



UNIVERSITY OF WEST FLORIDA

Student Planner and Handbook

2006/2007

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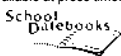
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ACTIVITIES

See Student Activities and Services

See Annual Events

ADVISING

Freshman and Sophomore Advising - The University Advising Center provides high-quality academic advising services to all incoming freshmen and sophomores. Each student is assigned an academic advisor to assist with program planning, course, and major selection. Students are responsible for reviewing and understanding the requirements as listed in the Catalog. Students should see their academic advisors each semester to make sure they are fulfilling their degree requirements. Contact: Advising, Building 18, (850) 474-3170, or <http://uwf.edu/advising/>.

Junior, Senior, and Graduate Advising - All degree seeking junior, senior, and graduate students are assigned faculty advisors by the department housing the program in which the student is majoring. Junior, senior, and graduate students should contact the department office of their major to obtain the name of their academic advisor.

College of Business (COB) – Advising appointments: Undergraduate Accounting/Finance majors and Graduate Accounting majors call (850) 474-2717; Undergraduate Management/Management Information Systems (850) 474-2716; Undergraduate Marketing/Economics (850) 474-2652. Masters of Business Administration advising appointments (850) 474-3124. Website: <http://uwf.edu/cob>

College of Professional Studies – Advisement for undergraduates and graduates is in the individual departments for students who are majoring in Health, Leisure, & Exercise Science, Criminal Justice, Legal Studies, Teacher Education, and Social Work.

Contact: College of Professional Studies, Building 86, (850) 474-3228, or <http://cops.uwf.edu/copsweb>.

ALUMNI

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

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

Contact: Alumni Relations, Building 12, (850) 474-2758, 1-800-226-1UWF, <http://alumni.uwf.edu>, or alumni@uwf.edu.

ANNUAL EVENTS

Black History Month - Celebrated during February to acknowledge African-American achievements and contributions. UWF joins in this acknowledgment by presenting a variety of programs to highlight African-American heritage such as performing artists, lectures and gospel performances. All programs are open to the public without charge, unless otherwise noted.

Contact: Dean of Students, Building 21, (850) 474-2387(V/TDD).

College Bowl - Academic competition consisting of student teams competing in a fast-paced game of wits. The College Bowl program features an on campus tournament in the fall and the opportunity for a UWF championship team to compete at the regional level in the spring. College Bowl is a cooperative program between the University Commons and Student Activities and the Honors Council.

Contact: University Commons and Student Activities, Building 22, (850) 474-2406, or <http://uwf.edu/argocollegebowl/>.

Festival on the Green - The Festival hosts a number of artists, musicians, performers, food vendors, and organizations that participate in a celebration of spring and our community. Faculty, staff, students, and the general public are welcome to spend two days on the beautiful University of West Florida campus touring the university campus, enjoying the food and arts and crafts displays, visiting the art gallery and library, attending theatrical productions, participating in recreational activities, and experiencing many other fun and entertaining events. This year's festival will be Friday, March 30, and Saturday, March 31, 2007.

Contact: Festival on the Green (FOG), (850) 474-2610, or <http://www.uwf.edu/festival/>

Homecoming/ArgoFest - ArgoFest, UWF's homecoming, has become an exciting fall tradition at UWF. Centered on UWF's outstanding soccer teams, homecoming involves a variety of activities from a pep rally and parade to recreation and entertainment events. Florida Leader magazine has twice named UWF's homecoming theme as "best in the state."

Contact: University Commons and Student Activities, Building 22, (850) 474-2406.

ATHLETICS

The men's and women's intercollegiate athletic programs are competitive members of the National Collegiate Athletic Association (NCAA) Division II and the Gulf South Conference.

The UWF athletic program provides high-quality competition in 14 varsity sports, which include men's and women's basketball, cross country, golf, soccer and tennis, men's baseball, women's softball, track and volleyball.

Contact: Athletics, Building 55, (850) 474-3003, or <http://uwf.edu/athletics>.

ATM

An automatic teller machine (ATM) is located in the University Commons, Building 22.

BOOKSTORE

Bookstore - In addition to stocking new and used required texts and educational supplies, the university bookstore offers a substantial selection of general books, best sellers, study aids, computer software, art supplies, emblematic gifts and clothing, class rings, graduation announcements, residence hall supplies, personal and food items, and other necessities.

The bookstore offers many additional services including special orders for books, graduation apparel rentals, and year-round book buy back. The bookstore accepts VISA, American Express, Discover, MasterCard, Nautilus Card, cash and personal checks.

Contact: University Bookstore, East Wing of University Commons, Building 22, (800) 605-2259, (850) 474-2150, or <http://uwf.bkstr.com>.

BULLETIN BOARDS

The University Commons and Student Activities (UCSA) staff posts materials on a number of bulletin boards located in high-traffic areas in various university buildings. All materials must be registered by the Service Desk staff before posting. Limited space is also available for personal ads and non-university materials.

Contact: University Commons and Student Activities, Building 22, (850) 474-2405, or <http://uwf.edu/ucommons/>.

CAREER SERVICES

Career Services - Through a wide range of career programs and services, students can find part-time and seasonal off-campus jobs, internships and cooperative education positions while they are still in school. Career Services also helps new graduates and alumni find professional career positions after graduation. Students can get help with résumés, cover letters and interviewing tips. Advisors can also help students develop their personal job search strategies. Students are required to register in JasonQuest to list their resumes and to search the database for current employment opportunities. To access JasonQuest, log on to uwf.edu/career, select "login to JasonQuest", then select "click here to register".

Contact: Career Services, Building 19, (850) 474-2254, or <http://uwf.edu/career/>.

Cooperative Education - (CoOp) is a program that integrates classroom study with real world experience. CoOp students combine their degree program with semesters of paid, professional experience in their intended fields. They alternate between time on-campus in the classroom and time off-campus at the CoOp assignment. These students identify career goals, grow professionally, and greatly improve their marketability after graduation. UWF CoOps may be found on assignments scattered across Florida and other locations throughout the United States. CoOp opportunities are available in most academic fields.

Contact: Cooperative Education, Building 19, (850) 474-2254, or <http://uwf.edu/career/>.

Experiential Learning - See Community Service

CASHIER

Cashier's Office - Hours for the Pensacola campus are weekdays from 8:15 a.m. to 4:45 p.m. The Fort Walton Beach Campus Cashier's Office is open from 8 a.m. to 10:30 a.m. and from 11:30 a.m. to 3:00 p.m. Both offices have extended hours during the fee-payment/drop-add period each semester. These hours are listed in the course offering/registration information brochures.

Students may pay fees and other charges by walk-in payment at either office, by after-hours depository located outside Building 20E on the main campus, outside the main administration building on the Fort Walton Beach Campus or by mail. All mail-in payments must be postmarked by midnight of the deadline date for each specific charge. Mailed payments with postmarks after the due date are subject to appropriate late charges. Be sure to carefully look at your fee assessment form since course fees may have differing due dates. Please note that postage meters are not considered a valid postmark. Consult the university catalog and course-offering brochures for deadline dates. Visa, MasterCard and American Express are accepted for fee payment. Fees may be paid via the Internet by accessing your student Argus account.

Contact: Cashier's Office, Building 20E, (850) 474-3110, or <http://uwf.edu/controllers/cashiering.cfm>.

CHILD CARE

Educational Research Center for Child Development - Enrolls children age 6 months up to kindergarten age. Children through age 10 are accepted for summer only. Children of students, faculty, staff, and alumni are accepted. Students are given priority for placement. Early application is recommended. Center hours are Monday through Friday 7:00 a.m. to 5:30 p.m.

Contact: Educational Research Center for Child Development, Building 42, (850) 474-2195, or <http://uwf.edu/childdev>.

COMMUNITY SERVICE

VOLUNTEER UWF! - Visit Volunteer UWF! in the Career Center to find out how you can get involved in the community. Opportunities are available through Volunteer UWF! for individual volunteering, group community service projects, service-learning, alternative spring break, field studies, and work-study positions with local community agencies. Volunteer UWF! helps to plan and organize service activities, connect you with specific community needs and opportunities, and also keeps track of your service hours, throughout your time at UWF. As a student, when you register 20 or more service hours in a semester with Volunteer UWF!, the hours are recorded on your official UWF transcript. All students are required to register in JasonQuest at uwf.edu/career to record service hours, to access service hours' information, and to search the database for current volunteer opportunities.

Contact: Volunteer UWF!, Building 19, (850) 474-3114, or <http://uwf.edu/volunteer>.

COUNSELING

Counseling Center - Provides personal, vocational, couples and educational counseling to students free of charge. Psychologists are available to help students with problems including depression, test anxiety, vocational indecision, relationship difficulties, sexual dysfunction, interpersonal conflict, identity confusion, substance abuse, stress management or other personal

difficulties which may impede a student's academic progress. Information regarding a person's contact with the center is confidential.

The Center sponsors Living Well Workshops on various topics, including stress and time management, romantic relationships, interpersonal and personal functioning and vocational development. The Center also answers students' questions in a biweekly column, *Ask Dr. Argo*, in the student newspaper.

Contact: Counseling Center, Building 19, (850) 474-2420, or <http://uwf.edu/counselingcenter/>.

DEAN OF STUDENTS

Dean of Students Office – Offers a wide range of student services and programs and provides information about student life to students, faculty and staff. Contact this office for questions relating to Disabled Students, Student Conduct, Greek Affairs, Student Transitions, Student Government, Student Leadership Programs, and university policies and procedures.

The Dean of Students staff is available to help students with problems or to make an appropriate referral.

Contact: Dean of Students, Building 21, (850) 474-2384, or <http://uwf.edu/studentaffairs/>.

DISABILITY SERVICES FOR STUDENTS

Student Disability Resource Center (SDRC) – SDRC is designed to respond to the needs of students with disabilities who require special academic adjustments both in and out of the classroom.

The SDRC staff provides assistance for eligible students with disabilities by ensuring that appropriate accommodations are made through a variety of auxiliary services that may include interpretive services, assistive technology, and note taking assistance. Appropriate academic accommodations will be determined based on the documented needs of the individual.

Contact: Student Disability Resource Center, Building 21, (850) 474-2387 (V/TDD), or <http://uwf.edu/studentaffairs/>.

EMERGENCIES

See Safety and Security

EMPLOYMENT (STUDENT)

Career Services – Assists students and alumni in obtaining off-campus permanent, summer and part-time employment, as well as information on internships and the cooperative education program. In addition, Career Services hosts a part time job fair during Welcome Week featuring on-campus employment opportunities.

Contact: Career Services, Building 19, (850) 474-2254, or <http://uwf.edu/career/>.

Financial Aid - Assists students with the Federal Work Study program.

Contact: Financial Aid, Building 18, (850) 474-2400, or <http://uwf.edu/finaid/>.

Office of Student Employment – Office of Human Resources administers a student employment service that provides detailed information for job opportunities on campus.

Contact: Human Resources, Building 20E, (850) 474-2608, or <http://uwf.edu/ohr/student.cfm>.

Major on campus student employers:

- Information Technology Services
- Housing and Residence Life
- Orientation
- Recreation and Sports Services
- University Commons and Student Activities.

EXCHANGE STUDENTS

National Student Exchange – These programs offer students the opportunity to attend one of 176 universities throughout the United States in the National Student Exchange.

Contact: Enrollment Services, Building 18, (850) 474-3386, or <http://uwf.edu/enrserv/>

FAX AND COPIER MACHINES

Copy Services - Located on the first and second floors of the library. Additional copiers are located in Buildings 79 and 86 and in the CyberLounge in the University Commons, Building 22. The library also houses microform reader/printers. All copiers and reader/printers are equipped with Nautilus Card reading devices. The copiers also accept coins and dollar bills; the microform reader/printers accept coins. A dollar bill changer is located on the first floor of the Library.

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

Contact: Copy Services, Building 20W, (850) 474-3012, or <http://uwf.edu/copyserv/>

Fax - The University Commons Service Desk, Building 22, provides a public fax machine. Faculty, staff and students paying with Nautilus Cards receive a 10 percent discount.

FINANCIAL AID

Financial Aid - The purpose of the financial aid program at UWF is to provide the financial assistance necessary for a student who otherwise would be unable to attend or remain at the university. A comprehensive program of scholarships, grants, part-time employment and loans is available through federal, state and university funds. In cases in which the student demonstrates extensive need, a combination of several types of aid may be extended.

Students should begin the process of applying for financial aid January 1st of each year. In addition to completing the Free Application for Federal Student Aid (FAFSA) students are required to complete an Institutional Financial Aid Application each year. Financial aid is awarded on a first come first served basis.

All financial aid is disbursed by the Cashiers Office. Checks are mailed directly to students prior to the first day of classes.

Contact: Financial Aid, Building 18, (850) 474-3027, or <http://uwf.edu/finaid/>.

FITNESS CENTER

See Recreation and Sports Services

FOOD SERVICES AND DINING SERVICES

Catering Service – Catering for special functions is provided by University Dining Services. Catering in the Commons is exclusive to University Dining Services.

Contact: University Dining Services, Building 22, (850) 474-3198, or <http://uwf.edu/foodserv/>.

Dining Service – Provided at various locations on the campus, including the Commons, Pace Library, HLS Facility, and College of Professional Studies (bldg 86). Meal Plans & Block Plans are available.

Contact: University Dining Services, Building 22, (850) 474-3197, <http://uwf.edu/foodserv/>.

GREEK AFFAIRS

Greek Life - Social fraternities and sororities are an important component of campus activities at UWF. With six national fraternities and seven national sororities, there are plenty of options from which to choose. Membership in a Greek organization has many advantages: a diverse support group, social opportunities, special leadership experiences and the opportunity to be involved in service activities.

Contact: Greek Affairs, Building 21, (850) 474-2384, greekaff@uwf.edu, or <http://uwf.edu/studentaffairs/>.

HEALTH

Health Center – The Health Center is located on campus in Building 63. Hours are Monday through Friday 8:00 a.m. to 5:00 p.m. Currently enrolled students, their spouses and children may use the clinic (fees may apply).

Contact: Health Center, Building 63, (850) 474-2172, or studenthealthcenter@uwf.edu.

Student Health and Wellness Education (SHWE) - Student Health and Wellness Education's mission is to work to develop a culture at UWF in which students strive for physical and mental health. SHWE collaborates with others both within and outside student affairs to improve the health and overall wellness of our students. There are four major areas of emphasis: 1. alcohol and other drug abuse and misuse prevention, 2. STI/HIV prevention and sexual health promotion, 3. sexual assault prevention and risk reduction, and 4. mental health promotion. Primarily we provide workshops and other educational programming.

Contact: Student Health and Wellness Education, Building 19, (850) 474-2258.

Health Insurance (domestic) – For information concerning domestic student health insurance, contact: Health Center, Building 63, (850) 474-2172, or Dean of Students Office, Building 21, (850) 474-2384.

Health Insurance (international) – For information concerning international student health insurance, contact: International Student Office, Building 71, (850) 474-2479, or <http://uwf.edu/intered/>.

HOUSING

Housing and Residence Life - Approximately 1500 students live on campus at UWF in one of three locations: the Southside Village, our traditional residence halls, or the University Village Student Apartments. Residents who live on campus can find answers to most of their questions and concerns by visiting their Area Office or speaking with their RA. Housing and Residence Life Central Office can assist you with questions regarding contracts and rental payment.

Contact: Housing and Residence Life, Building 21, (850) 474-2463, or <http://uwf.edu/housing/>.

HURRICANE (INCLEMENT WEATHER) PROCEDURES

In the event a hurricane threatens this area of Florida, students will be kept up-to-date through advisories released by Housing and Residence Life, Student Affairs, Marketing Communications, the Student News Channel in Argus and WUWF 88.1 FM radio station. For more information visit the web site <http://uwf.edu/wuwf.org/>.

ID CARDS

Nautilus Card - The Nautilus Card is the official university identification card. The card serves as a library card, access card, copy card, meal plan card, and a debit card. When money is deposited into an account, the Nautilus Card can be used to make purchases at the University Bookstore, Dining Services, ticket center, Postal Services, Printing Services, Health Center and at vending machines on campus. You may also use the card to pay fees or fines at the Cashier's Office. Deposits may be made with cash, check, MasterCard, Visa, or AmEx all of which are payable at the Cashier's Office. Credit card deposits are accepted by in person or by phone, (850) 474-3034 and meal plan purchases are accepted in person or online through Argus. Cash is accepted at the automatic deposit machines (ADM) located conveniently around campus. The Nautilus Card may be obtained after you register for classes for a fee of \$10.

Contact: Nautilus Card Office, Building 20W, (850) 474-3324, or <http://uwf.edu/icard/>.

INFORMATION TECHNOLOGY

Information Technology Services (ITS) - Supports the use of information technology by UWF students, faculty and staff.

Contact: ITS, Building 37 or 79, (850) 474-2555 (ITS), (850) 474-2075 (helpdesk), or <http://nautical.uwf.edu/utility/itsweb>.

Argus – UWF’s online one-stop-shop for services and information needed by the University community. Every UWF student has access to Argus through his or her ArgoNet username and password. You can log into Argus from the UWF home page (uwf.edu) or at argus.uwf.edu.

ArgoAir - Wireless data network that covers much of the UWF Pensacola main campus and buildings such as the Library and Commons; information on ArgoAir is available in the My ArgoNet tab of Argus.

ArgoNet - Data network that connects university computers with each other and with the Internet, and provides students with a common user ID and password for a variety of electronic services, such as Argus and electronic mail.

ArgoNet computer labs - Provide students with central file storage and printing capability and with access to popular desktop applications, such as Microsoft Office, course-specific software, printing and scanning services. ITS – operated computer labs include the SAIL lab in Building 79, and the CyberLounge in the University Commons. (See also Labs)

eLearning - UWF’s web-based learning management system which delivers instruction and course materials via the Internet. The eLearning channel appears in Argus on the My Info tab. Support is available through the ITS Help Desk at 474-2075 or helpdesk@uwf.edu.

University-licensed software – Is available for use on student personal computers, including anti-virus software. For more information, see the *IT Self Service* channel in Argus.

IT KnowledgeBase - UWF’s resource for answering frequently-asked questions about technology services. Students should first check the KnowledgeBase to find answers to technology issues, and then should contact the Help Desk if the KnowledgeBase does not provide an answer. The KnowledgeBase is found on the *IT Help* tab in Argus.

ITS Help Desk - A comprehensive technology support organization that aids students, faculty, and staff in their use of UWF’s information technology environment. The Help Desk can be reached at helpdesk@uwf.edu or 474-2075. The Help Desk is located in the ITS Support Center, Building 37.

Student Technology Guide - An online technology reference specially focused on students. The guide is available on the web at <http://uwf.edu/helpdesk/stg>.

INSURANCE

See Health

INTERNATIONAL SERVICES

International Programs - The Office of Diversity and International Education and Programs develops and maintains international exchange programs for students and faculty. UWF’s exchange agreements with universities in Europe, Asia, Mexico and Latin America allow students to pay UWF tuition and receive UWF credit for course work done abroad. The Office of Diversity and International Education and Programs facilitates the participation of UWF students in study abroad programs sponsored by other state universities as well.

Since 1996, the Office of Diversity and International Education and Programs has brought international students to campus to study in its International English Center’s intensive English program. Each year, about 200 students study English in the program, and many enroll as degree-seeking students upon completion of the program.

Contact: International Education and Programs, Building 71, (850) 474-2479 or <http://uwf.edu/intered/>.

International Student Office – The International Student Office assists international students with issues ranging from immigration to personal concerns. International students should seek assistance from office staff. Upon arriving at the University every international student must contact the International Student Advisor.

Contact: International Student Office, Building 71, (850) 474-2479, or <http://uwf.edu/intered/>.

LABS

ArgoNet computer labs - Provide students with central file storage and printing capability and with access to popular desktop applications, such as Microsoft Office, course-specific software, printing and scanning services. ITS – operated computer labs include the SAIL lab in Building 79, and the CyberLounge in the University Commons.

College of Arts and Sciences Computer Labs (CAS) – CAS offers a wide variety of lab services at several locations on campus, to find out more about the labs available to students access their web site at uwf.edu/cas/aasr/caslabs.cfm.

College of Professional Studies Labs – To find out more about the labs available to students, access their web site at uwf.edu/copsweb/tss/facilities/facilitiesplash.cfm

CyberLounge - The University Commons CyberLounge, is located behind the UC Service Desk in Building 22. It is a fully functional satellite computer lab. The Cyberlounge is available when the UC Service Desk is open.

Contact: University Commons and Student Activities, Building 22, (850) 474-2405.

Mathematics and Statistics Tutoring Lab - The Department of Mathematics and Statistics provides free individual tutorial assistance for UWF students in several mathematics and statistics courses in the Mathematics/Statistics Tutoring Lab. The lab is staffed by advanced undergraduate and graduate majors and is open during all weekdays. No appointment is necessary.

Contact: Mathematics and Statistics, Building 38, (850) 474-3054.

Learning Center – The Learning Center (LC) is open to all UWF students to assist in their academic development. The LC offers one-on-one tutoring, computer based instruction, small group, and supplemental instruction in most subjects. The LC staff also helps students identify their academic strengths and weaknesses, develop effective study skills, and improve critical thinking skills.

Contact: Learning Center, Building 52/Room 151, (850) 474-3176/3488 or <http://uwf.edu/studentsuccess/>

SAIL – The Student Access Information Lab is managed by ITS and is supported by student technicians. It offers 100+ computers where students & employees may log on at any time; day or night.

Contact: SAIL, Building 79, (850) 474-2075.

Writing Center - Students, faculty, and staff may use the Writing Lab for help with writing problems. The Writing Lab offers a variety of paper reading services either by appointment or on a walk-in basis. The Lab also provides tutoring in grammar and usage, mechanics and sentence structure. The lab offers many other valuable services including, but not limited to, the Grammar Hotline (474-2129), the 101 Grammar Mini Lessons Series, diagnostic testing, an essay bank, sample essay exams for the CLAST and Florida Teachers' Exam, informational handouts on writing and grammar, writing tutorials on various aspects of composition and self-study/independent-study programs for students who need help with writing.

The Writing Skills Lab is available for students' use approximately 40 hours a week, Monday through Friday, with some additional evening hours and Saturdays. Specific schedules are announced each term and posted at the Writing Lab.

Contact: Writing Center, Building 51, (850) 474-2029 (Writing Lab), (850) 474-2129 (Grammar Hotline), or <http://www.uwf.edu/writelab>.

LEADERSHIP PROGRAM

Voyages – A four-pronged leadership development program designed to provide learning experiences that encourage personal, academic, and service-centered leadership opportunities.

Students who successfully complete the Voyages Leadership Development Program will be presented with The University of West Florida's Voyages Medal. The Medal becomes a part of the academic regalia worn at graduation ceremonies.

Participation in the Voyages Leadership Development Program is open to any student enrolled at The University of West Florida. The Voyages Leadership Program works collaboratively with both campus and community-based organizations to provide opportunities for personal and professional development for students.

Contact: Dean of Students Office, Building 21, (850) 474-2384, or <http://uwf.edu/studentaffairs/>.

LIBRARIES

The UWF Libraries include the John C. Pace Library and the Curriculum Materials Library on the Pensacola campus and the Emerald Coast Library on the joint UWF/OWC campus. The UWF libraries have extensive print and online book, journal and database holdings, many of which are accessible through the library website. Also available is a unique Special Collections department.

Staff are available to assist with locating and using the libraries' extensive resources as well as obtaining resources UWF may not own. Public computers and wireless connectivity are available in John C. Pace as is a Starbuck's Coffee Shop. Hours vary at each location and are adjusted during holidays, summer terms, and between sessions.

Contact: Library Information Desk, Building 32, (850) 474-2424, or <http://library.uwf.edu/>.

LOST AND FOUND

Lost and Found is a service of the University Police.

Contact: University Police, Building 19, (850) 474-2415, or <http://uwf.edu/uwfpolice/>.

NOTARIES

Notaries – Are available in the following offices: Administrative Affairs (Building 10), Financial Services (Building 20E), Eglin Center, Emerald Coast Campus, Human Resources (Building 20E), Office of Registrar (Building 18), University Police (Building 19), and University Commons and Student Activities (Building 22).

FIRST YEAR EXPERIENCE

First-Year-Experience - A year long program created with the freshmen in mind. Based on the needs of the freshmen, this program helps them to adjust to campus life and helps them to adjust to their academic responsibilities. The first year is one of the most important years in a student's life. Through the First-Year-Experience students will have an opportunity to participate in convocation, freshmen traditions, leadership, and a series of seminars created to help the freshmen in their transition.

Contact: Dean of Students Office, Building 21, (850) 474-7229, or <http://uwf.edu/studentaffairs/>.

PARKING

Parking and Transportation Services – Is responsible for all parking and transportation services on campus. Every vehicle on campus must be registered and have a valid decal or hang tag. Copies of the parking regulations maybe obtained at the Police Station, Parking Services, or online <http://uwf.edu/parking/>.

Permits (decals) - Automobiles, scooters and motorcycles parked on campus by students, faculty, and staff must be registered and display a parking permit. Permits may be purchased in the Cashier's Office. Current regulations governing the operation of vehicles on campus are available at the Cashier's Office and the University Police and should be obtained at the time of vehicle registration.

Contact: Parking and Transportation Services, Building 95, (850) 473-7711, or <http://uwf.edu/parking/>.

PERFORMING ARTS

Music - UWF students who enjoy making music are encouraged to become a part of the most exciting performing groups on campus. Whether you choose UWF's Symphonic Band, Jazz Band, Jazz Combo, University Singers, Madrigals, or Gospel Choir your experiences in each of these groups will enhance your growth both musically and socially. Rehearsal times vary for each group, with most meeting from 12:30 p.m. to early afternoon. Regular performances and tours are scheduled by individual directors throughout the year. Admission to UWF music events are free to UWF students.

Contact: Music, Building 82, (850) 474-2147, or <http://uwf.edu/music/>.

Theatre - UWF students are invited to take theatre classes and to participate in a variety of theatre productions at the Center for Fine and Performing Arts. Auditions for Theatre Productions are posted on the Theatre web site and are typically held at the beginning and end of each semester. Fall 2006 the department will produce *A Piece of My Heart* and *She Loves Me* and in the spring 2007 *Rashomon* and *As You Like It*. Admission to UWF theatre productions is free to UWF students.

Contact: Theatre, Building 82, (850) 474-2146, or <http://uwf.edu/theatre/>.

POSTAL SERVICES

Postal Services – A full-service post office located in the University Commons. Mailboxes are free to students residing in university housing. Mail-collection boxes are found in six locations on campus: the Post Office, University Village East and Village West, Martin Hall, Parking Lot B (water tower) and Building 50/Pace Hall.

Post office hours of operation are Monday through Friday from 7:45 a.m. to 4:00 p.m. for regular services and on Saturday from 7:30 a.m. to 11:30 a.m. for resident student mailbox services and parcel pickup.

Contact: Postal Services, Building 22, (850) 474-2436, or <http://uwf.edu/postal/>.

PRINTING AND DUPLICATING

Printing Services – Full-service printing and copying services are available to the university community. Services include, but are not limited to, résumés, reports, theses, posters, flyers, graduation announcements (personalized by name, degree, and college), banners and signs, black and white copies, color copies, lamination and transparencies. Jobs may be produced from your file/disk or created for you in-house. Orders are accepted online and via email to printing@uwf.edu as well as in person. If you can imagine it, we can print it.

Contact: Printing Services, Building 80, (850) 474-2613, or <http://uwf.edu/printing/>.

PUBLICATIONS AND MEDIA

Bayou - UWF's national magazine of poetry, fiction and essays. It is published twice a year as a cooperative publication with the graduate writing program at the University of New Orleans. Students have the opportunity to learn editing and production skills by working on the magazine.

Contact: English Department, Building 50, (850) 474-2923, or <http://uwf.edu/english/>.

Nautilus News - A student-produced weekly newscast that offers students hands-on experience and the opportunity to have their work telecast. The show, which focuses on UWF and Pensacola, airs weekly on WUWF-TV, UWF-TV's channel 4.

Students also produce a companion web site: nntv.org. Volunteers are welcomed and encouraged to participate.

Contact: Nautilus News, Building 36, (850) 474-2841, or <http://www.nntv.org/>.

Voyager - UWF's student newspaper, is distributed to the entire university community. It includes news and information about UWF people, programs and events and provides services vital to the university and its students; a forum for student opinions and free classified ads for all students. Published weekly and distributed free, the Voyager is planned, written, edited and produced by students.

Contact: Voyager, Building 36, (850) 474-2191, or <http://uwf.edu/voyager/>.

RADIO STATION

WUWF 88.1 FM – A community supported public radio station. An affiliate of National Public Radio, WUWF carries NPR News at the top of the hour as well as Morning Edition, All Things Considered and many other NPR programs. A complete listing of all music, news and entertainment programs, both syndicated and local, can be found at wuwf.org.

WUWF is not a “teaching” or student-operated station; however, there are part-time student positions, volunteer opportunities and communications arts internships available year round. Contact: WUWF, Building 88, (850) 474-2787, or <http://wuwf.org>.

RECREATION

Recreation and Sports Services - The Office of Recreation and Sports Services will provide students, faculty, and staff, participation opportunities, which promote health and fitness and social interaction through a variety of structured and informal recreational activities and adventures emphasizing life-long wellness. A wide variety of recreational activities are designed with the University community in mind. The program has six basic areas: Facility Operations, Aquatics, Fitness/Wellness, Intramural Sports, Outdoor Adventure, and Sport Clubs. Involvement is the key to successful campus life. Quality of life is enhanced by developing a philosophy for lifetime fitness.

Contact: Office of Recreation and Sports Services, Building 72, (850) 474-2586, or <http://uwf.edu/recreation/>.

REGISTRATION

Office of the Registrar - Many of the forms and services provided by the Office of the Registrar are available on the Internet. Argus is the web-based system that provides currently enrolled students with access to register for classes on the dates listed in the registration schedule. Students may also view their class schedules, final exam schedules, grades, holds, course offerings, financial aid status, delivery of 1098-T (forms required for tax credit), fee assessments, ArgoNet account information, and personal information. Students can access Argus to update address information, submit withdrawal forms for the current semester, and pay tuition by credit card.

The Registrar’s Office provides and maintains information pertaining to university academic policies and requirements. Access to student records is limited under the provisions of the Family Educational Rights and Privacy Act of 1974. Students have the right to withhold the disclosure of any or all categories of directory information defined in the university catalog. Requests to withhold such information must be made in writing to the Office of the Registrar.

Contact: Registrar, Building 18, (850) 474-2244, or <http://uwf.edu/registrar/>.

SAFETY AND SECURITY

Blue-Light System - Blue-lights are strategically placed in several outside locations on campus. Contact: University Police, Building 19, (850) 474-2415, or <http://uwf.edu/uwfpolice/services.cfm>

Escort Service (Stay Together Stay Safe!) - The campus escort service is available to ensure the safety of all university students, personnel and visitors upon request. The service is provided between car and building or building to building, day and night, year round. Qualified, supervised student personnel provide the escort service Monday through Friday while the university is in session, from 8:00 a.m. to midnight. During all other times, the University Police will provide escort service on an as-available basis. Escort service may be arranged for special events held on campus.

Contact: University Police, Building 19, (850) 474-2415.

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

Contact: University Police, Building 19, (850) 474-2415, <http://uwf.edu/uwfpolice/services.cfm> (for services) or <http://uwf.edu/uwfpolice/crime.cfm> (for crime statistics).

CAMPUS SECURITY ACT

CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

The Jeanne Clery Disclosure for Campus Security Policy and Campus Crime Statistics Act (formerly the Campus Security Act) is a federal law that requires institutions of higher education to disclose campus security information, including crime statistics for the campus and surrounding area. As a current or prospective University of West Florida student or employee, you have a right to obtain a copy of this information for this institution. You may review this information by accessing the Police Department's web page: <http://uwf.edu/uwfpolice/crime.cfm>

You may also obtain a printed copy of this information upon request by contacting the University of West Florida Police at (850) 474-2415.

CRIME STATISTICS

The UWF Police Department submits semi-annual Uniform Crime Report Data to the Florida Department of Law Enforcement for crimes occurring within its jurisdiction. It also disseminates information concerning incidence of crime through local and on-campus media. The data is ultimately published by the FBI in the annual Uniform Crime Report. Florida Department of Law Enforcement definitions of select offenses are available by contacting the UWF Police Department at (850) 474-2415. The crime statistics for UWF are on the following web page: <http://uwf.edu/uwfpolice/crime.cfm>

SECURITY OF CAMPUS FACILITIES

The University of West Florida is a public institution and, with the exception of the residence halls, is open to the public during the day and evening hours when classes are in session. During the times that the university is officially closed, its buildings are generally locked and only faculty, staff and some students with proper identification are admitted. The university police provide regular patrol of UWF buildings as well as parking facilities. Individuals who interfere with the orderly functioning of university business may be escorted from campus grounds and subject to arrest.

Resident students are issued a key and access card at check-in so they may have access to their living unit. Students are encouraged to safeguard keys in order to enhance their personal safety and the safety of others. An effective residence hall security system program depends upon resident cooperation, staff supervision and university police assistance. Although the campus-wide security system increases campus safety, the best security system is one in which all members of the community take personal responsibility for self-protection and the protection of their property.

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

The Facilities Management Department maintains university buildings and grounds with a concern for the safety and security of all persons and property. Inspections are made regularly and repairs are made promptly to ensure that appropriate safety and security measures are maintained. The university police assist physical plant personnel by reporting potential safety and security hazards, which includes conducting campus safety and lighting surveys and reporting discrepancies. Students, faculty and staff are also encouraged to call Physical Plant or the University Police to report any actual or potential safety or security hazards.

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

CRIME PREVENTION RESPONSIBILITIES/PROGRAMS

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

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

Campus Sex Crime Prevention Act.

This federal law is aimed at tracking convicted sex offenders enrolled at or employed by institutions of higher education. The act requires sex offenders registered with the state to provide notice to the state of each institution of higher education that the offender is employed, carries on a vocation, or is enrolled as a student. To obtain additional information on this act or for a listing of convicted offenders at the University of West Florida, call the University of West Florida Police Department at (850) 474-2415 or access the web site uwf.edu/uwfpolice/offenders/main.cfm.

STUDENT ACTIVITIES AND SERVICES

The University Commons and Student Activities Office - Is responsible for the coordination and administration of student entertainment and special events, registered student organizations, College Bowl, Web Spinners, and many other student activity services.

Contact: University Commons and Student Activities, Building 22, (850) 474-2406, or <http://uwf.edu/ucommons>.

Commons Service Desk - The U C Service Desk provides general campus information; event information; a public fax machine; banner-making supplies, ITS Print Cards, and a range of ticket services for on and off-campus sponsors.

The Service Desk coordinates curriculum material distribution for KAPLAN test preparation services. A Kaplan representative maintains limited office hours at the Service Desk to answer questions and assist students with the Kaplan program.

Contact: The Service Desk, Building 22, (850) 474-2405.

Campus Programming - Campus Activity Board provides a wide variety of programs including comedians, bands, movies, and other special events. Students interested in the selection, planning and implementation of campus programs are invited to come by the Campus Activity Board Office or University Commons and Student Activities Office.

Contact: University Commons and Student Activities, Building 22, (850) 474-2406, or <http://uwf.edu/cab/>.

STUDENT GOVERNMENT

Student Government Association (SGA) – SGA is an elected body of students who are authorized to represent and advocate on behalf of the student body. This group of students is primarily responsible for providing students with the opportunity to participate in the decision-making processes of the university. They do so by initiating action on behalf of the student body and by ensuring student representation on the various university committees.

The Student Government Association has been involved in coordinating a multitude of projects and programs that benefit the students and the community alike, including selecting the recipients of the distinguished teaching awards. They are also responsible for the allocation and

oversight of all student activity and service fee monies as allowed by state law. This group has twice been recognized state-wide as being one of the best student governments in Florida.

Students who wish to have an issue reviewed by the Student Government Association, or who are interested in participating in this organization, can come by the SGA Office located in the University Commons.

Contact: Student Government Association, Building 22, (850) 474-2393, or <http://www.uwf.edu/sga>.

Student Advocate – A student advocate is appointed by the Student Government Association president. The student advocate is available upon request to assist students with information regarding university policies, grievance procedures and appeal procedures, and to serve as a facilitator in the resolution of disagreements, grievances or otherwise unsatisfactory conditions.

Contact: Student Government Association, Building 22, (850) 474-2393, or <http://www.uwf.edu/sga/>.

STUDENT ORGANIZATIONS

Student Organizations - For information regarding a specific organization, contact the Student Organization Coordinator in the University Commons Student Activities Office at 474-2406 or e-mail stuorgcoord@uwf.edu. For a complete listing of registered student organizations with contact information, visit <http://uwf.edu/ucommons/RSOs.htm>.

STUDENT SUCCESS PROGRAMS

Student Success - Is responsible for the administration of programs designed to increase recruitment, retention and graduation rates of participating students. Student Success Programs provide academic support services for students enrolled at the university.

Contact: Student Success, Building 18, Room 137, (850) 474-3266, or <http://uwf.edu/studentssuccess/>.

Brother-to-Brother – A pilot mentoring component to increase retention and graduation rates of African American and Hispanic males. Designed to increase retention and graduation of male students of color.

Contact: Brother-to-Brother, Building 18, Room 137, (850) 474-2253/2238/3421 or <http://studentsuccess/brothertobrother.htm>

College Reach-Out Program – A precollegiate program funded by the Florida Department of Education which provides services to eligible (low income, first generation) students in grades 9-12. Services and activities are designed to improve the educational motivation and preparation of participating students. In addition, students in grade 8-12 have the opportunity to participate in an on-campus summer bridge program.

Contact: College Reach-Out Program, Building 52, Room 147, (850) 474-3271/3421 or <http://studentsuccess/collegereachoutprogram/>.

Mentoring Program - The program provides both professional and student mentoring. Professional mentors include faculty, staff, administration, alumni and community professionals. Student mentors include currently enrolled juniors and seniors. Mentors work to establish relationships, enhance personal growth, career development, goal achievement, and introduce new students to the campus culture.

Contact: Mentoring Program, Building 52, Room 149, (850) 474-3488, or <http://uwf.edu/studentssuccess/mentoring.htm>.

Multicultural Support Services - Is designed to increase the retention and graduation rates of multicultural students. Multicultural retention activities include academic support services, tutorial assistance, counseling, cultural events and other activities.

Contact: Multicultural Support Services, Building 52, Room 146, (850) 474-2698, or <http://uwf.edu/studentssuccess/multicultural.htm>.

TRiO/Student Support Services – A federally funded Trio program which provides academic support for eligible students. Services include: tutoring, intrusive advising, career planning, cultural and social activities, and academic intervention. The Trio/SSS serves low income, first generation students and disabled students.

Contact: Student Support Services, Building 18/Room 145, (850) 474 3212 or <http://uwf.edu/studentsuccess/studentsupport.htm>

TESTING

CLAST - The College-Level Academic Skills Test (CLAST) is an achievement test of the communication and computation skills described in State Board of Education Rule 6A-10.031, Florida Administrative Code. Taking the test is required by Florida statutes and rules of the State Board of Education, both for the award of an A.A. degree and the baccalaureate degree. Florida statutes provide alternative ways for students to demonstrate attainment of the required communications and mathematics skills. For further information about these alternatives, see the CLAST section in the current catalog or contact the Registrar's Office, (850) 474-2244, or <http://uwf.edu/catalog/acadclast.htm>.

The CLAST is administered once a term and requires advanced registration through the Testing Office. Or, for a fee, examinees may request to take one or more of the multiple-choice subtests at sites that offer the computer-adaptive (CAT) version of the CLAST, including UWF.

Contact: Testing Office, Building 21, (850) 473-7340, or <http://uwf.edu/testing/clast.htm>.

Testing Office - The Testing Office offers information on numerous testing programs and can provide you with specific information about paper and computer based testing.

Contact: Testing, Building 21, (850) 473-7340, or <http://uwf.edu/testing/>.

TICKETS

Ticket and Attendance - UWF students who pay Activity and Service (A&S) fees on the Pensacola Campus are admitted free of charge to programs sponsored by the Campus Activity Board, the Departments of Theatre and Music, and to other events funded by A&S Fees. Students must present their Nautilus Card for verification when picking up their free tickets at the University Commons Service Desk. For major concerts, students may be asked to purchase tickets at special discounted prices.

Contact: The Service Desk, Building 22, (850) 474-2405.

TRANSCRIPTS

Transcript Services - Requests for official transcripts of academic work completed at UWF may be submitted in writing or ordered online via Argus or Lighthouse. Unofficial transcripts are available through the Florida Academic Counseling and Tracking for Students web site at www.facts.org. Request forms are also available in the Office of the Registrar or through Argus.

A student's academic record can be released only upon authorization by the student (written or PIN authorization). A \$10 fee will be assessed for each transcript requested. The fee and any other financial obligations must be paid in full prior to release of the transcript.

Contact: Registrar, Building 18, (850) 474-2244, or <http://uwf.edu/registrar/>.

TRANSPORTATION

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

Contact: The Service Desk, Building 22, (850) 474-2405.

Trolley Service - University Trolleys circle the campus seven days a week with occasional routes to the Town Center Shopping area. No fare is collected for this service. A current trolley schedule can be picked up at the following locations: on the trolley, the University Police Department (Building 19), the University Commons Service Desk (Building 22), or the UWF Welcome Center (Building 81).

TUITION AND FEES

Fee information - including the course number, date due and amount of fees for each course can be accessed via Argus. The University does not send bills or invoices to students or parents. Students can check their fee statements at any time by accessing the University of West Florida Argus web page at <http://argus.uwf.edu -- myinfo>.

Fee Payment Deadlines - Tuition and fees are due on the dates indicated in the Academic Calendar and on the student's account balance in Argus. Adding or dropping a course prior to the fee payment date will affect the total fees. Students are responsible for checking their account balance on Argus for the most current fee information. Fee payment for individual courses is on the last day of drop/add for that course. Numerous courses have different due dates, and students should carefully read the registration statement to ensure payments are made by the date(s) required. Failure to make any fee payment by the due date will result in the assessment of a \$100 late-payment fee. Students who do not pay fees or make arrangements for fee payment with Student Accounts by the fifth week of classes will have their registration deleted for non-payment and will not be permitted to continue in class.

Contact: Cashier's Office, Building 20E, (850) 474-3038.

VEHICLE REGISTRATION

Contact: Cashier's Office, Building 20E, (850) 474-3038 or University Police, Building 19, (850) 474-2415.

VISITOR AND GUEST INFORMATION

UWF Welcome Center - Is a distribution point for campus maps and temporary parking permits. The staff also provides directions, information on UWF facilities and activities, brochures, class schedules, catalogs, campus directories and admissions applications. Normal hours for the center are from 7:30 a.m. to 5:30 p.m., Monday through Friday. The center also is open on selected evenings and weekends to accommodate special events.

Contact: Welcome Center, Building 81, (850) 474-3000, or <http://uwf.edu/uwfmmain/marcom/index.cfm>.

Trails – The Edward Ball Nature Walk and the Baars-Firestone Nature Trail are two nature trails open on the UWF campus. Additionally the entire campus is an official wildlife preserve. A self-guided nature walk booklet is available at the Welcome Center, Building 81.

VOLUNTEERS

See Community Service

WITHDRAWAL FROM A COURSE

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

Argus provides currently enrolled students access to process a withdrawal at the following secure site: argus.uwf.edu. Users are required to verify their identity through a sign-in procedure using a combination of their Nautical ID and a PIN.

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

Contact: Registrar, Building 18, (850) 474-2240, or <http://uwf.edu/registrar/>.

WITHDRAWAL FROM THE UNIVERSITY

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

Argus provides currently enrolled students access to process a university withdrawal at the following secure web site: <http://argus.uwf.edu>. Users are required to verify their identity through a sign-in procedure using a combination of their Nautical ID and a PIN. Consult the official university academic calendar for withdrawal deadlines and the catalog or course offering guide for procedures.

Contact: Registrar, Building 18, (850) 474-2240, or <http://uwf.edu/registrar/>.

UNIVERSITY OF WEST FLORIDA LOCATIONS

University of West Florida-Emerald Coast - On March 7, 2006, the UWF Board of Trustees voted to approve the "University of West Florida-Emerald Coast" identity to include the following (and future) locations: Fort Walton Beach Joint UWF-OWC Campus, W.E. Combs Campus, Eglin AFB Center, Hurlburt Field-Base Education Center, Marianna-UWF at Chipola College, Niceville-UWF at OWC, Bay County, and Common Campus-UWF at Okaloosa Schools. In a continuing effort to meet the needs of students and communities throughout Okaloosa, Walton, Jackson, Bay, Washington, and Holmes Counties, The University of West Florida-Emerald Coast personnel are working to successfully deliver student services and academic programs while integrating new and existing services together. We are creating a unique model of service delivery in that we are combining student and academic affairs into an organization designed to meet the needs of UWF-Emerald Coast students. In essence, UWF-Emerald Coast personnel are striving toward a more streamlined, "one stop shop" style of student and academic service delivery.

PLEASE NOTE: *ONLY* upper level and graduate level courses are offered at The University of West Florida-Emerald Coast locations.

Services and Locations:

Fort Walton Beach Joint UWF-OWC Campus - Administrative personnel, cashiering services, Nautilus card services, parking decal distribution, technology services, student program support, admissions and registration services, academic advisors, mental health counseling, career services, Student Government Association, Disabled Student Services, visiting VA representative, graduate and undergraduate student computer labs, library services, faculty offices, and classrooms.

Contact: (850) 863-6569

W.E. Combs Campus - Administrative personnel, technology services, Academic Technology Center, faculty offices, and classrooms.

Contact: (850) 833-3441

Eglin AFB Center - Administrative personnel, selected undergraduate and graduate student program support, admissions and registration services, academic advisors, visiting VA representative, student computer lab, library services, faculty offices, and classrooms.

Contact: (850) 678-3727

Hurlburt Field-Base Education Center - Administrative personnel, admissions and registration services, and academic advisors.

Contact: (850) 884-2723

Marianna-UWF at Chipola College - Administrative personnel, parking decal distribution, technology services, selected undergraduate and graduate student program support, admissions and registration services, academic advisors, student computer lab, library services, faculty offices, and classrooms.

Contact: (850) 718-2361

Niceville-UWF at OWC - Administrative personnel, cashiering services, parking decal distribution, technology services, Interdisciplinary Humanities and Nursing student program support, admissions and registration services, academic advisors, student computer lab, library services, faculty offices, and classrooms.

Contact: Interdisciplinary Humanities (850) 729-4933; Nursing (850) 729-6473

Bay County - Selected and scheduled student program support, admissions and registration services, and academic advisors.

Contact: (850) 718-2361

Common Campus-UWF At Okaloosa Schools - Administrative office and classrooms.

Contact: (850) 833-3441

The University of West Florida-Small Business Development Center - The UWF-SBDC has two locations, The Pensacola office is part of the downtown campus located at 401 East Chase Street. The Fort Walton Beach office is located at 922 Mar Walt Drive, Suite 203. The centers focus on providing existing and prospective entrepreneurs in Escambia, Santa Rosa, Okaloosa, and Walton counties with high quality management counseling, entrepreneurial training, and information access and transfer.

Contact: Pensacola (850) 473-7830; Fort Walton Beach (850) 833-9400 or <http://www.sbdc.uwf.edu>

The University of West Florida Downtown Center – West Florida Historic Preservation, Inc., a Direct Service Organization of The University of West Florida is located on the Downtown Campus in the Pensacola Historic District. The J. Earle Bowden Building at 120 East Church Street houses the administrative offices, classrooms, research and photo archives, and a staff (non-lending) research library.

Museum facilities at the downtown location include: T. T. Wentworth, Jr. Florida State Museum. The museum store is located in the Tivoli House at 205 East Zaragoza Street. Also, at this location is the Historic Pensacola Village which consists of the Museum of Commerce, Museum of Industry, Julee Cottage, Lavallo House, Lear-Rocheblave House, Old Christ Church, Clara Barkley Dorr House, Barkley House, and Weavers Cottage. The UWF Public History Center is located nearby at 212 East Church Street.

Contact: West Florida Historic Preservation, (850) 595-5985, for further information.

RIGHTS AND REGULATIONS

Note: The Student Conduct System, Academic Integrity System, and University rights and regulation policies are currently under revision. Once these policies have been approved, they will be available on the University of West Florida web sites at:

<http://www.uwf.edu/president/policies/>

or

<http://www.uwf.edu/JudicialAffairs.>

Students should contact the Dean of Students Office, Building 21, (850) 474-2383 for more information.

STUDENT EDUCATIONAL RECORDS

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

1. Authorize in writing the disclosure to others of personally identifiable information from their educational records;
2. Inspect and review the content of their record;
3. Challenge the content of their educational records and request the university to amend them;
4. Refuse in writing to permit the designation of any or all categories of personally identifiable information as directory information available to the public;
5. File complaints with the Family Policy Compliance Office, U.S. Dept. of Education, 600 Independence Ave. SW, Washington, D.C. 20202-4605.
6. Student records may be released to investigating governmental agencies, upon request, without the student's prior consent in accordance with the 2002 Patriot Act.

DISCLOSURE OF DIRECTORY INFORMATION

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

1. Options for printed and/or verbal release prohibited (does not include Electronic Directory Release):
 - Category I—Name, address, telephone number, dates of attendance, e-mail address.
 - Category II—Most recent previous institution attended, major field of study, awards, honors (includes dean's list), degrees conferred (including dates).
 - Category III—Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes) date and place of birth.
 - Category IV—Commencement Program (name and degree at time of graduation).
 - Category V—News releases (at time of graduation).
2. Students may choose to restrict all or a portion of their directory information from the electronic directory by checking:
 - a. no restrictions
 - b. suppress all information
 - c. suppress home address only
 - d. suppress home phone only
 - e. suppress home address and phone.

Students who wish to have the privacy flag removed from their permanent academic record must contact the Office of the Registrar in writing. NOTE that electronic release of information is separate from other printed and verbal release.

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

EXPECTATIONS FOR ACADEMIC CONDUCT

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

Approved UWF Faculty Senate, May 10, 1991

CLASSROOM BEHAVIOR

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

UWF STUDENT CODE OF CONDUCT

Article I. General Policy

The University of West Florida is dedicated to the advancement of knowledge and learning and to the development of ethically responsible individuals. University students are expected to uphold appropriate standards of behavior and to respect the rights and privileges of others. Student conduct is expected to be in accordance with all federal, state and local laws, and Board of Education rules and University rules, regulations, and policies.

The University affirms its desire to maintain a learning and living environment for all students that is free from all forms of unlawful discrimination, harassment and retaliation. The University is committed to ensuring that all students, faculty and staff are treated with dignity and respect. Discrimination, harassment and retaliation are detrimental to an environment of mutual respect that must prevail if the University is to fulfill its goals. All members of the University community are responsible for ensuring that their conduct does not discriminate, harass or retaliate against others and are to cooperate in maintaining a climate where discrimination, harassment and retaliation are not tolerated.

In keeping with the University of West Florida's values, any sanctions imposed are for the purposes of restoring the standards of the University community, educating students about the seriousness of their action(s), promoting civility and positive growth, while maintaining the safety and integrity of the University community.

The Student Code of Conduct applies to all UWF campuses, UWF international and exchange programs and off-campus conduct. This code applies to individual students as well as student organizations.

The President delegates administration of the Student Code of Conduct to the Vice President for Student Affairs, the Dean of Students and to other appropriate staff. All references to the Vice President for Student Affairs or Dean of Students in this Code also refer to his/her designee.

The Student Code of Conduct shall be reviewed every three years under the direction of the Vice President for Student Affairs beginning 2009.

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

1. **University:** means all locations of the University of West Florida including the on-line campus.
2. **Student:** includes all persons enrolled at the University of West Florida, either full-time or part-time, degree seeking or non-degree seeking, and persons who are not officially enrolled for a particular term but who have a continuing relationship with the University.
3. **Faculty member:** means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
4. **University official:** includes any person employed by the University performing assigned administrative or professional responsibilities.
5. **University community:** includes any person who is a student, faculty member, staff member, or any other person employed by the University.
6. **University premises:** includes all land, facilities, and other property in the possession of, owned, or controlled by the University (including adjacent streets and sidewalks).
7. **Student Organization:** means any number of persons who are recognized by the University as a registered student organization, including sports clubs and other student groups.
8. **Student Conduct Committee:** consists of persons appointed by the University President to hear cases of student misconduct. The Committee must consist of at least 50% students.
9. **Hearing Officer:** means a University official authorized by the Vice President for Student Affairs to administer the Student Code of Conduct.
10. **University rules, regulations and policies:** please see web pages for the most up-to-date University rules, regulations, and policies.
11. **Complainant:** any person who submits a statement alleging that a student violated this Student Code of Conduct.
12. **Charged student:** any student accused of violating this Student Code of Conduct.

13. **Good standing as to conduct:** a student who has no misconduct charges pending against him or her, is not on conduct related probation, and has completed any and all misconduct related sanctions is in good standing.

Article III. University Authority

1. **Off-Campus conduct:** the University may take disciplinary action against a student or student organization for violations committed off campus if any one of the following applies: (a) The off-campus conduct is specifically prohibited by law or the University's Student Code of Conduct; (b) The off-campus conduct demonstrates that the continued presence of the student on campus presents a danger to the health, safety, or welfare of the University community; (c) The off-campus conduct is disruptive to the orderly conduct processes and functions of the University; (d) The off-campus conduct is intimidating or threatening to the University community or an individual within the University community; (e) The off-campus conduct is of such a serious nature that it adversely affects the student's suitability to remain a part of the University community.
2. **Court or Administrative proceedings outside of the University:** charges by public authorities will not prevent the University from filing University charges against a student. If a student is charged by the outside authorities with an act that is also a violation of a University rule, regulation, or policy or University Student Code of Conduct, the University may, but is not required to, delay its proceedings pending the outcome of the off-campus proceeding. A verdict of guilty, a plea of guilty, or a plea of no contest (*nolo contendere*), or any admission of guilt or responsibility made by a student in an outside criminal, civil, or administrative forum shall be conclusive for University purposes and will operate as a conclusive finding that the student is "responsible" for the same offense of the University Student Code of Conduct. The University reserves the right to amend its charge(s) based on information obtained through an outside proceeding where that information is relevant to activity adversely affecting the University community. If the outside charges have been dismissed, are not prosecuted, are not heard, or if adjudication of guilt is withheld, such action will have no bearing on the University charges.
3. **Cease and desist:** University officials and faculty may, under appropriate circumstances, order a student to cease and desist from an activity considered to be disruptive to the University.
4. **Interim measures:** any interim measure may be taken at any time. Notice of interim measures shall be provided to the student or student organization in writing.
 - a. **Restrictions on activity:** the Dean of Students may restrict a student's or student organization's activities when it is determined that the health, safety or welfare of a student or member of the University community is at risk. Restrictions on activities may include, but are not limited to: attending class; accessing or contacting certain individuals; accessing University property, facilities or equipment; participating in University activities, organizations or student activities.
 - b. **Interim suspension:** the Dean of Students may recommend to the Vice President for Student Affairs the temporary suspension of a student or student organization when it is determined that a student's or student organization's presence affects the health, safety or welfare of the University community or a member of the University community. At the University's discretion, a temporarily suspended student or student organization may not be permitted to attend classes, come onto University property or use University facilities, equipment or resources.
 - c. **Appeal of interim suspension:** the student or student organization has the opportunity to submit a written request for a hearing to the Vice President for Student Affairs regarding the interim suspension. If requested, the hearing will be conducted within three business days of the receipt of the written request. The scope of this hearing is limited solely to the interim suspension.
 - d. **Student enrollment status:** if a student's enrollment status is changed but the student is subsequently found not responsible for the violation, the University shall:
 - i. Correct any record of the change in enrollment status in the student's permanent records and other reports in a manner compliant with State and Federal laws and;
 - ii. Refund to the student, at a minimum, a pro rata portion of any tuition/fees and other University specific fees and charges as appropriate due to the temporary

change in enrollment status and in a manner consistent with University policy and procedures.

5. **Interpretation and application:** any question of interpretation or application of the Student Code of Conduct shall be referred to the Vice President for Student Affairs. Where an individual is both an employee and a student, his or her status in a given situation shall be determined by the Vice President for Student Affairs.

Article IV. Violations of the Student Code of Conduct

The following behavior violates the University Student Code of Conduct:

1. Deceit of any kind, including but not limited to:
 - a. Forgery, alteration or misuse of University documents, records, or identification cards.
 - b. Failure to present proper identification upon request by University officials, including law enforcement officers.
 - c. Furnishing false information to the University.
 - d. Unauthorized possession, duplication or use of keys, access cards, or identification cards belonging to the University.
2. Disrespect to persons or to property of others or of the University, including but not limited to:
 - a. Physical, psychological, or sexual abuse or threat of such abuse, wherever it may occur.
 - b. Unlawful harassment defined as conduct that unreasonably interferes with an individual's academic or employment status or performance by creating an intimidating, hostile or offensive working environment or an educational environment where the harassment is based on any of the following protected classes: gender, race, color, religion, national origin, age, disability, marital status, veteran status or sexual orientation. Unlawful harassment on the basis of these protected classes may include unequal treatment that is based on prejudiced stereotypes of a group to which that individual may belong, objectionable epithets, threatened or actual physical harm or abuse, stalking, or other intimidating or insulting conduct directed against the individual based on his or her protected class.
 - c. Intentional physical assault or injury to another person.
 - d. Participation in acts of vandalism individually or as a member of a group.
 - e. Conduct that substantially disrupts or materially interferes with University activities or that reasonably leads University authorities to forecast such disruption or interference.
 - f. Failure to follow directives of University officials.
 - g. Unauthorized entrance into or occupancy of any administrative office, classroom, or other University facility.
 - h. Theft, the unauthorized use, unauthorized possession or unauthorized destruction of University resources or property of others; or acts committed with disregard for such resources or property.
 - i. Hazing, defined as an act which recklessly or intentionally endangers the mental or physical health or safety of a person for the purpose of initiation or admission into, affiliation with, or as a condition for the continued membership in a group or organization.
 - j. Conduct which is disorderly, disruptive, lewd, indecent, voyeuristic, or in any way interferes with the lawful administration or functions of the University.
 - k. Actions which are committed without regard for the possible harm to self, other individuals, a group, or which may result in injury or damage to an individual or group.
 - l. Interference with the freedom of movement of any member or guest of the University.
 - m. Interference with the rights of others to carry out their activities or duties at or on behalf of the University.
 - n. Soliciting, aiding, abetting, inciting or encouraging others to participate in conduct which violates this Student Code of Conduct.

- o. Posting of commercial advertising on University property or engaging in commercial activity on University property or in conjunction with University events without appropriate authorization.
 - p. Endangering the health, safety or welfare of members or guests of the University.
 - q. Performing sexual acts on or with another individual without the consent of the individual, when the individual is unable to give consent, or after the individual has withdrawn consent.
 - r. Stalking, following or otherwise contacting another person repeatedly, so as to put that person in fear for his/her safety.
3. Obstruction of Disciplinary Process - Acts that disrupt or interfere with the University disciplinary process, including but not limited to:
- a. Failing to appear at an official University hearing when proper notification has been provided.
 - b. Knowingly falsifying, distorting or misrepresenting information in a disciplinary proceeding.
 - c. Deliberately disrupting or interfering with the orderly conduct of a disciplinary proceeding.
 - d. Knowingly initiating a complaint or referral without cause.
 - e. Use of threats, coercion, intimidation, or harassment to discourage an individual's participation in or use of the disciplinary process.
 - f. Tampering with information to be used in a University disciplinary process.
 - g. Attempting to influence the impartiality of a member of the disciplinary process.
 - h. Violating and/or failing to comply with or fulfill disciplinary sanctions.
4. Violations of federal, state, local laws, County or municipal ordinances, Board of Education rules or University rules, regulations, or policies including, but not limited to:
- a. Possession, use, sale or distribution of narcotics or other controlled substances (as defined in Chapter 893, Florida Statutes) on the University campus or at any University sponsored, off-campus function, except when such possession or use is prescribed by a licensed physician or permitted by law.
 - b. Prohibited Uses of Alcohol:
 - i. Possessing, purchasing or consuming alcohol if under the legal age.
 - ii. Misrepresenting one's age for the purposes of purchasing or consuming alcohol.
 - iii. Purchasing, furnishing or serving alcohol to any underage person.
 - iv. Possessing, furnishing or consuming alcohol in unauthorized areas of the University.
 - v. Possessing or using a common source of alcohol (i.e. kegs, beer bongs, or their equivalent).
 - vi. Operating a motor vehicle while under the influence of alcohol.
 - vii. Being intoxicated to the point at which an individual has lost normal control of his/her body or mental faculties or both.
 - viii. Disorderly intoxication: being intoxicated and endangering the safety of another person or property or being intoxicated or drinking alcoholic beverages in a place on campus at which it is not permitted and causing a public disturbance.
 - c. Illegal or unauthorized possession or use of firearms, explosives, ammunition, fireworks, weapons (such as metallic knuckles, slingshots, bows and arrows, and knives), or other deadly weapons or dangerous chemicals, likely to cause harm to another, or to University property.
 - d. Actions which cause or attempt to cause a fire or explosion, falsely reporting a fire, explosion or an explosive device, tampering with fire safety equipment or failure to evacuate University buildings during a fire alarm.
 - e. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.

- f. Cruelty to animals.
 - g. Other violations of federal, state, or local laws, county or municipal ordinances, Board of Education rules or University rules, regulations, or policies.
5. Computer, network and/or data misuse including but not limited to:
- a. Unauthorized access, entry or use of a University's or another's computer, computer system, network, software, password, account or data.
 - b. Unauthorized alteration or degradation of computer equipment, software, network, data or system performance.
 - c. Unauthorized copying or distribution of computer software or data.
 - d. Theft or unauthorized use of intellectual property.
 - e. Use of a computer or computer system in the commission of a crime to violate or facilitate the violation of laws, Board of Education rules or University rules, regulations or policies.
 - f. Any unauthorized commercial use of University computer or computing resources.
 - g. Any unauthorized use of electronic or other devices to make an audio or video recording.
 - h. Use of computing facilities and resources to interfere with the work of another student, faculty member, staff member or University official.
 - i. Use of University computing facilities or resources to send obscene or abusive material.
 - j. Any other violation of the University Computer Use Policy.
6. Violations of University rules, regulations or policies.

Article V. Procedures for Charges, Educational conferences and Hearings

A. Determination of the charges

- 1. Alleged violations of the Student Code of Conduct may be reported to the Dean of Students Office by any member of the community including but not limited to: (a) University Police or other University departments, (b) faculty, staff, or students or (c) third parties.
- 2. The Dean of Students Office will review the allegations and determine if a student will be charged with violating the Student Code of Conduct.

B. Notice of Charges

- 1. The University will notify the student in writing of the allegations and charge(s).
- 2. The notice will include the date and time of an Educational Conference. The conference will be scheduled no earlier than five business days from the date of the notice unless requested by the student. If the time or date of the conference is not convenient to the student, the student must notify the Dean of Students Office within three business days to reschedule.

C. Educational Conference

- 1. The purpose of the Educational Conference is to review with the student the allegations and charges, the Student Code of Conduct, the hearing forum options, the judicial process, and possible sanctions, and to answer student questions.
- 2. During the conference the student will be given the opportunity to accept responsibility or not accept responsibility for the charges.
- 3. If the student accepts responsibility for the charges:
 - a. The student will be asked to sign a form indicating his or her acceptance of responsibility and that he or she is waiving the right to a hearing.
 - b. A letter documenting student responsibility and the sanctions will be sent to the student within five business days from the Dean of Students Office.
- 4. If the student does not accept responsibility for the charges:
 - a. The student will be asked to sign a form indicating that he or she does not accept responsibility for the charges and will be asked to select a hearing forum.

- b. The Dean of Students Office will schedule the hearing providing the student with a minimum of five business days notice.
5. If the student fails to attend the Educational Conference, the matter will be referred for hearing to the Student Conduct Committee.

D. Hearing Forum

A student has the right to a hearing before the Student Conduct Committee. This committee must be composed of at least 50% students. In the alternative, the student may choose to have a hearing before a Hearing Officer. If the student selects the Hearing Officer forum, he or she will be asked to sign a waiver of the right to a hearing before the Student Conduct Committee.

E. Hearing Procedures

The Hearing process is not a legal process, it is an educational process. Formal rules of process, procedure and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code of Conduct proceedings.

1. **Student status:** the student's status on campus will remain unchanged pending the final decision of the hearing and/or the appeal process, except in cases where interim measures are taken.
2. **Hold on student's records:** the University may place a hold on the records or registration of any student who fails to respond to a University disciplinary notice or fulfill any sanctions previously issued by the University. The University may take other action necessary for resolution of a case prior to the student's enrollment in a subsequent semester, transfer or graduation. All pending disciplinary matters must be resolved prior to a student's graduation, transfer from or continued education at the University of West Florida.
3. **Accommodations for students with disabilities:** any student with a disability may request reasonable accommodations during the disciplinary process. This request must be made to the Student Disability Resource Center at least three business days in advance of the hearing. If necessary, the hearing officer or Student Conduct Committee may postpone the hearing to provide reasonable accommodations.
4. **Safety procedures:** the Hearing Officer or Student Conduct Committee may accommodate concerns for the safety of the individuals involved by providing separate facilities or other alternatives.
5. **Pre-hearing information notice:** the University will make available pre-hearing information including a copy of the hearing procedures and copies of records that will be presented by the University at the hearing. The pre-hearing information will be available at least three business days in advance of the hearing at the Dean of Students Office.
6. **Failure to appear:** if a student fails to appear, the hearing will proceed in the student's absence.
7. **Confidentiality:** all hearings shall be closed and confidential unless requested by the charged student, in writing, three business days prior to the hearing, and the following conditions are met: (a) all students involved in the hearing as witnesses or victims consent in writing prior to the hearing, and (b) such request does not conflict with law, Board of Education rule or University rule, regulation or policy. The Dean of Students will make the final determination regarding open and closed hearings.
8. **Student Advisor / Student Advocate:**
 - a. **Student Advisor:** a charged student is entitled to have any one person at the hearing to serve as his or her advisor. Students may consult with their advisor during the hearing process. However, this consultation must take place in a manner that does not disrupt the proceedings. The advisor shall not speak on behalf of the student, question witnesses, present information or argue before the panel. The advisor shall not serve as a witness.
 - b. **Student Advocate:** a student advocate is an individual appointed by the Student Government Association President. The student advocate is available upon request to assist students with information regarding university policies, grievance

procedures and appeal procedures, and to serve as a facilitator in the resolution of disagreements, grievances or otherwise unsatisfactory conditions.

9. **Role of the Hearing Officer or Chair:** the Hearing Officer or Student Conduct Committee Chair may:
 - a. Accept information for consideration at his/her discretion.
 - b. Make determinations regarding requests for postponements, where appropriate.
 - c. Make determinations as to procedural questions. Make procedural modifications for purposes of expediting a process or in the interest of fairness or safety.
 - d. Take any other action deemed necessary.
10. **Self-Incriminating statements:** no student will be compelled to make self-incriminating statements. Note however: the University is not required to postpone disciplinary proceedings pending the outcome of any criminal proceeding.
11. **Information:** during the hearing, the charged student will be given an opportunity to present information. This may include, but is not limited to, pertinent records, documents, written or oral statements. The student will also be given an opportunity to inspect records presented by the University.
12. **Witnesses:** during the hearing, a charged student will be given an opportunity to call and question witnesses. In order to preserve the educational atmosphere of the hearing and to avoid creation of an adversarial environment, all questions for witnesses will be directed through the Hearing Officer or Student Conduct Committee Chair. If a witness cannot appear, his or her written or taped statement may be considered. Witnesses will be required to wait outside until their point of participation and will be asked to leave the hearing after being questioned.
13. **Record:** there shall be a single record of all student conduct hearings. This record is the official record and is the property of the University. Student Conduct Committee Hearings will be audio recorded and the recording will become part of the record. For hearings before a Hearing Officer, the Officer's notes will become part of the record. The student may request a copy in writing which will be provided at cost.
14. **Standard of proof:** the burden to prove disciplinary cases rests with the University and the standard of proof shall be "more likely than not." This means that the information presented supports the finding that it was more likely than not that the violation occurred.
15. **Multiple students charged:** in cases involving multiple students charged from the same incident, information obtained at one hearing may be used at another hearing provided that each charged student involved has the opportunity to review and respond to the information at his or her hearing.
16. **Deliberations:** are closed and shall include only the Hearing Officer or the Student Conduct Committee members involved in the decision making process.
17. **Decisions of "responsible" or "not responsible" on the charge(s):** shall be based on the information presented at the hearing. The Hearing Officer or Student Conduct Committee (by majority vote) shall determine whether the student has violated the Student Code of Conduct as charged.
18. **Notice of decisions:** a written decision letter from the Dean of Students Office will be provided to the student within five business days following the close of the hearing. This time may be extended for deliberations when necessary and the student shall be notified of any such extensions. The decision letter shall contain a decision on each charge, any findings of fact and any sanctions.

Rights of the Victim.

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

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

2. **Victim Impact Statement.** To submit a victim impact statement to the hearing body. This information would only be used in the sanctioning phase of deliberations and is confidential. The impact statement consists of how the victim was impacted by the incident and recommendations for possible sanctions. The hearing body is not bound by these recommendations.
3. **Past Behavior.** To have unrelated past behavior excluded from the hearing. The hearing body will decide if such information is relevant.
4. **Questions.** To submit questions to the hearing body. The hearing body will consider posing those questions to the charged student.
5. **Limited Privacy.** To testify in limited privacy, as long as the process does not compromise the charged student's right to confront and question the witness. This option must be requested at least three (3) regular business days in advance of the hearing. In cases involving sexual assault, questions by the charged student to the victim may be asked through the hearing body. Appropriate follow-up questions by the charged student are permitted.
6. **Notification.** To be notified of the outcome of the hearing, including the decision and the sanctions, once a final decision is rendered.

Article VI. Sanctions

A student found responsible for violations shall be subject to sanctions commensurate with the offense. Consideration may be given to aggravating and mitigating circumstances. One or more of the sanctions may be imposed for any single violation.

1. **Reprimand:** a verbal warning to the student that the student has engaged in or demonstrated inappropriate behavior.
2. **Disciplinary warning:** a written disciplinary sanction notifying a student that the student's behavior did not meet University standards. All disciplinary warnings will be taken into consideration if further violations occur.
3. **Disciplinary probation:** a written disciplinary sanction notifying a student that his or her behavior is in serious violation of University standards and that restrictions are being placed on his or her activities. Sanctions that may be placed on a student during a probationary period may include restriction of the privilege to: (a) participate in student activities or in student organizations; (b) represent the University on athletic teams, or in other leadership positions; (c) have access to University housing facilities or other areas on campus; (d) have use of University resources and/or equipment; or (e) have contact with specified person(s).
4. **Loss of University privileges:** temporary or permanent loss of University privileges may include use of University facilities, resources, equipment, attendance at athletic functions, University Commons access, library use, parking privileges, University computer usage, and/or residence hall or other visitation.
5. **Suspension:** a student who is suspended is required to leave the University for a specified period of time. The student must comply with all sanctions and complete all requirements prior to re-admission. During the suspension period the student may not visit or come onto any UWF campus without specific written permission of the Vice President for Student Affairs.
6. **Expulsion:** a student who is expelled is permanently deprived of his or her privilege to continue at the University in any capacity. The student may not visit or come onto any UWF campus without specific written permission of the Vice President for Student Affairs.
7. **Restitution:** the student is required to pay for damages and/or loss of use of individual's or University property. Payment is limited to the actual cost of repair or replacement of such property.
8. **Community/University service:** a student is required to complete a specified number of hours of service to the campus or general community.
9. **Education requirements:** a student is required to complete a specified educational sanction related to the violation committed. Such educational requirements may include, but are not limited to, completion of a seminar, report, alcohol or drug assessment, presentations, and/or counseling.

10. **University Housing assignment change or removal:** a student is required to (a) relocate to a new University housing assignment; (b) leave University housing for a specified period of time; or (c) leave University housing permanently.
11. **No contact order:** a directive informing the student that he or she is not to have any contact, direct or indirect, with one or more designated persons or group(s) through any means, including personal contact, e-mail, telephone, or via third parties.
12. **Denial of further registration and/or credits:** further registration may be denied and/or credits and degrees may be invalidated or revoked for false, fraudulent or incomplete statements made by a student in his or her application for admission, residence affidavit, or accompanying documents or statements in connection with, or supplemental to, the application for admission to or graduation from the University.
13. **Denial or revocation of academic credit:** degrees and credit awarded by the University may be invalidated or revoked, credits may be denied and grades may be reduced for conduct involving violations of academic honesty rules, regulations, or policies.
14. **Withholding degrees:** the University may withhold issuing a degree, diploma or transcript pending compliance with University rules, regulations, or policies or pending completion of the process set forth in this Student Code of Conduct, including the completion of all imposed sanctions.

Article VII. Appeals

1. The student may appeal the decision in writing to the Vice President for Student Affairs within 15 business days from the date of the decision letter from the Dean of Students Office.
2. Grounds for filing an appeal are limited to the following: (a) the student's rights were violated in the hearing process; (b) new information is discovered that was not available at the time of the hearing; (c) the information presented does not support the decision; (d) the sanction(s) imposed were not appropriate for the violation.
3. If an appeal is decided in favor of the student, the matter may be returned to the Dean of Students, Hearing Officer, or the Student Conduct Committee. If an appeal is not decided in favor of the student, the matter shall be considered final and binding.

Article VIII. Records

1. Records of disciplinary actions shall be maintained by the Dean of Students Office.
2. Student files involving cases that do not result in suspensions or expulsions shall be expunged seven years after the final decision. Records of cases that result in suspensions or expulsions are kept permanently. Statistical and database information may be kept permanently at the University.
3. Students found "not responsible" or cases in which charges are dropped are considered not to have a judicial record. However, the records will be maintained by the University in accordance with 1002.22, F.S. and with applicable State record retention laws.

Article IX. Transcript Notations

1. A temporary notation will be placed on the student's transcript during any period of suspension.
2. If a student is expelled, a permanent notation will be placed on the student's transcript.

UWF ACADEMIC MISCONDUCT CODE

Note: Academic Misconduct Code is currently under revision. Once this policy has been approved, it will be available on the University of West Florida web sites at: <http://www.uwf.edu/president/policies/> or <http://www.uwf.edu/JudicialAffairs>.

Students should contact the Dean of Students Office, Building 21, (850) 474-2383 for more information.

A. ADMINISTRATION

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

STUDENT APPEALS PROCESS CHART

Nature of Appeal	Committee/Person Designated to Hear Appeal	Format	Time Limit/Deadline to Submit Appeal	Submit Appeal To:
Academic Probation or Suspension	Academic Standard Committee of your college	Oral discussion, then in writing; see Student Grievances	2 weeks after written notification from Dean	Dean's Office of appropriate college
Admission or Readmission – Undergraduates	University Admissions Committee	In writing	End of drop/add period	Director of Admissions, Building 18
Admission or Readmission – Graduates	Faculty Committee appointed by Dean of College	In writing	End of drop/add period	Appropriate Dean of College
Assessment of Refund of Tuition and Fees	University Fee Appeals Committee	In writing; forms available in Registrar & Cashier's Office	Within six months of close of academic term of appeal	Financial Services or Registrar's Office
CLAST	CLAST Appeals Committee	In writing	One semester prior to projected graduation	Registrar's Office
Discrimination Due to Race, Gender, Disability	Director of Human Resources	In writing	180 days	Director of Human Resources
Financial Aid	Financial Aid Satisfactory Progress Appeals Committee	In writing	None	Financial Aid Office
Grade Appeals	Faculty member, Department Chair, Dean of College, VP Academic Affairs	Oral discussion, then in writing; see Student Grievances	3 months after semester ends	Faculty Member
Housing Fines	Director of Housing	In writing or by appointment	None	Director of Housing
Immunization Requirements	Dean of Students	In writing or by appointment	Prior to registration for classes	Dean of Students
Late Withdrawal from Class/University	Academic Appeals Committee then to Provost	In writing; forms available in Registrar's Office	3 months after semester ends	Registrar's Office
Library Fines	Head of Circulation Department, the Associate Director of Library	By phone, in person, or in writing	None	Head, Circulation Department UWF Library
Parking Violations and Fees	Parking Violations Appeals Board	In writing; forms available at UWF Police	Within 7 days of violation	UWF Police
Registration Appeals	Registrar or Associate Registrar, then to Associate Vice Provost for Enrollment Services	In writing or by appointment	Late registration: by the end of 3 rd week of classes Drop/Add, Grade Forgiveness: Last day of class for semester	Registrar's Office
Residency	Associate Vice Provost for Enrollment	In writing or by appointment	Last day of registration for requested semester	Associate Vice Provost for Enrollment
Student Conduct	Vice President for Student Affairs	In writing; See Code of Conduct	Within 15 days of Notification of Sanction	Vice President for Student Affairs
Student Organization	Vice President for Student Affairs	In writing	None	Vice President for Student Affairs

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

1. **Option One**—Within five (5) working days after discovery of the alleged misconduct, the faculty member shall notify the student in writing of the allegation and invite the student to respond within five (5) working days. The faculty member's decision shall be sent in writing to the student within fifteen (15) working days after the date of the initial notification of the allegation sent to the student. The written decision shall describe any imposed sanctions of reduced or failing grade(s) and the student's right to appeal within five (5) working days to the appropriate Academic Standards Committee or state that the charges have been referred to the appropriate dean for adjudication. Copies of the above notifications shall be sent to the chairperson, dean of the college, and dean of students.
2. **Option Two**—The faculty member will refer the charge in writing to the appropriate dean for adjudication. The dean will notify the student in writing of the charge and may designate an agent to investigate the charge. In investigating the charge, the agent will discuss the charge with the student and with others who have personal knowledge of the alleged misconduct. If the dean determines the charge warrants adjudication, the dean shall notify the Academic Standards Committee and the student. The Academic Standards Committee shall conduct a hearing unless the student elects within three (3) working days after receipt of the notification to have the hearing conducted by the dean. In electing one, the student waives the right to the other. At least half of the Academic Standards Committee must consist of students when holding academic conduct hearings and shall follow the procedures outlined in section (C) on hearing procedures.

B. OFFENSES

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

1. **Cheating.** The unauthorized giving or taking of any information or material on academic work considered in the determination of a grade.
2. **Plagiarism.** The act of representing the ideas, words, creations or work of another as one's own.
3. **Bribery.** The offering, giving, receiving or soliciting of anything of value to influence a grade.
4. **Conspiracy.** Planning with others to commit any form of academic misconduct.
5. **Misrepresentation.** Any action or omission with intent to deceive a teacher so as to affect a grade.

C. ACADEMIC HEARING PROCEDURES

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

1. Student shall be entitled to a prompt hearing.
2. Student will receive written notice at least five (5) working days in advance of the date, time, place of the hearing, the specific charge(s) and factual basis (including the section of the Conduct Code upon which the charge(s) are based).
3. The person or persons who have brought the charge of misconduct shall provide evidence and, as appropriate, bring witnesses to the hearing to support the charge(s).
4. Student is entitled to have any person present at the hearing to serve as an advisor. However, the advisor cannot examine or otherwise participate in the hearing.
5. Student may inspect all documentary evidence to be presented at the hearing, may hear and question adverse witnesses testifying at the hearing and may present evidence and call witnesses.

6. Students shall not be forced to present self-incriminating testimony. However, the university is not required to postpone disciplinary proceedings pending the outcome of any criminal proceeding.
7. The burden of proof rests with the university. The standard of proof shall be “greater weight of evidence” i.e., whether it is reasonable to conclude from all the evidence submitted by both the university and the student that the student did commit the violation(s) with which charged.
8. Decision of responsible or not responsible of the charge(s) shall be based solely on the evidence presented at the hearing.
9. All hearings shall be closed and confidential unless; (1) specifically requested otherwise in writing by the student three (3) working days in advance of the hearing; and (2) such a request does not impede the university’s ability to comply with state and federal laws regarding confidential information.
10. If the student fails to appear at the hearing, the hearing may proceed in the student’s absence.
11. Witnesses for the hearing will be required to wait outside of the hearing until their point of participation.
12. A record of the hearing shall be made by the presiding hearing officer. The record may be in written form or in any other form capable of being converted into written form within a reasonable time. The student shall be entitled to a copy of the written record of the hearing at cost.
13. A decision shall be available in writing to the student within five (5) working days following the hearing.

D. ACADEMIC MISCONDUCT APPEALS

For cases involving academic misconduct, a student may appeal the decision to the provost/vice president for Academic Affairs within five (5) working days after receipt of the written decision. The appeal shall be in the form of a written request for review. The appeal shall consist of a review of the prior proceedings; there shall not be another hearing. At the conclusion of that appeal, the decision of the provost/vice president for Academic Affairs shall be final. The student shall receive a written decision to the appeal.

STUDENT GRIEVANCE SYSTEM

Note: Student Grievance System is currently under revision. Once this policy has been approved, it will be available on the University of West Florida web sites at:

<http://www.uwf.edu/president/policies/> or <http://www.uwf.edu/JudicialAffairs>.

Students should contact the Dean of Students Office, Building 21, (850) 474-2383 for more information.

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

DEFINITION

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

EXCLUSIONS

Excluded from the process are grievances concerning:

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

2. Fees-Grievances concerning the assessment or refund of tuition and fees shall be directed to the Fee Appeals Committee.
3. Financial Aid-Grievances related to financial aid shall be directed to the Financial Aid Appeals Committee.
4. Parking and Traffic-Grievances related to parking or traffic regulations shall be made to the designated police representative, and appeals to the Parking Violation Appeal Board.

STEPS OF GRIEVANCE PROCESS

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

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

The written petition should include:

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

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

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

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

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

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

APPEAL

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

SELECT UNIVERSITY POLICIES

(All University Policies may be accessed at <http://www.uwf.edu/president/policies>)

CLASS ATTENDANCE

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

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

- A. Students will be excused from class to observe religious holy days of their faith. No major test, major class event or major university activity will be scheduled on a major religious holy day.
- B. Absences due to imposed legal responsibilities (i.e., jury duty, court appearance) shall be recognized as excused absences.
- C. Absences due to the participation in extracurricular activities in which students are official representatives of the university shall be recognized as excused absences.
- D. Absences due to serious illness, death or serious illness within the student's immediate family, military obligations or other sound reasons offered by the student may be accepted as excused absences.

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

DEAD WEEK

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

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

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

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

HUMAN RESEARCH – Institutional Review Board (IRB) for Human Research Participant Protection

To ensure the safe and ethical conduct of research the University of West Florida requires all students, faculty, and staff to submit an application to the IRB for all research involving human participants. This is to assure that human participants used in research are not at undue risk and that the participants are informed of any risks. An IRB application is required for any research or survey which involves human participants and IRB approval must be secured prior to commencement of research. This includes any graduate thesis or dissertation which involves contact with human subjects. The IRB application and instructions can be found online at: <http://research.uwf.edu/boards-committees/irb/irb.htm>.

Contact: Office of Research and Sponsored Programs, Building 11, (850) 474-2824, or irb@uwf.edu

ALCOHOLIC BEVERAGES (SA - 05.00 - 06/01)

The University of West Florida prohibits, at a minimum, the unlawful possession, use or distribution of alcohol by students and employees on its property or as part of any of its activities. Local, state and federal laws pertaining to the possession and use of alcoholic beverages

in public places on campus is prohibited except in those areas and under those conditions specified herein. All buildings and grounds of the campus are considered to be public places with the exception of residence halls, which are considered to be private living quarters and are, therefore excluded from the provisions of this regulation, but are covered under the university Student Code of Conduct and housing regulations.

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

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

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

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

The Health and Wellness Center located in Building 19, is available to provide information about the use, misuse and abuse of alcoholic beverages.

It's The Law!

You may not sell alcohol without a license or with an improper license. FS 562.12

You may not sell, give or serve alcohol to persons under age 21; you may not misrepresent your age to induce licensee to serve alcohol to persons under age 21. FS 562.11 (1a & 2)

You can be held liable for injury or damage caused by or resulting from the intoxication of a minor or person habitually addicted to alcohol if you sold or furnished alcohol to such a person. FS 768.125

Only the following forms of identification are acceptable: state driver's license, state personal identification card, military identification and passport. FS 562.11 (b)

Possession of open containers of alcoholic beverages in vehicles is prohibited, both for drivers and passengers. FS 315.1936

ALCOHOL MARKETING GUIDELINES (SA - 05.02 - 06/01)

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

1. Alcohol beverage marketing programs held on campus or specifically targeted for students shall conform to the Student Code of Conduct and shall avoid demeaning sexual or discriminatory portrayal of individuals.
2. The promotion of alcohol shall not encourage any form of alcohol abuse nor shall it place emphasis on quantity and frequency of use.
3. The consumption of beer or wine shall not be the sole purpose of any promotional activity.
4. No uncontrolled sampling is permitted. No sampling, or other promotional activities shall include drinking contests.
5. When controlled sampling is permitted, it shall be limited as to time and quantity. Principles of good hosting shall be observed including availability of alternate beverages, food, and planned programs.
6. Promotional activities shall not be associated with otherwise existing campus events or programs without the prior knowledge and consent of appropriate institutional officials.

7. Display or availability of promotional materials shall be approved by the University Commons and Student Activities Office. Large displays, hot balloons, etc., will not be approved.
8. Advertising and other promotional activities shall not portray drinking as a solution to personal or academic problems or as necessary to social, sexual or academic success, nor shall it be associated with the performance of tasks that require skilled reactions such as the operation of motor vehicles, machinery or athletic participation.
9. Informational marketing programs should have educational value and subscribe to the philosophy of responsible and legal use of the products represented.
10. Alcohol beverage marketers should support campus alcohol education programs that encourage informed and responsible decisions about the use and non-use of beer, wine or distilled spirits.
11. Donations of alcoholic beverages to student organizations and/or residence halls must be approved by the University Commons and Student Activities.
12. Kegs or cases of beer shall not be provided as free awards to individual students or campus organizations.
13. All alcohol marketers must agree to abide by the above guidelines or they will not be permitted on campus.

DRUGS

Florida Statutes and the UWF Student Code of Conduct prohibit the manufacturing, possession, dispensing, selling and consumption of illegal drugs and drug paraphernalia. Violation of these regulations will subject a student to disciplinary action, up to and including expulsion from the university. Disciplinary action by the university does not preclude the filing of criminal charges against a student; nor does the filing of criminal charges preclude the taking of disciplinary action by the university. Educational and informational materials concerning the use, misuse and abuse of drugs are available from the Student Health and Wellness Education, Building 19.

Drug Free Schools and Campuses Act of 1989.

This federal law requires that institutions of higher education provide students and employees with a copy of the written policies and laws related to drugs and alcohol. The University of West Florida clearly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. To obtain information on applicable legal sanctions, the health risks associated with drug and alcohol abuse, available counseling and treatment programs, and disciplinary sanctions associated with student and/or employee violations contact Dean of Students Office at (850) 474-2383 or Health and Wellness (850) 474-2254.

FIREARMS (P - 06.00 - 10/99)

Possession or use of weapons, firearms, fireworks and explosive devices are prohibited on the UWF campus.

HARASSMENT (EO - 01.00 - 12/01)

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

Any student believing that he or she has been discriminated against may bring a complaint under this procedure to the Office of Human Resources, Building 20 E or Dean of Students, Building 21.

HAZING (SA - 06/03 - 06/01)

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

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

LEADERSHIP ELIGIBILITY (SA - 10.00 - 06/01)

Students on academic or university conduct probation are not eligible to hold an office in any student organization and cannot represent the university in any official capacity during the term of probation.

WRITTEN MATERIAL (STUDENT DISTRIBUTION) (SA - 01.02 - 06/01)

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

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

SEXUAL ASSAULT, POLICY AND PROCEDURES

The University of West Florida will not tolerate sexual assault in any form, including acquaintance or date rape. Where there is probable cause to believe that university regulations prohibiting sexual assault have been violated by a student, the university may pursue disciplinary action. This action may include sanctions up to and including expulsion from the university. For a full description of the university disciplinary process and the range of sanctions that can be imposed, refer to the Student Code of Conduct in this handbook. Victims of sexual assault

are entitled to the same opportunities to have others present during a disciplinary hearing as the accused and can be informed of the final disciplinary outcome in accordance with state and federal laws.

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

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

PROCEDURES FOR REPORTING SEXUAL ASSAULT

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

If you are assaulted:

Call the University Police (Cellular One *UWF, 474-2415, or 911). Counseling and/or Community Victim Advocate services may be obtained through UWF Police. Do not bathe, douche, change clothes or rinse your mouth. These actions may destroy evidence that may be vital in prosecuting the offender(s). If you do change clothes, save all the clothes you were wearing in a paper bag. Seek medical help. The police and hospital personnel are trained to help you.

INSTRUCTIONAL SPACE AND RESOURCES (USE OF)

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

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

FREEDOM OF SPEECH POLICIES (SA - 01.00 - 06/01)

Expression and Assembly on Campus (Student, Faculty, Public) - The freedoms of speech and assembly guaranteed by the United States and Florida Constitutions shall be enjoyed by the students and faculties of the University of West Florida as respects the opportunity to exercise public expression and assembly.

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

1. Responsibility - Each speaker shall be fully responsible for any violation of law or university regulation committed by him.
2. Scheduled assembly and public expression - Areas on the campus, except for the assembly area designated on the campus map, must be scheduled for organized assemblies and public expression in the University Commons and Student Activities Office in accordance with established procedures (event registration form).
3. Permission for the use of sound equipment - Permission for the use of sound equipment for assemblies anywhere on campus must be secured from the University Commons and Student Activities Office. The use of sound equipment and degree of amplification for

scheduled activities must not interfere with the normal processes and activities of the university.

4. **Unscheduled assembly and public expression** - Use of the assembly area designated on the campus between Buildings 18 and 21 is established as the only campus location for unscheduled and unorganized public expression (Contact University Police for further information). However, all outdoor areas on the campus which are not committed to a specific use or assigned for use to a specific university agency are available to be used for informal, unscheduled and non-amplified expressions of opinion by individual members of the faculty and student body participating as individuals without prior registration of approval, provided other applicable university regulations shall be observed.
5. **Noninterference with university operation** - In order that assemblies and public expression, scheduled and unscheduled, shall not interfere with the operation of the university or the rights of others, they shall not, for example:
 - a. obstruct vehicular, bicycle, pedestrian or other traffic;
 - b. obstruct entrances or exits to buildings or driveways;
 - c. interfere with university operation inside or out side any buildings;
 - d. harass passersby or otherwise disrupt normal activities;
 - e. interfere with or preclude a scheduled speaker from being heard;
 - f. interfere with scheduled university ceremonies or events;
 - g. prejudice the safety of person or property.

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

1. This management memorandum is not applicable to:
 - a. invitations issued by college faculty members to guest speakers for classroom presentations; or
 - b. invitations issued by university administrative officers designated by the president.
2. Other requests to invite outside speakers are limited to and will be considered only when made by a university-recognized student or faculty group or authorized university committee.
3. No invitation by such recognized group or committee shall be issued to an outside speaker without approval of the event in conformance with established procedures. Procedures for inviting outside speakers are outlined in the UWF Student Activities Handbook. In order to prevent disruption of academic functions or already scheduled events, the sponsor may be asked to secure a more suitable date and arrangements; and the issuance of an invitation to an outside speaker may be conditioned upon the limitation of the event at which he or she speaks to the members of the university community, faculty, other employees and students, and to those groups or organizations as may be approved.
4. A request made by a recognized group or committee to invite an outside speaker may be denied only if the president or his authorized designee determines, after proper inquiry, that the proposed speech will constitute a clear and present danger to the university's orderly operation by the speaker's advocacy of such action as:
 - a. the violent overthrow of the government of the United States, the State of Florida or any political subdivision thereof; or
 - b. invitations issued by university administrative officers designated by the president.
 - c. the forcible disruption or impairment of or interference with, the institution's regularly scheduled classes or other educational functions; or
 - d. the physical harm, coercion, intimidations or other invasion of lawful rights, of the institution's officials, faculty members or students; or
 - e. other campus disorders of a violent nature.

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

5. Where the request for an outside speaker is denied, any sponsoring organization thereby aggrieved may, upon written application to the university president, obtain a hearing for a de nova consideration of the request. The president or such person or committee as may be designated by him shall have the power to grant or deny the request, and his decision shall be final unless reversed by other authority of competent jurisdiction.
6. Where an invitation to an outside speaker is made and the speaker accepts the invitation, the president or his authorized designee may at his discretion, require that the meeting be chaired by a member of the administration or faculty designated by him, including meetings in the assembly area, and he may further require a statement to be made by a university official at the meeting that the views presented are not necessarily those of the university or of the sponsoring group. By his acceptance of the invitation to speak, the speaker shall assume full responsibility for any violation of law committed by him or her while on campus.
7. All outside speaker events must be registered and conducted in specific accordance with university regulations and the "Events Registration Form" and addenda to that form. Failure to comply with these stipulations may result in the withdrawal of recognition or other penalties in accordance with the established policy in the UWF Student Handbook.

Procedures for Inviting Outside Speakers -

1. The president and faculty advisor of a university-registered organization which plans to invite an outside speaker must consult with the director of Student Activities prior to submission of the Event Registration Form and prior to issuing the invitation.
2. The organization must assume all the direct costs of equipment and services necessary for the event. The organization will be informed of these costs during the process of registration of the event.
3. If, in the judgment of the director of Student Activities, the event presents any question of a clear and present danger to the university's orderly operation, approval to invite the speaker must be granted by the president or his authorized designee in accordance with established policy.
4. The Event Registration Form must be completed and submitted to the director of Student Activities bearing the signatures of the organization president and faculty advisor. The event must be registered four (4) weeks in advance in order to ensure time for adequate planning, coordination, scheduling and implementation.

HIV/AIDS POLICY

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

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

The clinical physician at the University Health Center, is designated as the HIV/AIDS counselor and is available to the student body and employees on a request basis to answer questions and

provide counseling with regard to the disease. Appointments with the HIV/AIDS counselor will be confidential; call 474-2172.

The University Health Center, Building 63, and the Health and Wellness Center, Building 19, have educational and informational materials available about HIV/AIDS and the varied aspects of the disease.

IMMUNIZATION REQUIREMENTS (SA - 12.00 - 06/01):

Rubeola and Rubella (measles)

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

Acceptable Documentation

A. Rubeola

Students can be considered immune to rubeola only if they have documentation of at least one of the following:

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

B. Rubella

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

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

NOTE: having had the disease does not prove immunity.

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

Additional Information and Recommendations

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

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

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

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

Meningitis and Hepatitis B

Students residing on campus at a state university in Florida must provide proof of immunization for meningitis and hepatitis B or sign a waiver indicting their informed decision not

to be vaccinated. College students may be at increased risk for meningitis and hepatitis B. To learn more about these diseases, how they are spread and whether you should be vaccinated, visit the Student Health Center Web page, or the American College Health Association Web page. The immunization/waiver forms for meningitis and hepatitis B will be provided to the student during housing check-in.

PARENTAL NOTIFICATION POLICY (SA - 05.03 - 06/01)

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

1. University of West Florida students, under the age of 21, found responsible for first-time minor offenses involving alcohol and/or drugs in accordance with the Student Code of Conduct will be dealt with directly, without notification of their parents. "Minor offenses" are defined as non-life-threatening, non-threatening to the community and not involving any other significant violations of the law or the Student Code of Conduct. The illegal selling or provision of alcohol and/or drugs may be determined to constitute a threat to the campus community depending on the circumstances.
2. Enrolled students, under the age of 21, found responsible for two minor offenses involving alcohol and/or drugs within the same semester or a third offense during the students' enrollment at the university will result in parental notification. The process of adjudicating these violations will be handled in accordance with the Student Code of Conduct. The offense number is determined by the number of incidents related to either alcohol or drugs with an incident in either category counting toward the total number of offenses. Multiple charges resulting from one incident will constitute one offense.
3. Incidents related to alcohol and/or drugs that are determined to be life threatening to the student, threatening to the community or involving other significant violations of the law or the Student Code of Conduct may result in parental notification regardless of the number of the offense. An incident in which a student is transported to the hospital as a result of alcohol and/or drug consumption will be considered a life-threatening incident.
4. The Dean of Students or designee will be the responsible university official to contact the parent. Students whose parents are divorced or separated have the option of designating the parent to be contacted. The Dean of Students may use discretion regarding parental notification in those incidents where it is determined that extenuating circumstances exist which would directly and conclusively negatively impact the situation. Alternative guardian contact determinations will be made by the Dean of Students.
5. This policy applies to financially- dependent students under the age of 21 except for incidents which constitute health and safety emergencies. Parental notification may occur in health and safety emergencies regardless of the age or financial dependency of the student.

SELLING, ADVERTISING, AND SOLICITING (SA - 01.01 - 06/01)

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

1. Before approval is granted, the student organization must submit in writing to the Office of Student Activities a description of the proposed project including purpose, schedule of events and financial plans.
2. The student organization must keep accurate financial records and provide to the university, upon request, a full and complete accounting.
3. Fund raising projects must be conducted in a lawful manner and in compliance with university regulations. State law prohibits raffles and lotteries. Faculty, students, staff and

non-university personnel shall not engage in selling, advertising or soliciting on campus unless they have been issued a permit for this purpose by the vice president for Administrative Affairs.

SMOKING POLICY (386.201 F.S.)

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

TOBACCO PROMOTION POLICY (SA - 07.00 - 06/01)

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

RESOURCES AVAILABLE TO HELP STUDENTS

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

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

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

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

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

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

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

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

Voter Registration Requirements of the Higher Education Amendments of 1998.

This state law requires colleges and universities to provide each enrolled student the opportunity to apply to register to vote or to update their voter registration records at least once a year. Voter registration information at the University of West Florida may be obtained during orientation, or at various locations around campus, including the Nautilus Card Office, University Commons, Dean of Students, Registrar, Advising Center, or Fort Walton Beach Center. For further information on this amendment, contact Dean of Students Office at (850) 474-2384.

SPORTS SCHEDULE

MEN'S SOCCER

8/25/2006 @ Metro State Tournament (Away)
 8/27/2006 @ Metro State Tournament (Away)
 9/1/2006 University of Tampa (Home), 7:30 PM
 9/3/2006 Saint Leo University (Home), 3:00 PM
 9/8/2006 Rollins College (Home), 7:30 PM
 9/10/2006 Florida Southern College (Home), 3:00 PM
 9/15/2006 Eckerd College (Away), 7:00 PM
 9/17/2006 Georgia Southwest State (Away), 1:30 PM
 9/22/2006 Ouachita Baptist University (Away), 3:30 PM
 9/24/2006 Harding University (Away), 3:30 PM
 10/1/2006 CBU (Home), 12:30 PM
 10/6/2006 UAH (Home), 7:30 PM
 10/8/2006 Delta State University (Home), 3:00 PM
 10/10/2006 Thomas University (Away), 7:00 PM
 10/13/2006 Mobile College (Home), 7:30 PM
 10/15/2006 Concordia - Selma (Home), 3:00 PM
 10/20/2006 University of Montevallo (Away)
 10/22/2006 Spring Hill College (Away), 4:00 PM
 10/27/2006 @ Gulf South Conference Tournament
 10/29/2006 @ Gulf South Conference Tournament

WOMEN'S SOCCER

8/25/2006 @ Metro State Tournament (Away)
 8/27/2006 @ Metro State Tournament (Away)
 9/3/2006 Saint Leo University (Home), 12:30 PM
 9/8/2006 Rollins College (Home), 5:00 PM
 9/10/2006 Florida Southern College (Home), 12:30 PM
 9/15/2006 Alabama State University (Home), TBA
 9/17/2006 Barry University (Gainesville), TBA
 9/22/2006 Ouachita Baptist University (Away), 1:00 PM
 9/24/2006 Harding University (Away), 1:00 PM
 9/29/2006 University of Tampa (Home), 7:30 PM
 10/1/2006 CBU (Home), 3:00 PM
 10/6/2006 UAH (Home), 5:00 PM
 10/8/2006 Delta State University (Home), 12:30 PM
 10/10/2006 Thomas University (Away), 5:00 PM
 10/15/2006 University of West Georgia (Home), 12:30 PM
 10/16/2006 Mars Hill College (Home), 7:30 PM
 10/20/2006 University of Montevallo (Away), 5:00 PM
 10/22/2006 University of North Alabama (Away), TBA
 10/27/2006 @ Gulf South Conference Tournament
 10/29/2006 @ Gulf South Conference Tournament

VOLLEYBALL

8/25/2006 South Dakota (Home), 2:30 PM
 8/25/2006 Southern Indiana (Home), 7:00 PM
 8/26/2006 Northwood (Home), 1:30 PM
 8/26/2006 Edinboro (Home), 6:00 PM
 9/1/2006 @ Lewis University Tournament (Away)
 9/2/2006 @ Lewis University Tournament (Away)
 9/8/2006 Albany State (Home), 2:30 PM
 9/8/2006 Central Missouri State (Home), 7:00 PM

9/9/2006 Southwest Baptist (Home), 11:15 AM
 9/9/2006 Missouri Western (Home), 3:45 PM
 9/12/2006 Valdosta State University (Home), 6:00 PM
 9/16/2006 University of West Georgia (Home), 1:00 PM
 9/22/2006 University of Alabama-Huntsville (Away), 7:00 PM
 9/23/2006 University of North Alabama (Away), 1:00 PM
 9/26/2006 Spring Hill (Home), 7:00 PM
 9/29/2006 West Alabama (Home), 7:00 PM
 9/30/2006 University of Montevallo (Home), 6:00 PM
 10/3/2006 University of West Georgia (Away), 6:00 PM
 10/6/2006 Bentley (Home), 7:30 PM
 10/7/2006 New Haven (Home), 2:00 PM
 10/10/2006 Valdosta State University (Away), 6:00 PM
 10/13/2006 @ Henderson State University Classic (Away)
 10/14/2006 @ Henderson State University Classic (Away)
 10/20/2006 North Alabama (Home), 7:00 PM
 10/21/2006 University of Alabama-Huntsville (Home), 1:00 PM
 10/27/2006 University of West Alabama (Away), 7:00 PM
 10/28/2006 University of Montevallo (Away), 1:00 PM

CROSS COUNTRY

9/1/2006 @ Boone, NC (Away), 5:00 PM
 9/9/2006 @ Columbus, GA (Away), 8:00 AM
 9/23/2006 @ Hoover, AL (Away), 8:20 AM
 9/30/2006 Pre-National Meet @ Escambia County Equestrian Center, 8:00 AM
 10/7/2006 @ Florida State University (Away), 8:00 AM
 10/21/2006 @ Gulf South Conference Meet (Away), 9:00 AM
 11/18/2006 @ NCAA Championships, 9:30 AM

MEN'S GOLF

9/18/2006 @ Jaguar Intercollegiate (Away)
 9/19/2006 @ Jaguar Intercollegiate (Away)
 9/25/2006 @ Coker College Invitational (Away)
 9/26/2006 @ Coker College Invitational (Away)
 10/2/2006 @ Cougar Invitational (Away)
 10/3/2006 @ Cougar Invitational (Away)
 10/16/2006 @ Nova Southeastern Invitational (Away)
 10/17/2006 @ Nova Southeastern Invitational (Away)

WOMEN'S GOLF

9/24/2006 @ Bubba Watson Invitational - Stonebrook, TBA
 9/25/2006 @ Bubba Watson Invitational - Stonebrook, TBA
 9/26/2006 @ Bubba Watson Invitational - Stonebrook, TBA
 10/7/2006 @ Myrtle Beach Invitational (Away)

10/8/2006	@ Myrtle Beach Invitational (Away)	12/2/2006	Albany State (Home), 2:00 PM
10/9/2006	@ Myrtle Beach Invitational (Away)	12/5/2006	University of Mobile (Away), TBA
10/10/2006	@ Myrtle Beach Invitational (Away)	12/8/2006	Nova Southeastern (Away), TBA
10/16/2006	@ Nova Southeastern Invitational (Away)	12/9/2006	Florida Memorial (Away), TBA
10/17/2006	@ Nova Southeastern Invitational (Away)	12/16/2006	Loyola - New Orleans (Home), 2:00 PM
10/21/2006	@ Flagler College (Away)	12/29/2006	Southern Arkansas (Holiday Classic) (Home), 3:00 PM
10/22/2006	@ Flagler College (Away)	12/30/2006	Harding University (Holiday Classic) (Home), 3:00 PM
10/23/2006	@ Flagler College (Away)	1/3/2007	Florida Gulf Coast University (Home), 5:30 PM
10/24/2006	@ Flagler College (Away)	1/6/2007	University of West Georgia (Home), 4:30 PM
2/23/2007	@ Florida Southern College (Away)	1/13/2007	University of Alabama-Huntsville (Away), 5:30 PM
2/24/2007	@ Florida Southern College (Away)	1/15/2007	University of North Alabama (Away), 6:00 PM
2/25/2007	@ Florida Southern College (Away)	1/20/2007	University of West Alabama (Away), 5:15 PM
2/26/2007	@ Florida Southern College (Away)	1/22/2007	University of West Alabama (Away), 5:30 PM
2/27/2007	@ Florida Southern College (Away)	1/27/2007	Valdosta State University (Home), 4:30 PM

MEN'S BASKETBALL

11/15/2006	University of South Alabama (Away), TBA	2/3/2007	University of North Alabama (Home), 4:30 PM
11/17/2006	Puerto Rico-Mayaguez (Away), TBA	2/5/2007	University of Alabama-Huntsville (Home), 5:30 PM
11/20/2006	University of Tampa (Away), TBA	2/13/2007	University of West Georgia (Away), 5:30 PM
11/25/2006	William Carey College (Home), 2:30 PM	2/17/2007	University of Montevallo (Home), 4:30 PM
11/28/2006	Dillard University (Home), 7:30 PM	2/19/2007	University of West Alabama (Home), 5:30 PM
12/1/2006	Hoop Classic (Home), TBA	2/24/2007	Valdosta State University (Away), 12:00 PM
12/2/2006	Hoop Classic (Home), TBA		
12/12/2006	Spring Hill College (Home), TBA		
12/14/2006	Saint Leo University (Away), TBA		
12/16/2006	Nova Southeastern (Away), TBA		
12/18/2006	Palm Beach Atlantic (Away), TBA		
1/6/2007	University of West Georgia (Home), 2:30 PM		
1/13/2007	University of Alabama-Huntsville (Away), TBA		
1/15/2007	University of North Alabama (Away), 8:00 PM		
1/20/2007	University of Montevallo (Away), 7:15 PM		
1/22/2007	University of West Alabama (Away), 7:30 PM		
1/27/2007	Valdosta State University (Home), 2:30 PM		
2/3/2007	University of North Alabama (Home), 2:30 PM		
2/5/2007	University of Alabama-Huntsville (Home), 7:30 PM		
2/8/2007	William Carey College (Away), TBA		
2/10/2007	Palm Beach (Home), TBA		
2/13/2007	University of West Georgia (Away), 7:30 PM		
2/17/2007	University of Montevallo (Home), 2:30 PM		
2/19/2007	University of West Alabama (Home), 7:30 PM		
2/24/2007	Valdosta State University (Away), 2:00 PM		

BASEBALL

2/2/2007	Florida Southern College (Home), 6:00 PM	3/10/2007	University of North Georgia (E.S.T.) (Away), 3:00 PM
2/4/2007	Florida Southern College (Home), 2:00 PM	3/11/2007	University of North Georgia (E.S.T.) (Away), 1:00 PM
2/5/2007	Florida Southern College (Home), 2:00 PM	3/14/2007	Auburn Univ. -Montgomery (Away), 4:00 PM
2/10/2007	Stillman College (DH) (Home), 12:00 PM	3/17/2007	University of Montevallo (DH) (Home), 2:00 PM
2/11/2007	Stillman College (DH) (Home), 1:00 PM	3/18/2007	University of Montevallo (Home), 1:00 PM
2/17/2007	Quincy University (DH) (Home), 2:00 PM	3/24/2007	University of North Alabama (DH) (Away), 1:00 PM
2/18/2007	Quincy University (DH) (Home), 1:00 PM	3/25/2007	University of North Alabama (Away), 1:00 PM
2/24/2007	Delta State University (DH) (Home), 2:00 PM		
2/25/2007	Delta State University (Home), 1:00 PM		
3/9/2007	University of North Georgia (E.S.T.) (Away), 7:00 PM		

WOMEN'S BASKETBALL

11/16/2006	Florida Gulf Coast University (Away), TBA		
11/18/2006	Florida Southern College (Away), TBA		
11/21/2006	Albany State (Away), 7:00 PM		
11/24/2006	Barry University (Turkey Classic) (Home), 6:00 PM		
11/25/2006	Saint Leo University (Turkey Classic) (Home), 6:00 PM		
11/28/2006	Dillard University (Home), 5:30 PM		
11/29/2006	Spring Hill College (Home), 5:30 PM		

UWF ATHLETIC DEPARTMENT MISSION STATEMENT

Intercollegiate athletic programs at the University of West Florida offer student-athletes the opportunity to compete in athletics and continue their personal development, as well as providing extracurricular opportunities for students as participants and spectators. The athletic program recognizes the important contributions that athletic competition can make to a student's educational experience.

STUDENT-ATHLETE HANDBOOK PURPOSE

This handbook was created and designed with the student-athlete in mind. It should help expand the academic skills and help the student become the best he or she can be. Secondly, this handbook should help to develop one's athletic prowess to its fullest potential; and finally, it should strengthen social skills so that any situation encountered can be manageable. Good luck in all of your college endeavors and don't hesitate to call on the athletic department if you need assistance.

UWF PRESIDENT STATEMENT

The University of West Florida's intercollegiate athletic program provides students the opportunity to develop athletic excellence while achieving academic success. From the program's beginning in 1967, UWF teams have achieved success winning conference, regional, and national championships in several sports while performing admirably in the classroom.

However, true excellence can be achieved only when grounded in the principles of sportsmanship, ethical conduct and rules compliance within the bounds of the NCAA, Gulf South Conference, and university standards. UWF is committed to these values and will not waiver from that path.

UWF's student-athletes bring honor to the university and to themselves. For this, we are justifiably proud and appreciative.

Dr. John Cavanaugh

President

University of West Florida

LETTER FROM THE DIRECTOR OF ATHLETICS

This an exciting time for UWF Athletics! The start of what will be another successful season in a long tradition of triumphant years in UWF Athletics.

Athletics is an important and exciting part of campus and community life at the University of West Florida and our mission is to provide you, our student-athlete, a dynamic environment which promotes academic achievement, competitiveness, teamwork, and self discipline. These qualities will help you build character and sportsmanship, which will become life long traits.

The University of West Florida has made a commitment to developing and enhancing all of our athletic programs. This is evident with the addition of women's track and field, giving us 14 teams to build our fan and booster support around. UWF has upgraded many of its facilities including renovation and expansion of our new all-weather track, newly landscaped soccer complex, chair-backed cushioned seating in the Fieldhouse, and over \$1 million in major renovations to our baseball complex. We are continually providing quality facilities for our student-athletes to practice, compete and fans to enjoy our teams performing.

The UWF commitment and support of administration, enthusiastic faculty, staff and community groups, have provided an environment for you the student-athlete to succeed in the classroom and on the playing field.

As the Athletic Director, I ask you the student-athlete to display the same willingness to succeed in the classroom and on the playing field. You will find that if you do this not only will you, but your team, and athletic department as a whole progress to the next level with a quality educational, athletic and life experience.

Thank you for your valuable time and please contact the UWF Athletic Department if you need anything.

Mr. Richard Berg

Director of Athletics

RESPONSIBILITIES OF THE STUDENT-ATHLETE

All University of West Florida student-athletes are expected to conduct themselves in a manner that reflects the highest standards of sportsmanship and integrity of the University of West Florida. Failure to do so may affect your financial aid, playing status, and ultimately, your privilege to participate in intercollegiate athletics. Specifically, these expectations and standards include, but are not limited to, the following:

- Adhering to all university policies and procedures as outlined in the University of West Florida Student Handbook.
- Maintaining athletic eligibility by meeting all academic eligibility requirements as outlined by the University of West Florida and the NCAA and to do so in accordance with the University of West Florida Honor Code.
- Conducting themselves in a sportsmanlike manner at all times including during athletic competition, personal life, and the community.
- Abiding by the University of West Florida, the Gulf South Conference, and NCAA rules and regulations including, but not limited to: gambling and bribery; the principals of amateurism; involvement with agents; and awards and extra benefits.
- Attending classes, practices, contests, appointments, and meetings as determined by the university, the coach, or athletic program and do so in a prompt manner.

NCAA ELIGIBILITY

FRESHMEN ATHLETES

Freshmen students must graduate from high school with a GPA of 2.00 in 14 core curriculum courses and have achieved the required sum ACT score of 68 or the SAT score of 820. Freshmen must be cleared by the NCAA Clearinghouse. The University of West Florida cannot determine eligibility for incoming high school students.

JUNIOR COLLEGE TRANSFERS

Junior College Transfers must complete two full-time semesters at a junior college and either graduate with an AA Degree or average 12 hours of transfer credit to UWF for every full-time semester enrolled at the junior college. Also, the student-athlete must have completed six hours of transferable credit the preceding regular academic term.

FOUR YEAR COLLEGE TRANSFERS

Four year college transfers must be eligible to return to their previous institution and compete. Four Year Transfer students must have an official release form from the previous institution's athletic director on file in the UWF Athletic Department stating that you are eligible and that you are fully released to participate.

CURRENT UWF STUDENTS - SATISFACTORY PROGRESS

Students who have been in residence at UWF for one year or one semester of the previous year must meet satisfactory progress requirements. These requirements can be met in one of three ways:

1. Fall to Fall method - 24 hours must be earned from the previous fall, spring and summer session.
2. Averaging method - You must average 12 hours per semester while you have been enrolled at UWF. You cannot count hours earned at other institutions from previous enrollments.
3. Previous two semesters - For spring eligibility, 24 hours can be counted spring, summer and fall of the previous calendar year.

SEVENTY-FIVE/TWENTY-FIVE RULE

In earning 24 hours, 75% of the total must be earned during the regular semesters and only 25% in the summer. You must earn 18 hours during the fall and spring with only 6 hours from summer course work to meet satisfactory progress requirements. This does not preclude students from taking more than 6 hours in the summer, but only 6 hours will count towards athletic eligibility.

NCAA SIX-HOUR RULE

STUDENT-ATHLETES MUST SATISFACTORY COMPLETE SIX SEMESTER HOURS OF ACADEMIC CREDIT THE PRECEEDING REGULAR ACADEMIC TERM IN WHICH THE STUDENT-ATHLETE HAS BEEN ENROLLED FULL TIME AT ANY COLLEGIATE INSTITUTION.

NCAA GPA RULE

The UWF Athletic Department follows NCAA standards for GPA. Freshmen are eligible by the NCAA Clearinghouse. After 24 hours, SA must have a 1.80 GPA. After 48 hours, SA must have a 1.90 GPA and after 72 hours, SA needs a 2.00 GPA.

MISSED CLASSES

All student-athletes are expected to attend all classes unless misses are for athletic participation or excused absences by Professor for sickness/health issues or family emergencies. Student-athletes may be suspended for unexcused missed classes at the discretion of their coach or the Athletic Director.

COURSES WITH C OR BETTER STANDARDS

If a class requires a C or better to count for your academic major, you must make a C or better for it to count for athletic eligibility.

REPEAT COURSES (NON-C OR BETTER CLASSES)

If you make a D or better in a class that does not require a C or better grade, you may not take that class a second time and have it count for athletic eligibility. This includes classes taken at other institutions.

STUDENT-ATHLETE ACADEMIC SERVICES

There are several services available for UWF student-athletes to ensure academic success. The following is a list of student support services that student-athletes are encouraged to utilize.

FRESHMEN AND SOPHOMORE ACADEMIC ADVISING

All freshmen and sophomore student-athletes will be advised by Anna Shiplee, the athletic academic advisor. Ms. Shiplee will assist these students with scheduling of classes, monitor academic progress levels and administer an academic early warning program. Ms. Shiplee can be contacted at 474-2215.

UPPER-CLASS ADVISING

Upper-class student-athletes are advised by a professor in their chosen major. Ms. Shiplee is available as a liaison for transfer students and those uncertain where to secure advising within their desired major.

STUDENT SUCCESS PROGRAM

The office of Student Success Programs is responsible for administering programs designed to increase retention and graduation rates of minority, disadvantaged and other participating students. The Academic Success Center provides individualized support for credit courses in writing, reading, math and study skills. Students can receive additional tutoring and assistance in preparing for the CLAST, GRE, GMAT and LSAT tests. The Student Success Learning Center is located in Building 52, Room 151. For more information, call 474-3176. Student Success Learning Office can be contacted at 474-3266.

MATHEMATICS/STATISTICS LABORATORY

The Department of Mathematics operates a tutoring laboratory for all UWF students. The lab is located in Bldg. 38, Room 147 and is open Monday - Fridays. For more information, call 474-2622.

WRITING LABORATORY

The Writing Lab is located in Bldg. 51, Room 157 and offers resources in grammar and usage, CLAST and TSWE practice test, a grammar hotline and an essay bank. Call 474-2029 for more information.

UNIVERSITY ATTENDANCE POLICY

Athletes are encouraged to attend all classes whenever possible. However, absences due to the participation in extra-curricular activities in which students are official representatives of the University, such as Athletics, shall be recognized as excused absences. Students must inform the instructor(s) of absences from classes prior to each trip. An Athletic Department letter will be available from your coach listing the dates of classes to be missed due to road trips. Students are held accountable for all assignments in each class whether or not the assignments were announced during an absence.

HELPFUL HINTS FOR ACADEMIC SUCCESS

Sit in front of the classroom.	Take good notes and review often.
Read your syllabus carefully.	Read all assignments.
Get to know your professor on a personal basis.	Choose a good, quiet study place.
Go to class every day.	Seek help early.

ATHLETIC ACADEMIC ADVISOR

Student-Athletes at the University of West Florida have an academic advisor, Anna Shiplee, who is available through the University Advising Center (College of Arts and Social Sciences) and is dedicated to their academic success. Freshman and sophomore student-athletes are assigned to the advisor who will assist them with their course selections and all other academic needs.

Junior and senior transfer students will meet with the Student-athlete Academic Advisor their first semester at UWF to discuss any General Studies or University requirement deficiencies and to plan the course schedule for that first semester. After the initial meeting with the student-athlete academic advisor, these student-athletes will meet with an advisor in their respective majors. The advisor also serves as the academic liaison for upper-division (junior and senior) student-athletes. In this role, the student-athlete academic advisor will act as the student-athlete's advocate in any academic matters.

All student-athletes are monitored for their academic progress. In the Fall and Spring terms, instructors are sent rosters of the student-athletes in their course(s). The instructor is asked to give feedback regarding: 1) the students' attendance - whether the student is attending class and if not, how many classes have been missed and; 2) test grades and the current estimated course grade. The information received from the instructors is sent as a report to the respective coach. Appropriate intervention is made for students identified as being in academic difficulty. During the semester, the advisor will also work on an individual basis with those students who are experiencing academic difficulty.

Student-athletes must also act in a responsible manner regarding their academic careers. Student-athletes have the privilege of priority registration which means that they can register for courses before other undergraduate students. However, they must be proactive and make an appointment with their academic advisor to have the courses approved and any holds removed before they can register. If the student-athlete does not register during the priority period, they risk not getting the courses needed and/or at the times needed.

You may contact Ms. Shiplee at 474-2155.

ATHLETIC GRANT-IN-AIDS/FINANCIAL AID

ATHLETE GRANT-IN-AIDS

An Athletic Grant-in-Aid can only be given in one year increments. The renewal, reduction or nonrenewable athletic grant-in-aid will be confirmed with you by July 1 of each year by the UWF Financial Aid Office in the form of a letter. A coach can inform you of your grant-in-aid status prior to this time by letter, personal meeting or telephone call.

ATHLETIC GRANT-IN-AID CANCELLATION/REDUCTION (FOR NEXT ACADEMIC YEAR)

An athletic grant-in-aid can be cancelled or reduced at the end of the period of award for the following reasons:

1. Athlete eligibility has ended.
2. Athlete is ineligible.
3. Athlete voluntarily withdraws from sport.
4. Athlete is cut/dismissed from team.

5. Athlete provides false information to UWF.
6. Athlete engages in serious misconduct.
7. Any other reason deemed worthy by the coach and approved by the Athletic Director.

STUDENT-ATHLETE RIGHT TO APPEAL

The student-athlete has the right to appeal any grant-in-aid reduction or cancellation. The Financial Aid Appeals Committee will process this written appeal. This is a non-Athletic Committee which processes all financial aid appeals.

APPEAL PROCEDURES

This decision of ineligibility for renewal, reduction, or cancellation may be appealed by following the procedures below:

1. The appeal must be in writing (in ink or typed). The appeal is submitted to the Financial Aid Office and must include:
 - a. Student's name, social security number, current address and sport
 - b. Student's reasons for believing that the decision was unfair and copies of any relevant documents.
2. The Appeals Committee will request written documentation from the appropriate coach and/or the Athletic Department.
3. Upon receipt of the requested information, the Committee then considers the appeal. The student athlete and the Athletic Department are informed in writing of the decision.

The committee is the FAO Satisfactory Progress Appeals Committee.

ATHLETIC GRANT-IN-AID CANCELLATION/REDUCTION (DURING CURRENT YEAR)

The student-athlete's grant-in-aid cannot be reduced or cancelled during the academic year for injuries or athletic related reasons. The grant-in-aid can be reduced for the following reasons:

1. Athlete becomes ineligible.
2. Provides false information to the University.
3. Engages in serious misconduct.
4. Voluntarily withdraws from the sport.

The student-athlete has the right to appeal any reduction or cancellation to the Financial Aid Appeals Committee.

ATHLETIC GRANT-IN-AID INCREASES

An athletic grant-in-aid cannot be increased during an academic year for athletic reasons. The grant may be increased in situations of financial hardship, but this is completely at the discretion of the coach and the athletic director.

An athletic grant-in-aid can be increased for athletic reasons for the next period of award, but this is also completely at the discretion of the coach and athletic director.

FINANCIAL AID OFFICE

The UWF Financial Aid Office is located in Bldg. 21, Room 120, and the athletic contact person is Georganne Major. Any questions about athletic financial aid, the grant-in-aid appeals process and any other financial aid questions should be directed to Ms. Major at 474-2397. The Financial Aid Office does provide workshops during the year to help students apply for other financial aid that is available.

TRANSFERS AND RELEASES

UWF Student-Athletes may request to the Assistant Athletic Director to be released from UWF and be allowed to communicate with other collegiate institutions about possible transfer to that school. Once the Assistant Athletic Director is contacted, the following process will occur:

1. The student-athlete's sport coach will be contacted.
2. The coach must grant permission for student-athlete to be released.

3. If permission is granted, the student-athlete is considered to be voluntarily released from the sport.
4. If permission is granted, Assistant Athletic Director will prepare release form.
5. UWF does not release student-athletes to other Gulf South Conference institutions unless under special circumstances.
6. UWF in individual sports (Cross Country, Golf or Tennis) does not release student-athletes to other institutions in the same NCAA Region unless under special circumstances.
7. UWF will supply student-athlete with one copy of release and will fax release to ONE institution for student-athlete but will not send to multiple institutions.
8. UWF will always return release forms from other institutions, but does not guarantee that a release will be granted.
9. Student-Athlete may appeal any denied Release to the “Denied Release Committee” which is made up Faculty Athletic Representative, Registrar and one other faculty member of the Intercollegiate Athletic Advisory Committee.

NCAA ELIGIBILITY FORMS

The Student-Athlete Statement (SAS) is a form required for every student-athlete at the University of West Florida. It, in combination with the NCAA Drug Testing Consent Form, finalizes your eligibility for competition and practice. It contains four parts:

- Statement Concerning Eligibility
- Buckley Amendment Consent Form
- Affirmation of valid ACT or SAT scores (Freshman only)
- Drug Testing Authorization Form

HARDSHIP WAIVER

A student-athlete may be granted an additional year of competition by the conference or the Student-Athlete Reinstatement Committee for reasons of “**hardship**.” **Hardship** is defined as an incapacity resulting from an injury or illness that has occurred under all of the following conditions:

- The incapacitating injury or illness occurs in one of the four seasons of intercollegiate competition at any two-year or four-year collegiate institution;
- The injury or illness results in an incapacity to compete for the remainder of that playing season; and
- The injury or illness occurs when the student-athlete has not participated in more than two contests or dates of competition (whichever is applicable to that sport) or 20 percent (whichever number is greater) of the institution’s scheduled contests or dates of competition in his or her sport. Only scheduled competition (excluding scrimmages and exhibition contests per Bylaw 17.1.9.2) against outside participants during the playing season that concludes with the NCAA championship, or, if so designated, during the official NCAA championship playing season in that sport (e.g., spring baseball, fall soccer), shall be countable under this limitation in calculating both the number of contests or dates of competition in which the student-athlete has participated and the number of scheduled contests or dates of competition during that season in the sport

ANNUAL ATHLETIC AWARDS

Process:

Each year during the 1st week of October, the coaches of each sport are asked to nominate one of their student athletes who meet the criteria for the following awards to the awards committee for review. The awards committee, consisting of: Athletic Director, Assistant Athletic Director in charge of compliance, Senior Woman Administrator, Faculty Athletic Representative, Sports Information Director, and Athletic Advisor, will vote on each award winner by the 1st Friday of the month of October. These award winners are then announced during the half-time of the homecoming men’s soccer game.

Awards & Criteria

Male/Female Scholar Athlete of the Year

- 1) Must have been an active member of a UWF sponsored varsity sport (red-shirted players would not be eligible) for the previous athletic season.
- 2) Must be a Sophomore standing or above, academically
- 3) Must have completed the playing season in their respective sport
- 4) Award will be given to the athlete with the highest overall gpa as of the Spring semester of the previous academic year

Male/Female Athlete of the Year

- 1) Must have been an active member of a UWF sponsored varsity sport (red-shirted players would not be eligible) for the previous athletic season
- 2) Must have completed the playing season in their respective sport
- 3) Must have competed in at least 50% of the scheduled games.
- 4) Nominees will be reviewed and an award winner will be selected based on the following criteria:
 - a. Nominee's individual awards; UWF, GSC, NCAA
 - b. Overall success of the team
 - c. Community Service efforts
 - d. Overall gpa

*In the event of a tie, co-award winners may be chosen

GAMBLING ACTIVITIES

Staff members of a member conference, staff members of the athletics department of a member institution and student-athletes shall not knowingly:

- Provide information to individuals involved in organized **gambling** activities concerning intercollegiate athletics competition;
- Solicit a bet on any intercollegiate team;
- Accept a bet on any team representing the institution;
- Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value; or
- Participate in any **gambling** activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized **gambling**.

UNIVERSITY GRIEVANCE POLICY

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

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

Step 2 requires the student to submit a written petition within five calendar days after receiving notification of the Step 1 decision to the immediate supervisor of the person alleged to have caused the grievance.

The written petition should include:

1. the student's name, local address and phone number;
2. the name and office of the individual by whom the student feels aggrieved;
3. a concise statement of the event(s) being petitioned;

4. a statement of action previously taken to resolve the issue;
5. the results of these actions;
6. the disposition desired by the student.

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

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

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

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

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

Appeal

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

HEALTH CARE SUPPORT SERVICES

The University provides several support services to student-athletes. The following is a list of providers and contact information for services. For additional information about these services or any other that you may need, contact the Head Athletic Trainer.

1. UWF Athletic Training Room - Provides care and prevention of athletic injuries and information pertaining to general health care concerns and medical referrals. Contact Tony Nguyen at 474-2142 or David Hoellen at 857-6316.
2. Student Health Center - Provides medical care and health information for currently enrolled students and dependents. Includes physician and nursing care. Contact number is 474-2172.
3. Counseling Center - Center is staffed by clinical and counseling psychologists and offers individual counseling, group workshops, skill-building seminars and outreach services. Contact number is 474-2420.
4. Disabled Student Services - Provides students with needed support services including learning aids, note takers and tutors. Contact number is 474-2387.
5. Campus Alcohol and Drug Information Center - Provides support, education, programming and counseling referrals for drug and alcohol dependency. Contact number is 474-2855.

ATHLETIC TRAINING

GENERAL INFORMATION

The Athletic Training Department provides care, prevention, management, and rehabilitation of injuries common in athletics to all sports under the University of West Florida Athletic Department. The Head Athletic Trainer, Assistant Athletic Trainer, and Graduate Assistant Athletic Trainers provide instruction and guidance to student athletic trainers who assist with the health care needs and coaching staff with information needed to implement and conduct athletic training courses.

PRE-PARTICIPATION PHYSICAL EXAMINATIONS

Prior to any participation in conditioning, practice, or competition, student-athletes must complete a medical history and pre-participation physical examination which will be arranged by the Athletic Training Department. Student-Athletes are not permitted to participate in any capacity without prior approval from the Athletic Training Department.

The Athletic Training Department will schedule physical exams with head coaches prior to the beginning of the school year for all student-athletes. A squad list with home addresses will be provided to the athletic trainers so that medical history and insurance forms can be sent to the students prior to their arrival on campus. The Medical Care Statement in the Consent contains an explanation of the UWF Athletic Department insurance claims. All forms contained in this packet as well as the physical examination must be completed and submitted to the University before the student-athlete will be permitted to participate in any capacity.

Any student-athlete that is added to any team during the school year must first complete the consent and insurance form packet, complete the medical history form and undergo a physical exam through the Athletic Training Department before the student-athlete will be permitted to participate in any capacity.

MEDICAL WAIVERS FOR TRYOUTS

All individuals who wish to participate in athletic tryouts must read, agree to and sign an Assumption of Risk Form prior to the tryout, but will not be required to undergo a physical examination prior to the tryout. UWF coaches supervising the tryout will be available to answer questions related to the Assumption of Risk form. The coach supervising the tryout will be responsible for ensuring the process is completed *before* the individual engages in the tryout.

COORDINATION OF CARE FOR INJURED OR ILL STUDENT-ATHLETES

Coaches will instruct student-athletes to report to the main Athletic Training room as soon as they are advised of a student-athlete's injury or illness. At the Training room, a certified athletic trainer will evaluate the student-athlete's condition and will refer the student-athlete to the necessary physicians, where appropriate.

Coaches shall neither require nor permit an injured or ill student-athlete to participate without approval of the certified athletic trainer. Injured athletes are required to report for rehabilitation and treatment as instructed by the athletic trainers. Injury and medical condition and participation status reports will be provided to the coaches by the athletic trainers.

POLICIES AND PROCEDURES FOR REFERRAL FOR MEDICAL CARE AND FOR PAYMENT OF MEDICAL EXPENSES

Members of the University of West Florida intercollegiate athletics teams may be covered for athletic injuries by the University's insurance policy under the following conditions:

1. The student-athlete must be an official member of a UWF intercollegiate athletic team.
2. The injury must have occurred while the student-athlete was engaging in athletic department supervised conditioning, practice or contests. This policy does not cover injuries incurred during tryouts, "pick-up" games, or unsupervised weight/conditioning sessions. The policy does not cover sickness or illnesses however caused.
3. The student-athlete must have a written physician referral from the Athletic Training Department. UWF has fostered positive relationships with medical providers in the Pensacola area who have consistently provided high quality service to UWF student-athletes. Members of the UWF Athletic Training Department will refer student-athletes to these providers, unless extenuating circumstances necessitate a different provider. All student-athletes must be seen and evaluated by a certified athletic trainer before a referral to an approved physician will be made, except in cases of medical emergency. In such cases, student-athletes are required to notify the Athletic Training Department of their injury as soon as practical. Appropriate referrals are required for diagnostic testing and follow-up care.
4. The medical care must be rendered from the referral physician or designee.
5. The student-athlete must submit a claim for the medical attention to his or her personal insurance for primary coverage first. It is the student-athletes responsibility to ensure proper insurance filing. The Athletic Training Department will assist in the insurance process but it is ultimately the student athletes and/or their parents/guardians responsibility to make sure all necessary primary insurance procedures are followed.

If these conditions are met, the University will submit a claim for the balance remaining to its secondary insurance administrator for secondary coverage after explanation of benefit (EOB) and secondary statements are received by the Athletic Training Department. The University will submit a claim for primary coverage for those student-athletes who do not have personal health insurance who otherwise meet these conditions. Please be aware that there are exclusions to the Athletic Department Secondary Insurance Policy. List of exclusions is included in the master insurance policy of which a copy is available through the Athletic Training Department.

Medical expenses recorded after the student-athlete has been released by the attending physician are not the responsibility of the University of West Florida.

Claims for second opinions may be submitted for secondary coverage to the University of West Florida insurance carrier as long as the Athletic Training Department provided a referral for the second opinion. Second opinions obtained from physicians not referred by the Athletic Training Department will not be submitted to the University's insurance carrier and are not the responsibility of the University.

NCAA INSURANCE

In addition to the above, the NCAA provides catastrophic insurance at the time of the writing of this booklet that plan provided coverage for medical expenses exceeding \$75,000. Please see the UWF Head Athletic Trainer or contact the NCAA for further information about this coverage.

DRUG EDUCATION AND TESTING PROGRAM

The University of West Florida (UWF) does not permit the use, sale or possession of illegal drugs or drug paraphernalia. According to NCAA regulations, athletes must sign a drug testing consent form before participating in any University athletic program. This form must be signed and on file with the UWF Athletic Department before the student-athlete can participate in any university or team conditioning, practice, or competition. Any athlete under the age of 18 will be required to have parental (or legal guardian) consent on the form. Consent forms are kept on file by the Athletic Department and must be available for examination by the NCAA.

UWF will conduct drug testing on student-athletes. UWF will conduct drug tests on student-athletes both randomly and in instances of just cause based on reasonable suspicion by any member of the Athletic Department. An athlete may be drug tested at any time while a member of UWF athletics. If eligibility has expired but the student-athlete continues to receive aid, he/she may still be tested.

In addition, the NCAA Drug Testing Policies may require additional drug testing throughout the year and during NCAA championship athletic competition. This testing will be conducted by the NCAA and is independent of the UWF Athletic Department. The list of NCAA banned substances can be found in the NCAA Rules Manual or at its website, <http://www.ncaa.org>.

Student-athletes must notify the Athletic Training Department of ANY medication that they are taking as soon as prescribed, with a copy of the prescription.

DRUG SCREENING PROGRAM

During the academic year, student-athletes will be subjected to random drug screening. The student-athlete **may or may not** be given advanced notice of the drug testing. Upon receipt of names of student athletes to be drug tested from the Athletic Administration, the Head Athletic Trainer or his/her designee will notify the head coach of the respective student athlete at least 24 hours prior to the pending drug test of the time and location of testing. It will then be up to the head coach to notify the student athlete of the time and location of the drug test. The head coach has the option of giving advance notice to the student athlete if they so choose. The drug testing shall consist of the collection of a urine sample from the student-athlete under the supervision of the Head Athletic Trainer or his/her designee. Each urine sample will be analyzed for the presence of the listed drugs. All positive results will be confirmed by Gas Chromatography/Mass Spectrometry (GC/MS) by an outside agency contracted by UWF to provide such service. The results of the test will be returned to the Associate Director of Athletics. The Director/Associate Director of Athletics will provide the test results to those listed in the appropriate disciplinary sanction.

Student-athletes are also subject to NCAA mandated drug screening pursuant to NCAA Regulations. Student-athletes should understand that the detection of any NCAA banned drugs in a student athlete's urine through NCAA mandated drug screening will keep him/her from participating in his/her sport in accordance with NCAA Regulations. This action is in addition to the disciplinary actions listed below.

SAFE HARBOR PROGRAM. Any student-athlete may refer him/herself for evaluation or counseling by contacting a coach, athletic trainer, team physician, or athletic administrator. This arrangement is called SAFE HARBOR because it is strictly confidential and no team or administrative sanctions are imposed upon the student-athlete who has made a personal decision to seek professional assistance.

A treatment plan will be put into place and the student-athlete will not be sanctioned for entry, but a student athlete testing positive after entering SAFE HARBOR will be subject to the sanctions outlined elsewhere in this policy. A student athlete may not initiate SAFE HARBOR after they have been informed of their participation in an impending drug test, nor can they employ SAFE HARBOR following a positive test.

BANNED SUBSTANCES

Use of any of the following drugs, except as may be prescribed by a qualified physician to treat an individual's medical condition, by a member of any University intercollegiate athletic squad, whether or not such use occurs before, during, or after the season, is expressly prohibited.

Student-athletes must notify the Athletic Training Department of ANY medication that they are taking as soon as they are prescribed, and provide a copy of the prescription.

Amphetamines	Heroin
Barbiturates	Methaqualone
Benzodiazepine	Morphine
Cannabinoids (Marijuana)	Opiates
Cocaine Metabolites	Phencyclidine (PCP)
Codeine	NCAA banned drugs
Ephedra	

Positive drug profile results are reported only after confirmation by an independent laboratory using Gas Chromatography/Mass Spectrometry (GC/MS) analysis of the submitted specimen.

DISCIPLINARY ACTIONS FOR POSITIVE DRUG TEST RESULTS

The Associate Director of Athletics will receive all drug testing results. If a student-athlete tests positive for any prohibited/banned substances during a UWF Athletics Department drug testing, the following actions will be taken:

1st Positive Result

1. Notification of a positive result will be made to the Head Coach and student-athlete by the Associate Athletic Director (AAD). In addition, if a female student athlete is involved the Senior Women's Administrator will also be notified.
2. The student-athlete must attend counseling once notified of a positive test result. This counseling will be set up by the Athletic Department with the UWF Counseling Center. If the athlete desires counseling from an entity other than what is provided for here, the Athletic Department will assist in securing counseling from an outside provider of the student-athlete's choice. Please note however, the UWF Athletic Department will not be responsible for expenses related to outside referrals. The initial counseling session must be scheduled or completed within 7 days after athlete is notified of a positive test. The number of counseling sessions will be determined by the counseling agency and/or UWF Athletic Department.
3. Student-athlete will be then suspended for 10% of competition during the playing season. Partial games will be rounded up to the nearest whole number game. For example: 10% suspension of 10 scheduled games season will result in a 1 game suspension. 18 scheduled games season will result in a 2 game suspension (1.8 games rounds up to 2 games). If resulting suspension occurs at or near the end of the regular season and the team is eligible for postseason play, then the suspension will carry into the postseason. Suspensions will carry into the following playing season if the number of games suspended exceeds the number of games remaining for a current season.

4. Athletes will be reinstated for games after suspension is completed and initial counseling session is attended and confirmation received by the Director of Athletics from the counseling agency.
5. If the student-athlete fails to attend counseling, it will result in immediate suspension from all practices and competitions equaling 50% of the total competition playing season, and any future positive test will result in immediate and permanent suspension from UWF athletic programs. Loss of eligibility in this manner may result in the inability to renew athletic scholarships, and existing scholarships may be subject to cancellation.
6. Mandatory and frequent drug testing– schedule determined by UWF Athletic Administration.

2nd Positive

1. Notification to parents/legal guardians of positive test results will be made, in addition to the notifications mentioned above.
2. In addition to the above sanctions, the student-athlete's suspension shall be increased to 50% of the total playing season. In addition to being ineligible for games, the student-athlete will not be permitted to participate in any practice, conditioning, or weight-training with the team during this suspension.
3. Any financial aid related to athletics will be contingent upon compliance with the testing and counseling mandate.
4. Mandatory and frequent drug testing – schedule determined by UWF Athletic Administration.

3rd Positive

1. Immediate and permanent suspension from any further practice and competition without opportunity for further competition at UWF.
2. Notification of parents/legal guardians of positive test results.
3. This loss of eligibility may result in the inability to renew any athletic financial aid, and existing athletic financial aid may be subject to cancellation as determined by the Director of Athletics.

ALL POSITIVE UWF AND NCAA TEST RESULTS ARE CUMULATIVE FOR THE DURATION OF THE STUDENT-ATHLETE'S TENURE AT UWF. These sanctions for positive drug tests are the minimum that can be applied to those with positive drug tests. Coaches may impose greater sanctions as deemed necessary and in accordance with written team policy.

****NOTE: For purpose of this program, the UWF Athletics Department will use the same substance levels in the athlete's urine as does the NCAA in determining a positive test result****

REFUSAL / FAILURE TO BE TESTED

If a student-athlete fails to show up for a drug test at the specified time or otherwise fails to provide a urine sample when requested, he/she will be required to meet with the Head Coach and Athletics Director. At this meeting, the student-athlete will be given the opportunity to explain his/her actions. If, as a result of that meeting, the Athletics Director determines that the reason(s) given are not satisfactory, the student-athlete will be suspended immediately for a period of **one calendar year** from the date of refusal and will not be allowed to participate in any competitions, practice, conditioning, or weight-training with the team during suspension.

If a student-athlete refuses to take a mandatory drug test, it will be considered as two additional positive results with regards to the UWF Athletics Drug Policy. For instance, if a student-athlete has one previous positive result and refuses to take a mandatory drug test, it will count as a third positive result. Any further refusal or failure to be tested and/or a positive drug test will result in immediate and permanent suspension from practices and competition as well as the loss of opportunity for further competition at UWF. In addition, your parents/legal guardians will be notified. Loss of eligibility due to the above reasons may result in the inability to renew any athletic financial aid, and existing athletic financial aid may be subject to cancellation as determined by Director of Athletics.

APPEAL PROCESS

If a student-athlete believes the facts on which the sanctions were based are erroneous, or that the sanction(s) should not be imposed, the athlete may file a written appeal with the Athletic Director within 15 days after receipt of the sanction(s). The appeal must include any relevant information that might change the factual findings or the imposed sanction(s).

The Athletic Director will review the information submitted by the student-athlete and may reconsider its factual findings and sanction(s) if the Athletic Director believes a basis exists for such action. The Athletic Director shall make a final decision regarding the appeal and will notify the athlete in writing of the decision.

POSSESSION OF ILLEGAL DRUGS OR DRUG PARAPHERNALIA

Student-athletes caught or observed with illegal drugs or drug paraphernalia will be subject to the University of West Florida Student Rights & Regulations as listed in the Student Life Handbook as well as Athletic Department policies.

NCAA BANNED DRUG LIST

For an updated list, please visit www.ncaa.org

Bylaw 31.2.3.1 Banned Drugs

(a) Stimulants:

amiphenazole	methylenedioxyamphetamine (MDMA (ecstasy))
amphetamine	
bemigrade	methylphenidate
benzphetamine	nikethamide
bromantan	pemoline
Caffeine (guarana)	pentetrazol
chlorphentermine	phendimetrazine
cocaine	phenmetrazine
cropropamide	phentermine
crothetamide	phenylephrine
diethylpropion	phenylpropanolamine (ppa) effective August 2003
dimethylamphetamine	
doxapram	picrotoxine
ephedrine (ephedra, ma huang)	pipradol
ethamivan	prolintane
ethylamphetamine	strychnine
fencamfamine	synephrine (citrus aurantium, zhi shi, bitter orange) and related compounds
meclofenoxate	
methamphetamine	

(b) Anabolic Agents:

anabolic steroids	dromostanolone
androstenediol	fluoxymesterone
androstenedione	mesterolone
boldenone	methandienone
clostebol	methyltestosterone
Dehydrochlormethyl-testosterone	nandrolone
dehydroepiandrosterone (DHEA)	norandrostenediol
dihydrotestosterone (DHT)	norandrostenedione

norethandrolone
oxandrolone
oxymesterone
oxymetholone
stanozolol

Testosterone² and related compounds
other anabolic agents
clenbuterol
methenolone

(c) Substances Banned for Rifle:

alcohol
atenolol
metoprolol
nadolol

pindolol
propranolol
timolol and related compounds

(d) Diuretics:

acetazolamide
bendroflumethiazide
benzthiazide
bumetanide
chlorothiazide
chlorthalidone
ethacrynic acid
flumethiazide
furosemide

hydrochlorothiazide
hydroflumethiazide
methyclothiazide
metolazone
polythiazide
quinethazone
spironolactone
triamterene
trichlormethiazide and related compounds

(e) Street Drugs:

heroin
marijuana³

THC (tetrahydrocannabinol)³

(f) Peptide Hormones and Analogues

chorionic gonadotrophin (HCG-human chorionic gonadotrophin)
corticotrophin (ACTH)
growth hormone (HGH, somatotrophin)

All the respective releasing factors of the above-mentioned substances also are banned.
erythropoietin (EPO) sermorelin

(g) Definitions of positive depends on the following:

- 1 for caffeine—if the concentration in urine exceeds 15 micrograms/ml.
- 2 for testosterone—if the administration of testosterone or use of any other manipulation has the result of increasing the ratio of the total concentration of testosterone to that of epitestosterone in the urine to greater than 6:1, unless there is evidence that this ratio is due to a physiological or pathological condition.
- 3 for marijuana and THC—if the concentration in the urine of THC metabolite exceed 15 nanograms/ml.

STUDENT-ATHLETE ADVISORY COMMITTEE

The Student-Athlete Advisory Committee is an excellent vehicle to promote communications between Athletic Administration and student-athletes. Most athletic programs have a wealth of information that needs to be routinely disseminated to the student-athletes and, at the same time, most programs are interested in getting more feedback from their student-athletes about department policies and structure. Some needs for the Student-Athlete Advisory Committee are:

- *Soliciting student-athlete input on programs.
- *Organizing speakers' bureau and other community service efforts.
- *Generating student-athlete voice within the department.
- *Soliciting student-athlete response to proposed NCAA legislation.

*Disseminating information to student-athletes.

*Creating a vehicle for student-athlete representation on campus-wide committees.

The membership of the student-athlete advisory committee represents the diversity of your student-athlete population and involves representatives from every sport. Each member serves as a liaison between the committee and his or her individual team.

An executive board including a president, vice-president, secretary and treasurer oversee the operations of the Student-Athlete Advisory Committee. All positions are held by student-athletes. The executive board constructs a constitution and by-laws approved by the representatives. The constitution is essential to outline the policies and operating procedures of the committee. It outlines the name and purpose of the committee, membership, leadership structure, standing committees, philosophy, advisors, impeachment process, veto powers, ratification and amendment procedures, voting and meeting requirements, and various other by-laws.

CHAMPS/LIFE SKILLS PROGRAM

The UWF Athletic Department is part of the NCAA Champs/Life Skills program. This program is designed to educate student-athletes in the areas study skills, stress management and career development plus provide information on campus programs and counseling for such areas as drug awareness/prevention, violence and sexual conduct issues.

Student-Athletes will be informed through the coaching staff and Student-Athlete Advisory Committee members of meetings and information seminars that will be available for their use. Some meetings/seminars will be mandatory and others on a volunteer basis.

For more information, contact Meghan Barter at 473-7253.

COUNSELING CENTER

The University Counseling Center, located in Building 19, provides personal, marital and educational counseling to students free of charge. Psychologists are available to help students deal more effectively with a wide range of issues including anger management, stress management, difficulty dealing with authority and other personal difficulties that may impede a person's academic and athletic progress.

Information regarding an athlete's contact with the center is confidential and may be released only upon his or her written request. You may contact the center at (850) 474-2420. The counseling center is open from 8 a.m. to 5 p.m. Monday through Friday.

LIBRARY

The library consists of more than 600,000 volumes, 1 million pieces of microfilm and 3,000 current subscriptions to journals and newspapers. Remember, the library is open 24 / 7 on-line. Computers and other applications are located on the first floor. Also, as a member of the Florida State University System, UWF is provided on-line to all 10 state university libraries and 28 Florida community college library holdings.

The UWF library is located behind the Commons in building 32.

Hours: Monday – Thursday	8am-10pm
Friday	8am-6pm
Saturday	10am-6pm
Sunday	1pm-5pm

Hours are subject to change during each semester, holidays and summers. For additional information call (850) 474-2424 or check the website, library.uwf.edu.

PUBLIC SAFETY AND SECURITY

UWF is a public institution and, with the exception of the residence halls, is open to the public during the day and evening hours when classes are in session. During the times that the university is officially closed, its buildings are usually locked.

The university police provide regular patrol of UWF buildings and parking facilities. UWF police are also available on a 24-hour basis. The emergency numbers are as follows: 911, 474-2911, and *UWF (on your cell phone). The Police Department is located in building 19, just west of the Commons.

Avoid being alone in a campus classroom or office building at night. If you must, let the campus police know where you are and how long you'll be there. Try to stay near a telephone. Report any suspicious person or activity to campus police at any time, day or night.

ESCORT SERVICE

UWF Police will and does provide an escort service to ensure the safety of people walking across campus. How to use the service:

UWF I.D. available

Dial 474-2415

Specify to the dispatcher which building you are in and at which door you will be waiting.

ATHLETIC DEPARTMENT PHONE DIRECTORY

Administration

Dr. Debbie Ford	Vice-President for Student Affairs	474-2214
Dr. Scott Marzilli	Faculty Athletic Representative	473-7244
Richard Berg	Athletic Director	474-3003
Meghan Barter	Assistant Athletic Director	473-7253
Melissa Wolter	Senior Woman Administrator	473-7073

Head Coaches

Tami Cyr	Softball	474-3016
Bill Elliott	Men's Soccer	474-2584
Joe Bartlinski	Women's Soccer	474-2584
Steve Fell	Men's Golf	474-3005
Shannan Bergen	Women's Basketball	474-2589
Don Hogan	Men's Basketball	474-3319
Derrick Racine	Men's and Women's Tennis	474-3006
Matthew Dobson	Men's and Women's Cross Country/Track	474-2141
Mike Jeffcoat	Baseball	474-2488
Melissa Wolter	Volleyball	473-7073
Robin Dezarn	Women's Golf	473-7254

Assistant Coaches

John Lykins	Assistant Men's Basketball	474-3320
Joe Best	Assistant Women's Basketball	474-3235
Scotty Milton	Assistant Men's Soccer	474-6068
TBA	Assistant Volleyball	473-7073
Cindie Corey	Assistant Softball	474-3315
Jorge Hernandez	Assistant Baseball	474-6315

Support Staff

Tony Nguyen	Athletic Trainer	474-2142
David Hoellen	Assistant Athletic Trainer	474-2142
Delma Cotsonis	Business Manager	477-3073
Karen Seals	Intercollegiate Coordinator	474-2985
Debbie Davis	Office Administrator	474-3003
Jake Fish	Sports Information Director	474-2140
Chris Woodley	Assistant Sports Information Director	474-2428
Eddie Rogers	Admissions Office Contact	474-2123
Georganne Major	Financial Aid Office Contact	474-2397
Anna Shiplee	Athletic Academic Advisor	474-2155
Geri Genovese	Records/Registration Office Contact	474-3063

Fax Numbers

Main	Athletic Fax	474-3342
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