



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 Justive 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

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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

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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

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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



Signature of Requestor/Initiator

2-28-2020

Date



Signature of Campus EO Officer

3/2/2020

Date

DocuSigned by:

Rob Knoepfel

E94501EC37144E1

Signature of College Dean

3/2/2020

Date

DocuSigned by:

Ralph Wilcox

959DB669077C491

Signature of President or Vice President for
Academic Affairs

4/21/2020

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

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

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

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

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

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

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

- c. ~~For Beginning with the Fall 2015 term,~~ students entering the University as a first-time-in-college student ~~beginning Fall term 2015,~~ must complete at least one (1) course from each of the general education core subject areas listed below in this section. These courses comprise the general education core as required per section 1007.25(3), Florida Statutes.

1. One of the following courses in Communication: ENC X101 English Composition I; or A course with an ENC prefix for which ENC X101 is a direct prerequisite.
2. One of the following courses in Humanities: ARH X000 Art Appreciation; or HUM X020 Introduction to Humanities; or LIT X000 Introduction to Literature; or MUL X010 Introduction to Music Literature/Music Appreciation; or PHI X010 Introduction to Philosophy; or THE X000 Theatre Appreciation.
3. MAC X105 College Algebra; or MAC X311 Calculus I; or MGF X106 Liberal Arts Mathematics I; or MGF X107 Liberal Arts Mathematics II; or STA X023 Statistical Methods; or a mathematics course for which one of the above general education core course options in mathematics is a direct prerequisite.
4. One of the following courses in Natural Sciences: AST X002 Descriptive Astronomy; or BSC X005 General Biology; or BSC X010 General Biology I; or BSC X085 Anatomy and Physiology I; or CHM X020 Chemistry for Liberal Studies; or CHM X045 General Chemistry I; or ESC X000 Introduction to Earth Science; or EVR X001 Introduction to Environmental Science; or PHY X020 Fundamentals of Physics; or PHY X048 General Physics with Calculus; or PHY X053 General Physics I; or a natural science course for which one of the above general education core course options in natural science is a direct prerequisite.
5. One of the following courses in Social Sciences: AMH X020 ~~Introductory Survey Since 1877~~ American History II; or ANT X000 Introduction to Anthropology; or ECO X013 Macroeconomics; or POS X041 American Government; or PSY X012 Introduction to Psychology; or SYG X000 Principles of Sociology.

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

(b) Civic Literacy

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

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

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

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

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

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

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

- a. Successful completion of a minimum of 120 unduplicated semester credit hours through university coursework, acceleration mechanisms, and/or transfer credit, including courses specifically approved as repeatable for credit ~~within the System~~ (e.g. practica, ensembles and field experiences);
- b. A minimum adjusted grade point average (GPA) of 2.00 on all course-work taken at ~~the USF System~~**USF Institution from which the degree is conferred** and an overall 2.00 ~~average GPA~~ on all college-level work attempted;
- c. Satisfactory completion of major requirements in a chosen degree program, including additional requirements set by ~~the USF System~~**USF Institution Campus and** the college offering the degree, ~~as published in the current Graduate/Undergraduate Catalog;~~
- d. Successful completion of at least forty-two (42) semester ~~credit~~ hours in courses numbered 3000 and above;
- e. Successful completion of at least 25% of the total credit hours required for the degree ~~program~~ must be in courses offered by ~~the USF System Institution conferring the degree;~~
- f. Registration and successful completion of at least thirty (30) of the last sixty (60) semester hours ~~at the USF System Institution (home institution) from which the degree is to be conferred~~ must be completed at USF. ~~In cases of emergency, a maximum of six (6) hours of the final thirty (30) semester hours may be completed by correspondence or residence at another accredited senior institution with the approval of the academic dean. Exceptions to the home institution rules in this paragraph may be made for students who are enrolled at other universities in USF-approved exchanges, study abroad programs, co-op training programs or correspondence courses from the University of Florida. CLEP credit does not count toward academic residence; CLEP credit does not count toward academic residence. Colleges may have specific academic residency requirements for specified degrees and students are responsible for reviewing the current Graduate/Undergraduate Catalog to ensure compliance.;~~
- g. ~~Beginning fall semester 2012, students must complete successfully at least 50% of the required courses in the major in courses offered by the USF System Institution conferring the degree. In cases of hardship or lack of course availability, individual exceptions may be approved by the respective College Deans or designees to help ensure timely graduation;~~
- h. ~~To help ensure that students are on track to graduate and are less likely to have excess credit hours, students are required to apply to change USF institutions (USF, USFSM, USFSP) and follow the . All FTIC students must have completed at least three consecutive semesters, not including summer (i.e., Fall, Spring, Fall), at their current institution before change of institution requests will be processed. The request to change institutions must be signed off by the student and approved by the incoming USF institution.~~

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

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

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

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

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

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

History – New (BOT approval) 10-6-75, Amended 7-3-79, 2-22-82, Formerly 6C4-3.07, F.A.C. Amended 4-19-90, 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, 9-21-11, 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

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

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

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

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

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

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

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

(b) Civic Literacy

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

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

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

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

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

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

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

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

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

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

History – New (BOT approval) 10-6-75, Amended 7-3-79, 2-22-82, Formerly 6C4-3.07, F.A.C. Amended 4-19-90, 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, 9-21-11, 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

I. PURPOSE AND INTENT

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

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

II. STATEMENT OF REGULATION

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

III. STANDARDS OF BEHAVIOR

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

Commitment to Honor

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

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

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

Academic Disruption

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

Amnesty

Medical

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

Hazing

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

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

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

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

IV. APPLICABILITY & AUTHORITY

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

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

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

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

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

V. DEFINITION OF TERMS

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

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

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

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

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

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

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

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

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

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

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

May – Is used in the permissive sense.

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

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

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

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

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

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

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

University –All campuses of the University of South Florida.

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

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

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

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

Will – Is used in the imperative sense.

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

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

VI. CONDUCT VIOLATIONS

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

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

Alcohol

1. Possession or consumption of alcohol when under the legal drinking age as defined by Florida law.
2. Unlawful sale, distribution, and/or manufacturing of alcohol.
3. Public consumption and/or intoxication according to local ordinance.

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

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

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

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

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

Disruptive Conduct

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

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

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

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

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

False Information

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

Fire and Safety

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

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

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

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

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

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

Physical Violence

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

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

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

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

1. **Hostile Environment** - Discriminatory harassment that is so severe or pervasive that it unreasonably interferes with, limits, deprives, or alters the terms or conditions of education (e.g., admission, academic standing, grades, assignment); employment (e.g., hiring, advancement, assignment); or participation in a University program or activity (e.g., campus housing), when viewed from both a subjective and objective perspective. A hostile environment can be created by pervasive conduct or by a single or isolated incident, if sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. An isolated incident, unless sufficiently serious, does not amount to Hostile Environment Harassment.
2. **Non-consensual Sexual Contact** - Any intentional sexual touching, however slight, with any object, by an individual upon another individual that is without consent and/or by force. Sexual contact may include, but is not limited to intentional contact with the breasts, buttocks,

groin, or genitals, or touching another with any of these body parts or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth, or other orifice.

3. **Non-consensual Sexual Intercourse** - Any sexual penetration, however slight, with any object, by any individual upon another individual that is without consent and/or by force. Intercourse includes vaginal penetration by a penis, object, tongue, or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.
4. **Quid Pro Quo** - Discriminatory harassment where submission to or rejection of unwelcome conduct is used, explicitly or implicitly, as the basis for decisions affecting an individual's education (e.g., admission, academic standing, grades, assignment), employment (e.g., hiring, advancement, assignment), or participation in a university program or activity (e.g., campus housing), or is based on power differentials.
5. **Sexual Exploitation** - Attempting or purposely/knowingly taking non-consensual or abusive sexual advantage of another for an individual's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. Examples of sexual exploitation, include but are not limited to:
 - a. Causing the incapacitation of another individual (through alcohol, drugs, or any other means) for the purpose of compromising that individual's ability to give affirmative consent to sexual activity.
 - b. Allowing third parties to observe private sexual activity from a hidden location (e.g., closet) or through electronic means (e.g., Skype, Zoom, or livestreaming of images).
 - c. Engaging in voyeurism (e.g., watching private sexual activity without the consent of the participants or viewing another individual's intimate parts (including genitalia, groin, breast or buttocks) in a place where that individual would have a reasonable expectation of privacy).
 - d. Recording or photographing private sexual activity and/or an individual's intimate parts (including genitalia, groin, breasts, or buttocks) without consent.
 - e. Disseminating or posting images of private sexual activity and/or an individual's intimate parts (including genitalia, groin, breasts or buttocks) without consent.
 - f. Prostituting another individual.
 - g. Knowingly exposing another individual to a sexually transmitted infection or virus without the other's knowledge.
 - h. Exposing one's genitals in non-consensual circumstances.
 - i. Inducing another to expose their genitals.
 - j. Sexually based stalking and/or bullying.

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.

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.

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

1. Unauthorized downloading or facilitating others to download copyrighted music, films, and other documents without authorization.
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).
3. Failure to abide by [Policy 0-502 Appropriate Use of Information Technology Resources](#).
4. Failure to abide by [Policy 6-036 Unmanned Aircraft System \(Drone\) Operations](#).

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.

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

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

Unauthorized Access and/or Use

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

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

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

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

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

VII. STUDENT CONDUCT PROCESS

Filing an Incident Report

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

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

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

Temporary Restrictions

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

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

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

Issuance of Charges

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

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

Informational Meeting

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

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

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

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

Due Process Rights

Charged Student/ Student Organization

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

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

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

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

Complainant

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

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

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

Advisor

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

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

Resolution Options

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

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

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

Formal Hearing

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

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

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

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

VIII. FORMAL HEARING PROCEDURES

Scheduling

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

Hearing Notice

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

Witnesses and Relevant Information

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

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

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

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

Challenging Impartiality in a Formal Hearing

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

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

Postponements

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

Failure to Attend

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

General Principles of Formal Hearings

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

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

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

Interim Suspension

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

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

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

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

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

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

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

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

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

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

IX. BASIS FOR APPEAL AND APPEAL PROCESS

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

Basis for Appeal

The basis for appeal includes:

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

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

Appeal Process

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

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

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

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

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

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

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

X. SANCTIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

XI. AUXILIARY AIDS AND SERVICES

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

XII. PARENTAL NOTIFICATION

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

XIII. CONDUCT RECORD MAINTENANCE AND RETENTION

Maintenance

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

2. All student conduct records in all formats (paper, computer, audio, etc.) resulting in formal charges will be kept in compliance with [General Records Schedule GS5](#), but not for less than seven (7) years from the date of the last incident that the charged student or student organization was involved in that resulted in conduct charges.
3. If a student is suspended or expelled, a record of a violation of University regulations and/or policies will be permanently maintained in the student's or student organization's conduct file in SCED and a record of separation may be maintained in the Office of the Registrar.
4. SCED maintains all student conduct records in accordance with the Family Education Rights and Privacy Act (FERPA). SCED will abide by all laws requiring privacy with regard to the Student Conduct Process. In addition, as FERPA does not protect the names of students found responsible for crimes of violence, including forcible sex offenses, or an alleged perpetrator of a non-forcible sex offense when the allegations support a finding that a student has committed a violation of the University's rules or policies, the University may be required to release that information upon a Chapter 119 public record request.
5. A student may choose to sign a release form granting SCED staff permission to discuss information related to the Student's disciplinary file with any individual that the student designates. This form is available in SCED. Although this form may provide access to information to a third party, the student remains the primary responsible party for compliance.
6. Any educational institution requesting conduct information about a current or former University student is required to submit the request in writing. If a non-educational agency is requesting information, those requests must include the signature of the student granting the release of information related to the student's conduct record.
7. 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 will be responsible for the cost of the transcript preparation and confidentiality review.

Retention

1. Records resulting in an educational sanction of expulsion or suspension from the University will be permanently maintained in SCED.
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 disciplinary case.

Record Expungement

Record expungement allows a student conduct record on file with SCED to be sealed. This includes all information related to the student's documentation, investigation, hearing, and disposition. In general, when completing background check inquiries, expunged records will not be reported as an incident when 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.

Eligibility

A request for expungement will be available for consideration:

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

The conduct violation(s) did not:

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

Petition Requirements

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

1. Student's name
2. University identification number (U number)
3. E-mail address
4. Phone number
5. Date of incident
6. Incident report number

Process

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

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

XIV. INTERPRETATION AND REVISION

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

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

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

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

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

History—New 9-23-85, Formerly 6C4-6.021, Amended 5-27-92, 7-26-92, 12-2-92, 12-29-94, 4-11-99, 9-27-05, Formerly 6C4-6.0021 F.A.C., Amended 6-5-08, 6-25-09, 9-22-11, 12-02-13, 1-6-14 (technical), 6-23-14 (technical), 5-14-15 (technical), 8-19-16 (technical), 9-28-18, 4-12-19 effective 5-6-19 (technical), 5-16-19 (technical), 8-26-19 (technical).

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

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~~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~~

and Student Organizations accountable. Students and Student Organizations are responsible for their guest's compliance as well.

B. ~~The University of South Florida's jurisdiction for the Student conduct process extends to the conduct of any Student or Student Organization, regardless of the location, which adversely affects the University community and/or the pursuit of its mission; when the behavior relates to the good name of the University; the integrity of the educational process; the safety and welfare of the University community; and/or the conduct violates state or federal law.~~

C. ~~Students are responsible for knowing the information, policies, and procedures outlined in the Student Code of Conduct. The University reserves the right to make changes to the Code as necessary. Students are encouraged to check online at <http://regulationspolicies.usf.edu> for the most updated versions of all policies and regulations.~~

D. ~~The University strongly encourages of sexual harassment and sexual misconduct to file a complaint and note that for some persons the filing of a complaint may be compulsory. Complaints may be filed with the designated offices detailed in Policy 0-004 Sexual Misconduct/Sexual Harassment (Including Sexual Violence).~~

E. ~~Any individual may refer a Student or Student Organization for alleged violation/s of the Student Code of Conduct by filing a written referral with SRR. SRR reserves the right to initiate or follow up any investigative leads where there is reasonable belief of possible violations of the Student Code of Conduct.~~

F. ~~The conduct process may be initiated for a Student or Student Organization whose alleged conduct potentially violates both the criminal law and/or the Student Code of Conduct without regard to the pending civil or criminal litigation in court or criminal arrest and prosecution. The conduct process under this Regulation may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of SRR. Determinations made or sanction(s) imposed as a result of the conduct process shall not be subject to change because criminal charges were dismissed, reduced, or resolved in favor of or against the criminal law defendant. Members of the University community, who commit offenses against the laws of municipalities, states, or the United States, are subject to prosecution by those authorities and may be subject to disciplinary action under University rules when their conduct violates 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.~~

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

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

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

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

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

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

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

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

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

enroll or have a continuing relationship with the University, or who have been notified of their acceptance for admission are considered Students.

~~FF. “Student Organization”* means any group of Students who have complied with the requirements for registration and are officially recognized by the University as a registered Organization. These include, but are not limited to, political groups, fraternities and sororities, and Student sports clubs. Student Organizations are subject to every element of the Student Code of Conduct. *In specific instances the terms Student/Student Organization may include a reference to both.~~

~~GG. “Temporary Restrictions” are actions that SRR may take prior to or during the investigation of an incident. These may include, but are not limited to, a removal from on campus housing; no contact orders; restrictions from clubs, events, and Organizational activities; and/or restrictions from specific areas on the University premises. When a temporary restriction is imposed, SRR will attempt to expedite the conduct process.~~

~~HH. “Transcript Overlay” means a notation on a Student’s academic transcript that states the Student is not in “good disciplinary standing” due to a disciplinary suspension or expulsion.~~

~~I. “University” means the University of South Florida System, including any member institution affiliated with the USF System.~~

~~JJ. “University Activity” or “University Program” refers to any function or event, which is hosted, sponsored or organized by any University member, group or Organization, including but not limited to, Student Organizations. Such activities or programs include but are not limited to coursework and other academic activities, education abroad, field trips, retreats, social events, philanthropies, and community service events.~~

~~KK. “University Conduct Board” is a panel of faculty, staff, and Students who have been trained to hear conduct cases and make decisions related to reported violations of the Student Code of Conduct. The UCB panel must have representation of at least 50% Student membership. The panel will adjudicate the conduct case, hearing both the Student explanation of events and the information presented by SRR, witnesses, and reporting parties.~~

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

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

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

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

~~IV. SPECIFIC PROVISIONS:~~

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

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

~~C. Violations:~~

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Sexual harassment includes, but is not limited to:

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

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

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

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

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

~~(4.14)(d) 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 a person 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 college's educational program and/or activities.~~

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

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

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

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

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

Finally, this includes falsification or admission or re-admission documentation to the University.

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

(4.20) Failure to Respond to Instructions — Failure to comply with authorized official requests (oral or in writing); failure to produce identification for or in agreement with University Officials acting in accordance with their assigned duties. This also includes failure to comply with a directive of a University Official acting within the scope of their assigned duties.

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

(4.22) Violation of Probation or Restriction — Failure to abide by the conditions of probation, or other restriction that was assigned based on previous behavior that was deemed unacceptable at the University level.

(4.23) Complicity — To be associated with, not removing oneself from the situation or to be present during the commission of any act by another that constitutes a violation of University policy or if the behavior is considered to constitute a violation of University policy or if the behavior is considered to constitute permission, to contribute to, or to condone a violation of a University regulation or policy.

(4. 24) Specific Acts of Violence — An act that falls into any one of the sections listed below as 4.24(a) and 4.24(b):

(4.24)(a) Domestic Violence — Conduct that includes asserted violent misdemeanor and felony offenses committed by the alleged victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

(4.24)(b) Dating Violence — Conduct that includes violence by a person who has been in a romantic or intimate relationship with the alleged victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

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

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

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

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

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

~~D. Stages of Conduct Process:~~

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

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

~~Student may choose to discuss the incident during this meeting and may be provided an opportunity to accept responsibility for violations of the Code of Conduct. If the referred Student is provided an opportunity to accept responsibility, the Student wishes to accept that opportunity, and the Initial Review Officer and the referred Student may identify mutually agreed upon charges and sanctions, the referred Student may accept the charges and sanctions thus waiving their right to appeal. If the referred Student does not want to accept responsibility of charges and/or sanctions cannot be agreed upon, the referred Student will be sent a Charge Letter with the options for electing a Formal Hearing. If the referred Student fails to schedule or attend the Initial Review Meeting, the Initial Review Officer will review the referral in absentia and make a determination as to the appropriate charges and educational sanctions to move forward.~~

~~Conclusion of Initial Review Process:~~

~~At the conclusion of the Initial Review meeting, the Initial Review Officer will either dismiss the referral or will issue a Charge Letter (for the purposes of the Student Code of Conduct, the Referred Student now becomes the Charged Student). Outcomes of the charge letter will include the recommended charges and sanctions and the choices available to the charged Student which are (1) accept responsibility and sanctions or (2) request a formal hearing.~~

~~Failure of Charged Student to Respond: If the charged Student fails to respond to the charge letter within the allotted time, the charges and sanctions will become finalize and the charged Student will be found responsible and may have a limited right to appeal.~~

- ~~3. Formal Hearing: Within five (5) days of the date of the charge letter, the charged Student may elect to have a formal hearing either by an Administrative Hearing Officer or the University Conduct Board. In cases where the charged Student is being charged with sexual harassment or sexual misconduct, the alleged victim can request an administrative hearing and that request will be honored over the charged Student's request for a University Conduct Board hearing. Hearings may result in charges being upheld or dismissed and sanctions that are more or less severe than the sanctions recommended by the Initial Review Officer. Notification of formal hearing will occur no later than five (5) days prior to the date of hearing.~~

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

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

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

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

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

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

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

- i. To determine if there were due process errors involving the University's failure to provide the charged Student or Student Organization with notice or an opportunity be heard.
- ii. To determine whether the sanction(s) imposed was extraordinarily disproportionate for the violation of the Student Code of Conduct, which the charged Student or Student Organization was found to be responsible.
- iii. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the formal hearing, because such information and/or facts were not known to the person appealing at the time of the formal hearing. Outcomes of criminal or civil cases have no bearing in any aspect of the process, including the appeal.

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

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

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

4. Provisional Suspension or Temporary Restrictions:

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

- a. The safety and well-being of members of the USF System community or preservation of USF System property;
- b. To ensure the physical or emotional safety and well-being of members of the USF system community; or
- c. The Student's continued presence or Student Organization's continued activities, or use of privilege at the USF System, is likely to pose an ongoing threat of disruption or interference with the normal operation of the USF System.

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

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

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

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

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

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

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

~~Rights of the Charged Students:~~

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

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

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

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

~~D. Question Witnesses (Applicable to Formal Hearing): The charged Student 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 charged Student 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 charged Student 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 charged Student may be permitted to ask additional questions at the formal hearing.~~

~~E. 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. The charged Student must be provided an opportunity to respond to the statement. The inability of the charged Student to question a witness who has provided a written statement is not a violation of the charged Student's due process rights. The charged Student has the opportunity to review and respond to the written statement and may offer information to rebut the witness statement and other information presented at the formal hearing. Witness statements are entitled to be given the same weight by the hearing entity as a witness who is present. Witness statements need not be sworn or in affidavit form.~~

~~F. Impartiality in Formal Hearing: SRR will advise the charged Student (and possible victim in certain circumstances) 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 Board, the formal hearing will~~

proceed provided there are at least three members that meet the requirements previously set forth.

~~G. Response to Presented Information: The charged Student shall not be forced to present information or respond to questions during the conduct process.~~

~~H. Decision Based on Presented Information: Decisions made during the conduct process shall be based solely on the information presented. Any file referencing prior misconduct, including meetings with the charged Student in the possession of the SRR will only be considered in determining appropriate sanctions. Decisions will be sent to the Charged Student in writing.~~

~~I. Enrollment Status: The charged Student's enrollment status will remain unchanged pending the Hearing Outcome Letter decision, except in cases of Provisional Suspension. The Hearing Outcome Letter will reflect how the enrollment status of the charged Student will be treated between the Hearing Outcome decision, and a possible appeal to the Dean of Student's, or designee, and the Dean's Decision. A charged Student shall remain eligible to attend classes and University activities pending the Hearing Outcome Letter, which shall indicate if recommended sanctions are to be imposed immediately (in case of suspension or expulsion or to protect the health or safety of the University) or deferred until after the appeal is concluded. In cases where the President or President's designee determines that the health, safety, or welfare of the charged Student or the University community is involved, a charged Student's privileges within the University, including the ability to attend classes or engage in University activities, may be suspended on an interim basis. If a charged Student's privileges are temporarily revoked as described in this paragraph, but the charged Student is subsequently found not responsible for the violation, the University must:~~

- ~~1. Correct any record of the change in enrollment status in the charged Student's permanent records and reports in a manner compliant with state and federal laws; and~~
- ~~2. Refund to the charged Student: a pro rata portion of any charges for tuition and out-of-state fees, as appropriate, if the temporary revocation or suspension of the charged Student's ability to attend classes lasts for more than ten (10) days.~~

~~J. Failure to Appear: Charged Students have the right to choose if they want to participate in the formal hearing process. If a charged Student fails to appear or fully participate for any formal hearing, the matter may be resolved in the charged Student's absence.~~

~~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.~~

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

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

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

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

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

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

- ~~**B. Sexual Harassment Cases:** In cases of sexual harassment (as defined in section 4.14 of the Student Code of Conduct and including sexual misconduct, gender based discrimination, sexual harassment, sexual assault, dating violence, domestic violence and stalking), the alleged victim and the charged Student's rights include the following additional guidelines:~~
- ~~1. Informational Conference — Charged Student and the alleged victim may each participate individually in a voluntary informational conference. The purpose of the informational conference is to provide an opportunity for representatives of the University to review any allegations, charge(s), and possible sanctions, and explain both the Title IX and Conduct Processes and any alternate forms of dispute resolution that may be available to the charged Student and the alleged victim.~~
 - ~~2. Formal Hearing Forums — If the charged Student requests a formal hearing before a University Conduct Board, the University will provide an opportunity for the alleged victim to object to Students being included as Board members before the hearing is convened. In the event the alleged victim objects to Student participation on the Conduct Board, the forum will be an Administrative Hearing.~~
 - ~~3. Participation in Formal Hearing — If the matter is referred as a conduct violation and the matter moves to a formal hearing, the alleged victim may be permitted to participate in the formal hearing to the extent allowed by state and federal privacy laws. Such participation may include the presence of an advisor, the ability to present information and witnesses in the formal hearing, the ability to provide questions to be asked of the charged Student and witnesses and the right to avoid self-incrimination. If an Alleged Victim fails to appear or fully participate in any hearing, the matter may be resolved in their absence.~~
 - ~~4. Presentation of Information at the Formal Hearing — The alleged victim, charged Student, and other individuals providing information for the formal hearing shall be provided an opportunity to share information during the formal hearing to be considered in determinations and sanctions in a manner that avoids direct contact with the other individuals participating in the formal hearing. Depending on the type of formal hearing or at the discretion of SRR, this may be a written statement, a verbal representation, or active participation in a formal hearing.~~

5. ~~Interim Accommodations~~ — The alleged victim may have interim immediate accommodations as noted in section (VII)(A)(2) above as deemed appropriate.

6. ~~Impact Statement~~ — In the event the charged Student accepts responsibility or is found responsible, the Administrative Hearing Officer or University Conduct Board may read the complainant's impact statement. The Administrative Hearing Officer or University Conduct Board members may consider the impact statement when recommending or issuing sanction(s). While the impact statement is not binding, the impact described in the statement together with the totality of the circumstances including the charged Student's conduct record may be considered by the University Official(s) involved in recommending or determining the appropriate sanction(s).

7. ~~Notice to the Alleged Victim of Right to Appeal~~ — the alleged victim shall be notified in writing of the outcome of the formal hearing within ten (10) days (unless there are extraordinary circumstances that delay notice) of the determination. The alleged victim may appeal the decision of the formal hearing through the established appeal process in the Student Code of Conduct. The alleged victim shall be notified of the final university decision.

VIII. SANCTIONS:

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

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

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

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

~~**D. Restrictions:** Conditions imposed that would specifically dictate and limit future presence on campus and participation in University activities. The restrictions involved will be clearly identified and may include but are not limited to a University order forbidding the charged Student from all contact with the alleged victim. Restrictions may also apply to denial of operating a motorized vehicle (including golf carts) on campus, access and use of University services, and presence in certain buildings or locations on campus. These restrictions can include the inability to hold leadership positions whether or not as a part of a University Organization.~~

~~**E. Restitution or Fines:** A payment for injury or damage or as a penalty.~~

~~**F. Alcohol and/or Substance Use Educational Sanctions:** These educational sanctions may be comprised of online educational modules, in person assessments and follow-up meetings, or external assessments.~~

~~**G. Conduct Probation:** An official sanction that places the Student's enrollment or Student Organization recognition dependent upon the maintenance of satisfactory citizenship during the period of probation. When conduct probation is imposed as a sanction, the Student or Student Organization should be advised of the consequences of violation of probation. Under conduct probation, a Student may continue to attend classes and a Student Organization may or may not be able to operate or remain active and with an opportunity to demonstrate a capability and a willingness to live in accordance with University rules. Any Student or Student Organization placed on conduct probation may be restricted from participating in certain University activities as specified by the Director of SRR, or designee, or as regulated by other University departments. For the duration of the conduct probation, the Student or Student Organization is not considered in "good disciplinary standing" with the University.~~

~~**H. Housing Cancellation:** The immediate cancellation of a charged Student's housing contract. Upon the termination of the contract, the charged Student is restricted from all USF residential facilities (dining halls may or may not be included in this restriction). The charged Student will be responsible for any fees associated with the cancellation of the housing contract.~~

~~**I. Suspension:** Termination of a Student's privilege to attend the University for a specified period of time. This may include a restrictive order that would exclude the Student or Student Organization from campus. In cases where the Student or Student Organization~~

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

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

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

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

~~IX. PARENTAL NOTIFICATION:~~

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

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

CONDUCT RECORDS AND RETENTION PROCEDURE:

The following applies to individual Student disciplinary records.

Maintenance of Records:

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

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

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

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

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

F. Any educational institution requesting conduct information about a current or former University Student is required to submit the request in writing. If a non-educational agency is requesting information, those requests must include the signature of the Student granting the release of information related to 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;~~

- ~~2. Cause significant property damage;~~
- ~~3. Include a drug violation that could qualify as a felony charge in the legal system;~~
- ~~4. Disrupt the orderly operation of the University;~~
- ~~5. Violate the firearm, explosives, dangerous chemicals, and ammunition or weaponry regulations of the University;~~
- ~~6. Violate the Sexual Misconduct/Sexual Harassment policy;~~
- ~~7. Result in a suspension or expulsion;~~
- ~~8. Occur within the last 30 calendar days;~~
- ~~9. Is still outstanding or pending resolution;~~

~~**D. Petition Requirements:** Petitions must be submitted to deanofStudents@usf.edu:~~

- ~~1. The Petition must be a typed statement signed by the Student explaining the justification for the request and must include the date, name of the Student, U#, email address, phone number, a description of what occurred in the conduct incident, and what the Student has learned from the incident.~~
- ~~2. The petition must include a copy of the application for graduation or a signed letter from the academic advisor stating the intent to graduate and listing all remaining coursework.~~

~~**E.** The Dean of Students will review the statement, the conduct record, and any other pertinent items the Dean of Students chooses to request and/or consider. The Dean's decision is discretionary and will be sent by email. The decision of the Dean of Students or designee on whether or not to approve the expungement of the conduct record is final and not appealable.~~

~~**XII. MEMBER INSTITUTIONS:**~~

~~The foregoing applies to all three member institutions of the University; however, non-substantive procedural modifications to reflect the particular circumstances of each member institution are permitted. Information concerning these procedures is available through the Student conduct at those member institutions. For more information regarding the procedures of each member institution, please refer to the following websites:~~

- ~~• USF (Tampa): <http://www.sa.usf.edu/srr/page.asp?id=69>~~
- ~~• USFSP: <http://www.usfsp.edu/dos/sc/>~~
- ~~• USFSM: <http://www.usfsm.edu/campus-life/Student-engagement/Student-rights-and-responsibilities.aspx>~~

2098 ~~**Review of Student Code of Conduct:** A Student conduct advisory group, a committee~~
2099 ~~consisting of faculty/staff and Students appointed by the Vice President for Student Success,~~
2100 ~~or designee, shall periodically evaluate the Student Code of Conduct.~~
2101

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

I. PURPOSE AND INTENT

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

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

II. STATEMENT OF REGULATION

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

III. STANDARDS OF BEHAVIOR

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

Commitment to Honor

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

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

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

Academic Disruption

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

Amnesty

Medical

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

Hazing

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

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

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

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

IV. APPLICABILITY & AUTHORITY

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

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

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

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

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

V. DEFINITION OF TERMS

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

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

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

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

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

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

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

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

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

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

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

May – Is used in the permissive sense.

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

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

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

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

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

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

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

University –All campuses of the University of South Florida.

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

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

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

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

Will – Is used in the imperative sense.

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

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

VI. CONDUCT VIOLATIONS

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

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

Alcohol

1. Possession or consumption of alcohol when under the legal drinking age as defined by Florida law.
2. Unlawful sale, distribution, and/or manufacturing of alcohol.
3. Public consumption and/or intoxication according to local ordinance.

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

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

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

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

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

Disruptive Conduct

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

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

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

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

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

False Information

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

Fire and Safety

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

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

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

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

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

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

Physical Violence

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

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

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

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

1. **Hostile Environment** - Discriminatory harassment that is so severe or pervasive that it unreasonably interferes with, limits, deprives, or alters the terms or conditions of education (e.g., admission, academic standing, grades, assignment); employment (e.g., hiring, advancement, assignment); or participation in a University program or activity (e.g., campus housing), when viewed from both a subjective and objective perspective. A hostile environment can be created by pervasive conduct or by a single or isolated incident, if sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. An isolated incident, unless sufficiently serious, does not amount to Hostile Environment Harassment.
2. **Non-consensual Sexual Contact** - Any intentional sexual touching, however slight, with any object, by an individual upon another individual that is without consent and/or by force.

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

3. **Non-consensual Sexual Intercourse** - Any sexual penetration, however slight, with any object, by any individual upon another individual that is without consent and/or by force. Intercourse includes vaginal penetration by a penis, object, tongue, or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.
4. **Quid Pro Quo** - Discriminatory harassment where submission to or rejection of unwelcome conduct is used, explicitly or implicitly, as the basis for decisions affecting an individual's education (e.g., admission, academic standing, grades, assignment), employment (e.g., hiring, advancement, assignment), or participation in a university program or activity (e.g., campus housing), or is based on power differentials.
5. **Sexual Exploitation** - Attempting or purposely/knowingly taking non-consensual or abusive sexual advantage of another for an individual's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. Examples of sexual exploitation, include but are not limited to:
 - a. Causing the incapacitation of another individual (through alcohol, drugs, or any other means) for the purpose of compromising that individual's ability to give affirmative consent to sexual activity.
 - b. Allowing third parties to observe private sexual activity from a hidden location (e.g., closet) or through electronic means (e.g., Skype, Zoom, or livestreaming of images).
 - c. Engaging in voyeurism (e.g., watching private sexual activity without the consent of the participants or viewing another individual's intimate parts (including genitalia, groin, breast or buttocks) in a place where that individual would have a reasonable expectation of privacy).
 - d. Recording or photographing private sexual activity and/or an individual's intimate parts (including genitalia, groin, breasts, or buttocks) without consent.
 - e. Disseminating or posting images of private sexual activity and/or an individual's intimate parts (including genitalia, groin, breasts or buttocks) without consent.
 - f. Prostituting another individual.
 - g. Knowingly exposing another individual to a sexually transmitted infection or virus without the other's knowledge.
 - h. Exposing one's genitals in non-consensual circumstances.
 - i. Inducing another to expose their genitals.
 - j. Sexually based stalking and/or bullying.

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

432 **Student Organization Misconduct** – Failure to abide by any University and/or department policy
433 or protocol governing the operation of student organizations, sport clubs, teams, etc.
434

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

- 437 1. Unauthorized downloading or facilitating others to download copyrighted music, films, and
438 other documents without authorization.
439 2. Non-consensual recording of wire, oral, or electronic communication acquired by any device
440 when such communication is uttered by an individual exhibiting an expectation that such
441 communication is not subject to interception under circumstances justifying such expectation
442 (i.e. an individual has a reasonable expectation of privacy).
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
446 reasonable individual to fear for the individual's or the safety of others or suffer substantial emotional
447 distress. Course of conduct means two or more acts, including, but not limited to, acts in which the
448 stalker directly, indirectly, or through third parties, by any action, method device, or means follows,
449 monitors, observes, surveils, threatens, or communicates to or about, an individual, or interferes with
450 an individual's property. Substantial emotional distress means significant mental suffering or anguish
451 that may, but does not necessarily, require medical or other professional treatment or counseling. A
452 reasonable individual is a person(s) under similar circumstances and with similar identities to the
453 complainant.
454

455 **Theft** – Taking, attempting to take, or keeping in its possession property or services not belonging to
456 the individual.
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
462 University community without permission.
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
465 (including University intellectual property), files document or record, computer records,

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

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

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

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

VII. STUDENT CONDUCT PROCESS

Filing an Incident Report

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

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

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

Temporary Restrictions

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

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

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

Issuance of Charges

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

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

Informational Meeting

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

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

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

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

Due Process Rights

Charged Student/ Student Organization

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

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

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

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

Complainant

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

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

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

Advisor

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

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

Resolution Options

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

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

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

Formal Hearing

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

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

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

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

VIII. FORMAL HEARING PROCEDURES**Scheduling**

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

Hearing Notice

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

Witnesses and Relevant Information

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

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

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

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

Challenging Impartiality in a Formal Hearing

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

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

Postponements

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

Failure to Attend

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

General Principles of Formal Hearings

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

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

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

Interim Suspension

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

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

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

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

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

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

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

1. Correct any record of the change in enrollment status in the charged student's permanent records, and report in a manner compliant with state and federal laws, and
2. Refund the charged student: a pro rata portion of any charges for tuition and out of-state fees, as appropriate, if the temporary revocation or suspension of the charged student's ability to attend classes lasts for more than ten (10) days.

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

IX. BASIS FOR APPEAL AND APPEAL PROCESS

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

Basis for Appeal

The basis for appeal includes:

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

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

Appeal Process

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

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

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

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

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

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

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

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

X. SANCTIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

XI. AUXILIARY AIDS AND SERVICES

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

XII. PARENTAL NOTIFICATION

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

XIII. CONDUCT RECORD MAINTENANCE AND RETENTION

Maintenance

1. Student and student organization conduct records are maintained in SCED.
2. All student conduct records in all formats (paper, computer, audio, etc.) resulting in formal charges will be kept in compliance with [General Records Schedule GS5](#), but not for less than seven (7) years from the date of the last incident that the charged student or student organization was involved in that resulted in conduct charges.
3. If a student is suspended or expelled, a record of a violation of University regulations and/or policies will be permanently maintained in the student's or student organization's conduct file in SCED and a record of separation may be maintained in the Office of the Registrar.
4. SCED maintains all student conduct records in accordance with the Family Education Rights and Privacy Act (FERPA). SCED will abide by all laws requiring privacy with regard to the Student Conduct Process. In addition, as FERPA does not protect the names of students found responsible for crimes of violence, including forcible sex offenses, or an alleged perpetrator of a non-forcible sex offense when the allegations support a finding that a student has committed a violation of the University's rules or policies, the University may be required to release that information upon a Chapter 119 public record request.
5. A student may choose to sign a release form granting SCED staff permission to discuss information related to the Student's disciplinary file with any individual that the student designates. This form is available in SCED. Although this form may provide access to information to a third party, the student remains the primary responsible party for compliance.
6. Any educational institution requesting conduct information about a current or former University student is required to submit the request in writing. If a non-educational agency is requesting information, those requests must include the signature of the student granting the release of information related to the student's conduct record.
7. 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 will be responsible for the cost of the transcript preparation and confidentiality review.

Retention

1. Records resulting in an educational sanction of expulsion or suspension from the University will be permanently maintained in SCED.
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 disciplinary case.

Record Expungement

Record expungement allows a student conduct record on file with SCED to be sealed. This includes all information related to the student's documentation, investigation, hearing, and disposition. In general, when completing background check inquiries, expunged records will not be reported as an incident when 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.

Eligibility

A request for expungement will be available for consideration:

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

The conduct violation(s) did not:

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

Petition Requirements

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

1. Student's name
2. University identification number (U number)
3. E-mail address
4. Phone number
5. Date of incident
6. Incident report number

Process

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

XIV. INTERPRETATION AND REVISION

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

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

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

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

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

History—New 9-23-85, Formerly 6C4-6.021, Amended 5-27-92, 7-26-92, 12-2-92, 12-29-94, 4-11-99, 9-27-05, Formerly 6C4-6.0021 F.A.C., Amended 6-5-08, 6-25-09, 9-22-11, 12-02-13, 1-6-14 (technical), 6-23-14 (technical), 5-14-15 (technical), 8-19-16 (technical), 9-28-18, 4-12-19 effective 5-6-19 (technical), 5-16-19 (technical), 8-26-19 (technical).

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

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

I. PURPOSE & INTENT

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

II. STATEMENT OF REGULATION

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

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

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

III. APPLICABILITY & AUTHORITY

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

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

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

IV. DEFINITION OF TERMS

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

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

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

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

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

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).

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.

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.

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

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

H.I. Violations of Academic Integrity: The behaviors described below are considered violations of the academic standards for both Undergraduate and Graduate ~~student~~Students. The academic sanctions for Graduate ~~student~~Students may be more severe.

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) ~~Student~~Students completing any type of examination or evaluation are prohibited from looking at or transmitting materials to another ~~student~~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) ~~Student~~Students may not take examinations or evaluations in the place of other persons. ~~Student~~Students may not allow other persons to take examinations or evaluations in their places.
 - c) ~~Student~~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 ~~student~~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~~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. ~~Student~~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.

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 ~~student~~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 ~~student~~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) ~~Student~~Students may not furnish to instructors fabricated or forged explanations of absences or of other aspects of their performance and behavior.
 - c) ~~Student~~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 ~~student~~Students are fulfilling academic assignments.
 - d) ~~Student~~Students may not steal, change, or destroy another ~~student~~Student's work. ~~Student~~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~~Student to use a prior academic work or endeavor.
- a.) ~~Student~~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.) ~~Student~~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.) ~~Student~~Students may resubmit a prior academic endeavor if there is substantial new work, research, or other appropriate additional effort. The ~~student~~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.) ~~Student~~Students may submit the same or substantially the same work in two or more courses with the prior written permission of all faculty involved. Instructors will specify the expected academic effort applicable to their courses and the overall endeavor shall reflect the same or additional academic effort as if separate assignments were submitted in each course. Failure by the ~~student~~Student to obtain the written permission of each instructor shall be considered a multiple submission.
5. **Complicity** is assisting or attempting to assist another person in any act of academic dishonesty, even when the intention is not dishonest. A ~~student~~Student will be considered to be complicit if the ~~student~~Student is aware of an academic integrity violation, is able to report and fails to do so. In addition:
- a) ~~Student~~Students may not allow other ~~student~~Students to copy from their papers during any type of examination.
- b) ~~Student~~Students may not assist other ~~student~~Students in acts of academic dishonesty by providing material of any kind that one may have reason to believe will be misrepresented to an instructor or other university official.
- c) ~~Student~~Students may not provide substantive information about test questions or the material to be tested before or during a scheduled examination unless they have been specifically authorized to do so by the course instructor. This does not apply to examinations that have been administered and returned to ~~student~~Students in previous semesters. However, it may apply to ~~student~~Students enrolled in a multiple-section course that uses similar or comparable exams. For example, a ~~student~~Student in one section will be considered complicit if such ~~student~~Student assists or provides answers or materials to a ~~student~~Student in another section of the same course. In such cases, the instructor in both sections may sanction the ~~student~~Students involved.
- d) ~~Student~~Students may not have a substitute take an examination or take an examination for someone else.
- e) Students may not provide false information regarding attendance of themselves or any other student. This section prohibits the use of "clickers" or other electronic devices to circumvent or change actual attendance or participation records.
6. **Improper Use of Teamwork Credit** is allowing your name to be included on a group project in which you did not participate. This act is considered a violation of

academic integrity. For reference, general guidelines for appropriate teamwork participation include, but are not limited to the following:

- a) No team member shall intentionally restrict or inhibit another team member's access to team meetings, team work-in-progress, or other team activities without the express authorization of the instructor.
- b) All team members shall be held responsible for the content of all teamwork submitted for evaluation as if each team member had individually submitted the entire work product of their team as their own work.
- c) Only those persons who participated on the team shall be named in the submission of the assignment.

7. **Solicitation or Purchase** is the offering, advertising or responding to solicitations or purchasing products or services designed to facilitate, support or actively contribute to the commission of an act of academic dishonesty.

8. **Digital Repositories of Class Materials, Including Notes, Quizzes, and Tests.** Either accessing (including downloading) or sharing (including uploading) proprietary notes, quizzes, and tests from USF classes, even when the intent is not to enhance one's personal grade.

- 8.9. **Misrepresentation.** Submitting the work of another as your own, e.g., using a ghostwriter to write a paper, thesis, dissertation; having another person complete an on-line class in your name.

- 9.10. **Misconduct in Research and Creative Endeavors** is a serious deviation from the accepted academic and professional practices within a discipline or from the policies of the university in carrying out, reporting, or exhibiting the results of research or in publishing, exhibiting, or performing creative endeavors. Research Misconduct means fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. It does not include honest error or differences in opinion. In addition to the academic sanctions in this Regulation misconduct in research is also subject to Policy 0-301 Misconduct in Research, procedures and any sanctions contained therein.

- a) ~~Student~~Students may not invent or counterfeit information.
- b) ~~Student~~Students may not report results dishonestly, whether by altering data, by improperly revising data, by selective reporting or analysis of data, or by being grossly negligent in the collecting or analysis of data.
- c) ~~Student~~Student may not represent another person's ideas, writing or data as their own.
- d) ~~Student~~Students may not appropriate or release the ideas or data of others when such data have been shared in the expectation of confidentiality.
- e) ~~Student~~Students may not publish, exhibit, or perform work in circumstances that will mislead others. They may not misrepresent the nature of the material or its originality, and they may not add or delete the names of authors without permission.

f) ~~Student~~Students must adhere to all federal, state, municipal, and university regulations or policies for the protection of human and other animal subjects.

g) ~~Student~~Students may not conceal or otherwise fail to report any misconduct involving research, professional conduct, or artistic performance of which they have knowledge.

h) ~~Student~~Students must abide by the university's policies on Misconduct in Research where applicable, which can be found in the university's policies and Procedures Manual at the Regulations and Policies website.

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

a) ~~Student~~Students may not use the university computer system in support of any act of plagiarism.

b) ~~Student~~Students may not monitor or tamper with another person's electronic communications.

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

~~12.13.~~ **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~~ ~~student~~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 ~~Student~~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) Graduate Studies:~~

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

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.

1. Level One

a) CONDUCT:

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

- i. Working with another ~~student~~Student on a laboratory or other homework assignment when such work is prohibited (This level is appropriate if the instructor determines it is a minor infraction).
- ii. Failure to footnote or give proper acknowledgment in an extremely limited section of an assignment.
- iii. Use of direct phrasing from tutors rather than re-writing into the ~~student~~Student's own voice.

b) **ACADEMIC SANCTIONS:**

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

2. **Level Two**

a) **CONDUCT:**

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:

- i. Working with another ~~student~~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).
- ii. Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source.
- iii. Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor.
- 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.

- 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.

b) **ACADEMIC SANCTIONS:**

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

3. **Level Three***

a) **CONDUCT:**

-Level Three is characterized by violations that affect a major or essential portion of work done to meet course requirements, involves premeditation, ~~or demonstrates repetition or both~~ involve continued infractions after notice of the first infraction, or repetition of one or more violations of Level One or Level Two violations, including repeating any one or more of the following actions. The following are examples of single-infraction incidents of this level:

- i. Copying on examinations.
- ii. Plagiarizing major or essential portions of a written assignment.
- iii. Acting to facilitate copying during an exam.
- iv. Using prohibited materials not approved by the instructor; (e.g. books, notes, ~~e-flashcards~~ electronic devices, online resources, or calculators) during an examination.
- v. Collaborating before an exam to develop methods of exchanging information and implementation thereof.
- vi. Altering examinations for the purposes of re-grading.
- vii. Acquiring or distributing an examination from unauthorized sources prior to the examination.
- viii. Presenting the work of another as one's own.
- ix. Using Acquired or used a purchased term paper or other materials (even if the source is cited).
- x. Removing posted or reserved material, or preventing other ~~student~~ Students from having access to it.
- xi. Fabricating data by inventing or deliberately altering material (this includes citing "sources" that are not, in fact, sources).
- xii. Using unethical or improper means of acquiring data.

b) **ACADEMIC SANCTIONS*:**

- i. Failing grade for the course with a designation of “FF” on ~~student~~Student’s internal transcript.

ii. Possible suspension from the university for one (1) semester for particularly egregious infractions:-

4. Level Four*

a) CONDUCT:

- i. All academic infractions committed after return from suspension for a previous academic honesty violation.
- ii. Infractions of academic honesty in ways similar to criminal activity (such as forging a grade form, stealing an examination from a professor or from a university office; buying an examination; or falsifying a transcript to secure entry into the university or change the record of work done at the university).
- iii. Having a substitute take an examination or taking an examination for someone else.
- iv. Fabrication of evidence, falsification of data, quoting directly or paraphrasing without acknowledging the source, and/or presenting the ideas of another as one's own in a senior thesis.
- v. Sabotaging another ~~student~~Student's work through actions designed to prevent the ~~student~~Student from successfully completing an assignment.
- vi. Willful violation of a canon of the ethical code of the profession for which a ~~student~~Student is preparing.

b) ACADEMIC SANCTIONS*:

~~The typical sanctions~~ for all Level Four violations is include suspension; or permanent academic dismissal from the university with the designation of "Dismissed for Academic Dishonesty" to be placed permanently on a ~~student~~Student's external transcript.

C. Centralized Reporting:

~~1.* In all Level 3 or Level 4 violations, the instructor must send a concise written statement including details of the date, time, and incident particulars (the “Report”) to the AO to consider additional academic sanctions above the grade assignment.~~

~~2. In Level 2, 3 and 4 violations, the instructor should contact the Dean of Undergraduate/Graduate Studies to track academic integrity violations/violators (Referred to as an “AIO”). The instructor must send a copy of the Report to the University’s AIO. The AIO will have exclusive access to the Reports and will only share the Reports to instructors or academic advisors in the event of multiple Reports regarding a single ~~student~~Student. This will 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.

VI. PROCESS STEPS:

1. The instructor identifies or learns of an academic integrity violation.
2. The instructor identifies the severity level of the violation (see Section V(B)) and discusses the violation with the Chair/Director~~Department level AO~~.
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~~Department level AO~~ 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~~Department level AO~~ on recommendations concerning the incident, process, and/or sanctions as needed.
4. The instructor advises the ~~student~~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 ~~ten-fifteen~~ (105) ~~business~~Academic days of determination of the grade if possible).
5. Final Notice of Academic Sanction by the Instructor: Within ~~ten-fifteen~~ (105) ~~business~~Academic days of meeting with the ~~student~~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~~Student notice of this final grade sanction. In this email, the instructor must include the link to the Academic Integrity regulation and inform the student~~Student of the right to appeal~~. If the instructor does recommend additional academic sanctions, the instructor will assign the grade sanction and advise the ~~student~~Student and Chair/Director~~Department level AO~~ 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.
6. Centralized Reporting of Grade Sanction. Immediately following the ~~student~~Student notification of the Final Notice of Academic Sanction by the Instructor, tThe instructor must submit all grade sanctions (including FF grades) using the Refer ~~Student~~Students tool within the Learning Management Software, and complete the ensuing survey.
7. Final Notice of Academic Sanction by the Department level ~~AO~~Chair/Director:
 - (a) Undergraduate ~~Student~~Students: Within ~~ten-fifteen~~ (105) ~~business~~Academic days of receipt of the ~~recommendation-Final Notice of Academic Sanction~~ from the instructor, the Chair/Director~~AO~~ will determine any additional academic sanctions, if applicable, and notify the ~~student~~Student by email. The ~~student~~Student may grieve

~~appeal to the Dean of the College. the final notice by the Department level AO and ask that it be reviewed by the College Dean, who will determine if the studentStudent's grievance is appealable. The Dean will determine the final decision for reviews involving an assignment with alleged academic dishonesty.~~ Appeals for final grades and sanctions will be considered by the Dean and may be appealable to an AIRB (as described in Section VII: Academic Integrity Appeal). Recommended Sanctions that include suspension or dismissal from the University will trigger an automatic appeal at the College level. The College Dean will forward the final recommendation regarding suspension or dismissal to the Dean of Undergraduate Studies for a final university decision.

(b) Graduate ~~StudentStudent~~s: Graduate Studies uses an internal document which processes the request for academic sanctions up to and including dismissal and the Dean of Graduate Studies provides notice to the ~~studentStudent~~.

~~8. Reports to a designated centralized office:~~

~~The instructor or the AO may make a referral to an internal university office responsible for tracking academic integrity violations/violators if one has been designated as detailed in Section V (C).~~

~~9-8.~~ If a ~~studentStudent~~ files an appeal (Section VII below), the final notice will not be imposed or noted until after the appeal process is complete unless the ~~Academic OfficerDean~~ feels immediate action is necessary.

~~10-9.~~ Referral to ~~SRR-SCED~~ & ~~DRIC~~: The Academic Offices are responsible for the AIRP and assignment of academic sanctions. If the instructor or ~~Chair/DirectorAO~~ determines the conduct also rises to a violation of the ~~StudentStudent~~ Conduct Code or the expectations and standards of the ~~Division of Research, Integrity and Compliance (DRIC)~~, the instructor or ~~Chair/DirectorAO~~ may make a referral to those offices. The instructor or ~~Chair/DirectorAO~~ making the referral should notify those additional offices of any pending or final academic sanction. A determination by ~~SRR-SCED~~ or ~~DRIC~~ is separate and distinct from the AIRP and any academic sanction. The ~~studentStudent~~ must comply with all sanctions imposed by each office (a lesser sanction or different determination by the conduct offices does not impact the Academic sanction).

10. Submission of FF Grade: If the sanction is a FF grade, the instructor will enter an "F" at the end of the term using eGrades, and use the functionality of the Refer ~~StudentStudents~~ tool to officially submit the FF grade to the university.

~~10-11.~~ Transcript/Record:

- An Academic Integrity dismissal from the University will be reflected on a ~~student~~Student's official transcript.
- A grade sanction (such as an "FF") or other lower sanction is reflected on the ~~student~~Student's internal USF record.

VII. ACADEMIC INTEGRITY APPEAL:

If the ~~student~~Student identifies that the determination of the academic integrity violation or related grade assignment or sanction either (1) had no factual basis or could not be reasonably inferred by the facts as presented or (2) violated a University Regulation or Policy, the ~~student~~Student must allege the absence of factual support or basis— or the specific Regulation or Policy violated and provide it as part of an academic integrity -appeal. A ~~student~~Student who has accepted responsibility for the academic integrity violation itself (either in writing or verbally) to the instructor or administrator; may not challenge the factual basis and may only appeal the severity of the sanction imposed (See Section V(B)).

The ~~student~~Student may appeal after notice of the final academic sanction(s). ~~which is either: (1) the instructor's grade determination; or (2) if there are additional academic sanctions, after those additional academic sanctions are reviewed and determined by the Dean.~~ The ~~student~~Student may remain enrolled in their academic program until the conclusion of the appeal process unless the Dean determines that the ~~student~~Student may not remain enrolled and advises the ~~student~~Student in writing accordingly. The appeal process steps for academic integrity issues are:

1. ~~Student~~Student Written Appeal: After notice of the academic sanction, the ~~student~~Student may send a written appeal to the Dean copying the instructor by email within ~~ten (10) days~~fifteen (15) business~~Academic days~~ of the grade determination or final academic sanction. University closures do not count toward the three-week total, and ~~(additional time may be granted at the discretion of the Dean as necessary).~~ If it is unclear who the designated Dean should be, the ~~student~~Student may ask the instructor to identify the appropriate Dean. The ~~student~~Student's written appeal may be an email request and must contain a concise statement of the ~~student~~Student's position including the factual deficiency or the specific Regulation or Policy violated. This statement should include why the ~~student~~Student feels the determination by the instructor and/or Chair/Director ~~AO~~ was not correct and must include all documentation available that supports the ~~student~~Student's position.

2. Initial Review of Appeal: As general complaints or disagreements with the instructors decision are not grounds for appeal and ~~student~~Students who have accepted responsibility at any time in the process may only appeal imposed sanctions,— the Dean may make an initial review of the appeal to identify the limits of the appeal and to ~~verify~~ that the ~~student~~Student has clearly identified that there was no factual basis for the instructor's

determination and/or the specific Regulation or Policy violated. If the Dean elects to make this initial review, the Dean may clarify the parameters of the appeal (sanctions only), or dismiss the appeal as insufficient. The Dean must send the ~~student~~Student and instructor notice of this determination within ~~ten-fifteen~~ (105) ~~business~~Academic days of receiving the ~~student~~Student's written appeal, copying the instructor's supervisor or department chair. This will be a final University decision.

3. Dean Appointment of Board: If the Dean does not dismiss the appeal, the Dean may move the appeal forward with or without the initial review or after the review set parameters for the appeal (if it is for sanctions only). The Dean will appoint an Academic Integrity Review Board (AIRB) composed of ~~student~~Students and instructors or administrators at the Dean's discretion, provided that there are at least three (3) individuals, one (1) of which is an ~~instructor~~ or administrator and one (1) ~~student~~Student.

4. Selection of AIRB members: Although the Dean may select any ~~student~~Students to serve on the AIRB, if ~~the university system member establishes a~~there are ~~Student~~Student Academic Integrity Committee (SAIC) at that institution, and there are SAIC members available to serve, the Dean ~~shall~~may preferentially select the ~~student~~Student board members from the SAIC to serve on the AIRB ~~at that institution~~. The ~~student~~Students serving on the AIRB do not need to be from the College in which the appeal was filed. However, when possible undergraduate ~~student~~Students should serve on AIRB for undergraduate ~~student~~Student appeals, ~~graduate~~ ~~student~~Students for graduate ~~student~~Student appeals, clinical ~~student~~Students for clinical ~~student~~Student appeals, and medical ~~student~~Students for medical ~~student~~Student appeals.

5. Meeting of the AIRB: Unless extended by written notice of the Dean or other extenuating circumstance, the AIRB will meet within ~~three-fifteen~~ (315) ~~weeks~~~~business~~Academic days from the time the Dean receives the ~~student~~Student's written appeal. The Dean will advise the ~~student~~Student by email of the date, time and place of the AIRB review. If the ~~student~~Student or instructor has a justifiable conflict, the ~~student~~Student or instructor may make one (1) written request to reschedule the review emailed to the Dean with the reason for the request, noting any known foreseeable conflicts into the next ~~three (3) weeks~~~~fifteen (15)~~ ~~business~~Academic days. The one-time extension may be granted at the discretion of the Dean. (The timelines provided in this Regulation may be extended at the Dean's discretion with written notice to the ~~student~~Student and instructor).

6. AIRB Review Steps and Further Appeals:

a. At the Review, the ~~student~~Student and instructor will each be afforded an opportunity to present their position with reasonable time limits not to exceed fifteen (15) minutes per person.

b. The ~~student~~Student may bring one (1) person to serve as an advisor; however that person may not act as a legal representative, argue, present, or participate in any active way in the review, including through communications by verbal, written or electronic promptings with the ~~student~~Student.

c. Each party may be present during the other's position statement. Neither party may ask questions of the other, argue, or respond to the other's statement. The AIRB may question both parties at any time during the proceedings.

d. The AIRB will deliberate in private and render a decision within three (3) weeks of the AIRB review and offer its determination as a recommendation to the Dean (or equivalent depending on the organizational structure of the USF institution) with copy to the ~~student~~Student by email. The ~~student~~Student and instructor's concise written statements will be included with the AIRB's recommendation. The Dean will have three (3) weeks to accept or not accept the determination of the AIRB. (a) If the Dean accepts the determination of the AIRB, that is a final university decision and there is no further review available at the university. (b) If the Dean does not accept the determination of the AIRB, the Dean must refer the matter to the university level (Deans of UGS/OGS for Undergraduate and Graduate reviews, respectively, or the Chief Academic Officer (See Section IV(C)). The University Level officer ~~(a)~~ will have three (3) weeks to make a final determination, ~~and (b)~~ may request to review any additional information necessary or may limit the review to the initial statements provided by the ~~student~~Student and instructor upon initiation of the Academic Integrity Appeal Review and the Dean's Statement. The University Academic Integrity Officer ~~(c)~~ will issue a determination in writing by email to the ~~student~~Student, instructor and the Dean. This will be a final university decision.

7. Recommended Sanctions that ~~involve include~~ suspension or expulsion dismissal from the University will trigger an automatic appeal at the College level, as described above.

8. In the event the determination and final university decision is an "FF" grade with Academic Dishonesty noted and/or a related dismissal from the College or University, the ~~student~~Student may appeal that final university decision within thirty (30) ~~business~~Academic days to the county Circuit Court by way of Writ of Certiorari.

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

I. PURPOSE & INTENT

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

II. STATEMENT OF REGULATION

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

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

As the university has both Offices of Undergraduate and Graduate Studies with different standards for academic integrity, it is important to reference Section V(C).

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/Undergraduate Studies or Chief Academic Officer
University	Suspension; or Dismissal from University	Dean of Graduate/Undergraduate Studies or Chief Academic Officer	Dean of Graduate/Undergraduate 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

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.

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

assignments were submitted in each course. Failure by the Student to obtain the written permission of each instructor shall be considered a multiple submission.

5. **Complicity** is assisting or attempting to assist another person in any act of academic dishonesty, even when the intention is not dishonest. A Student will be considered to be complicit if the Student is aware of an academic integrity violation, is able to report and fails to do so. In addition:
 - a) Students may not allow other Students to copy from their papers during any type of examination.
 - b) Students may not assist other Students in acts of academic dishonesty by providing material of any kind that one may have reason to believe will be misrepresented to an instructor or other university official.
 - c) Students may not provide substantive information about test questions or the material to be tested before or during a scheduled examination unless they have been specifically authorized to do so by the course instructor. This does not apply to examinations that have been administered and returned to Students in previous semesters. However, it may apply to Students enrolled in a multiple-section course that uses similar or comparable exams. For example, a Student in one section will be considered complicit if such Student assists or provides answers or materials to a Student in another section of the same course. In such cases, the instructor in both sections may sanction the Students involved.
 - d) Students may not have a substitute take an examination or take an examination for someone else.
 - e) Students may not provide false information regarding attendance of themselves or any other student. This section prohibits the use of "clickers" or other electronic devices to circumvent or change actual attendance or participation records.
6. **Improper Use of Teamwork Credit** is allowing your name to be included on a group project in which you did not participate. This act is considered a violation of academic integrity. For reference, general guidelines for appropriate teamwork participation include, but are not limited to the following:
 - a) No team member shall intentionally restrict or inhibit another team member's access to team meetings, team work-in-progress, or other team activities without the express authorization of the instructor.
 - b) All team members shall be held responsible for the content of all teamwork submitted for evaluation as if each team member had individually submitted the entire work product of their team as their own work.
 - c) Only those persons who participated on the team shall be named in the submission of the assignment.
7. **Solicitation or Purchase** is the offering, advertising or responding to solicitations or purchasing products or services designed to facilitate, support or actively contribute to the commission of an act of academic dishonesty.

- 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 12. **Misuse of Intellectual Property** is the illegal use of copyright materials, trademarks,
- 272 trade secrets or intellectual properties.
- 273
- 274 13. **Violation of State or Federal laws with regard to Intellectual Property** is
- 275 conduct that violates and does not adhere to state or federal laws concerning the fair
- 276 use of copies or other intellectual property.

277 **V. SEVERITY OF CONDUCT DETERMINATIONS & ACADEMIC SANCTIONS**

278

279 **A. General Guidelines:**

280

- 281 1. Violations for USF undergraduate Students are classified into four (4) levels according
- 282 to the nature of the infraction. For each level of violation a corresponding set of academic
- 283 sanctions is recommended; however, specific academic programs may include additional
- 284 and different academic sanctions. These academic sanctions are intended as general
- 285 guidelines for the academic community with examples cited below for each level of
- 286 violation. These examples are not to be considered all-inclusive.
- 287
- 288 2. Violations for USF Graduate Students are not classified into levels as the instructor
- 289 determines the severity of the violation and the grade, and recommends any more severe
- 290 academic sanction.
- 291
- 292 3. Multiple FF Violations:
- 293
- 294 a) Undergraduate Studies:
- 295
- 296 i. For the first “FF” recorded in an Undergraduate Student’s academic record,
- 297 the Student will receive written notification from the Dean of Undergraduate
- 298 Studies or the Chief Academic Officer informing him or her of being placed
- 299 on “Academic Dishonesty Warning” for the remainder of enrollment at USF
- 300 and of appeal rights for the “FF” grade. The Student may also be suspended
- 301 for one (1) full semester, depending upon the level of violation.
- 302
- 303 ii. For the second “FF” recorded, the Undergraduate Student will be suspended
- 304 for one (1) full semester and readmitted only after writing a clear statement
- 305 indicating remorse, understanding of the seriousness of the offense, and
- 306 understanding of the importance of integrity in all areas, including academic
- 307 work. A letter informing him or her of this action and appeal rights will be
- 308 sent from the Dean of Undergraduate Studies.
- 309
- 310 iii. The Undergraduate Student may be permanently dismissed from the
- 311 university for violations of academic integrity with notice of that dismissal as
- 312 a part of the formal record and transcript.
- 313
- 314 iv. The maximum penalty for receipt of any “FF” grade may be permanent
- 315 dismissal from the university for violations of academic integrity and with a

notice of that dismissal as a part of the Student's formal record and transcript.

- v. In the event of multiple violations, sanctions may be imposed consecutively or concurrently at the discretion of an AO.

b) Graduate Studies:

- i. Graduate Students who are assigned an "FF" grade will be academically dismissed from the university and will not be eligible to apply to any Graduate program at USF. Graduate Studies may have additional guidelines and protocols available online or in the Graduate Studies catalog.

B. Severity of Academic Integrity for Undergraduate Students: For Undergraduate 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(C) below.

1. **Level One**

a) **CONDUCT:**

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

- 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 minor infraction).
- ii. Failure to footnote or give proper acknowledgment in an extremely limited section of an assignment.
- iii. Use of direct phrasing from tutors rather than re-writing into the Student's own voice.

b) **ACADEMIC SANCTIONS:**

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

355 2. **Level Two**

356 a) **CONDUCT:**

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

- 360 i. Working with another 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 more serious infraction).
- 363 ii. Quoting directly or paraphrasing, to a moderate extent, without
364 acknowledging the source.
- 365 iii. Submitting the same work or major portions thereof to satisfy the
366 requirements of more than one course without permission from the
367 instructor.
- 368 iv. Using data or interpretative material for a laboratory report without
369 acknowledging the sources or the collaborators. All contributors to
370 preparation of data and/or to writing the report must be named.
- 371 v. Receiving assistance from others, such as research, statistical, computer
372 programming, or field data collection help that constitutes an essential
373 element in the undertaking without acknowledging such assistance in a
374 paper, examination or project.

378 b) **ACADEMIC SANCTIONS:**

- 379 i. Failing grade for the assignment involved with the grade in the course
380 determined in the normal manner.
- 381 ii. Failing grade for the course, which may be an “F” or “FF” on the internal
382 transcript.

384 3. **Level Three***

385 a) **CONDUCT:**

386 Level Three is characterized by violations that affect a major or essential portion of
387 work done to meet course requirements, involve premeditation, involve continued
388 infractions after notice of the first infraction, or repetition of one or more violations
389 of Level One or Level Two violations. The following are examples of single-infraction
390 incidents of this level:

- 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***:

Sanctions for Level Four violations include suspension; or permanent academic dismissal from the university with the designation of "Dismissed for Academic Dishonesty" to be placed permanently on a Student's external transcript.

C. Severity of Academic Integrity for Graduate Students

1. The Office of Graduate Studies has no levels of severity as any violation may result in immediate dismissal. Students will be held to the standards provided for Graduate Studies if those Students are admitted to a Graduate degree program or Graduate certificate or any Student taking Graduate level courses. The instructor will determine the severity of the offense and the appropriate grade. Any 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's USF record, indicates academic dishonesty, and is only reflected on internal records. Any Undergraduate Student who receives an "FF" grade in a course is restricted from repeating the course using the Grade Forgiveness Policy. For Graduate 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 who has been accused of academic dishonesty drops the course the Student's registration in the course will be reinstated until the issue is resolved.
3. Any 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 has dropped or completed the course or during or after the Academic Integrity Review Process.

VI. PROCESS STEPS:

1. The instructor identifies or learns of an academic integrity violation.
2. The instructor identifies the severity level of the violation (see Section V(B)) and discusses the violation with the Chair/Director.
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.
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).
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.
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.
7. Final Notice of Academic Sanction by the Department level Chair/Director:
 - (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

described in Section VII: Academic Integrity Appeal). Recommended Sanctions that include suspension or dismissal from the University will trigger an automatic appeal at the College level. The College Dean will forward the final recommendation regarding suspension or dismissal to the Dean of Undergraduate Studies for a final university decision.

(b) Graduate Students: Graduate Studies uses an internal document which processes the request for academic sanctions up to and including dismissal and the Dean of Graduate Studies provides notice to the Student.

8. If a Student files an appeal (Section VII below), the final notice will not be imposed or noted until after the appeal process is complete unless the Dean feels immediate action is necessary.

9. Referral to SCED & DRIC: The Academic Offices are responsible for the AIRP and assignment of academic sanctions. If the instructor or Chair/Director determines the conduct also rises to a violation of the Student Conduct Code or the expectations and standards of the Division of Research, Integrity and Compliance (DRIC), the instructor or Chair/Director may make a referral to those offices. The instructor or Chair/Director making the referral should notify those additional offices of any pending or final academic sanction. A determination by SCED or DRIC is separate and distinct from the AIRP and any academic sanction. The Student must comply with all sanctions imposed by each office (a lesser sanction or different determination by the conduct offices does not impact the Academic sanction).

10. Submission of FF Grade: If the sanction is a FF grade, the instructor will enter an “F” at the end of the term using eGrades, and use the functionality of the Refer Students tool to officially submit the FF grade to the university.

11. Transcript/Record:

- An Academic Integrity dismissal from the University will be reflected on a Student’s official transcript.
- A grade sanction (such as an “FF”) or other lower sanction is reflected on the Student’s internal USF record.

VII. ACADEMIC INTEGRITY APPEAL:

If the Student identifies that the determination of the academic integrity violation or related grade assignment or sanction either (1) had no factual basis or could not be reasonably inferred by the facts as presented or (2) violated a University Regulation or Policy, the Student must allege the absence of factual support or basis or the specific Regulation or Policy violated and provide it as part of an academic integrity appeal. A Student who has accepted responsibility for the academic integrity violation itself (either in writing or verbally) to the instructor or administrator may not challenge the factual basis and may only appeal the

severity of the sanction imposed (See Section V(B)). The Student may appeal after notice of the final academic sanction(s). The Student may remain enrolled in their academic program until the conclusion of the appeal process unless the Dean determines that the Student may not remain enrolled and advises the Student in writing accordingly. The appeal process steps for academic integrity issues are:

1. Student Written Appeal: After notice of the academic sanction, the Student may send a written appeal to the Dean copying the instructor by email within fifteen (15) Academic days of the grade determination or final academic sanction. University closures do not count toward the three-week total, and additional time may be granted at the discretion of the Dean as necessary. If it is unclear who the designated Dean should be, the Student may ask the instructor to identify the appropriate Dean. The Student's written appeal may be an email request and must contain a concise statement of the Student's position including the factual deficiency or the specific Regulation or Policy violated. This statement should include why the Student feels the determination by the instructor and/or Chair/Director was not correct and must include all documentation available that supports the Student's position.

2. Initial Review of Appeal: As general complaints or disagreements with the instructors decision are not grounds for appeal and Students who have accepted responsibility at any time in the process may only appeal imposed sanctions, the Dean may make an initial review of the appeal to identify the limits of the appeal and to verify that the Student has clearly identified that there was no factual basis for the instructor's determination and/or the specific Regulation or Policy violated. If the Dean elects to make this initial review, the Dean may clarify the parameters of the appeal (sanctions only), or dismiss the appeal as insufficient. The Dean must send the Student and instructor notice of this determination within fifteen (15) Academic days of receiving the Student's written appeal, copying the instructor's supervisor or department chair. This will be a final University decision.

3. Dean Appointment of Board: If the Dean does not dismiss the appeal, the Dean may move the appeal forward with or without the initial review or after the review set parameters for the appeal (if it is for sanctions only). The Dean will appoint an Academic Integrity Review Board (AIRB) composed of Students and instructors or administrators at the Dean's discretion, provided that there are at least three (3) individuals, one (1) of which is an instructor or administrator and one (1) Student.

4. Selection of AIRB members: Although the Dean may select any Students to serve on the AIRB, if there are Student Academic Integrity Committee (SAIC) members available to serve, the Dean may preferentially select the Student board members from the SAIC to serve on the AIRB. The Students serving on the AIRB do not need to be from the College in which the appeal was filed. However, when possible undergraduate Students should

serve on AIRB for undergraduate Student appeals, graduate Students for graduate Student appeals, clinical Students for clinical Student appeals, and medical Students for medical Student appeals.

5. Meeting of the AIRB: Unless extended by written notice of the Dean or other extenuating circumstance, the AIRB will meet within fifteen (15) Academic days from the time the Dean receives the Student's written appeal. The Dean will advise the Student by email of the date, time and place of the AIRB review. If the Student or instructor has a justifiable conflict, the Student or instructor may make one (1) written request to reschedule the review emailed to the Dean with the reason for the request, noting any known foreseeable conflicts into the next fifteen (15) Academic days. The one-time extension may be granted at the discretion of the Dean. (The timelines provided in this Regulation may be extended at the Dean's discretion with written notice to the Student and instructor).

6. AIRB Review Steps and Further Appeals:

a. At the Review, the Student and instructor will each be afforded an opportunity to present their position with reasonable time limits not to exceed fifteen (15) minutes per person.

b. The Student may bring one (1) person to serve as an advisor; however that person may not act as a legal representative, argue, present, or participate in any active way in the review, including through communications by verbal, written or electronic promptings with the Student.

c. Each party may be present during the other's position statement. Neither party may ask questions of the other, argue, or respond to the other's statement. The AIRB may question both parties at any time during the proceedings.

d. The AIRB will deliberate in private and render a decision within three (3) weeks of the AIRB review and offer its determination as a recommendation to the Dean (or equivalent depending on the organizational structure of the USF institution) with copy to the Student by email. The Student and instructor's concise written statements will be included with the AIRB's recommendation. The Dean will have three (3) weeks to accept or not accept the determination of the AIRB. (a) If the Dean accepts the determination of the AIRB, that is a final university decision and there is no further review available at the university. (b) If the Dean does not accept the determination of the AIRB, the Dean must refer the matter to the university level (Deans of UGS/OGS for Undergraduate and Graduate reviews, respectively, or the Chief Academic Officer (See Section IV(C)). The University Level officer

will have three (3) weeks to make a final determination, and may request to review any additional information necessary or may limit the review to the initial statements provided by the Student and instructor upon initiation of the Academic Integrity Appeal Review and the Dean's Statement. The University Academic Integrity Officer will issue a determination in writing by email to the Student, instructor and the Dean. This will be a final university decision.

7. Recommended Sanctions that include suspension or dismissal from the University will trigger an automatic appeal at the College level, as described above.

8. In the event the determination and final university decision is an "FF" grade with Academic Dishonesty noted and/or a related dismissal from the College or University, the Student may appeal that final university decision within thirty (30) Academic days to the county Circuit Court by way of Writ of Certiorari.

Authority: Art. IX, Sec. 7, Fla. Const.; FL Board of Governors Regulation 1.001(4)(a); s.1006.60(4)FS.

History – New (BOT approval) 12-11-08. Amended 12-4-14, 1-7-15 (technical), 2-18-15 (technical), 6-3-15 (technical), and 5-31-16 (technical).

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

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, BSF, 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						142,846
3) Unsatisfactory Space to be Terminated											0
4) Unsatisfactory Space to be Demolished					9,013						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	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	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 Gershaft 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
	This project is part of the college of medicine and does not affect main campus space needs. Includes 25,000 nsf clinical space.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	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	Prior to Remodel:	0	1,894	5,299	439	115,481	0	98	0	0	1,025
	Proposed Remodel:	4,000	0	31,000	54,846	(89,846)	0	0	0	0	0	0
	After Remodel:	4,000	1,894	36,299	55,285	25,635	0	98	0	0	1,025	124,236

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		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
	This project is part of the college of medicine and does not affect main campus space needs.	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
		Sub Total Unsatisfactory	N/A	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
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.

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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- room**	Teaching Lab**	Study	Research Lab	Office	Audi/ Exhib.**	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
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						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	1,300	0	0	1,300
Unknown								1,300			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.)

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	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	0	20,600	5,000	15,600	2,000	2,000	0	0	0	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	0	1,500	0	0	0	0	0	23,000	8,500	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	Prior to Remodel:	13,428	1,769	0	1,516	12,894	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	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.

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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
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
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 Minus Demolition 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
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	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	0	18,550	1,600	14,000	4,600	3,000	0	0	500	42,250
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
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:	0	0	0	0	0	0	0	0	0	0
	Proposed Remodel:										0
	After Remodel:										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%
Sub Total Unsatisfactory	0	0	0	0	0	0	0	0	0	0	0
6) Renovation Projects**											
Proj. 1)											0
											0
											0
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

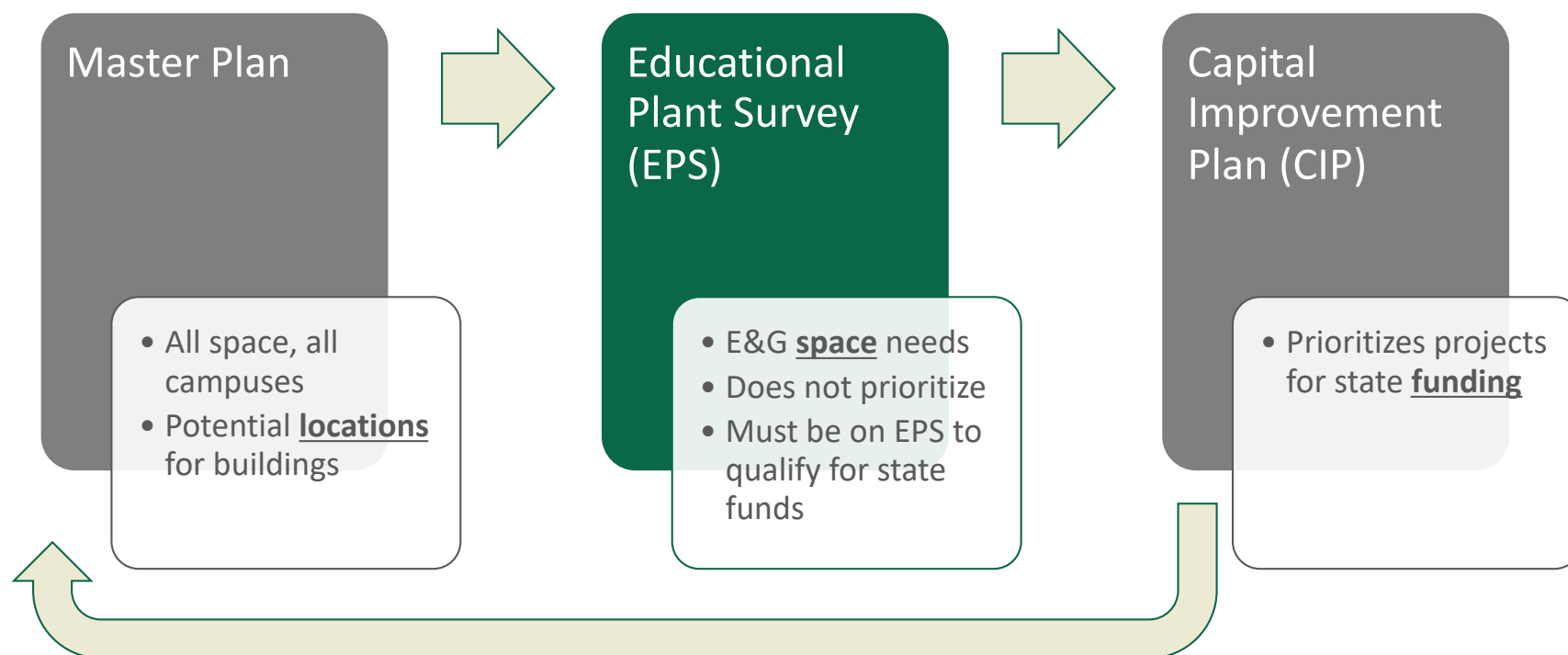
What is an Educational Plant Survey?



BOG team conducts an **Educational Plant Survey (EPS)** to validate space profiles and identify space needs.

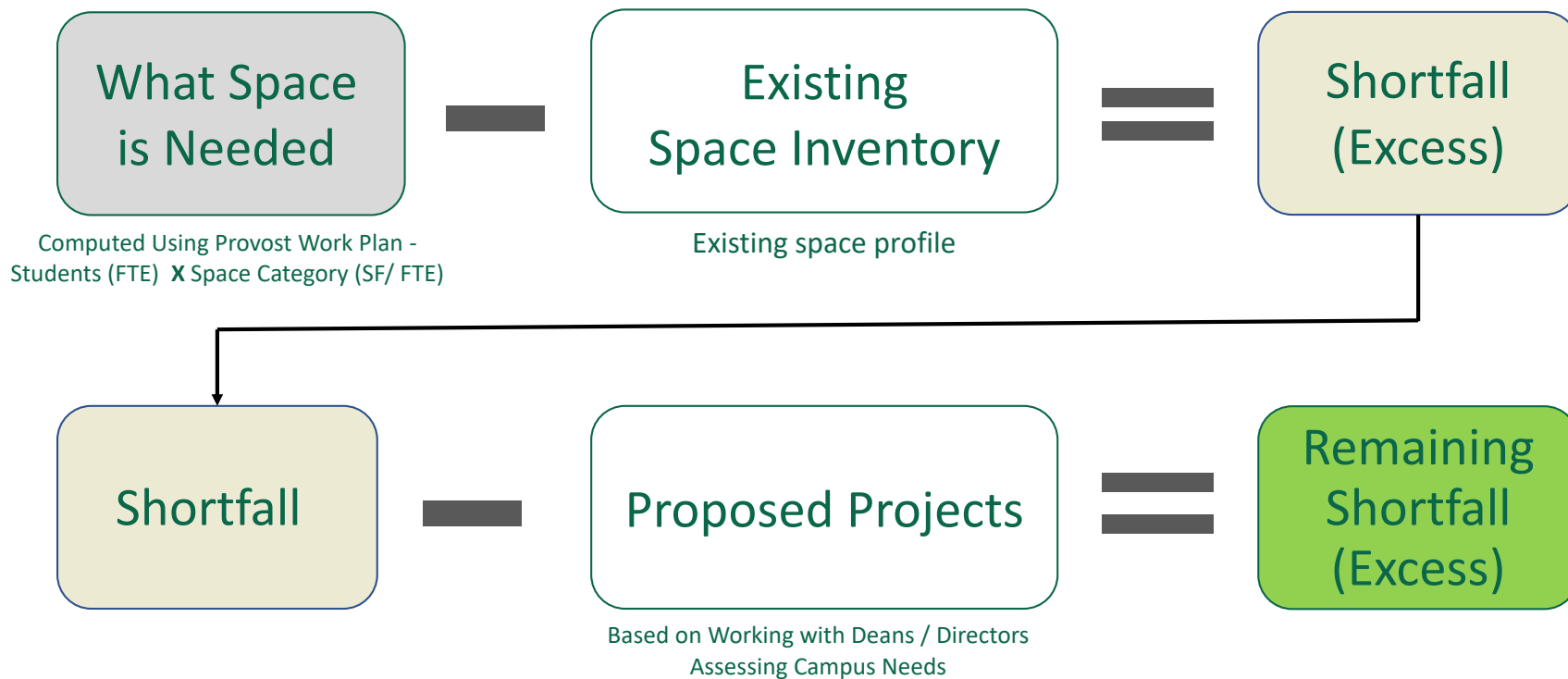
- Performed every 5 years at all SUS institutions
- Two Part process
 - Validation: BOG team walks the campus and validates changes to space profile that occurred since the previous EPS
 - Needs Assessment: All E&G units (Academic and Support) brief their major project (> \$2M) requirements and projects 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	0	0	0	0	0	0	0	0	0	0
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Plus: Planned Demolition	0	0	0	0	0	0	0	0	0	0	0
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Net Space Needs	15,532	5,939	44,539	4,865	43,528	4,914	(302)	983	0	(843)	119,155
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Percent of:

Current Inventory and Funded Projects
Minus Demolition
Space Needs

15% 9% 23% 0% 17% 0% 137% 0% 0% 111% 23%

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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:											
Current Inventory and Funded Projects Minus Demolition Space Needs	15%	9%	23%	0%	17%	0%	137%	0%	0%	111%	23%

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Example of Analysis

	Class- room	Teaching Lab	Study	Research Lab	Office	Aud/ Exhibition	Instruct. Media	Student Academic Support	Gym	Campus Support Services	Total NASF
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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
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Current Inventory and Funded Projects Minus Demolition Space Needs	15%	9%	23%	0%	17%	0%	137%	0%	0%	111%	23%

Current Shortfall
(Excess)

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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%
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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%

NP 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

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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.

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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).