery and Obstruction:**

141 **Fabrication** is the use of invented, counterfeited, altered or forged information in
 142 assignments of any type including those activities done in conjunction with academic
 143 courses that require ~~student~~Student to be involved in out-of-classroom experiences.
 144

145 **Forgery** is the imitating or counterfeiting of images, documents, signatures, and the
 146 like.
 147

148 **Obstruction** is any behavior that limits the academic opportunities of other
 149 ~~student~~Students by improperly impeding their work or their access to educational
 150 resources.

- 151 a) Fabricated or forged information may not be used in any laboratory experiment,
 152 report of research, or academic exercise. Invention for artistic purposes is
 153 legitimate under circumstances explicitly authorized by an instructor.
 154 b) ~~Student~~Students may not furnish to instructors fabricated or forged explanations
 155 of absences or of other aspects of their performance and behavior.
 156 c) ~~Student~~Students may not furnish, or attempt to furnish, fabricated, forged or
 157 misleading information to university officials on university records, or on records
 158 of agencies in which ~~student~~Students are fulfilling academic assignments.
 159 d) ~~Student~~Students may not steal, change, or destroy another ~~student~~Student's
 160 work. ~~Student~~Students may not impede the work of others by the theft,
 161 defacement, mutilation or obstruction of resources so as to deprive others of
 162 their use.
 163 e) Obstruction does not include the content of statements or arguments that are
 164 germane to a class or other educational activity.
 165

- 166 4. **Multiple Submissions** is the presenting or turning in the same or substantially the
 167 same work for credit in two or more courses. Multiple submissions shall include the
 168 use of any prior academic effort previously submitted for academic credit at this or a
 169 different institution. Multiple submissions shall not include those situations where
 170 the prior written approval by the instructor in the current course is given to the
 171 ~~student~~Student to use a prior academic work or endeavor.

- 172 a.) ~~Student~~Student may not normally submit any academic assignment, work, or
 173 endeavor in more than one course for academic credit of any sort. This will apply
 174 to submissions of the same or substantially the same work in the same semester
 175 or in different semesters.

- 176 b.) ~~Student~~Students may not normally submit the same or substantially the same
 177 work in two different classes for academic credit even if the work is being graded
 178 on different bases in the separate courses (e.g. graded for research effort and
 179 content versus grammar and spelling).
- 180 c.) ~~Student~~Students may resubmit a prior academic endeavor if there is substantial
 181 new work, research, or other appropriate additional effort. The ~~student~~Student
 182 shall disclose the use of the prior work to the instructor and receive the
 183 instructor's permission to use it PRIOR to the submission of the current
 184 endeavor.
- 185 d.) ~~Student~~Students may submit the same or substantially the same work in two or
 186 more courses with the prior written permission of all faculty involved. Instructors
 187 will specify the expected academic effort applicable to their courses and the
 188 overall endeavor shall reflect the same or additional academic effort as if separate
 189 assignments were submitted in each course. Failure by the ~~student~~Student to
 190 obtain the written permission of each instructor shall be considered a multiple
 191 submission.
- 192
- 193 5. **Complicity** is assisting or attempting to assist another person in any act of academic
 194 dishonesty, even when the intention is not dishonest. A ~~student~~Student will be
 195 considered to be complicit if the ~~student~~Student is aware of an academic integrity
 196 violation, is able to report and fails to do so. In addition:
- 197 a) ~~Student~~Students may not allow other ~~student~~Students to copy from their papers
 198 during any type of examination.
- 199 b) ~~Student~~Students may not assist other ~~student~~Students in acts of academic
 200 dishonesty by providing material of any kind that one may have reason to believe
 201 will be misrepresented to an instructor or other university official.
- 202 c) ~~Student~~Students may not provide substantive information about test questions
 203 or the material to be tested before or during a scheduled examination unless they
 204 have been specifically authorized to do so by the course instructor. This does not
 205 apply to examinations that have been administered and returned to
 206 ~~student~~Students in previous semesters. However, it may apply to ~~student~~Students
 207 enrolled in a multiple-section course that uses similar or comparable exams. For
 208 example, a ~~student~~Student in one section will be considered complicit if such
 209 ~~student~~Student assists or provides answers or materials to a ~~student~~Student in
 210 another section of the same course. In such cases, the instructor in both sections
 211 may sanction the ~~student~~Students involved.
- 212 d) ~~Student~~Students may not have a substitute take an examination or take an
 213 examination for someone else.
- 214 e) Students may not provide false information regarding attendance of themselves
 215 or any other student. This section prohibits the use of "clickers" or other
 216 electronic devices to circumvent or change actual attendance or participation
 217 records.
- 218
- 219
- 220 6. **Improper Use of Teamwork Credit** is allowing your name to be included on a
 221 group project in which you did not participate. This act is considered a violation of

- 222 academic integrity. For reference, general guidelines for appropriate teamwork
 223 participation include, but are not limited to the following:
 224 a) No team member shall intentionally restrict or inhibit another team member's
 225 access to team meetings, team work-in-progress, or other team activities without
 226 the express authorization of the instructor.
 227 b) All team members shall be held responsible for the content of all teamwork
 228 submitted for evaluation as if each team member had individually submitted the
 229 entire work product of their team as their own work.
 230 c) Only those persons who participated on the team shall be named in the
 231 submission of the assignment.
 232
- 233 7. **Solicitation or Purchase** is the offering, advertising or responding to solicitations
 234 or purchasing products or services designed to facilitate, support or actively
 235 contribute to the commission of an act of academic dishonesty.
 236
- 237 8. Digital Repositories of Class Materials, Including Notes, Quizzes, and Tests.
 238 Either accessing (including downloading) or sharing (including uploading)
 239 proprietary notes, quizzes, and tests from USF classes, even when the intent is not
 240 to enhance one's personal grade.
 241
- 242 **8.9. Misrepresentation.** Submitting the work of another as your own, e.g., using a
 243 ghostwriter to write a paper, thesis, dissertation; having another person complete an
 244 on-line class in your name.
 245
- 246 **9.10. Misconduct in Research and Creative Endeavors** is a serious deviation from
 247 the accepted academic and professional practices within a discipline or from the
 248 policies of the university in carrying out, reporting, or exhibiting the results of
 249 research or in publishing, exhibiting, or performing creative endeavors. Research
 250 Misconduct means fabrication, falsification, or plagiarism in proposing, performing,
 251 or reviewing research, or in reporting research results. It does not include honest
 252 error or differences in opinion. In addition to the academic sanctions in this
 253 Regulation misconduct in research is also subject to Policy 0-301 Misconduct in
 254 Research, procedures and any sanctions contained therein.
 255 a) ~~Student~~Students may not invent or counterfeit information.
 256 b) ~~Student~~Students may not report results dishonestly, whether by altering data, by
 257 improperly revising data, by selective reporting or analysis of data, or by being grossly
 258 negligent in the collecting or analysis of data.
 259 c) ~~Student~~Student may not represent another person's ideas, writing or data as their
 260 own.
 261 d) ~~Student~~Students may not appropriate or release the ideas or data of others when
 262 such data have been shared in the expectation of confidentiality.
 263 e) ~~Student~~Students may not publish, exhibit, or perform work in circumstances that
 264 will mislead others. They may not misrepresent the nature of the material or its
 265 originality, and they may not add or delete the names of authors without permission.

- 266 f) ~~Student~~Students must adhere to all federal, state, municipal, and university
 267 regulations or policies for the protection of human and other animal subjects.
 268 g) ~~Student~~Students may not conceal or otherwise fail to report any misconduct
 269 involving research, professional conduct, or artistic performance of which they have
 270 knowledge.
 271 h) ~~Student~~Students must abide by the university’s policies on Misconduct in
 272 Research where applicable, which can be found in the university’s policies and
 273 Procedures Manual at the Regulations and Policies website.
 274

275 ~~10.11.~~ **Computer Misuse** includes unethical or illegal use of the computers and/or
 276 Internet of any person, institution or agency in which ~~student~~Students are performing
 277 part of their academic program.

- 278 a) ~~Student~~Students may not use the university computer system in support of any
 279 act of plagiarism.
 280 b) ~~Student~~Students may not monitor or tamper with another person’s electronic
 281 communications.
 282

283 ~~11.12.~~ **Misuse of Intellectual Property** is the illegal use of copyright materials,
 284 trademarks, trade secrets or intellectual properties.
 285

286 ~~12.13.~~ **Violation of State or Federal laws with regard to Intellectual Property** is
 287 conduct that violates and does not adhere to state or federal laws concerning the fair
 288 use of copies or other intellectual property.

289 **V. SEVERITY OF CONDUCT DETERMINATIONS & ACADEMIC SANCTIONS**
 290

291 **A. General Guidelines:**
 292

293 1. Violations for USF ~~Undergraduate~~ ~~student~~Students are classified into four (4) levels
 294 according to the nature of the infraction. For each level of violation a corresponding set
 295 of academic sanctions is recommended; however, specific academic programs may
 296 include additional and different academic sanctions. These academic sanctions are
 297 intended as general guidelines for the academic community with examples cited below for
 298 each level of violation. These examples are not to be considered all-inclusive.
 299

300 2. Violations for USF Graduate ~~Student~~Students are not classified into levels as the
 301 instructor determines the severity of the violation and the grade, and recommends any
 302 more severe academic sanction.
 303

304 3. Multiple FF Violations:
 305

306 ~~a) Graduate Studies:~~

307
 308 ~~Graduate Students who are assigned an “FF” grade will be academically dismissed~~
 309 ~~from the university and will not be eligible to apply to any Graduate program at~~
 310 ~~USF. Graduate Studies may have additional guidelines and protocols available~~
 311 ~~online or in the Graduate Studies catalog.~~

312

313

314

315

316

317

318

319

320

321

322

323

324

325

326

327

328

329

330

331

332

333

334

335

336

337

338

339

340

341

342

343

344

345

346

347

348

349

350

351

352

a) Undergraduate Studies:

- i. For the first “FF” recorded in an Undergraduate ~~student~~Student’s academic record, the ~~student~~Student will receive ~~a letter-written notification~~ from the Dean of Undergraduate Studies or the Chief Academic Officer informing him or her of being placed on “Academic Dishonesty Warning” for the remainder of enrollment at USF and of appeal rights for the “FF” grade. The ~~student~~Student may also be suspended for one (1) full semester, depending upon the level of violation.
- ii. For the second “FF” recorded, the Undergraduate ~~Student~~Student will be suspended for one (1) full semester and readmitted only after writing a clear statement indicating remorse, understanding of the seriousness of the offense, and understanding of the importance of integrity in all areas, including academic work. A letter informing him or her of this action and appeal rights will be sent from the Dean of Undergraduate Studies.
- iii. The Undergraduate ~~Student~~Student may be permanently dismissed from the university for violations of academic integrity with notice of that dismissal as a part of the formal record and transcript.
- iv. The maximum penalty for receipt of any “FF” grade may be permanent dismissal from the university for violations of academic integrity and with a notice of that dismissal as a part of the ~~student~~Student’s formal record and transcript.
- v. In the event of multiple violations, sanctions may be imposed consecutively or concurrently at the discretion of ~~the-an~~ AO.

b) Graduate Studies:

- i. Graduate ~~Student~~Students who are assigned an “FF” grade will be academically dismissed from the university and will not be eligible to apply to any Graduate program at USF. Graduate Studies may have additional guidelines and protocols available online or in the Graduate Studies catalog.

B. Severity of Academic Integrity for Undergraduate ~~Student~~Students: For Undergraduate ~~Student~~Students the severity of conduct is divided into levels with specific academic related sanctions. For Graduate Studies, the instructor determines severity and academic sanctions as provided in Section V(~~DC~~) below.

353

1. Level One

354

a) CONDUCT:

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

- 360 i. Working with another ~~student~~Student on a laboratory or other homework
 361 assignment when such work is prohibited (This level is appropriate if the
 362 instructor determines it is a minor infraction).
 363 ii. Failure to footnote or give proper acknowledgment in an extremely limited
 364 section of an assignment.
 365 ~~iii.~~ Use of direct phrasing from tutors rather than re-writing into the
 366 ~~student~~Student's own voice.

367 b) **ACADEMIC SANCTIONS:**

- 368 i. Reduction or no credit given for the original assignment.
 369 ii. An assigned paper or research project on a relevant topic.
 370 iii. A make-up assignment at a more difficult level than the original
 371 assignment.
 372 iv. Required attendance and tuition cost for a non-credit workshop or seminar
 373 on ethics or related subjects.

374 2. **Level Two**

375 a) **CONDUCT:**

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

- 379 i. Working with another ~~student~~Student on a laboratory or other homework
 380 assignment when such work is prohibited (This level is appropriate if the
 381 instructor determines it is a more serious infraction).
 382 ii. Quoting directly or paraphrasing, to a moderate extent, without
 383 acknowledging the source.
 384
 385 iii. Submitting the same work or major portions thereof to satisfy the
 386 requirements of more than one course without permission from the
 387 instructor.
 388
 389 iv. Using data or interpretative material for a laboratory report without
 390 acknowledging the sources or the collaborators. All contributors to
 391 preparation of data and/or to writing the report must be named.
 392

393 v. Receiving assistance from others, such as research, statistical, computer
 394 programming, or field data collection help that constitutes an essential
 395 element in the undertaking without acknowledging such assistance in a
 396 paper, examination or project.

397 b) **ACADEMIC SANCTIONS:**

398 i. Failing grade for the assignment involved with the grade in the course
 399 determined in the normal manner.

400 ii. Failing grade for the course, which may be an “F” or “FF” on the internal
 401 transcript.
 402

403 3. **Level Three***

404 a) **CONDUCT:**

405
 406 -Level Three is characterized by violations that affect a major or essential portion of
 407 work done to meet course requirements, involves premeditation, ~~or demonstrates~~
 408 ~~repetition or both~~ involve continued infractions after notice of the first infraction, ~~or~~
 409 ~~repetition~~ of one or more violations of Level One or Level Two violations, ~~including~~
 410 ~~repeating any one or more of the following actions~~ The following are examples of
 411 single-infraction incidents of this level:

- 412 i. Copying on examinations.
- 413 ii. Plagiarizing major or essential portions of a written assignment.
- 414 iii. Acting to facilitate copying during an exam.
- 415 iv. Using prohibited materials not approved by the instructor; (e.g.
 416 books, notes, ~~e-flashcards~~ electronic devices, online resources, or
 417 calculators) during an examination.
- 418 v. Collaborating before an exam to develop methods of exchanging
 419 information and implementation thereof.
- 420 vi. Altering examinations for the purposes of re-grading.
- 421 vii. Acquiring or distributing an examination from unauthorized sources
 422 prior to the examination.
- 423 viii. Presenting the work of another as one's own.
- 424 ix. ~~Using~~ Acquired or used a purchased term paper or other materials
 425 (even if the source is cited).
- 426 x. Removing posted or reserved material, or preventing other
 427 ~~student~~ Students from having access to it.
- 428 xi. Fabricating data by inventing or deliberately altering material (this
 429 includes citing "sources" that are not, in fact, sources).
- 430 xii. Using unethical or improper means of acquiring data.

431 b) **ACADEMIC SANCTIONS*:**

432 i. Failing grade for the course with a designation of “FF” on ~~student~~Student’s internal
 433 transcript.

434 ii.—Possible suspension from the university for one (1) semester for particularly
 435 egregious infractions:-

436 4. **Level Four***

437 a) **CONDUCT:**

438 i. All academic infractions committed after return from suspension for
 439 aprevious academic honesty violation.

440 ii. Infractions of academic honesty in ways similar to criminal activity (such as
 441 forging a grade form, stealing an examination from a professor or from a
 442 university office; buying an examination; or falsifying a transcript to secure
 443 entry into the university or change the record of work done at the university).

444 iii. Having a substitute take an examination or taking an examination for
 445 someone else.

446 iv. Fabrication of evidence, falsification of data, quoting directly or paraphrasing
 447 without acknowledging the source, and/or presenting the ideas of another as
 448 one's own in a senior thesis.

449 v. Sabotaging another ~~student~~Student's work through actions designed to
 450 prevent the ~~student~~Student from successfully completing an assignment.

451 vi. Willful violation of a canon of the ethical code of the profession for which
 452 a ~~student~~Student is preparing.

453 b) **ACADEMIC SANCTIONS*:**

454 ~~The typical Ssanctions~~ for all-Level Four violations ~~is include suspension; or~~
 455 permanent academic dismissal from the university with the designation of
 456 "Dismissed for Academic Dishonesty" to be placed permanently on a
 457 ~~student~~Student's external transcript.

458
 459 **C. Centralized Reporting:**

460
 461 ~~1.* In all Level 3 or Level 4 violations, the instructor must send a concise written statement~~
 462 ~~including details of the date, time, and incident particulars (the “Report”) to the AO to consider~~
 463 ~~additional academic sanctions above the grade assignment.~~

464
 465 ~~2. In Level 2, 3 and 4 violations, the instructor should contact the Dean of~~
 466 ~~Undergraduate/Graduate Studies to track academic integrity violations/violators (Referred to~~
 467 ~~as an “AIO”). The instructor must send a copy of the Report to the University’s AIO. The~~
 468 ~~AIO will have exclusive access to the Reports and will only share the Reports to instructors or~~
 469 ~~academic advisors in the event of multiple Reports regarding a single ~~student~~Student. This will~~
 470 ~~enable appropriate handling of multiple violations.~~

DC. Severity of Academic Integrity for Graduate ~~Student~~Students

1. The Office of Graduate Studies has no levels of severity as any violation may result in immediate dismissal. ~~Student~~Students will be held to the standards provided for Graduate Studies if those ~~student~~Students are admitted to a Graduate degree program or Graduate certificate or any ~~student~~Student taking Graduate level courses. The instructor will determine the severity of the offense and the appropriate grade. Any ~~student~~Student in a Graduate Studies course who receives an “FF” grade is subject to immediate dismissal and or expulsion. The grade assignments and additional academic sanctions will depend on the seriousness of the offense and may range from the receipt of:

- a) An “F” or “Zero” grade on the subject paper, lab report, etc.
- b) An “F” in the course or activity in which credit may be earned.
- c) An “FF” in the course (leading to expulsion from the university).
- d) Academic Dismissal for any violations of academic dishonesty Regulations or Policies.
- e) Possible revocation of the degree or Graduate Certificate following a thorough investigation.

D. “FF” Grade Guidelines:

1. Instructors may assign an “FF” grade in specific circumstances. An “FF” grade is noted on the ~~student~~Student’s USF record, indicates academic dishonesty, and is only reflected on internal records. Any Undergraduate ~~Student~~Student who receives an “FF” grade in a course is restricted from repeating the course using the Grade Forgiveness Policy. For Graduate ~~Student~~Students, an “FF” grade will lead to permanent dismissal from the university (in cases of permanent dismissal from the university a notation may be added to the official USF transcript).
2. If a ~~student~~Student who has been accused of academic dishonesty drops the course the ~~student~~Student’s registration in the course will be reinstated until the issue is resolved.
3. Any final course grade may be changed to an “FF”, “F”, or other grade depending on the instructor’s decision or the ultimate resolution of the Academic Integrity Review Process. This includes any determination of a violation of the Academic Integrity Regulation that is not detected until after the ~~student~~Student has dropped or completed the course or during or after the Academic Integrity Review Process.

510 **VI. PROCESS STEPS:**

- 511 1. The instructor identifies or learns of an academic integrity violation.
- 512 2. The instructor identifies the severity level of the violation (see Section V(B)) and
513 discusses the violation with the ~~Chair/Director~~ Department level AO.
- 514 3. The instructor determines the appropriate grade assignment and use of the guidelines
515 (included in Section V) and identifies any additional academic sanctions that may be
516 recommended to the ~~Chair/Director~~ Department level AO in a brief written report of
517 the incident, which may include any pertinent supporting documents related to this
518 incident. The instructor may consult with the ~~Chair/Director~~ Department level AO
519 on recommendations concerning the incident, process, and/or sanctions as needed.
- 520 4. The instructor advises the ~~student~~ Student of the grade determination and
521 recommended academic sanctions (if applicable) either in person or by email including
522 a set date to discuss the determination (within ~~ten-fifteen~~ (105) businessAcademic days
523 of determination of the grade if possible).
- 524 5. Final Notice of Academic Sanction by the Instructor: Within ~~ten-fifteen~~ (105)
525 businessAcademic days of meeting with the ~~student~~ Student, if the instructor
526 determines there is a grade sanction only and no recommended additional academic
527 sanctions, the instructor may immediately assign the grade sanction and email the
528 ~~student~~ Student notice of this final grade sanction. In this email, the instructor must
529 include the link to the Academic Integrity regulation and inform the student
530 of the right to appeal. If the instructor does recommend additional academic sanctions,
531 the instructor will assign the grade sanction and advise the ~~student~~ Student and
532 ~~Chair/Director~~ Department level AO of those recommended additional academic
533 sanctions considered to be appropriate to the violation (Level 3 or 4 violations will
534 include additional academic sanctions) and the process continues as detailed below.
- 535 6. Centralized Reporting of Grade Sanction. Immediately following the student
536 notification of the Final Notice of Academic Sanction by the Instructor, t
537 he instructor must submit all grade sanctions (including FF grades) using the Refer
538 StudentStudents tool within the Learning Management Software, and complete the
539 ensuing survey.
- 540
- 541 7. Final Notice of Academic Sanction by the Department level ~~AO~~ Chair/Director:
- 542 (a) Undergraduate ~~Student~~ Students: Within ~~ten-fifteen~~ (105) businessAcademic days
543 of receipt of the ~~recommendation~~ Final Notice of Academic Sanction from the
544 instructor, the ~~Chair/Director~~ AO will determine any additional academic sanctions,
545 if applicable, and notify the ~~student~~ Student by email. The ~~student~~ Student may grieve

546 ~~appeal to the Dean of the College, the final notice by the Department level AO and~~
 547 ~~ask that it be reviewed by the College Dean, who will determine if the studentStudent's~~
 548 ~~grievance is appealable. The Dean will determine the final decision for reviews~~
 549 ~~involving an assignment with alleged academic dishonesty.~~ Appeals for final grades
 550 and sanctions will be considered by the Dean and may be appealable to an AIRB (as
 551 described in Section VII: Academic Integrity Appeal). Recommended Sanctions that
 552 include suspension or dismissal from the University will trigger an automatic appeal at
 553 the College level. The College Dean will forward the final recommendation regarding
 554 suspension or dismissal to the Dean of Undergraduate Studies for a final university
 555 decision.

556 (b) Graduate ~~StudentStudent~~s: Graduate Studies uses an internal document which
 557 processes the request for academic sanctions up to and including dismissal and the
 558 Dean of Graduate Studies provides notice to the ~~studentStudent~~.

559 ~~8. Reports to a designated centralized office:~~

560 ~~The instructor or the AO may make a referral to an internal university office~~
 561 ~~responsible for tracking academic integrity violations/violators if one has been~~
 562 ~~designated as detailed in Section V (C).~~

563 ~~9.8.~~ If a ~~studentStudent~~ files an appeal (Section VII below), the final notice will not be
 564 imposed or noted until after the appeal process is complete unless the ~~Academic~~
 565 ~~OfficerDean~~ feels immediate action is necessary.

566 ~~10.9.~~ Referral to ~~SRR-SCED~~ & ~~DRIC~~: The Academic Offices are responsible for
 567 the AIRP and assignment of academic sanctions. If the instructor or
 568 ~~Chair/DirectorAO~~ determines the conduct also rises to a violation of the
 569 ~~StudentStudent~~ Conduct Code or the expectations and standards of the ~~Division of~~
 570 ~~Research, Integrity and Compliance (DRIC)~~, the instructor or ~~Chair/DirectorAO~~ may
 571 make a referral to those offices. The instructor or ~~Chair/DirectorAO~~ making the
 572 referral should notify those additional offices of any pending or final academic
 573 sanction. A determination by ~~SRR-SCED~~ or ~~DRIC~~ is separate and distinct from the
 574 AIRP and any academic sanction. The ~~studentStudent~~ must comply with all sanctions
 575 imposed by each office (a lesser sanction or different determination by the conduct
 576 offices does not impact the Academic sanction).
 577

578 10. Submission of FF Grade: If the sanction is a FF grade, the instructor will enter an "F"
 579 at the end of the term using eGrades, and use the functionality of the Refer
 580 StudentStudents tool to officially submit the FF grade to the university.

581

582 ~~10.11.~~ Transcript/Record:

- 583 • An Academic Integrity dismissal from the University will be reflected on a
- 584 ~~student~~Student's official transcript.
- 585 • A grade sanction (such as an "FF") or other lower sanction is reflected on the
- 586 ~~student~~Student's internal USF record.

587 VII. ACADEMIC INTEGRITY APPEAL:

588 If the ~~student~~Student identifies that the determination of the academic integrity violation or
 589 related grade assignment or sanction either (1) had no factual basis or could not be reasonably
 590 inferred by the facts as presented or (2) violated a University Regulation or Policy, the
 591 ~~student~~Student must allege the absence of factual support or basis— or the specific Regulation
 592 or Policy violated and provide it as part of an academic integrity -appeal. A ~~student~~Student
 593 who has accepted responsibility for the academic integrity violation itself (either in writing or
 594 verbally) to the instructor or administrator; may not challenge the factual basis and may only
 595 appeal the severity of the sanction imposed (See Section V(B)).

596 The ~~student~~Student may appeal after notice of the final academic sanction(s). ~~which is either~~
 597 ~~(1) the instructor's grade determination; or (2) if there are additional academic sanctions, after~~
 598 ~~those additional academic sanctions are reviewed and determined by the Dean.~~ The
 599 ~~student~~Student may remain enrolled in their academic program until the conclusion of the
 600 appeal process unless the Dean determines that the ~~student~~Student may not remain enrolled
 601 and advises the ~~student~~Student in writing accordingly. The appeal process steps for
 602 academic integrity issues are:

603 1. ~~Student~~Student Written Appeal: After notice of the academic sanction, the
 604 ~~student~~Student may send a written appeal to the Dean copying the instructor by email
 605 within ~~ten (10) days~~fifteen (15) business~~Academic days~~ of the grade determination or final
 606 academic sanction. University closures do not count toward the three-week total, and
 607 ~~(additional time may be granted at the discretion of the Dean as necessary).~~ If it is unclear
 608 who the designated Dean should be, the ~~student~~Student may ask the instructor to identify
 609 the appropriate Dean. The ~~student~~Student's written appeal may be an email request and
 610 must contain a concise statement of the ~~student~~Student's position including the factual
 611 deficiency or the specific Regulation or Policy violated. This statement should include why
 612 the ~~student~~Student feels the determination by the instructor and/or Chair/Director ~~AO~~
 613 was not correct and must include all documentation available that supports the
 614 ~~student~~Student's position.

615 2. Initial Review of Appeal: As general complaints or disagreements with the instructors
 616 decision are not grounds for appeal and ~~student~~Students who have accepted responsibility
 617 at any time in the process may only appeal imposed sanctions,— the Dean may make an
 618 initial review of the appeal to identify the limits of the appeal and to ~~verify~~ that the
 619 ~~student~~Student has clearly identified that there was no factual basis for the instructor's

620 determination and/or the specific Regulation or Policy violated. If the Dean elects to
 621 make this initial review, the Dean may clarify the parameters of the appeal (sanctions only),
 622 or dismiss the appeal as insufficient. The Dean must send the ~~student~~Student and
 623 instructor notice of this determination within ~~ten-fifteen (105)~~ businessAcademic days of
 624 receiving the ~~student~~Student's written appeal, copying the instructor's supervisor or
 625 department chair. This will be a final University decision.

626 3. Dean Appointment of Board: If the Dean does not dismiss the appeal, the Dean may
 627 move the appeal forward with or without the initial review or after the review set
 628 parameters for the appeal (if it is for sanctions only). The Dean will appoint an Academic
 629 Integrity Review Board (AIRB) composed of ~~student~~Students and instructors or
 630 administrators at the Dean's discretion, provided that there are at least three (3) individuals,
 631 one (1) of which is an ~~instructor~~ or administrator and one (1) ~~student~~Student.

632 4. Selection of AIRB members: Although the Dean may select any ~~student~~Students to
 633 serve on the AIRB, if ~~the university system member establishes a~~ there are StudentStudent
 634 Academic Integrity Committee (SAIC) at that institution, and there are SAIC members
 635 available to serve, the Dean ~~shall~~ may preferentially select the ~~student~~Student board
 636 members from the SAIC to serve on the AIRB ~~at that institution~~. The ~~student~~Students
 637 serving on the AIRB do not need to be from the College in which the appeal was filed.
 638 However, when possible undergraduate ~~student~~Students should serve on AIRB for
 639 undergraduate ~~student~~Student appeals, ~~graduate~~ ~~student~~Students for graduate
 640 ~~student~~Student appeals, clinical ~~student~~Students for clinical ~~student~~Student appeals, and
 641 medical ~~student~~Students for medical ~~student~~Student appeals.

642 5. Meeting of the AIRB: Unless extended by written notice of the Dean or other
 643 extenuating circumstance, the AIRB will meet within ~~three-fifteen (315)~~
 644 weeksbusinessAcademic days from the time the Dean receives the ~~student~~Student's
 645 written appeal. The Dean will advise the ~~student~~Student by email of the date, time and
 646 place of the AIRB review. If the ~~student~~Student or instructor has a justifiable conflict, the
 647 ~~student~~Student or instructor may make one (1) written request to reschedule the review
 648 emailed to the Dean with the reason for the request, noting any known foreseeable
 649 conflicts into the next ~~three (3) weeks~~ fifteen (15) businessAcademic days. The one-time
 650 extension may be granted at the discretion of the Dean. (The timelines provided in this
 651 Regulation may be extended at the Dean's discretion with written notice to the
 652 ~~student~~Student and instructor).

653
 654 6. AIRB Review Steps and Further Appeals:
 655

656 a. At the Review, the ~~student~~Student and instructor will each be afforded an
 657 opportunity to present their position with reasonable time limits not to exceed
 658 fifteen (15) minutes per person.

660 b. The ~~student~~Student may bring one (1) person to serve as an advisor; however that
 661 person may not act as a legal representative, argue, present, or participate in any
 662 active way in the review, including through communications by verbal, written or
 663 electronic promptings with the ~~student~~Student.

665 c. Each party may be present during the other's position statement. Neither party
 666 may ask questions of the other, argue, or respond to the other's statement. The AIRB
 667 may question both parties at any time during the proceedings.

669 d. The AIRB will deliberate in private and render a decision within three (3) weeks
 670 of the AIRB review and offer its determination as a recommendation to the Dean
 671 (or equivalent depending on the organizational structure of the USF institution) with
 672 copy to the ~~student~~Student by email. The ~~student~~Student and instructor's concise
 673 written statements will be included with the AIRB's recommendation. The Dean will
 674 have three (3) weeks to accept or not accept the determination of the AIRB. (a) If
 675 the Dean accepts the determination of the AIRB, that is a final university decision
 676 and there is no further review available at the university. (b) If the Dean does not
 677 accept the determination of the AIRB, the Dean must refer the matter to the
 678 university level (Deans of UGS/OGS for Undergraduate and Graduate reviews,
 679 respectively, or the Chief Academic Officer (See Section IV(C)). The University
 680 Level officer ~~(a)~~ will have three (3) weeks to make a final determination, ~~and (b)~~
 681 request to review any additional information necessary or may limit the review to the
 682 initial statements provided by the ~~student~~Student and instructor upon initiation of
 683 the Academic Integrity Appeal Review and the Dean's Statement. The University
 684 Academic Integrity Officer ~~(c)~~ will issue a determination in writing by email to the
 685 ~~student~~Student, instructor and the Dean. This will be a final university decision.

687 7. Recommended Sanctions that ~~involve~~include suspension or expulsion dismissal from the
 688 University will trigger an automatic appeal at the College level, as described above.

690 8. In the event the determination and final university decision is an "FF" grade with
 691 Academic Dishonesty noted and/or a related dismissal from the College or University, the
 692 ~~student~~Student may appeal that final university decision within thirty (30) ~~business~~Academic
 693 days to the county Circuit Court by way of Writ of Certiorari.

695 *Authority: Art. IX, Sec. 7, Fla. Const.; FL Board of Governors Regulation 1.001(4)(a); s.1006.60(4)FS.*

696 *History – New (BOT approval) 12-11-08. Amended 12-4-14, 1-7-15 (technical), 2-18-15 (technical), 6-3-15*
697 *(technical), and 5-31-16 (technical).*

698 *Certification: USF certifies that it has followed the Florida Board of Governors Regulation Development Procedure and*
699 *has a record of written notices, comments, summaries and responses as required.*

700

DRAFT



**UNIVERSITY OF
SOUTH FLORIDA**

REGULATION

Number: USF3.027
Title: Academic Integrity of Students
Responsible Office: Academic Affairs

Date of Origin: 12-11-08

Date Last Amended: 5-31-16(technical)

Date Last Reviewed: 5-2-18

1

2

3 **I. PURPOSE & INTENT**

4 Academic integrity is the foundation of the University of South Florida's commitment to the
 5 academic honesty and personal integrity of its university community. Academic integrity is
 6 grounded in certain fundamental values, which include honesty, respect and fairness. Broadly
 7 defined, academic honesty is the completion of all academic endeavors and claims of
 8 scholarly knowledge as representative of one's own efforts. Knowledge and maintenance of
 9 the academic standards of honesty and integrity as set forth by the university are the
 10 responsibility of the entire academic community, including the instructional faculty, staff and
 11 Students.

12 **II. STATEMENT OF REGULATION**

13 This Regulation asserts fairness in that it requires notice to any Student accused of a violation
 14 of academic integrity and provides a directive for discussion between the instructor and
 15 Student to seek a fair and equitable resolution. If a fair resolution is not accomplished in this
 16 discussion, this Regulation allows the Student continued rights of due process.

17 As this Regulation contemplates several levels of administrative or academic review, Students
 18 are advised to direct emails only to the single designated office identified as responsible for
 19 the current level of review. Student's failure to adhere to this directive or ignoring specific
 20 directives provided by an administrator such as the emailing all levels of administration,
 21 multiple parties not directly involved, or tangentially involved offices may, in egregious
 22 situations, be interpreted as a waiver of the review/appeal process and a failure to follow
 23 university directives.

24 As the university has both [Offices of Undergraduate](#) and [Graduate Studies](#) with different
 25 standards for academic integrity, it is important to reference Section V(C).

26

27 **III. APPLICABILITY & AUTHORITY**

28 A. The following Regulation applies to all Students, faculty, and staff who participate in
 29 administration of academic classes, programs and research at USF . The processes outlined
 30 in this Regulation are meant to govern all colleges exclusive of Doctor of Medicine (MD),
 31 the Doctor of Physical Therapy (DPT), the Physician Assistant (MPAS), and the Doctor of
 32 Pharmacy (PharmD) Programs to the extent that they maintain procedures and processes for
 33 issues regarding academic integrity and/or professionalism.

34 B. The Academic Integrity Review Process (AIRP) is independent of any other USF process
 35 or review. The determinations by the Academic Offices are final. However, this process
 36 includes mechanisms for referrals outside of the Academic process to both the Office of
 37 Student Conduct and Ethical Development (SCED) and the Division of Research, Integrity
 38 and Compliance (DRIC). Each of the offices has the authority to impose independent
 39 sanctions on the Student that may be additional, less severe or more severe than the academic
 40 sanctions. The Student will be subject to each sanction concurrently and/or consecutively
 41 and must comply with the full terms of each.

42 C. The Student will be assigned the grade by the instructor in the course in which the Student
 43 is registered. Jurisdiction of the appeal and review stays with the course; however, if the
 44 potential sanction extends outside of the College or Academic unit where the course is
 45 housed, jurisdiction is transferred to the Academic Officer with the authority to impose the
 46 greater sanction.

47 **IV. DEFINITION OF TERMS**

48 **A. Academic Dishonesty** is the term used to define a violation of the Academic Integrity
 49 Regulation.

51 **B. Academic Integrity Review Board (“AIRB”)**: The committee that will be appointed by the
 52 College Academic Officer to review the Academic Integrity finding and sanction as referenced
 53 in Section VII (3).
 54

55 **C. Academic Integrity Review Process (“AIRP”)**: The steps described in this Regulation that
 56 govern how an Academic Integrity violation will be charged, appealed and determined.
 57

58 **D. Academic Officer (“AO”)** shall mean the individual (or their designee) vested with the
 59 authority to impose the recommended academic sanctions by the instructor. The table below
 60 is provided as a general guideline.
 61

62

Where sanction is applied:	Sanction:	Academic Officer (to be determined by individual cases and title may vary):	Academic Officer for Academic Integrity Appeal:

Course	Grade Assignment; or Removal from course	Instructor’s Supervisor or Department Chair	Dean of College
Program	Removal from Program	Chair (or Director for certain Schools)	Dean of College
College	Removal from College	Dean of College	Dean of Graduate/Undergraduat e Studies or Chief Academic Officer
University	Suspension; or Dismissal from University	Dean of Graduate/Undergraduate Studies or Chief Academic Officer	Dean of Graduate/Undergraduat e Studies or Chief Academic Officer

63

64 **E. Day(s) or Time(s):** In the event a Regulation or Policy includes the term day(s) or
 65 time(s) and the term is not defined within the pertinent Regulation, Policy or section, the
 66 word Day(s) or Time(s) shall mean “academic time” that is the periods of academic
 67 session to include the days the University is open for business and delivery of academic
 68 services exclusive of holidays, emergency closings or other days where the office or
 69 academic delivery of services are officially closed by announcement or by emergency*
 70 (*On-line classes and services may still be available during the official closing).
 71

72 **F. Dean** shall mean a College Dean, or where applicable the Dean of Undergraduate
 73 Studies, Dean of Graduate Studies, or a “Dean’s designee” appointed to handle academic
 74 grievances for the unit.
 75

76 **G. Notice** shall be considered final upon email to a Student’s official USF email address.
 77 Additional notice may be sent at the discretion of the parties.
 78

79 **H. Student Academic Integrity Committee (“SAIC”):** The group of individuals who
 80 may be identified by the University as trained academic integrity volunteers. These
 81 volunteers may develop academic integrity educational modules and policies and who
 82 may be available to serve on an AIRB.
 83

84 **I. Violations of Academic Integrity:** The behaviors described below are considered
 85 violations of the academic standards for both Undergraduate and Graduate Students.
 86 The academic sanctions for Graduate Students may be more severe.
 87

- 88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
1. **Cheating** is using or attempting to use materials, information, notes, study aids, or other assistance in any type of examination or evaluation which have not been authorized by the instructor.
 - a) Students completing any type of examination or evaluation are prohibited from looking at or transmitting materials to another Student (including electronic reproductions and transmissions) and from using external aids of any sort (e.g. books, notes, calculators, photographic images or conversation with others, and electronic devices or online resources) unless the instructor has indicated specifically in advance that this will be allowed.
 - b) Students may not take examinations or evaluations in the place of other persons. Students may not allow other persons to take examinations or evaluations in their places.
 - c) Students may not acquire unauthorized information about an examination or evaluation and may not use any such information improperly acquired by others.
 - d) Instructors, programs and departments may establish, with the approval of the colleges, additional rules for exam environments and behavior. Such rules must be announced in advance in a course syllabus or other advance written notice to Students.

 2. **Plagiarism** is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the Student's original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources. It also includes collaborative work that is not authentic at the time of submission, such as working on a paper together but submitting the same or near similar work. Students must consult with their instructors for clarification in any situation in which the need for documentation is an issue, and will have plagiarized in any situation in which their work is not properly documented.
 - a) Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged by parenthetical citation in the text or in a footnote or endnote.
 - b) When material from another source is paraphrased or summarized in whole or in part in one's own words, that source must be acknowledged in a footnote or endnote, or by parenthetical citation in the text.
 - c) Information gained in reading or research that is not common professional knowledge must be acknowledged in a parenthetical citation in the text or in a footnote or endnote.
 - d) This prohibition includes, but is not limited to, the use of papers, reports, projects, and other such materials prepared by someone else.

134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178

3. Fabrication, Forgery and Obstruction:

Fabrication is the use of invented, counterfeited, altered or forged information in assignments of any type including those activities done in conjunction with academic courses that require Students to be involved in out-of-classroom experiences.

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

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

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

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

- a) Students may not normally submit any academic assignment, work, or endeavor in more than one course for academic credit of any sort. This will apply to submissions of the same or substantially the same work in the same semester or in different semesters.
- b) Students may not normally submit the same or substantially the same work in two different classes for academic credit even if the work is being graded on different bases in the separate courses (e.g. graded for research effort and content versus grammar and spelling).
- c) Students may resubmit a prior academic endeavor if there is substantial new work, research, or other appropriate additional effort. The Student shall disclose the use of the prior work to the instructor and receive the instructor’s permission to use it PRIOR to the submission of the current endeavor.
- d) Students may submit the same or substantially the same work in two or more courses with the prior written permission of all faculty involved. Instructors will specify the expected academic effort applicable to their courses and the overall endeavor shall reflect the same or additional academic effort as if separate

- 179 assignments were submitted in each course. Failure by the Student to obtain the
 180 written permission of each instructor shall be considered a multiple submission.
 181
- 182 5. **Complicity** is assisting or attempting to assist another person in any act of academic
 183 dishonesty, even when the intention is not dishonest. A Student will be considered
 184 to be complicit if the Student is aware of an academic integrity violation, is able to
 185 report and fails to do so. In addition:
- 186 a) Students may not allow other Students to copy from their papers during any type
 187 of examination.
 - 188 b) Students may not assist other Students in acts of academic dishonesty by
 189 providing material of any kind that one may have reason to believe will be
 190 misrepresented to an instructor or other university official.
 - 191 c) Students may not provide substantive information about test questions or the
 192 material to be tested before or during a scheduled examination unless they have
 193 been specifically authorized to do so by the course instructor. This does not apply
 194 to examinations that have been administered and returned to Students in
 195 previous semesters. However, it may apply to Students enrolled in a multiple-
 196 section course that uses similar or comparable exams. For example, a Student in
 197 one section will be considered complicit if such Student assists or provides
 198 answers or materials to a Student in another section of the same course. In such
 199 cases, the instructor in both sections may sanction the Students involved.
 - 200 d) Students may not have a substitute take an examination or take an examination
 201 for someone else.
 - 202 e) Students may not provide false information regarding attendance of themselves
 203 or any other student. This section prohibits the use of "clickers" or other
 204 electronic devices to circumvent or change actual attendance or participation
 205 records.
- 206
- 207 6. **Improper Use of Teamwork Credit** is allowing your name to be included on a
 208 group project in which you did not participate. This act is considered a violation of
 209 academic integrity. For reference, general guidelines for appropriate teamwork
 210 participation include, but are not limited to the following:
- 211 a) No team member shall intentionally restrict or inhibit another team member's
 212 access to team meetings, team work-in-progress, or other team activities without
 213 the express authorization of the instructor.
 - 214 b) All team members shall be held responsible for the content of all teamwork
 215 submitted for evaluation as if each team member had individually submitted the
 216 entire work product of their team as their own work.
 - 217 c) Only those persons who participated on the team shall be named in the
 218 submission of the assignment.
- 219
- 220 7. **Solicitation or Purchase** is the offering, advertising or responding to solicitations
 221 or purchasing products or services designed to facilitate, support or actively
 222 contribute to the commission of an act of academic dishonesty.
 223

- 224 8. **Digital Repositories of Class Materials, Including Notes, Quizzes, and Tests.**
 225 Either accessing (including downloading) or sharing (including uploading)
 226 proprietary notes, quizzes, and tests from USF classes, even when the intent is not
 227 to enhance one’s personal grade.
 228
- 229 9. **Misrepresentation.** Submitting the work of another as your own, e.g., using a
 230 ghostwriter to write a paper, thesis, dissertation; having another person complete an
 231 on-line class in your name.
 232
- 233 10. **Misconduct in Research and Creative Endeavors** is a serious deviation from the
 234 accepted academic and professional practices within a discipline or from the policies
 235 of the university in carrying out, reporting, or exhibiting the results of research or in
 236 publishing, exhibiting, or performing creative endeavors. Research Misconduct
 237 means fabrication, falsification, or plagiarism in proposing, performing, or reviewing
 238 research, or in reporting research results. It does not include honest error or
 239 differences in opinion. In addition to the academic sanctions in this Regulation
 240 misconduct in research is also subject to Policy 0-301 Misconduct in Research,
 241 procedures and any sanctions contained therein.
 242
- 243 a) Students may not invent or counterfeit information.
 244 b) Students may not report results dishonestly, whether by altering data, by
 245 improperly revising data, by selective reporting or analysis of data, or by being
 246 grossly negligent in the collecting or analysis of data.
 247 c) Students may not represent another person’s ideas, writing or data as their own.
 248 d) Students may not appropriate or release the ideas or data of others when such
 249 data have been shared in the expectation of confidentiality.
 250 e) Students may not publish, exhibit, or perform work in circumstances that will
 251 mislead others. They may not misrepresent the nature of the material or its
 252 originality, and they may not add or delete the names of authors without
 253 permission.
 254 f) Students must adhere to all federal, state, municipal, and university regulations or
 255 policies for the protection of human and other animal subjects.
 256 g) Students may not conceal or otherwise fail to report any misconduct involving
 257 research, professional conduct, or artistic performance of which they have
 258 knowledge.
 259 h) Students must abide by the university’s policies on Misconduct in Research where
 260 applicable, which can be found in the university’s policies and Procedures Manual
 261 at the Regulations and Policies website.
 262
- 263 11. **Computer Misuse** includes unethical or illegal use of the computers and/or Internet
 264 of any person, institution or agency in which Students are performing part of their
 265 academic program.
 266 a) Students may not use the university computer system in support of any act of
 267 plagiarism.
 268 b) Students may not monitor or tamper with another person’s electronic
 269 communications.

270
 271
 272
 273
 274
 275
 276
 277
 278
 279
 280
 281
 282
 283
 284
 285
 286
 287
 288
 289
 290
 291
 292
 293
 294
 295
 296
 297
 298
 299
 300
 301
 302
 303
 304
 305
 306
 307
 308
 309
 310
 311
 312
 313
 314
 315

12. **Misuse of Intellectual Property** is the illegal use of copyright materials, trademarks, trade secrets or intellectual properties.
13. **Violation of State or Federal laws with regard to Intellectual Property** is conduct that violates and does not adhere to state or federal laws concerning the fair use of copies or other intellectual property.

V. SEVERITY OF CONDUCT DETERMINATIONS & ACADEMIC SANCTIONS

A. General Guidelines:

1. Violations for USF undergraduate Students are classified into four (4) levels according to the nature of the infraction. For each level of violation a corresponding set of academic sanctions is recommended; however, specific academic programs may include additional and different academic sanctions. These academic sanctions are intended as general guidelines for the academic community with examples cited below for each level of violation. These examples are not to be considered all-inclusive.
2. Violations for USF Graduate Students are not classified into levels as the instructor determines the severity of the violation and the grade, and recommends any more severe academic sanction.
3. Multiple FF Violations:
 - a) Undergraduate Studies:
 - i. For the first “FF” recorded in an Undergraduate Student’s academic record, the Student will receive written notification from the Dean of Undergraduate Studies or the Chief Academic Officer informing him or her of being placed on “Academic Dishonesty Warning” for the remainder of enrollment at USF and of appeal rights for the “FF” grade. The Student may also be suspended for one (1) full semester, depending upon the level of violation.
 - ii. For the second “FF” recorded, the Undergraduate Student will be suspended for one (1) full semester and readmitted only after writing a clear statement indicating remorse, understanding of the seriousness of the offense, and understanding of the importance of integrity in all areas, including academic work. A letter informing him or her of this action and appeal rights will be sent from the Dean of Undergraduate Studies.
 - iii. The Undergraduate Student may be permanently dismissed from the university for violations of academic integrity with notice of that dismissal as a part of the formal record and transcript.
 - iv. The maximum penalty for receipt of any “FF” grade may be permanent dismissal from the university for violations of academic integrity and with a

316 notice of that dismissal as a part of the Student's formal record and
317 transcript.

318
319 v. In the event of multiple violations, sanctions may be imposed consecutively
320 or concurrently at the discretion of an AO.

321
322 b) Graduate Studies:

323
324 i. Graduate Students who are assigned an "FF" grade will be academically
325 dismissed from the university and will not be eligible to apply to any
326 Graduate program at USF. Graduate Studies may have additional
327 guidelines and protocols available online or in the Graduate Studies catalog.
328

329 **B. Severity of Academic Integrity for Undergraduate Students:** For Undergraduate
330 Students the severity of conduct is divided into levels with specific academic related sanctions.
331 For Graduate Studies, the instructor determines severity and academic sanctions as provided
332 in Section V(C) below.

333 1. **Level One**

334 a) **CONDUCT:**

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

- 340 i. Working with another Student on a laboratory or other homework
341 assignment when such work is prohibited (This level is appropriate if the
342 instructor determines it is a minor infraction).
343 ii. Failure to footnote or give proper acknowledgment in an extremely limited
344 section of an assignment.
345 iii. Use of direct phrasing from tutors rather than re-writing into the Student's
346 own voice.

347 b) **ACADEMIC SANCTIONS:**

- 348 i. Reduction or no credit given for the original assignment.
349 ii. An assigned paper or research project on a relevant topic.
350 iii. A make-up assignment at a more difficult level than the original
351 assignment.
352 iv. Required attendance and tuition cost for a non-credit workshop or seminar
353 on ethics or related subjects.
354

355

2. **Level Two**

356

a) **CONDUCT:**

357

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

358

359

360

i. Working with another Student on a laboratory or other homework assignment when such work is prohibited (This level is appropriate if the instructor determines it is a more serious infraction).

361

362

363

ii. Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source.

364

365

366

iii. Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor.

367

368

369

370

iv. Using data or interpretative material for a laboratory report without acknowledging the sources or the collaborators. All contributors to preparation of data and/or to writing the report must be named.

371

372

373

374

v. Receiving assistance from others, such as research, statistical, computer programming, or field data collection help that constitutes an essential element in the undertaking without acknowledging such assistance in a paper, examination or project.

375

376

377

378

b) **ACADEMIC SANCTIONS:**

379

i. Failing grade for the assignment involved with the grade in the course determined in the normal manner.

380

381

382

ii. Failing grade for the course, which may be an "F" or "FF" on the internal transcript.

383

384

3. **Level Three***

385

a) **CONDUCT:**

386

387

Level Three is characterized by violations that affect a major or essential portion of work done to meet course requirements, involve premeditation, involve continued infractions after notice of the first infraction, or repetition of one or more violations of Level One or Level Two violations. The following are examples of single-infraction incidents of this level:

388

389

390

391

392

i. Copying on examinations.

- 393 ii. Plagiarizing major or essential portions of a written assignment.
- 394 iii. Acting to facilitate copying during an exam.
- 395 iv. Using prohibited materials not approved by the instructor (e.g. books,
- 396 notes, electronic devices, online resources, or calculators) during an
- 397 examination.
- 398 v. Collaborating before an exam to develop methods of exchanging
- 399 information and implementation thereof.
- 400 vi. Altering examinations for the purposes of re-grading.
- 401 vii. Acquiring or distributing an examination from unauthorized sources
- 402 prior to the examination.
- 403 viii. Presenting the work of another as one's own.
- 404 ix. Acquired or used a purchased term paper or other materials (even if
- 405 the source is cited).
- 406 x. Removing posted or reserved material, or preventing other Students
- 407 from having access to it.
- 408 xi. Fabricating data by inventing or deliberately altering material (this
- 409 includes citing "sources" that are not, in fact, sources).
- 410 xii. Using unethical or improper means of acquiring data.

411 b) **ACADEMIC SANCTIONS***:

- 412 i. Failing grade for the course with a designation of “FF” on Student’s internal
- 413 transcript.

414 Possible suspension from the university for one (1) semester for particularly egregious

415 infractions4. **Level Four***

416 a) **CONDUCT:**

- 417 i. All academic infractions committed after return from suspension for a
- 418 previous academic honesty violation.
- 419 ii. Infractions of academic honesty in ways similar to criminal activity (such as
- 420 forging a grade form, stealing an examination from a professor or from a
- 421 university office; buying an examination; or falsifying a transcript to secure
- 422 entry into the university or change the record of work done at the university).
- 423 iii. Having a substitute take an examination or taking an examination for
- 424 someone else.
- 425 iv. Fabrication of evidence, falsification of data, quoting directly or paraphrasing
- 426 without acknowledging the source, and/or presenting the ideas of another as
- 427 one's own in a senior thesis.
- 428 v. Sabotaging another Student's work through actions designed to prevent the
- 429 Student from successfully completing an assignment.
- 430 vi. Willful violation of a canon of the ethical code of the profession for which
- 431 a Student is preparing.

432 b) **ACADEMIC SANCTIONS***:

433 Sanctions for Level Four violations include suspension; or permanent
 434 academic dismissal from the university with the designation of "Dismissed for
 435 Academic Dishonesty" to be placed permanently on a Student's external
 436 transcript.

437 **C. Severity of Academic Integrity for Graduate Students**

438
 439 1. The Office of Graduate Studies has no levels of severity as any violation may result in
 440 immediate dismissal. Students will be held to the standards provided for Graduate
 441 Studies if those Students are admitted to a Graduate degree program or Graduate
 442 certificate or any Student taking Graduate level courses. The instructor will determine
 443 the severity of the offense and the appropriate grade. Any Student in a Graduate
 444 Studies course who receives an "FF" grade is subject to immediate dismissal and or
 445 expulsion. The grade assignments and additional academic sanctions will depend on
 446 the seriousness of the offense and may range from the receipt of:

- 447 a) An "F" or "Zero" grade on the subject paper, lab report, etc.
- 448 b) An "F" in the course or activity in which credit may be earned.
- 449 c) An "FF" in the course (leading to expulsion from the university).
- 450 d) Academic Dismissal for any violations of academic dishonesty
 451 Regulations or Policies.
- 452 e) Possible revocation of the degree or Graduate Certificate following a
 453 thorough investigation.

454 **D. "FF" Grade Guidelines:**

- 455 1. Instructors may assign an "FF" grade in specific circumstances. An "FF" grade
 456 is noted on the Student's USF record, indicates academic dishonesty, and is only
 457 reflected on internal records. Any Undergraduate Student who receives an "FF"
 458 grade in a course is restricted from repeating the course using the Grade
 459 Forgiveness Policy. For Graduate Students, an "FF" grade will lead to permanent
 460 dismissal from the university (in cases of permanent dismissal from the university
 461 a notation may be added to the official USF transcript).
- 462 2. If a Student who has been accused of academic dishonesty drops the course the
 463 Student's registration in the course will be reinstated until the issue is resolved.
- 464 3. Any final course grade may be changed to an "FF", "F", or other grade depending
 465 on the instructor's decision or the ultimate resolution of the Academic Integrity
 466 Review Process. This includes any determination of a violation of the Academic
 467 Integrity Regulation that is not detected until after the Student has dropped or
 468 completed the course or during or after the Academic Integrity Review Process.

469

470

471

VI. PROCESS STEPS:

472

1. The instructor identifies or learns of an academic integrity violation.

473

2. The instructor identifies the severity level of the violation (see Section V(B)) and discusses the violation with the Chair/Director.

474

475

3. The instructor determines the appropriate grade assignment and use of the guidelines (included in Section V) and identifies any additional academic sanctions that may be recommended to the Chair/Director in a brief written report of the incident, which may include any pertinent supporting documents related to this incident. The instructor may consult with the Chair/Director on recommendations concerning the incident, process, and/or sanctions as needed.

476

477

478

479

480

481

4. The instructor advises the Student of the grade determination and recommended academic sanctions (if applicable) either in person or by email including a set date to discuss the determination (within fifteen (15) Academic days of determination of the grade if possible).

482

483

484

485

5. Final Notice of Academic Sanction by the Instructor: Within fifteen (15) Academic days of meeting with the Student, if the instructor determines there is a grade sanction only and no recommended additional academic sanctions, the instructor may immediately assign the grade sanction and email the Student notice of this final grade sanction. In this email, the instructor must include the link to the Academic Integrity regulation. If the instructor does recommend additional academic sanctions, the instructor will assign the grade sanction and advise the Student and Chair/Director of those recommended additional academic sanctions considered to be appropriate to the violation (Level 3 or 4 violations will include additional academic sanctions) and the process continues as detailed below.

486

487

488

489

490

491

492

493

494

495

6. Centralized Reporting of Grade Sanction. Immediately following the Student notification of the Final Notice of Academic Sanction by the Instructor, the instructor must submit all grade sanctions (including FF grades) using the Refer Students tool within the Learning Management Software, and complete the ensuing survey.

496

497

498

499

500

7. Final Notice of Academic Sanction by the Department level Chair/Director:

501

(a) Undergraduate Students: Within fifteen (15) Academic days of receipt of the Final Notice of Academic Sanction from the instructor, the Chair/Director will determine any additional academic sanctions, if applicable, and notify the Student by email. The Student may appeal to the Dean of the College. Student Appeals for final grades and sanctions will be considered by the Dean and may be appealable to an AIRB (as

502

503

504

505

506 described in Section VII: Academic Integrity Appeal). Recommended Sanctions that
 507 include suspension or dismissal from the University will trigger an automatic appeal at
 508 the College level. The College Dean will forward the final recommendation regarding
 509 suspension or dismissal to the Dean of Undergraduate Studies for a final university
 510 decision.

511 (b) Graduate Students: Graduate Studies uses an internal document which processes
 512 the request for academic sanctions up to and including dismissal and the Dean of
 513 Graduate Studies provides notice to the Student.

514 8. If a Student files an appeal (Section VII below), the final notice will not be imposed
 515 or noted until after the appeal process is complete unless the Dean feels immediate
 516 action is necessary.
 517

518 9. Referral to SCED & DRIC: The Academic Offices are responsible for the AIRP and
 519 assignment of academic sanctions. If the instructor or Chair/Director determines the
 520 conduct also rises to a violation of the Student Conduct Code or the expectations and
 521 standards of the Division of Research, Integrity and Compliance (DRIC), the
 522 instructor or Chair/Director may make a referral to those offices. The instructor or
 523 Chair/Director making the referral should notify those additional offices of any
 524 pending or final academic sanction. A determination by SCED or DRIC is separate
 525 and distinct from the AIRP and any academic sanction. The Student must comply
 526 with all sanctions imposed by each office (a lesser sanction or different determination
 527 by the conduct offices does not impact the Academic sanction).

528 10. Submission of FF Grade: If the sanction is a FF grade, the instructor will enter an “F”
 529 at the end of the term using eGrades, and use the functionality of the Refer Students
 530 tool to officially submit the FF grade to the university.
 531

532 11. Transcript/Record:

- 533 • An Academic Integrity dismissal from the University will be reflected on a
- 534 Student’s official transcript.
- 535 • A grade sanction (such as an “FF”) or other lower sanction is reflected on the
- 536 Student’s internal USF record.

537 **VII. ACADEMIC INTEGRITY APPEAL:**

538 If the Student identifies that the determination of the academic integrity violation or related
 539 grade assignment or sanction either (1) had no factual basis or could not be reasonably
 540 inferred by the facts as presented or (2) violated a University Regulation or Policy, the Student
 541 must allege the absence of factual support or basis or the specific Regulation or Policy
 542 violated and provide it as part of an academic integrity appeal. A Student who has accepted
 543 responsibility for the academic integrity violation itself (either in writing or verbally) to the
 544 instructor or administrator may not challenge the factual basis and may only appeal the

545 severity of the sanction imposed (See Section V(B)). The Student may appeal after notice of
546 the final academic sanction(s). The Student may remain enrolled in their academic program
547 until the conclusion of the appeal process unless the Dean determines that the Student may
548 not remain enrolled and advises the Student in writing accordingly. The appeal process steps
549 for academic integrity issues are:

550 1. Student Written Appeal: After notice of the academic sanction, the Student may send
551 a written appeal to the Dean copying the instructor by email within fifteen (15) Academic
552 days of the grade determination or final academic sanction. University closures do not
553 count toward the three-week total, and additional time may be granted at the discretion of
554 the Dean as necessary. If it is unclear who the designated Dean should be, the Student
555 may ask the instructor to identify the appropriate Dean. The Student's written appeal may
556 be an email request and must contain a concise statement of the Student's position
557 including the factual deficiency or the specific Regulation or Policy violated. This
558 statement should include why the Student feels the determination by the instructor and/or
559 Chair/Director was not correct and must include all documentation available that supports
560 the Student's position.

561 2. Initial Review of Appeal: As general complaints or disagreements with the instructors
562 decision are not grounds for appeal and Students who have accepted responsibility at any
563 time in the process may only appeal imposed sanctions, the Dean may make an initial
564 review of the appeal to identify the limits of the appeal and to verify that the Student has
565 clearly identified that there was no factual basis for the instructor's determination and/or
566 the specific Regulation or Policy violated. If the Dean elects to make this initial review,
567 the Dean may clarify the parameters of the appeal (sanctions only), or dismiss the appeal
568 as insufficient. The Dean must send the Student and instructor notice of this
569 determination within fifteen (15) Academic days of receiving the Student's written appeal,
570 copying the instructor's supervisor or department chair. This will be a final University
571 decision.

572 3. Dean Appointment of Board: If the Dean does not dismiss the appeal, the Dean may
573 move the appeal forward with or without the initial review or after the review set
574 parameters for the appeal (if it is for sanctions only). The Dean will appoint an Academic
575 Integrity Review Board (AIRB) composed of Students and instructors or administrators
576 at the Dean's discretion, provided that there are at least three (3) individuals, one (1) of
577 which is an instructor or administrator and one (1) Student.

578 4. Selection of AIRB members: Although the Dean may select any Students to serve on
579 the AIRB, if there are Student Academic Integrity Committee (SAIC) members available
580 to serve, the Dean may preferentially select the Student board members from the SAIC to
581 serve on the AIRB. The Students serving on the AIRB do not need to be from the College
582 in which the appeal was filed. However, when possible undergraduate Students should

583 serve on AIRB for undergraduate Student appeals, graduate Students for graduate Student
 584 appeals, clinical Students for clinical Student appeals, and medical Students for medical
 585 Student appeals.

586 5. Meeting of the AIRB: Unless extended by written notice of the Dean or other
 587 extenuating circumstance, the AIRB will meet within fifteen (15) Academic days from the
 588 time the Dean receives the Student’s written appeal. The Dean will advise the Student by
 589 email of the date, time and place of the AIRB review. If the Student or instructor has a
 590 justifiable conflict, the Student or instructor may make one (1) written request to
 591 reschedule the review emailed to the Dean with the reason for the request, noting any
 592 known foreseeable conflicts into the next fifteen (15) Academic days. The one-time
 593 extension may be granted at the discretion of the Dean. (The timelines provided in this
 594 Regulation may be extended at the Dean’s discretion with written notice to the Student
 595 and instructor).

596
 597 6. AIRB Review Steps and Further Appeals:

598
 599 a. At the Review, the Student and instructor will each be afforded an opportunity to
 600 present their position with reasonable time limits not to exceed fifteen (15) minutes
 601 per person.

602
 603 b. The Student may bring one (1) person to serve as an advisor; however that person
 604 may not act as a legal representative, argue, present, or participate in any active way
 605 in the review, including through communications by verbal, written or electronic
 606 promptings with the Student.

607
 608 c. Each party may be present during the other’s position statement. Neither party
 609 may ask questions of the other, argue, or respond to the other’s statement. The AIRB
 610 may question both parties at any time during the proceedings.

611
 612 d. The AIRB will deliberate in private and render a decision within three (3) weeks
 613 of the AIRB review and offer its determination as a recommendation to the Dean
 614 (or equivalent depending on the organizational structure of the USF institution) with
 615 copy to the Student by email. The Student and instructor’s concise written
 616 statements will be included with the AIRB’s recommendation. The Dean will have
 617 three (3) weeks to accept or not accept the determination of the AIRB. (a) If the
 618 Dean accepts the determination of the AIRB, that is a final university decision and
 619 there is no further review available at the university. (b) If the Dean does not accept
 620 the determination of the AIRB, the Dean must refer the matter to the university
 621 level (Deans of UGS/OGS for Undergraduate and Graduate reviews, respectively,
 622 or the Chief Academic Officer (See Section IV(C)). The University Level officer

623 will have three (3) weeks to make a final determination, and may request to review
624 any additional information necessary or may limit the review to the initial statements
625 provided by the Student and instructor upon initiation of the Academic Integrity
626 Appeal Review and the Dean's Statement. The University Academic Integrity
627 Officer will issue a determination in writing by email to the Student, instructor and
628 the Dean. This will be a final university decision.

629

630 7. Recommended Sanctions that include suspension or dismissal from the University will
631 trigger an automatic appeal at the College level, as described above.

632

633 8. In the event the determination and final university decision is an "FF" grade with
634 Academic Dishonesty noted and/or a related dismissal from the College or University, the
635 Student may appeal that final university decision within thirty (30) Academic days to the
636 county Circuit Court by way of Writ of Certiorari.

637

638 *Authority: Art. IX, Sec. 7, Fla. Const.; FL Board of Governors Regulation 1.001(4)(a); s.1006.60(4)FS.*

639 *History – New (BOT approval) 12-11-08. Amended 12-4-14, 1-7-15 (technical), 2-18-15 (technical), 6-3-15*
640 *(technical), and 5-31-16 (technical).*

641 *Certification: USF certifies that it has followed the Florida Board of Governors Regulation Development Procedure and*
642 *has a record of written notices, comments, summaries and responses as required.*

643

Agenda Item: III.j.

USF Board of Trustees
June 2, 2020

Issue: Supplemental USF Educational Plant Survey

Proposed action: Approval required

Executive Summary:

The BOG requires an Educational Plant Survey (EPS) for each university every five (5) years and USF's current EPS was approved by the BOG on June 22, 2017. The Survey validates existing campus facilities data and verifies facility needs that have been requested in the university's Five-Year Capital Improvement Plan (CIP). Educational Plant Survey recommendation is required for a requested project to receive first-year PECO funding.

Due to changes in the BOG's project scoring model and an increased emphasis on Remodel/Renovation, USF requested a supplemental Educational Plant Survey to reflect the needs of the USF Five-Year Capital Improvement Plan (2020-21/2024-25). In the attached Supplemental EPS, highlights include:

Under Tampa Campus, Site 0001:

- Judy Genshaft Honors College Building: Added to New Construction Category
- BSF Bio-Science Facility Remodel Project: Added to Remodel/Renovation Category
- ENR and ENG Remodel: Added to Remodel/Renovation Category
- MHF Remodel to Relocate University Police: Moved to Remodel/Renovation Category from New Construction Category
- MHA Remodel to Relocate Data Center: Moved to Remodel/Renovation Category from New Construction Category

Under Sarasota/Manatee Campus, Site 0003:

- No Changes

Under St. Petersburg Campus, Site 0004:

- Oceanographic & Environmental Sciences (OES) Research & Teaching Facility: Replaces the STEM Research/Teaching Facility in the New Construction Category.

- MSL Partial Remodel of Marine Science Laboratory Building: Added to the Projects Based on Exception Procedure Category and is a companion project to above OES Project.

Under Health Downtown Tampa, Site 0042:

- USF Health Pharmacy Remodel: Added to Remodel/Renovation Category and moves Pharmacy from a standalone new building on the Tampa Campus to infill of shell space in the MCOM+HI building.

This update codifies the space moves necessary in the nine (9) space categories in order to be able to execute these Capital Projects. The Supplemental Educational Plant Survey meets BOG requirements and is ready for BOT approval and adoption by the BOG.

Financial Impact:

Qualifies Capital Improvement Plan projects for potential first-year PECO funding.

Strategic Goal(s) Item Supports: Goals 1-4
BOT Committee Review Date: May 14, 2020
Supporting Documentation Online (*please circle*): **Yes** **No**
USF or Campus specific: Tampa, St. Pete, Sarasota/Manatee
Prepared by: Christopher G. Duffy

DRAFT May 1, 2020

Supplemental Education Plant Survey

RECOMMENDATIONS OF EDUCATIONAL PLANT SURVEY (EPS) TEAM

UNIVERSITY OF SOUTH FLORIDA

Validation Dates: November 15-17, 2016

Needs Assessment Dates: April 10-12, 2017

Approved Supplemental Needs Assessment Date: Received BOG Facilities Staff approval on May 4, 2020.

Survey Team Members: Gloria Jacomino, Team Leader (FIU), Tamera Baughman (FGCU), Itza Frisco (NCF), Kenneth Ogletree (BOG), Taylor Jones (BOG)

Red text denotes changes that will be in the final documents.

Blue text provides status and explains the change.

Site Improvements Recommendations:

- 1.1 Land Acquisition – This project allows the university to continue purchasing properties surrounding all campuses as identified in the adopted Campus Master Plan.
- 1.2 Landscaping and Site Improvements – This is a general recommendation for landscaping and site improvements consistent with the adopted Campus Master Plan.
- 1.3 Utility Infrastructure – This is a general recommendation for items in the categories of chilled water and controls, electrical distribution, storm sewer, sanitary sewer, telecommunications, energy management control systems, irrigation, water distribution, steam equipment and distribution, and roads. The project consists of improvements, extensions, modifications, and additions to the major utility systems consistent with the adopted Campus Master Plan.

The following specific projects are recommended:

- 1.3a All projects presented on tab 4 of the April 10, 2017 workbook.

Remodeling/Renovation Recommendations:

- 2.1 Remodeling/renovation recommendations are in accordance with the net square footage as described in the Form B. Remodeling/renovation recommendations that yield no significant changes to existing space use categories are recommended.
- 2.2 All significant remodeling/renovation projects must be specifically identified. The projects must identify the space categories affected (i.e. from existing space use to proposed space use). Any changes to remodeling/renovation projects that exceed 100% of any space use categories will require a supplemental Survey.

Main Campus; Tampa, Site 0001

- 2.2a College of Behavioral and Community Sciences Building (MHC, #0131) Remodel
From 89,846 nsf office to 4,000 nsf classroom, 31,000 nsf study, 54,846 nsf research lab.

- 2.2b USF Health MDN, MDC, MDL, MDA (#0115, 0113, 0114, 0116) Remodel
Backfill of space vacated by Morsani College of Medicine, from 15,174 nsf classroom, 14,510 nsf office, and 7,769 nsf campus support to 5,000 nsf classroom, 15,000 nsf study, 9,453 nsf research lab, and 8,000 nsf office.

- 2.2c College of Arts and Science Multidisciplinary Complex (CMC, #0025) Remodel
From 15,000 nsf office to 1,000 nsf classroom, 11,500 nsf study, 2,500 nsf research lab.

- 2.2d Fine Arts Building (FAH, #0010) Remodel
From 8,000 nsf office to 7,000 nsf study and 1,000 nsf classroom.

- 2.2e Education Building (EDU, #0066) Remodel
From 35,000 nsf office to 10,000 nsf classroom, 25,000 nsf study.

- 2.2f College of Medicine Renovate/Remodel Medical Research Lab Facility
This project is part of the College of Medicine and does not affect main campus space needs: from 30,000 nsf office to 30,000 nsf research lab.

- 2.2g ~~Renovation~~ Remodel Bio- Science Facility Research Labs (BSF) (Project 3.2)
Remodel from 39,600 nsf research lab to 39,600 nsf research lab.
New requirement
Net zero add to NSF but renovation increases quantity of PI's within same NSF.
CIP 2020-2021 project priority #3 and is awaiting EPS Recommendation.

- 2.2h ~~ENR and ENG~~ Remodel (Project 3.3)
From 14,300 nsf research lab to 18,750 nsf research lab.
New requirement
Remodel adds small 4,450 nsf Structures Lab addition (under 10,000 GSF).
CIP 2020-2021 project priority #4 and is awaiting EPS Recommendation.

- 2.2i ~~Renovation~~ Remodel to Relocate University Police (MHF) (Project 3.4)
Remodel from 15,000 nsf of Exempt space to 15,000 nsf of support services.
Replaces Project 3.5 Public Safety Building.
Project is the buildout of facilities for University Police into space previously allocated to the Bright Horizons Day Care Center which was exempt space in the previous EPS.
The University requested and EPS recommended the project.
CIP 2020-2021 project priority #5 and is awaiting EPS Recommendation.

- 2.2j Remodel to Relocate Data Center (MHA) (Project 3.5)
Remodel from 7,167 nsf support services to 584 nsf office, 400 nsf campus support, 6,183 of server room is exempt from EPS.
Previously EPS Recommended as New Construction project 3.1 Cybersecurity / Data Center.

St. Petersburg Campus; Site 0004

- 2.2g k Davis Hall Remodeling (DAV, #2005)
From 4,800 nsf office to 4,800 nsf study.

Sarasota/Manatee Campus; Site 0003

- 2.2h l N/A

USF Health Downtown Tampa; Site 0042

- 2.2 m USF Health Pharmacy Remodel
Remodel of 32,400 nsf (5,590 classroom, 10,000 teaching lab, 7,885 research lab, 2,000 study, 6,925 office).
Previously EPS Recommended as New Construction moved to Remodel/Renovation category due to available shell space in MCOM + HI (MDD) building.

New Construction Recommendations:

New construction recommendations are in accordance with the presented net square footage and as described in the Form B. The following projects are recommended:

Main Campus; Tampa, Site 0001

- ~~3.1 — Cybersecurity / Data Center
27,000 nsf (6,500 classroom, 6,500 research lab, 7,500 office, 6,500 campus support).~~
**Project 3.1 Cybersecurity / Data Center Building request to be removed.
In its place see Remodel / Renovation project no. 2.2j Renovations to Relocate Data Center as a replacement project. Cybersecurity program will remain in its current location or expand into existing underutilized space.**
- ~~3.2 — USF Health Pharmacy
59,083 nsf (16,000 classroom, 10,000 teaching lab, 6,875 study, 16,875 research lab, 9,333 office).~~
**Project 3.2 USF Health Pharmacy Building request to be removed.
In its place see Remodel / Renovation project no. 2.2m USF Health Pharmacy Remodel as a replacement project at new site (0042) USF Health Downtown Tampa.**
- 3.1 Judy Genshaft Honors College (Project 3.1)
43,674 nsf (6,875 nsf classroom; 3,670 nsf teaching lab; 7,375 nsf study; 14,480 nsf Aud/Exhib, 11,274 nsf office).
**New request.
CIP 2020-2021 project priority #1 and is awaiting EPS Recommendation.**
- ~~3.3-2~~ Engineering Research Bldg. 4
104,979 nsf (4,000 classroom; 9,605 teaching lab, 16,000 study; 70,374 research lab, 5,000 office).
- ~~3.4-3~~ STEM Research/Learning Center
88,960 nsf (21,460 classroom; 3,500 teaching lab; 25,000 study; 33,500 research lab; 5,000 office; 500 campus support).

~~3.5 — Public Safety~~

~~40,000 nsf (40,000 campus support).~~

Project 3.5 Public Safety Building request to be removed.

In its place see project no. 2.2i Renovations to Relocate University Police MHF Remodel as a replacement project.

- ~~3.6 4~~ College of Medicine Center of Excellence for Diabetes & Autoimmune Disorders
This project is part of the college of medicine and does not affect main campus space needs: 64,200 nsf (25,000 clinical, 27,000 research lab, 12,200 office).

St. Petersburg Campus; Site 0004

~~3.7-5 STEM Teaching/Research Facility~~ Oceanographic & Environmental Sciences Research & Teaching Facility

~~45,200 nsf (20,600 teaching lab, 5,000 study, 15,600 research lab, 2,000 office, 2,000 aud/exhibition).~~

St. Petersburg site 0004, original project 3.7 STEM Teaching/Research Facility will be relocated adjacent to MSL and renamed Oceanographic & Environmental Sciences Research & Teaching Facility

- ~~3.8-6~~ Teaching Gymnasium Facility
33,000 nsf (1,500 teaching lab, 23,000 gymnasium, 8,500 campus support).

Sarasota/Manatee Campus; Site 0003

~~3.9 7~~ Academic STEM Facility

~~42,250 nsf (18,550 teaching lab, 1,600 study, 14,000 research lab, 4,600 office, 3,000 aud/exhibition, 500 campus support).~~

Projects Based on Exception Procedure:

~~The Survey Team is not recommending any projects based on the Exception Procedure at this time, but recognizes that based on projects presented there are several new programs awaiting Board of Governors review and approval. Should any of these programs be approved and require additional space, a supplemental survey will be required.~~

~~N/A~~

The Exception Procedure is being used for remodel of the MSL building. The Survey recognizes that based on projects presented there are several programs being relocated to the existing MSL building. This Supplement Survey recognizes that fact.

- 4.1 Partial Remodel of Marine Science Laboratory Building (MSL); previously Site 0039 proposed Site 0004*
Remodel of 40,877 nsf (948 teaching lab, 19,561 research lab, 2,218 study, 16,650 office; 1,500 campus support).

Demolition Recommendations:

Pursuant to Board of Governors' Regulation 9.004, Razing of Buildings, demolition projects beneath the \$1,000,000 threshold do not require an Educational Plant Survey recommendation; however, all reductions in space categories should be appropriately reflected in the Form B. The following demolitions have been requested and are recommended:

Main Campus; Tampa, Site 0001

- 45.1 University Police Building (UPB, #0012) – 7,864 nsf office.
- 45.2 University Police Training (module) (UPM, 0183) – 1,149 nsf office.

Continuing Survey Recommendations:

These projects were survey recommended and partially funded through legislative appropriations during the previous survey cycle, however their funding has not yet been completed. This is a recommendation for completing these projects.

- 56.1 USF Health Morsani College of Medicine and Heart Health Institute
277,544 nsf (97,585 classroom, 100,389 research lab, 41,581 auditorium/campus support, 29,610 office, 8,379 clinic).
- 56.2 Interdisciplinary Science Research Lab Build-Out
~~8,975 nsf (from 8,975 aud/exhibition to 6,635 research lab, 2,340 office).~~
8,975 nsf (from 8,975 aud/exhibition to 8,965 research lab, (313) office).

Special Purpose Center Recommendations:

- 67.1 N/A

Standard University-wide Recommendations:

- SR1. Projects for safety corrections are recommended.
- SR2. Projects for corrections or modifications necessary to comply with the Americans with Disabilities Act are recommended.
- SR3. Projects required to repair or replace a building's components are recommended, provided the total cost of the project does not exceed 25% of the replacement cost of the building.
- SR4. Expansion, replacement and upgrading of existing utilities/infrastructure systems to support projects identified within this Educational Plant Survey are recommended.

Notes:

- A. University is to write recommendation text in accordance with current Educational Plant Survey format criteria.
- B. The Survey Team requires that projects recommended for approval are to be incorporated into the Master Plan update(s).
- C. The Survey Team recommendations to the Board of Governors cannot exceed 100% of space needs met by formula in any of the nine (9) space categories. Any project that exceeds 100% of needs met must be modified to ensure approval by the Survey Team. The 100% threshold options are as follows:
 - 1. Verify space use classification (i.e. Classroom, Teaching Lab, etc.).
 - 2. Reduce square footage in space use categories exceeding 100%.
 - 3. Delete a project or the space in a use category that exceeds 100%.
 - 4. Substitute with other proposed space use categories within the same project.
 - 5. Shift requested project priorities to stay below 100% threshold.
 - 6. Provide a university strategy to support temporary overages.
- D. Supplemental surveys are required if any changes to project scope result in a space category exceeding 100% of formula-driven need.

Academics & Campus Environment Committee - New Business - Action Items

ANALYSIS OF SPACE NEEDS BY CATEGORY - FORM B REVISED		University of South Florida Main Campus; Tampa, Site 0001 INCLUDES Health Sciences Center (Does not include College of Medicine) Net Assignable Square Feet Eligible for Fixed Capital Outlay Budgeting										
Revised 2.04.2020												
2016 Revised for Honors, BSE, UP, ENR/ENG note: Cybersecurity, and Pharmacy removed												
Traditional FTE= 21,631		note: Traditional projected FTE has been reduced by 384 Pharmacy Students										
On-Line FTE= 6,695												
TOTAL FTE= 28,326												
BOG 2016												
		Class- room**	Teaching Lab**	Study	Research Lab	Office	Audi/ Exhib.**	Instruct. Media	Academic Support	Gym**	Support Services	Total NASF
Space Needs by Space Type*: 2021-2022		259,575	324,469	509,868	708,150	849,780	64,894	113,304	0	129,788	152,960	3,112,788
1) Current Inventory as of: June 30, 2016												
		2016-17 existing inventory										
A)	Satisfactory Space	193,126	304,709	246,097	259,003	825,207	41,225	1,487	0	95,202	87,135	2,018,418
B)	Total Unsatisfactory Space	0	0	0	0	151,859	0	0	0	0	0	151,859
1) Unsatisfactory Space with No Requested Action		0										
2) Unsatisfactory Space to be Renovated/Remodeled		142,846										
3) Unsatisfactory Space to be Terminated		0										
4) Unsatisfactory Space to be Demolished		9,013										
C)	Total Under Construction	0	0	0	0	0	0	0	0	0	0	0
		0										
		0										
		0										
		0										
TOTAL CURRENT INVENTORY:		193,126	304,709	246,097	259,003	977,066	41,225	1,487	0	95,202	87,135	2,205,050
2) Projects Funded for Construction: June 30th												
		0										
		0										
		0										
		0										
Total Funded Construction:		0	0	0	0	0	0	0	0	0	0	0
Plus: Total Planned Demolition		0	0	0	0	9,013	0	0	0	0	0	9,013
Net Space Needs		66,449	19,760	263,771	449,147	(118,273)	23,669	111,817	0	34,586	65,825	916,751
Percent of: Current Inventory and Funded Projects Minus Demolition Space Needs		74%	94%	48%	37%	114%	64%	1%	#DIV/0!	73%	57%	71%
(**Online FTE excluded from Classroom, Teaching Lab, Auditorium/Exhibition, and Gymnasium needs.)												
University of South Florida 2021-2022 Main Campus; Tampa, Site 0001		Class- room	Teaching Lab	Study	Research Lab	Office	Aud/ Exhibition	Instruct. Media	Student Academic Support	Gym	Campus Support Services	Total NASF
Space Needs by Space Type 2021-2022		259,575	324,469	509,868	708,150	849,780	64,894	113,304	0	129,788	152,960	3,112,788

Academics & Campus Environment Committee - New Business - Action Items

Net Space Needs from Form B		66,449	19,760	263,771	449,147	(118,273)	23,669	111,817	0	34,586	65,825	916,751
Percent of Space Needs		74.40%	93.91%	48.27%	36.57%	113.92%	63.53%	1.31%	#DIV/0!	73.35%	56.97%	70.55%
3) New Projects on 2020-2021 CIP:												
Proj. 1)	Judy Genshaft Honors College	6,875	3,670	7,375	0	11,274	14,480	0	0	0	0	43,674
	Sub Total Net Space Needs	59,574	16,090	256,396	449,147	(129,547)	9,189	111,817	-	34,586	65,825	873,077
	Sub Total Percent	77.05%	95.04%	49.71%	36.57%	115.24%	85.84%	1.31%	#DIV/0!	73.35%	56.97%	71.95%
Proj. 2)	Remodel Bio-Science Facility Research Labs (BSF) (no change to space use)	0	0	0	0	0	0	0	0	0	0	0
	Sub Total Net Space Needs	59,574	16,090	256,396	449,147	(129,547)	9,189	111,817	0	34,586	65,825	873,077
	Sub Total Percent	77.05%	95.04%	49.71%	36.57%	115.24%	85.84%	1.31%	#DIV/0!	73.35%	56.97%	71.95%
Proj. 3)	ENR & ENG Remodel (Addition, other space use unchanged)	0	0	0	4,450	0	0	0	0	0	0	4,450
	Sub Total Net Space Needs	59,574	16,090	256,396	444,697	(129,547)	9,189	111,817	0	34,586	65,825	868,627
	Sub Total Percent	77.05%	95.04%	49.71%	37.20%	115.24%	85.84%	1.31%	#DIV/0!	73.35%	56.97%	72.09%
Proj. 4)	Remodel to Relocate University Police (MHF)	0	0	0	0	0	0	0	0	0	15,000	15,000
	Sub Total Net Space Needs	59,574	16,090	256,396	444,697	(129,547)	9,189	111,817	0	34,586	50,825	853,627
	Sub Total Percent	77.05%	95.04%	49.71%	37.20%	115.24%	85.84%	1.31%	#DIV/0!	73.35%	66.77%	72.58%
Proj. 5)	Remodel to Relocate Data Center (MHA)	0	0	0	0	584	0	0	0	0	400	984
	Sub Total Net Space Needs	59,574	16,090	256,396	444,697	(130,131)	9,189	111,817	0	34,586	50,425	852,643
	Sub Total Percent	77.05%	95.04%	49.71%	37.20%	115.31%	85.84%	1.31%	#DIV/0!	73.35%	67.03%	72.61%
4) 2016 Projects: Cybersecurity/Data Center and Pharmacy removed. Public Safety Project converted to Renovations to Relocate University Police above. Cybersecurity/Data Center converted to Relocate Data Center Above.												
Proj. 1)	Interdisciplinary Science Build-Out 7th Floor	0	0	0	0	0	(8,975)	0	0	0	0	(8,975)
	Sub Total Net Space Needs	59,574	16,090	256,396	444,697	(130,131)	18,164	111,817	0	34,586	50,425	861,618
	Sub Total Percent	77.05%	95.04%	49.71%	37.20%	115.31%	72.01%	1.31%	#DIV/0!	73.35%	67.03%	72.32%
Proj. 1a)	Interdisciplinary Science Build-Out 7th Floor Cyber Center Lab Buildout	0	0	0	1,795	(2,118)	0	0	0	0	0	(323)
	Sub Total Net Space Needs	59,574	16,090	256,396	442,902	(128,013)	18,164	111,817	0	34,586	50,425	861,941
	Sub Total Percent	77.05%	95.04%	49.71%	37.46%	115.06%	72.01%	1.31%	#DIV/0!	73.35%	67.03%	72.31%
Proj. 1b)	Interdisciplinary Science Build-Out 7th Floor BME Lab Buildout	0	0	0	3,407	1,304	0	0	0	0	0	4,711
	Sub Total Net Space Needs	59,574	16,090	256,396	439,495	(129,317)	18,164	111,817	0	34,586	50,425	857,230
	Sub Total Percent	77.05%	95.04%	49.71%	37.94%	115.22%	72.01%	1.31%	#DIV/0!	73.35%	67.03%	72.46%
Proj. 1c)	Interdisciplinary Science Build-Out 7th Floor M.E.A.D. Lab Buildout	0	0	0	2,130	295	0	0	0	0	0	2,425
	Sub Total Net Space Needs	59,574	16,090	256,396	437,365	(129,612)	18,164	111,817	0	34,586	50,425	854,805
	Sub Total Percent	77.05%	95.04%	49.71%	38.24%	115.25%	72.01%	1.31%	#DIV/0!	73.35%	67.03%	72.54%
Proj. 1d)	Interdisciplinary Science Build-Out 7th Floor BME Lab (Shell)	0	0	0	1,633	206	0	0	0	0	0	1,839
	Sub Total Net Space Needs	59,574	16,090	256,396	435,732	(129,818)	18,164	111,817	0	34,586	50,425	852,966
	Sub Total Percent	77.05%	95.04%	49.71%	38.47%	115.28%	72.01%	1.31%	#DIV/0!	73.35%	67.03%	72.60%
Proj. 2)	Engineering Research Bldg 4	4,000	9,605	16,000	70,374	5,000	0	0	0	0	0	104,979
	Sub Total Net Space Needs	55,574	6,485	240,396	365,358	(134,818)	18,164	111,817	0	34,586	50,425	747,987
	Sub Total Percent	78.59%	98.00%	52.85%	48.41%	115.87%	72.01%	1.31%	#DIV/0!	73.35%	67.03%	75.97%
Proj. 3)	STEM Research/Learning Center	21,460	3,500	25,000	33,500	5,000	0	0	0	0	500	88,960
	Sub Total Net Space Needs	34,114	2,985	215,396	331,858	(139,818)	18,164	111,817	0	34,586	49,925	659,027
	Sub Total Percent	86.86%	99.08%	57.75%	53.14%	116.45%	72.01%	1.31%	#DIV/0!	73.35%	67.36%	78.83%
Proj. 4)	College of Medicine Center of Excellence for Diabetes & Autoimmune Disorders	0	0	0	27,000	12,200	0	0	0	0	0	64,200
	Sub Total Net Space Needs	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Sub Total Percent	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5) Remodeling Projects*												
Proj. 1)	College of Behavioral and Community Sciences Building (MHC) Remodel	0	1,894	5,299	439	115,481	0	98	0	0	1,025	124,236
	Prior to Remodel:	4,000	0	31,000	54,846	(89,846)	0	0	0	0	0	0
	Proposed Remodel:	4,000	1,894	36,299	55,285	25,635	0	98	0	0	1,025	124,236
	After Remodel:											

Academics & Campus Environment Committee - New Business - Action Items

		Sub Total Net Space Needs	30,114	2,985	184,396	277,012	(49,972)	18,164	111,817	0	34,586	49,925	659,027	
		Sub Total Percent	88.40%	99.08%	63.83%	60.88%	105.88%	72.01%	1.31%	#DIV/0!	73.35%	67.36%	78.83%	
		Sub Total Unsatisfactory	0	0	0	0	53,000	0	0	0	0	0	53,000	
Proj. 2)	USF Health MDN, MDC, MDL, MDA Remodel	Prior to Remodel:	18,496	33,275	29,884	73,150	104,885	8,291	1,933	0	0	7,223	277,137	
		Proposed Remodel:	5,000	0	15,000	9,453	8,000	0	0	0	0	0	37,453	
		After Remodel:	23,496	33,275	44,884	82,603	112,885	8,291	1,933	0	0	7,223	314,590	
		Sub Total Net Space Needs	25,114	2,985	169,396	267,559	(57,972)	18,164	111,817	0	34,586	49,925	621,574	
		Sub Total Percent	90.32%	99.08%	66.78%	62.22%	106.82%	72.01%	1.31%	#DIV/0!	73.35%	67.36%	80.03%	
		Sub Total Unsatisfactory	0	0	0	0	53,000	0	0	0	0	0	53,000	
Proj. 3)	College of Arts and Science Multidisciplinary Complex (CMC) Remodel	Prior to Remodel:	6,782	4,443	0	9,216	24,330	0	0	0	0	738	45,509	
		Proposed Remodel:	1,000	0	11,500	2,500	(15,000)	0	0	0	0	0	0	
		After Remodel:	7,782	4,443	11,500	11,716	9,330	0	0	0	0	738	45,509	
		Sub Total Net Space Needs	24,114	2,985	157,896	265,059	(42,972)	18,164	111,817	0	34,586	49,925	621,574	
		Sub Total Percent	90.71%	99.08%	69.03%	62.57%	105.06%	72.01%	1.31%	#DIV/0!	73.35%	67.36%	80.03%	
		Sub Total Unsatisfactory	0	0	0	0	38,000	0	0	0	0	0	38,000	
Proj. 4)	Fine Arts Building (FAH) Remodel	Prior to Remodel:	2,675	38,748	165	0	15,782	2,405	0	0	0	0	59,775	
		Proposed Remodel:	1,000	0	7,000	0	(8,000)	0	0	0	0	0	0	
		After Remodel:	3,675	38,748	7,165	0	7,782	2,405	0	0	0	0	59,775	
		Sub Total Net Space Needs	23,114	2,985	150,896	265,059	(34,972)	18,164	111,817	0	34,586	49,925	621,574	
		Sub Total Percent	91.10%	99.08%	70.40%	62.57%	104.12%	72.01%	1.31%	#DIV/0!	73.35%	67.36%	80.03%	
		Sub Total Unsatisfactory	0	0	0	0	30,000	0	0	0	0	0	30,000	
Proj. 5)	Education Building (EDU) Remodel	Prior to Remodel:	21,172	8,395	4,868	0	41,230	0	0	0	0	0	75,665	
		Proposed Remodel:	10,000	0	25,000	0	(35,000)	0	0	0	0	0	0	
		After Remodel:	31,172	8,395	29,868	0	6,230	0	0	0	0	0	44,493	
		Sub Total Net Space Needs	13,114	2,985	125,896	265,059	28	18,164	111,817	0	34,586	49,925	621,574	
		Sub Total Percent	94.95%	99.08%	75.31%	62.57%	99.997%	72.01%	1.31%	#DIV/0!	73.35%	67.36%	80.03%	
		Sub Total Unsatisfactory	0	0	0	0	(5,000)	0	0	0	0	0	(5,000)	
Proj. 6)	College of Medicine Renovate/Remodel Medical Research Lab Facility	Prior to Remodel:	1,574	8,174	27,631	65,450	66,731	0	1,204	273	0	7,223	178,260	
		Proposed Remodel:	0	0	0	30,000	(30,000)	0	0	0	0	0	0	
		After Remodel:	1,574	8,174	27,631	95,450	36,731	0	1,204	273	0	7,223	178,260	
		Sub Total Net Space Needs	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		Sub Total Percent	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		Sub Total Unsatisfactory	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
6) Renovation Projects**														
Proj. 1)	N/A	Prior to Renovation:											0	
		Proposed Renovation:											0	
		After Renovation:											0	
		Sub Total Unsatisfactory	0	0	0	0	0	0	0	0	0	0	0	0
Total Net Space Needs			13,114	2,985	125,896	265,059	28	18,164	111,817	0	34,586	49,925	621,574	
Total Percent of Net Space Needs			94.95%	99.08%	75.31%	62.57%	99.997%	72.01%	1.31%	#DIV/0!	73.35%	67.36%	80.03%	
Total Unsatisfactory Space			0	0	0	0	(5,000)	0	0	0	0	0	0	

* Assumes that no substantial amount of satisfactory space is being repurposed, and that the repurposed space is currently unsatisfactory, as defined by the university.

** Assumes that renovations address unsatisfactory space, as defined by the university.

Definitions:		
Remodeling	f.s. 1013.01(17) - the changing of existing facilities by rearrangement of spaces and their use and includes, but is not limited to, the conversion of two classrooms to a science laboratory or the conversion of a closed plan arrangement to an open plan configuration.	
Renovation	f.s. 1013.01(18) - the rejuvenating or upgrading of existing facilities by installation or replacement of materials and equipment and includes, but is not limited to, interior or exterior reconditioning of facilities and spaces; air conditioning, heating, or ventilating equipment; fire alarm systems; emergency lighting; electrical systems; and complete roofing or roof replacement, including replacement of membrane or structure.	
Termination	to take space completely out of all space use categories.	
Demolition	to completely raze a facility.	
Total Space Inventory	sum of all eligible satisfactory and unsatisfactory E&G space.	

Academics & Campus Environment Committee - New Business - Action Items

ANALYSIS OF SPACE NEEDS BY CATEGORY - FORM B REVISED		University of South Florida										
		St. Petersburg Campus without College of Marine Science										
		Net Assignable Square Feet Eligible for Fixed Capital Outlay Budgeting										
		Prepared 20-Apr-17										
Traditional FTE= 2,582												
On-Line FTE= 1,311												
TOTAL FTE= 3,893												
		Class-	Teaching		Research		Audi/	Instruct.	Student		Campus	Total
		room**	Lab**	Study	Lab	Office	Exhib.**	Media	Academic	Gym**	Support	NASF
Space Needs by Space 12021-2022		30,979	58,388	70,065	97,313	116,775	11,678	15,570	0	23,355	21,020	445,143
1) Current Inventory as of: June 30th												
A)	Satisfactory Space	46,750	22,225	41,723	11,098	91,813	1,873	2,532	-	-	7,065	225,079
B)	Total Unsatisfactory Space	0	0	0	0	4,800	0	0	0	0	0	4,800
	1) Unsatisfactory Space with No Requested Action											0
	2) Unsatisfactory Space to be Renovated/Remodeled											4,800
	3) Unsatisfactory Space to be Terminated											0
	4) Unsatisfactory Space to be Demolished											0
C)	Total Under Construction	0	0	0	0	0	0	0	1,300	0	0	1,300
	Unknown											1,300
												0
												0
												0
												0
TOTAL CURRENT INVENTORY:		46,750	22,225	41,723	11,098	96,613	1,873	2,532	1,300	0	7,065	231,179
2) Projects Funded for Construction June 30th												
												0
		0	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0	0
												0
												0
Total Funded Construction:		0	0	0	0	0	0	0	0	0	0	0
Plus: Total Planned Demolition		0	0	0	0	0	0	0	0	0	0	0
Net Space Needs		(15,771)	36,163	28,342	86,215	20,162	9,805	13,038	(1,300)	23,355	13,955	213,964

Percent of: Current Inventory and Funded Projects												
Minus Demolition												
Space Needs	151%	38%	60%	11%	83%	16%	16%	#DIV/0!	0%	34%	52%	

(**Online FTE excluded from Classroom, Teaching Lab, Auditorium/Exhibition, and Gymnasium needs.)

Academics & Campus Environment Committee - New Business - Action Items

University of South Florida
2021-2022

	Class- room	Teaching Lab	Study	Research Lab	Office	Aud/ Exhibition	Instruct. Media	Student Academic Support	Gym	Campus Support Services	Total NASF
Space Needs by Space 12021-2022	30,979	58,388	70,065	97,313	116,775	11,678	15,570	0	23,355	21,020	445,143
Net Space Needs from Form B	(15,771)	36,163	28,342	86,215	20,162	9,805	13,038	(1,300)	23,355	13,955	213,964
Percent of Space Needs	150.91%	38.06%	59.55%	11.40%	82.73%	16.04%	16.26%	#DIV/0!	0.00%	33.61%	51.93%
3) Projects Funded for Planning											
Proj. 1)	0	0	0	0	0	0	0	0	0	0	0
Sub Total Net Space Needs	(15,771)	36,163	28,342	86,215	20,162	9,805	13,038	(1,300)	23,355	13,955	213,964
Sub Total Percent	150.91%	38.06%	59.55%	11.40%	82.73%	16.04%	16.26%	#DIV/0!	0.00%	33.61%	51.93%
Proj. 2)	0	0	0	0	0	0	0	0	0	0	0
Sub Total Net Space Needs	(15,771)	36,163	28,342	86,215	20,162	9,805	13,038	(1,300)	23,355	13,955	213,964
Sub Total Percent	150.91%	38.06%	59.55%	11.40%	82.73%	16.04%	16.26%	#DIV/0!	0.00%	33.61%	51.93%
4) New Construction Projects											
Proj. 1)	Oceanographic & Environmental Sciences Research & Teaching Facility										45,200
Sub Total Net Space Needs	(15,771)	15,563	23,342	70,615	18,162	7,805	13,038	(1,300)	23,355	13,955	168,764
Sub Total Percent	150.91%	73.35%	66.69%	27.44%	84.45%	33.16%	16.26%	#DIV/0!	0.00%	33.61%	62.09%
Proj. 2)	USFSP Teaching Gymnasium Facility										33,000
Sub Total Net Space Needs	(15,771)	14,063	23,342	70,615	18,162	7,805	13,038	(1,300)	355	5,455	135,764
Sub Total Percent	150.91%	75.91%	66.69%	27.44%	84.45%	33.16%	16.26%	#DIV/0!	98.48%	74.05%	69.50%
5) Remodeling Projects*											
Proj. 1)	Davis Hall Remodel										29,607
Prior to Remodel:	13,428	1,769	0	1,516	12,894	0	0	0	0	0	29,607
Proposed Remodel:			4,800		(4,800)						0
After Remodel:	13,428	1,769	4,800	1,516	8,094	0	0	0	0	0	29,607
Sub Total Net Space Needs	(15,771)	14,063	18,542	70,615	22,962	7,805	13,038	(1,300)	355	5,455	135,764
Sub Total Percent	150.91%	75.91%	73.54%	27.44%	80.34%	33.16%	16.26%	#DIV/0!	98.48%	74.05%	69.50%
Sub Total Unsatisfactory	0	0	0	0	0	0	0	0	0	0	0
6) Renovation Projects**											
Proj. 1)	Prior to Renovation:										0
Proposed Renovation:											0
After Renovation:											0
Sub Total Unsatisfactory	0	0	0	0	0	0	0	0	0	0	0
Total Net Space Needs	(15,771)	14,063	18,542	70,615	22,962	7,805	13,038	(1,300)	355	5,455	135,764
Total Percent of Net Space Needs	150.91%	75.91%	73.54%	27.44%	80.34%	33.16%	16.26%	#DIV/0!	98.48%	74.05%	69.50%
Total Unsatisfactory Space	0	0	0	0	0	0	0	0	0	0	0

* Assumes that no substantial amount of satisfactory space is being repurposed, and that the repurposed space is currently unsatisfactory, as defined by the university.

** Assumes that renovations address unsatisfactory space, as defined by the university.

Definitions:		
	Remodeling	f.s. 1013.01(17) - the changing of existing facilities by rearrangement of spaces and their use and includes, but is not limited to, the conversion of two classrooms to a science laboratory or the conversion of a closed plan arrangement to an open plan configuration.
	Renovation	f.s. 1013.01(18) - the rejuvenating or upgrading of existing facilities by installation or replacement of materials and equipment and includes, but is not limited to, interior or exterior reconditioning of facilities and spaces; air conditioning, heating, or ventilating equipment; fire alarm systems; emergency lighting; electrical systems; and complete roofing or roof replacement, including replacement of membrane or
	Termination	to take space completely out of all space use categories.
	Demolition	to completely raze a facility.
	Total Space Inventory	sum of all eligible satisfactory and unsatisfactory E&G space.

Academics & Campus Environment Committee - New Business - Action Items

ANALYSIS OF SPACE NEEDS BY CATEGORY - FORM B REVISED

University of South Florida
Sarasota Campus

Net Assignable Square Feet Eligible for Fixed Capital Outlay Budgeting
Prepared 20-Apr-17

Traditional FTE= 937
On-Line FTE= 852
TOTAL FTE= 1,790

	Class- room**	Teaching Lab**	Study	Research Lab	Office	Audi/ Exhib.**	Instruct. Media	Student Academic Support	Gym**	Campus Support Services	Total NASF
Space Needs by Space Type* 2021-2022	11,246	26,843	32,211	44,738	53,685	5,369	7,158	0	10,737	9,663	201,650
1) Current Inventory as of: June 30th											
A) Satisfactory Space	13,854	0	3,082	1,389	35,382	2,376	765	0	0	6,522	63,370
B) Total Unsatisfactory Space	0	0	0	0	0	0	0	0	0	0	0
1) Unsatisfactory Space with No Requested Action											0
2) Unsatisfactory Space to be Renovated/ Remodeled											0
3) Unsatisfactory Space to be Terminated											0
4) Unsatisfactory Space to be Demolished											0
C) Total Under Construction	0	0	0	0	0	0	0	0	0	0	0
											0
											0
											0
											0
TOTAL CURRENT INVENTORY:	13,854	0	3,082	1,389	35,382	2,376	765	0	0	6,522	63,370
2) Projects Funded for Construction thru: June 30th											
	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0
Total Funded Construction:	0	0	0	0	0	0	0	0	0	0	0
Plus: Total Planned Demolition	0	0	0	0	0	0	0	0	0	0	0
Net Space Needs	(2,608)	26,843	29,129	43,349	18,303	2,993	6,393	0	10,737	3,141	138,280
Percent of: Current Inventory and Funded Projects											
<u>Minus Demolition</u>											
Space Needs	123%	0%	10%	3%	66%	44%	11%	#DIV/0!	0%	67%	31%

(*Online FTE excluded from Classroom, Teaching Lab, Auditorium/Exhibition, and Gymnasium needs.)

Academics & Campus Environment Committee - New Business - Action Items

University of South Florida
2021-2022

	Class- room	Teaching Lab	Study	Research Lab	Office	Aud/ Exhibition	Instruct. Media	Student Academic Support	Gym	Campus Support Services	Total NASF
Space Needs by Space Type 2021-2022	11,246	26,843	32,211	44,738	53,685	5,369	7,158	0	10,737	9,663	201,650
Net Space Needs from Form B	(2,608)	26,843	29,129	43,349	18,303	2,993	6,393	0	10,737	3,141	138,280
Percent of Space Needs	123.19%	0.00%	9.57%	3.10%	65.91%	44.25%	10.69%	#DIV/0!	0.00%	67.49%	31.43%
3) Projects Funded for Planning											
Proj. 1)	0	0	0	0	0	0	0	0	0	0	0
Sub Total Net Space Needs	(2,608)	26,843	29,129	43,349	18,303	2,993	6,393	0	10,737	3,141	138,280
Sub Total Percent	123.19%	0.00%	9.57%	3.10%	65.91%	44.25%	10.69%	#DIV/0!	0.00%	67.49%	31.43%
Proj. 2)	0	0	0	0	0	0	0	0	0	0	0
Sub Total Net Space Needs	(2,608)	26,843	29,129	43,349	18,303	2,993	6,393	0	10,737	3,141	138,280
Sub Total Percent	123.19%	0.00%	9.57%	3.10%	65.91%	44.25%	10.69%	#DIV/0!	0.00%	67.49%	31.43%
4) New Construction Projects											
Proj. 1)	USFSM Academic STEM Facility										
Sub Total Net Space Needs	(2,608)	8,293	27,529	29,349	13,703	(7)	6,393	0	10,737	2,641	96,030
Sub Total Percent	123.19%	69.11%	14.54%	34.40%	74.48%	100.13%	10.69%	#DIV/0!	0.00%	72.67%	52.38%
Proj. 2)	0	0	0	0	0	0	0	0	0	0	0
Sub Total Net Space Needs	(2,608)	8,293	27,529	29,349	13,703	(7)	6,393	0	10,737	2,641	96,030
Sub Total Percent	123.19%	69.11%	14.54%	34.40%	74.48%	100.13%	10.69%	#DIV/0!	0.00%	72.67%	52.38%
5) Remodeling Projects*											
Proj. 1)	Prior to Remodel:										
	Proposed Remodel:										
	After Remodel:										
Sub Total Net Space Needs	(2,608)	8,293	27,529	29,349	13,703	(7)	6,393	0	10,737	2,641	96,030
Sub Total Percent	123.19%	69.11%	14.54%	34.40%	74.48%	100.13%	10.69%	#DIV/0!	0.00%	72.67%	52.38%
Sub Total Unsatisfactory	0	0	0	0	0	0	0	0	0	0	0
6) Renovation Projects**											
Proj. 1)											
Sub Total Unsatisfactory	0	0	0	0	0	0	0	0	0	0	0
Total Net Space Needs	(2,608)	8,293	27,529	29,349	13,703	(7)	6,393	0	10,737	2,641	96,030
Total Percent of Net Space Needs	123.19%	69.11%	14.54%	34.40%	74.48%	100.13%	10.69%	#DIV/0!	0.00%	72.67%	52.38%
Total Unsatisfactory Space	0	0	0	0	0	0	0	0	0	0	0

* Assumes that no substantial amount of satisfactory space is being repurposed, and that the repurposed space is currently unsatisfactory, as defined by the university.

** Assumes that renovations address unsatisfactory space, as defined by the university.

Definitions:		
Remodeling	f.s. 1013.01(17) - the changing of existing facilities by rearrangement of spaces and their use and includes, but is not limited to, the conversion of two classrooms to a science laboratory or the conversion of a closed plan arrangement to an open plan	
Renovation	f.s. 1013.01(18) - the rejuvenating or upgrading of existing facilities by installation or replacement of materials and equipment and includes, but is not limited to, interior or exterior reconditioning of facilities and spaces; air conditioning, heating, or ventilating equipment; fire alarm systems; emergency lighting; electrical systems; and complete roofing or roof replacement, including replacement of membrane or structure.	
Termination	to take space completely out of all space use categories.	
Demolition	to completely raze a facility.	
Total Space Inventory	sum of all eligible satisfactory and unsatisfactory E&G space.	

Supplemental Educational Plant Survey Approval Request

Christopher G. Duffy
Interim Vice President, Administrative Services
May 14, 2020



UNIVERSITY of
SOUTH FLORIDA
Office of Administrative Services

Objectives

-  What is an “Educational Plant Survey” (EPS)?
-  EPS role in the capital planning process
-  New projects put into the process

Rev. May 11, 2020

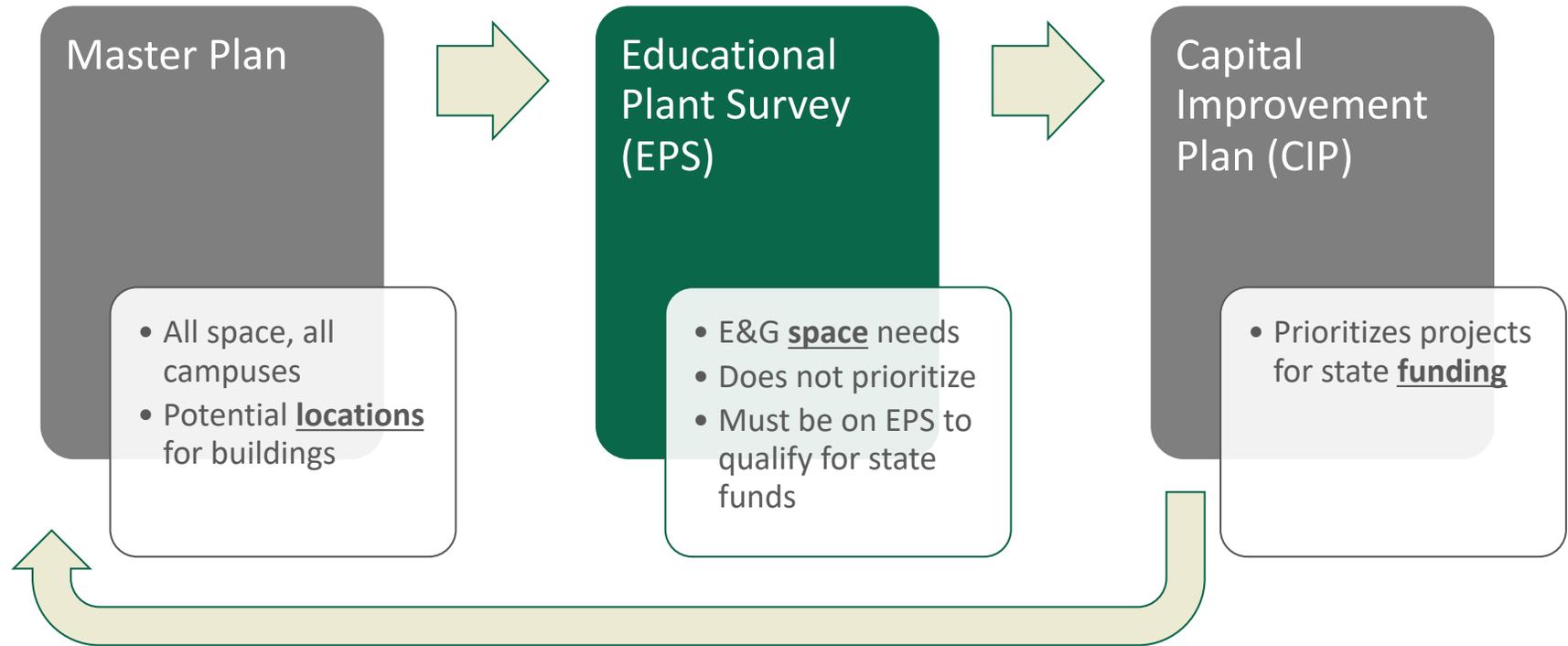
What is an Educational Plant Survey?



BOG team conducts an **Educational Plant Survey (EPS)** to validate space profiles and identify space needs.

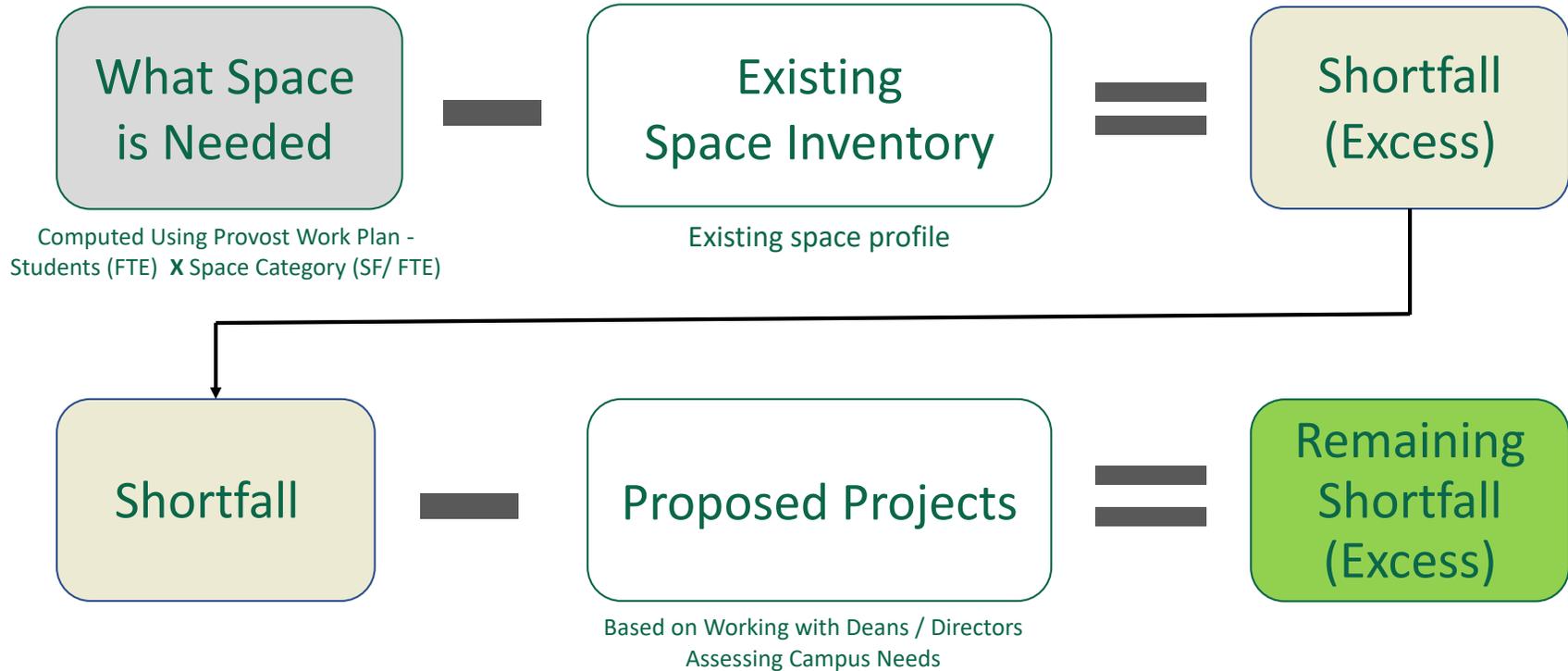
- Performed every 5 years at all SUS institutions
- Two Part process
 - Validation: BOG team walks the campus and validates changes to space profile that occurred since the previous EPS
 - Needs Assessment: All E&G units (Academic and Support) brief their major project (> \$2M) requirements and projects are added to the appropriate category (New, Renovation/Remodel, or Demolition)
- Allows BOG to exercise oversight over campus building needs
- BOG approved current USF survey on June 22, 2017

EPS in the Capital Improvement Process



Rev. May 11, 2020

EPS Calculations



Rev. May 11, 2020

Example of Analysis

Needed Space Based on FTE

	Class-room	Teaching Lab	Study	Research Lab	Office	Aud/Exhibition	Instruct. Media	Student Academic Support	Gym	Campus Support Services	Total NASF
Space Needs by Space Type 2011-12*	18,378	6,536	57,903	4,865	52,514	4,914	819	983	0	7,346	154,258

Less:

1) **Current Inventory as of June, 2004**

A) Satisfactory Space	2,846	597	13,364	0	8,986	0	1,121	0	0	8,189	35,103
B) Unsatisfactory Space to be Remodeled	0	0	0	0	0	0	0	0	0	0	0
C) Unsatisfactory Space to be Demolished/Terminated	0	0	0	0	0	0	0	0	0	0	0
D) Total Under Construction	0	0	0	0	0	0	0	0	0	0	0
Total Current Inventory	2,846	597	13,364	0	8,986	0	1,121	0	0	8,189	35,103

2) **Projects Funded for Construction thru 2005**

Total Funded Construction	0										
----------------------------------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------

Plus: Planned Demolition	0										
---------------------------------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------

Net Space Needs	15,532	5,939	44,539	4,865	43,528	4,914	(302)	983	0	(843)	119,155
------------------------	---------------	--------------	---------------	--------------	---------------	--------------	--------------	------------	----------	--------------	----------------

Percent of:

Current Inventory and Funded Projects Minus Demolition Space Needs	15%	9%	23%	0%	17%	0%	137%	0%	0%	111%	23%
---	-----	----	-----	----	-----	----	------	----	----	------	-----

Example of Analysis

Current Inventory
Sorted by Condition & Type

	Class- room	Teaching Lab	Study	Research Lab	Office	Aud/ Exhibition	Instruct. Media	Student Academic Support	Gym	Campus Support Services	Total NASF
Current Inventory Space Type 2011-12*	18,378	6,536	57,903	4,865	52,514	4,914	819	983	0	7,346	154,258
Less:											
1) Current Inventory as of June, 2004											
A) Satisfactory Space	2,846	597	13,364	0	8,986	0	1,121	0	0	8,189	35,103
B) Unsatisfactory Space to be Remodeled	0	0	0	0	0	0	0	0	0	0	0
C) Unsatisfactory Space to be Demolished/Terminated	0	0	0	0	0	0	0	0	0	0	0
D) Total Under Construction	0	0	0	0	0	0	0	0	0	0	0
Total Current Inventory	2,846	597	13,364	0	8,986	0	1,121	0	0	8,189	35,103
2) Projects Funded for Construction thru 2005											
Total Funded Construction	0	0	0	0	0	0	0	0	0	0	0
Plus: Planned Demolition	0	0	0	0	0	0	0	0	0	0	0
Net Space Needs	15,532	5,939	44,539	4,865	43,528	4,914	(302)	983	0	(843)	119,155
Percent of:											
$\frac{\text{Current Inventory and Funded Projects Minus Demolition}}{\text{Space Needs}}$	15%	9%	23%	0%	17%	0%	137%	0%	0%	111%	23%

Rev. May 11, 2020



Example of Analysis

	Class- room	Teaching Lab	Study	Research Lab	Office	Aud/ Exhibition	Instruct. Media	Student Academic Support	Gym	Campus Support Services	Total NASF
Space Needs by Space Type 2011-12*	18,378	6,536	57,903	4,865	52,514	4,914	819	983	0	7,346	154,258
Less:											
1) Current Inventory as of June, 2004											
A) Satisfactory Space	2,846	597	13,364	0	8,986	0	1,121	0	0	8,189	35,103
B) Unsatisfactory Space to be Remodeled	0	0	0	0	0	0	0	0	0	0	0
C) Unsatisfactory Space to be Demolished/Terminated	0	0	0	0	0	0	0	0	0	0	0
D) Total Under Construction	0	0	0	0	0	0	0	0	0	0	0
Total Current Inventory	2,846	597	13,364	0	8,986	0	1,121	0	0	8,189	35,103
2) Projects Funded for Construction thru 2005											
Total Funded Construction	0	0	0	0	0	0	0	0	0	0	0
Total Funded Demolition	0	0	0	0	0	0	0	0	0	0	0
Net Space Needs	15,532	5,939	44,539	4,865	43,528	4,914	(302)	983	0	(843)	119,155
Percent of:											
Current Inventory and Funded Projects Minus Demolition Space Needs	15%	9%	23%	0%	17%	0%	137%	0%	0%	111%	23%

Current Shortfall
(Excess)

Example of Analysis

Current Shortfall
(Excess)

	Class- room	Teaching Lab	Study	Research Lab	Office	Aud/ Exhibition	Instruct. Media	Student Academic Support	Gym	Campus Support Services	Total NASF
Space Needs by Space Type 2011-12	18,378	6,536	57,903	4,865	52,514	4,914	819	983	0	7,346	154,258
Net Space Needs from Form B	15,532	5,939	44,539	4,865	43,528	4,914	(302)	983	0	(843)	119,155
Percent of Space Needs	15%	9%	23%	0%	17%	0%	137%	0%	0%	111%	23%

3) Projects Funded for Planning thru 2002-2003

Proj. 1) Academic Facility	12,650	4,930	9,336	0	33,127	2,750	0	750	0	750	64,293
Sub Total Net Space Needs	2,882	1,009	35,203	4,865	10,401	2,164	(302)	233	0	(1,593)	54,862
Sub Total Percent	84%	85%	39%	0%	80%	56%	137%	76%	0%	122%	64%

4) 2006-07 CIP Projects

Total Net Space Needs	2,882	1,009	35,203	4,865	10,401	2,164	(302)	233	0	(1,593)	54,862
Total Percent of Net Space Needs	84%	85%	39%	0%	80%	56%	137%	76%	0%	122%	64%

Example of Analysis

Proposed Projects

	Class- room	Teaching Lab	Study	Research Lab	Office	Aud/ Exhibition	Instruct. Media	Student Academic Support	Gym	Campus Support Services	Total NASF
Space Type 2011-12	18,378	6,536	57,903	4,865	52,514	4,914	819	983	0	7,346	154,258
Needs from Form B	15,532	5,939	44,539	4,865	43,528	4,914	(302)	983	0	(843)	119,155
Percent of Space Needs	15%	9%	23%	0%	17%	0%	137%	0%	0%	111%	23%
3) Projects Funded for Planning thru 2002-2003											
Proj. 1) Academic Facility	12,650	4,930	9,336	0	33,127	2,750	0	750	0	750	64,293
Sub Total Net Space Needs	2,882	1,009	35,203	4,865	10,401	2,164	(302)	233	0	(1,593)	54,862
Sub Total Percent	84%	85%	39%	0%	80%	56%	137%	76%	0%	122%	64%
4) 2006-07 CIP Projects											
Total Net Space Needs	2,882	1,009	35,203	4,865	10,401	2,164	(302)	233	0	(1,593)	54,862
Total Percent of Net Space Needs	84%	85%	39%	0%	80%	56%	137%	76%	0%	122%	64%

Example of Analysis

	Class- room	Teaching Lab	Study	Research Lab	Office	Aud/ Exhibition	Instruct. Media	Student Academic Support	Gym	Campus Support Services	Total NASF
Space Needs by Space Type 2011-12	18,378	6,536	57,903	4,865	52,514	4,914	819	983	0	7,346	154,258
Net Space Needs from Form B	15,532	5,939	44,539	4,865	43,528	4,914	(302)	983	0	(843)	119,155
Percent of Space Needs	15%	9%	23%	0%	17%	0%	137%	0%	0%	111%	23%

3) Projects Funded for Planning thru 2002-2003

Project Academic Facility	12,650	4,930	9,336	0	33,127	2,750	0	750	0	750	64,293
Sub Total Net Space Needs	2,882	1,009	35,203	4,865	10,401	2,164	(302)	233	0	(1,593)	54,862
Sub Total Percent	84%	85%	39%	0%	80%	56%	137%	76%	0%	122%	64%

Projects

Total Net Space Needs	2,882	1,009	35,203	4,865	10,401	2,164	(302)	233	0	(1,593)	54,862
Total Percent of Net Space Needs	84%	85%	39%	0%	80%	56%	137%	76%	0%	122%	64%

Remaining Shortfall
(Excess)

Supplemental Educational Plant Survey

Why is this important?



Projects must be on the **Educational Plant Survey (EPS)** to qualify for first-year **STATE FUNDING**.



The BOG made changes to the PECO scoring model, this Supplemental EPS allows us to **react to those changes**.



Necessary to **Remove, Modify, and/or Add** projects to create a new Executive Summary and supporting “Form B” documents.

Supplemental Educational Plant Survey

Tampa Campus Updates

MODIFIED

- MHF Remodel to Relocate University Police
 - Moved to Remodel/Renovation Category from New Construction Category
- MHA Remodel to Relocate Data Center
 - Moved to Remodel/Renovation Category from New Construction Category

ADDED

- Judy Genshaft Honors College Building
 - Added to New Construction Category
- BSF Bio-Science Facility Remodel Project
 - Added to Remodel/Renovation Category
- ENR and ENG Remodel
 - Added to Remodel/Renovation Category

Rev. May 11, 2020

Supplemental Educational Plant Survey

Regional Campus Updates

Sarasota/Manatee Campus

- No Changes

St. Petersburg Campus

MODIFIED

- Oceanographic & Environmental Sciences (OES) Research & Teaching Facility
 - Replaces the STEM Research/Teaching Facility in the New Construction Category.

ADDED

- MSL Partial Remodel of Marine Science Laboratory Building
 - Added to the Projects Based on Exception Procedure Category and is a companion project to above OES Project.

USF Health Downtown Tampa Campus

MODIFIED

- USF Health Pharmacy Remodel
 - Added to Remodel/Renovation Category and moves Pharmacy from a standalone new building to infill of shell space in the MCOM+HI building.

Rev. May 11, 2020



Supplemental Educational Plant Survey Key Takeaway



A Supplemental Educational Plant Survey serves **ONLY** to allow the Board of Governors to gain assurance that when a project subsequently appears on the Capital Improvement Plan, because it the project was subjected to the Educational Plant Survey process, it is needed space in light of current enrollments and the existing campus space.



It **DOES NOT** create or signal priorities of the university nor does it allow any expenditures of any funds without further approval of the Board.

Supplemental Educational Plant Survey

The Ask...

- BOG Facilities Team approved Supplemental EPS (May 5, 2020)
- ACE approval of Supplemental EPS (May 14, 2020)
- BOT approval of Supplemental EPS (June 2, 2020)
- BOG approval of Supplemental EPS (June 23, 2020)



Approval of this Supplemental EPS will allow USF to qualify for first-year funding consideration, by the BOG, of any projects selected on the Capital Improvement Plan (CIP).