



UNIVERSITY OF WEST FLORIDA

Student Planner and Handbook

2008/2009

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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 department to obtain the name of their academic advisor.

College of Business (COB) - Advisors are available for current and prospective students. Undergraduate students majoring in Accounting and Finance can call (850) 474-2717. Marketing and Economics can call (850) 474-2652, and Management and Management Information students may call (850) 474-2316 to schedule an appointment. Graduate students majoring in Masters of Business Administration may call (850) 474-3124. For Masters of Accountancy call (850) 474-2717. Website: <http://uwf.edu/cob>.

College of Professional Studies (COPS) - Undergraduate advising in the College of Professional Studies is available at the department and division levels. For information concerning the Division of Teacher Education please contact Melanie Diloreto (mdiloreto@uwf.edu) at 857-6306. In the Department of Social Work, the advisor is Norma Simmons (nsimmons@uwf.edu) at 474-2945. For guidance in the Department of Criminal Justice and Legal Studies see Rosa Jones (rjones@uwf.edu) at 474-2946. Advising in the Department of Engineering and Computer Technology is available through Jane Faircloth (cfaircloth@uwf.edu) who may be reached at 474-2484. In Health, Leisure and Exercise Science for advising see Valeria Steen-Ashanti (vashanti@uwf.edu) who can be reached at 474-2868.

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 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 and organizational 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) 474-2384.

College Bowl - College Bowl is a question and answer game of general knowledge and quick recall, covering every conceivable topic from history, literature, science, multiculturalism, religion, and geography to current events, the arts, social sciences, sports and pop culture. Each year UWF hosts a College Bowl Tournament in the fall, and the top players from the tournament form an All-Star Team, which represents UWF at the regional tournament each 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/ucommons/content/studentActivities/collegeowl.cfm>.

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, April 3, and Saturday, April 4, 2009.

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 Intercollegiate Athletic program is a competitive member of the National Collegiate Athletic Association (NCAA) Division II and the Gulf South Conference.

The UWF athletic program provides high-quality competition in 13 varsity sports, which include men's and women's basketball, cross country, golf, soccer and tennis; men's baseball; and women's softball and volleyball.

Contact: Athletics, Building 54, (850) 474-3003, or <http://www.goargos.com>.

ATM

An Automatic Teller Machine (ATM) is located in the University Commons, Building 22. Deposits are not accepted at this ATM. An ATM is also located in the lobby of the Health, Leisure and Sports Facility, Building 72.

BOOKSTORE

UWF Bookstore – the Official University Bookstore - In addition to stocking new and used texts and educational supplies, the bookstore offers a substantial selection of general books, best sellers, study aids, computers, 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 all major credit cards, the Nautilus Card, cash and personal checks.

Booknow - BookNow is a service which connects UWF's online registration system to the Bookstore, allowing students to purchase textbooks online immediately after registering for classes. If you choose to buy books, you will be directed into the bookstore's system and provided with a pre-populated list of required and recommended course materials based on your class schedule. You then can decide which books you wish to purchase and whether to purchase new or used books. Purchases may be picked up at the bookstore or shipped to you.

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

BULLETIN BOARDS

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

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

CAREER SERVICES

Career Services - Career Services is focused on helping students acquire the tools necessary to take the next step after graduation. In the career planning area, career coaches work with students regarding choosing or changing a major and with the career decision-making process. Career advisors also assist students with developmental job-search skills such as resume and cover letter writing, interviewing, job search strategies, and evaluating a job offer. Career Services also helps student obtain career-related experience while in school through several experiential learning programs. Students and alumni can set up one-on-one appointments or attend “drop-in hours” to get answers to quick career-related questions. Career Services also sponsors many workshops and events throughout the academic year such as semi-annual Career Fairs that attract employers from the local area as well as those nationally recognized. Through the employer connections area, on-campus recruitment is coordinated and employers are invited to interview UWF students on campus. For additional information visit the Career Services Office.

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

Cooperative Education - (CoOp) allows students to gain professionally relevant work experiences that complement their academic studies. It is a partnership among employers, students, and the university focused on professional practice and vocational exploration. Combining paid work experience with their studies, CoOp students have an opportunity to explore their professions and apply principles acquired in the classroom. Cooperative education is always paid, always for credit, and always a multiple semester experience. Students enter the program by attending a CoOp Information Sessions whereby they will learn about the process of getting a CoOp position. For additional information visit the Career Services Office.

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

Volunteer UWF! (Service Learning and Volunteerism) - Volunteer UWF! serves as a resource to assist students in getting involved in the community and – at the same time – explore a wide range of career fields. Volunteer UWF! connects students with individual volunteering, student group community service projects, service-learning projects, field study opportunities, “Break Away” service trips, and for those already awarded Work Study through the Financial Aid Office, Community Work Study positions with local community agencies. With “Break Away” service trips, students will travel to another community during their break and spend the time learning from and with that community while tackling a social issue of community development, education, environment, senior citizen services, health, etc. Another added benefit that Volunteer UWF! provides students is service hours transcript recognition. When a student registers for 20 or more service hours in a semester with Volunteer UWF!, the hours are recorded on the 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. Find a match for your interests by visiting us in the Career Services Office.

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

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 9:00 a.m. to 2:00 p.m. Monday through Thursday. 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. The Cashier’s Office does not accept credit card payments via phone, fax, or email.

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

CHILD CARE

Educational Research Center for Child Development - Enrolls children age 6 months up to kindergarten age. The ERCCD is a site for Florida VPK. The Center has a summer only School Age Camp that accepts children through age 10. Children of students, faculty, staff, and alumni are accepted into all program segments. 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

See Career Services - Service Learning and Volunteerism

COUNSELING AND WELLNESS SERVICES

Counseling and Wellness Services has two areas: Counseling Services and Wellness Services. These areas work collaboratively to create a culture at UWF in which students strive for mental and physical health. Each area also works independently, providing unique contributions to the UWF campus community. **Counseling Services** provides confidential personal, vocational, and couples counseling to students free of charge. Psychologists 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. We also sponsor workshops on various topics, including stress and time management, romantic relationships, interpersonal and personal functioning and vocational development and answer students' questions in a weekly column, *Ask Dr. Argo*, in the student newspaper. **Wellness Services** provides workshops, awareness events, and other educational programming in the areas of alcohol and other drug abuse and misuse prevention, STI/HIV prevention and sexual health promotion, and sexual assault prevention and risk reduction. Wellness Services also works with Life Choices Peer Educators to promote student driven health efforts on campus.

Contact: Counseling and Wellness Services, Building 19, (850) 474-2420, Website: <http://uwf.edu/cws/>.

DEAN OF STUDENTS

Dean of Students Office - Offers a wide range of student services and programs and provides information about student life to students, parents, faculty and staff. The Dean of Students staff is available to help students with problems or to make an appropriate referral. Contact this office for questions relating to Disabled Students, Student Conduct, Student Transitions (including new student orientation), Student Government, and university policies and procedures.

On Call Dean - An On Call Dean is available 24 hours a day. The On Call Dean is responsible for ensuring that the full resources of the University are available to and working for the student, coordinating the University's response to student emergencies.

Call 850-474-2384 during regular business hours (M-F 8 am – 5 pm); call University Police (850-474-2415) after hours, weekends, and holidays.

Contact: Dean of Students, Building 21 Suite 130, (850) 474-2384, or <http://uwf.edu/deanofstudents/>.

DINING & CATERING SERVICES

Dining Service - Provided at various locations on the campus, including the University Commons Nautilus Market (All-You-Can-Eat facility), the Argo Galley, Quiznos Subs and Mamma Leone's in the Commons, Starbucks in the Pace Library, Terra Juice in the HLS Facility, and Sub Generation in the College of Professional Studies (COPS Bldg 86). Meal Plans and Block Plans are available.

Contact: UWF Dining Services, University Commons, Building 22, (850) 474-3197, <http://www.dineoncampus.com/uwf>.

Catering Service - Catering for special functions is provided by Chartwells Catering at UWF. Catering in the University Commons and Conference Center is exclusive to Chartwells.

Contact: Chartwells Catering at UWF, University Commons, Building 22, (850) 857-6192, <http://www.dineoncampus.com/uwf>.

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/sdrc>.

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.

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 - The 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>.

FAX AND COPIER MACHINES

Copy Services - Copiers are located on the first and second floors and in the basement of the Pace Library. Additional copiers are located in Buildings 79 and 86 and in the CyberLounge in the University Commons, Building 22. All copiers are equipped with Nautilus Card reader. The copiers also accept coins and dollar bills. Dollar bill changers are located on the first and second floors of the Library. Copies made with a personal Nautilus Card cost 8 cents. Cash copies are 10 cents each. 11”X17” copies count as two copies.

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 University 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 assist students with securing funds to finance their education. 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 provided funds are available.

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.

Contact: Financial Aid, Monday thru Friday 8:00am -5:00pm, Building 18, (850) 474-2400, or <http://uwf.edu/finaid/>.

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 Argo Camp, 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/orientation>.

GREEK AFFAIRS

Greek Life - Greek Life, made up of social fraternities and sororities, is an important component of campus activities at UWF. With six national fraternities, four national sororities, three Historically Black sororities and one Historically Black fraternity, 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 22, (850) 474-2406, greekaff@uwf.edu, or <http://uwf.edu/studentaffairs/>.

HEALTH SERVICES AND STUDENT HEALTH INSURANCE

Health Center - The Student 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.

Health Insurance (domestic students) - 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 students) - The State of Florida requires all F-1, J-1, and J-2 international students to show proof of annual coverage for medical insurance. Health insurance coverage must include the full year, including breaks, regardless of the student's terms of enrollment. 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 - Over 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

Hurricanes - In the event a hurricane threatens this area of Florida, students will be kept up-to-date through advisories posted on the UWF website and released by Housing and Residence Life, Student Affairs, Marketing Communications, the Student News Channel in Argus and WUWF 88.1 FM radio station.

ID CARDS

Nautilus Card - The Nautilus Card is your official university identification card. The card serves as a library card, access card, copy card, meal plan card, and a declining balance card. When money is deposited into an account (general or food), the Nautilus Card can be used to make purchases at the UWF Bookstore, Dining Services locations, the Ticket Center, Postal Services, Printing Services, the Health Center, most vending machines on campus and some laundry locations. You may also use the card to pay fees or fines at the Cashier's Office. Deposits may be made at the Cashier's Office, via your Argus account, or at one of the automatic deposit machines (ADM) conveniently located around campus. You may also elect to have excess Financial Aid funds placed on your Nautilus Card after all tuition and fees have been paid. If your card is lost or stolen, contact the Nautilus Card office immediately or contact the UWF Police after regular business hours, on weekends, and holidays. Contact: Nautilus Card Office, Building 20W, (850) 474-3324, or <http://uwf.edu/idcard/>.

INFORMATION TECHNOLOGY

Information Technology Services (ITS) - Supports the use of information technology by UWF students, faculty and staff. Information on all ITS services is available on the IT Help tab of Argus. ITS provides students with a variety of services including:

ArgoNet Username and Password - Your ArgoNet username and password allow you to use all of the online services available at UWF. Set up your account from the "new user" link at argus.uwf.edu.

Argus – Argus (argus.uwf.edu) is UWF’s private website for UWF students. In Argus you’ll find all of the online resources that are available to you at UWF, including news and events, email, file storage space, online classes, your class schedule, registration, grades, and fee payment.

ArgoMail – ArgoMail is the official email and calendar system for UWF students. ArgoMail is available from an icon in the upper-right corner of Argus or from argomail.uwf.edu. Your email address is your ArgoNet username followed by “@students.uwf.edu”.

ArgoAir Wireless Network – ArgoAir is UWF’s wireless network (Wi-Fi) that allows you to connect to the Internet without a cable or other physical connection. ArgoAir is available on the Pensacola and Fort Walton Beach campuses. Learn more at uwf.edu/its/essentials/argosair.

Campus Computer Labs – UWF has open-access computer labs that are available to all students, as well separate college labs with specialized software. For more information, see uwf.edu/computerlabs.

eDesktop Virtual Computer Lab – eDesktop is a virtual computer lab that allows you to use UWF computer lab software from home or any computer with a high-speed Internet connection. eDesktop is available on the Software tab in Argus.

eLearning – eLearning is UWF’s system for online classes. You may have a class that is completely taught in eLearning or that is partially taught in eLearning. eLearning is available from the My Info tab in Argus. Note: Continuing education students and guests can log in at <http://elearning.uwf.edu>.

File Storage and Web Hosting – All students receive an H: drive and an I: drive. Your academic files can be stored on your H: drive and your I: drive is used to post web pages. Your H: and I: drives are available from campus computer labs, the eDesktop Virtual Computer lab, and the My ArgoNet tab in Argus. For more information see uwf.edu/its/essentials/filestorage and uwf.edu/its/essentials/webhosting.

ITS Help Desk – The Information Technology Services (ITS) Help Desk is available to answer your questions about information technology services at UWF. Find the ITS Help Desk online at uwf.edu/helpdesk or on the IT Help tab in Argus, or contact us at (850) 474-2075 or helpdesk@uwf.edu.

IT Help Tab – The IT Help tab in Argus contains self-service computer help and is available 24 hours-a-day.

INTERNATIONAL SERVICES

International Programs - The Office of Diversity and International Education and Programs (ODIEP) develops and maintains international exchange programs for students and faculty. UWF’s exchange agreements with universities in Europe, Asia, and Latin America allow students to pay UWF tuition and receive UWF credit for course work done abroad. Programs in Australia and New Zealand are also available.

Since 1996, the ODIEP has brought international students to campus to study in its International English Program. Each year, about 200 students study English in the program, and many enroll as degree-seeking students upon completion of the program. The Program offers full and half term options for students in Fall, Spring, and Summer semesters.

The Florida-China Linkage Institute (FCLI) provides a broad range of services to the local community and university students, including out-of-state waivers, Conference for Chinese Studies, and trade show and industry information. The FCLI is a joint program between UWF, USF, and Brevard Community College. Information about tuition waivers can be found at <http://uwf.edu/fcli/>.

Contact: Office of Diversity and 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. Upon arriving at the University, every international student must contact the International Student Office.

On average, there are approximately 250 international students from 60 different countries at UWF each year. The International Student Office also facilitates the university community’s connection to a broader understanding of international culture.

Contact: International Student Office, Building 71, (850) 474-2386, or <http://uwf.edu/intered/>.

Japan Center - The mission of the Japan Center at UWF is to foster stronger ties between the U.S. and Japan through educational, cultural and business programs. Under this mission, the Center operates the activities of the Florida-Japan Linkage Institute, the Jikei-American Center, the UWF Japan House and the Japan-America Society of Northwest Florida.

The Center also executes credit and non-credit Japanese language instructions. Additionally, the Center plays an active role in promoting the sister-state relationship between the state of Florida and the prefecture of Wakayama in Japan as well as promoting the sister-city relationship between the city of Pensacola and the city of Gero in Japan.

The Florida-Japan Linkage Institute (FJLI) works toward strengthening mutual understanding and cooperation between the peoples of Florida and Japan through the promotion of educational, cultural, economic and policy relations. The FJLI awards in-state tuition grants to Japanese students studying at Florida public universities and community colleges. The Institute is a joint program between UWF, USF, and St. Petersburg College.

Contact: UWF Japan Center, Building 71, (850) 474-3363, or <http://uwf.edu/japan/>.

LEARNING RESOURCES AND TECHNOLOGY LABS

Students' use of UWF computing resources is governed by the *Computing Resources Usage Agreement*. (See My ArgoNet tab – Argus)

ArgoNet Computer Labs - Provide students access to their centralized file storage for academic work and web page publishing files, popular desktop applications (Microsoft Office), course-specific software, the Internet, and printing services.

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 Business Computer Labs - Computer resource labs are located in Building 76, rooms 119 and 128. Contact: College of Business, Building 76, (850) 474-2348.

College of Professional Studies Labs - To find out more about the labs available to students, access their web site at <http://cops.uwf.edu/copsweb/tssfilities.htm>

CyberLounge - The University Commons CyberLounge, is located behind the UC Service Desk in Building 22. This ITS ArgoNet facility is a fully functional satellite computer lab with an ADA accessible station. The Cyberlounge is available when the UC Service Desk is open.

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

eDesktop - UWF's virtual computer lab allows students to access university licensed computer applications and centralized file storage areas via the Internet. eDesktop is available through the eD tab of Argus. Contact: ITS Help Desk, (850) 474-2075.

Emerald Coast - Two general purpose labs are located on the OWC/UWF Ft. Walton Beach campus. A general purpose student computer lab, with Internet access, is located at the Eglin Air Force Base Center. All of these labs are integrated into the ArgoNet environment and are similarly equipped. Contact: Emerald Coast, Ft. Walton Beach Center, (850) 863-6566.

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. The lab is staffed by advanced undergraduate and graduate majors and is open Monday - Thursday from 9am to 4pm and Friday from 9am to 2pm. 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/studentssuccess/>.

SAIL - The **Student Access Information Lab** is managed by ITS and is supported by student technicians. This ArgoNet lab offers 100+ computers and ADA accessible stations where students & employees may log on at any time, day or night. Services include laser printing, copying, CD burning, scanning, and general productivity and course-specific software. Contact: SAIL, Building 79, (850) 474-2075.

University Libraries - Public computers allow patrons access to the Internet, including the UWF Library Catalog and online databases, and general productivity software. Services and specialized equipment for the physically disabled and visually impaired are available. For more information, see <http://library.uwf.edu/services/computers.shtml>.

Writing Center - The Writing Lab offers a variety of paper reading services either by appointment or on a walk-in basis for students, faculty, and staff. The OWL – Online Writing Lab provides paper reading for students enrolled in any fully online course. The Lab also provides tutoring in grammar and usage, mechanics, and sentence structure in an independent study format or as a course of study for writing-intensive courses. The lab offers many other valuable in-Lab and online services including, but not limited to, Write@Vice presentations, the Grammar Hotline, the 101 Grammar Mini Lessons Series, Write@Vice lessons, diagnostic testing, an essay bank with sample student essays, CLAST practice tests, informational handouts on documentation formats and other subjects dealing with writing papers, *The Write Advice* newsletter, and writing tutorials on various aspects of composition.

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 leadership development program designed to help UWF students identify and take advantage of learning experiences that encourage personal development, academic achievement, the acquisition of leadership skills, and the practice of those skills in service-centered leadership roles. All students can participate in Voyages activities and are encouraged to do so. Students completing the Voyages requirements will be presented with the UWF Voyages Medal, a part of the academic regalia worn at graduation ceremonies. Volunteer service hours in excess of 20 per semester will be reflected on the student's transcript. Contact: University Commons and Student Activities, Building 22, (850) 474-2406.

LIBRARIES

The UWF Libraries include the John C. Pace Library and the Curriculum Materials Library on the Pensacola campus and the Emerald Coast Campus Library on the joint UWF/OWC campus in Fort Walton Beach. The John C. Pace Library is a U.S. and State of Florida government documents depository and maintains a unique Special Collections department.

The UWF Libraries website (<http://library.uwf.edu>) serves as the access point to its many print and online resources and services, as well as to the holdings of all 11 state university and 28 community college libraries in Florida. In addition to its 700,000 print titles and multiple online databases, resources include over 70,000 full-text online books and full-text articles from 15,000+ journals and proceedings.

Wireless connectivity is available at all UWF Library sites. Hours vary at each location and are adjusted during holidays, summer terms, and between sessions.

Contact: John C. Pace Library, 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/>.

NOTARY SERVICES

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

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 may be obtained 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. 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 plethora of performing groups on campus. Whether you choose UWF's Symphonic Band, Jazz Orchestra, Jazz Combo, "Runge Strings," Chamber Music Group, University Singers or Madrigals your experiences in each of these groups will enhance your growth both musically and socially. Rehearsal times vary for each group and are centered around a 1 hour class, with most meeting twice a week during the afternoon. Regular performances and tours are scheduled by individual directors throughout the year. Admission to UWF music events is free to UWF students with a ticket (Commons Service Desk or CFPA Box Office).

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

Theatre - UWF students are invited to take theatre classes and/or to participate either onstage or backstage for 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/or end of each semester. Fall 2008 the department will produce *The Crucible*, *Goblin Market*, and *A Christmas Carol* and in spring 2009 *Cosi* and *Into the Woods*. Admission to UWF theatre productions is free to UWF students with a ticket (Commons Service Desk or CFPA Box Office).

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

POSTAL SERVICES

Postal Services - A full-service post office is located in the University Commons. Mail-collection boxes are located around campus at Village East, Village West, Martin Hall, Pace Hall/Building 50, Lot B (water tower lot) and the Post Office. Post Office hours of operation for regular services are Monday through Friday from 7:45 a.m. to 4:00 p.m. The Post Office is also open on Saturday from 7:30 a.m. until 11:30 a.m. for resident student mailbox services and parcel pickup.

Student Mailboxes - Mailboxes are free to students residing in university residence halls.

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

PRINTING AND DUPLICATING

Printing - Full-service printing and copying services are available to the university community. Services include, but are not limited to, résumés, reports, theses, posters, flyers, booklets, binding, transparencies, laminating, banners and signs, black and white copies, color copies, and graduation announcements and invitations. Orders are accepted online and via email to printing@uwf.edu as well as in person. A customer computer workstation is available for use in producing print/copy jobs.

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

PUBLICATIONS AND MEDIA

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.

Volunteers are welcomed and encouraged to participate.

Contact: Nautilus News, Building 36, (850) 474-2513.

Panhandler - UWF's national magazine of poetry, fiction, nonfiction, drama and essays. It is published once a year in the spring semester. 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/>.

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 Public Media - is comprised of 88.1 FM Public Radio, WUWF TV and a web presence for each.

WUWF 88.1 FM Public Radio - Broadcasting at 100,000 watts 24 hours a day from Building 88. Since the transition to digital in 2006, WUWF has been broadcasting in HD and carrying a second 24 hour stream of additional programming that can be picked up by digital receiver or alternately online through the website at www.wuwf.org. The format for both streams is a balanced mix of news and information, music and entertainment. 88.1 is both the local NPR (National Public Radio) station as well as the official emergency broadcast station for northwest Florida. Students may particularly enjoy being part of the audience at the free *RadioLive* concerts broadcast monthly from the Museum of Commerce in Historic Pensacola.

WUWF TV - WUWF TV is a PEG (public, educational and governmental access) channel broadcast on COX Cable 4. The station airs more than 25 hours of locally produced programming weekly, giving the surrounding communities access to: local government meetings, information and education about community issues and services, health and exercise programs, environmental education, developments at UWF, and many cultural events.

Complete programming information is available online at <http://www.wuwf.org>.

Though WUWF Public Media is not a teaching station, students are employed in various broadcast activities and may participate in internships and directed studies related to all aspects of broadcasting, news production, marketing, and public relations.

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, fitness and social interaction through a variety of structured and informal recreational activities and adventures emphasizing life-long wellness. We provide a wide variety of recreational activities 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. Quality of life is enhanced by developing a philosophy for lifetime fitness. Aquatic Center, HLS Facility, and Climbing Center facility hours along with program schedules can be found on the Recreation and Sports Services website.

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 may be submitted through Argus or in writing to the Office of the Registrar.

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

SAFETY AND SECURITY

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).

ArgoAlert - The University of West Florida is dedicated to the safety of its students, faculty and staff. In an ongoing effort to improve the university's emergency notification systems, UWF now has the ability to text message and instant message students, faculty and staff in the event of an emergency. For more information, to sign-up or to opt-out, visit <https://nautical.uwf.edu/utility/argoalert/subscribe.cfm>. The subscription Web site may also be accessed by searching for "ArgoAlert" on the "Directory (Services)" tab in Argus.

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 - 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.

Campus Security Policy and Campus Crime Statistics Act and Crime Statistics - 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.

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

Resident students are issued a key 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. In addition, Resident Assistants (RAs) are on duty daily in residence hall communities. These security measures and personnel are representative of our concern for the protection of persons and property. Resident students are encouraged to promptly call their Area Office to report security deficiencies immediately.

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 Facilities 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 Facilities Management 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 visit <http://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 through the Campus Activity Board, Registered Student Organizations, Voyages Leadership Program, Greek Affairs, Homecoming, College Bowl, Gamesters, Web Spinners, and many other student activities and services. The Commons Operations staff provides Reservations and Conference Services, Production Services, Housekeeping, Building Managers and Event Crews. Student employees comprise a significant and important part of the Commons staff.

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, 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 of general interest to the student body and other members of the university community including comedians, bands, movies, and other special programming. Students interested in the selection, planning, marketing and implementation of campus programs are urged 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 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 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 Room 227, (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 Room 227, (850) 474-2393, or <http://www.uwf.edu/sga/>.

STUDENT OMBUDSPERSON

Student Ombudsman - Students seeking guidance or assistance with concerns related to their UWF experience – academic or nonacademic – should contact the UWF Student Ombudsman. The Student Ombudsman, a full-time University staff member, acts as an impartial campus resource by evaluating the student's situation and assisting him/her in navigating the steps necessary to resolve the issue. Mr. William Healey, Executive Director of Student Life, is the UWF Student Ombudsman. His office is located in the Office of Recreation and Sports Services, Building 72 Room 280, (850) 474-2588

STUDENT ORGANIZATIONS

Student Organizations - The University Commons and Student Activities supports over 160 registered student organizations. For information regarding a specific organization or instructions on how to start a new organization, contact the Student Organization Coordinator in the University Commons Student Activities Office at 474-3155 or e-mail stuorgcoord@uwf.edu. For a complete listing of registered student organizations with contact information, visit <http://uwf.edu/ucommons/content/studentActivities/rsolist.cfm>.

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/studentsuccess/>.

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.

College Reach-Out Program - A pre-collegiate 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://uwf.edu/crop>.

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.

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.

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/trioss>.

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 statues 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/acadelast.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.cfm>.

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 Office, 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 to the Registrar's Office or ordered online via Argus or Lighthouse. Information on how to order a transcript is available on the Registrar's website. Unofficial transcripts are available through the Florida Academic Counseling and Tracking for Students website at www.facts.org or students may view and print their academic history through Argus (current students) or LightHouse (former students).

A student's academic record (transcript) 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 - Two University Trolleys serve the campus seven days a week during the Fall and Spring semester with occasional routes to the Town Center Shopping area. One trolley serves the campus six days a week during the summer terms. No fare is collected for this service. A current trolley schedule can be found online at <http://uwf.edu/parking>.

TUITION AND FEES

Fee information - Fee due dates and the 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 third 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, or <http://uwf.edu/financial/student-services.cfm>.

VEHICLE REGISTRATION

Contact: Cashier's Office, Building 20E, (850) 474-3038 or Parking Services, Building 95, (850) 473-7711.

VENDING SERVICES

Vending - Beverage and snack vending machines are located about campus in academic and administrative buildings as well as residence halls. Your Nautilus Card may be used at most of the vending locations.

Contact: Vending Services, Building 20W, (850) 474-2635, <http://uwf.edu/vending>.

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, campus directories and admissions applications. Normal hours for the center

are from 7:45 a.m. to 5:00 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>.

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 Career Services - Service Learning and Volunteerism

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 online (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.

After the withdrawal deadline posted in the Academic Calendar, students wishing to withdraw from a course(s) while remaining in other courses must request a late class withdrawal. Students wishing to request a late class withdrawal should complete request for late withdrawal form, attaching supporting documentation, and get approvals in order: advisor, instructor, and departmental chair (of the course). Submit all information to the Office of the Registrar, Building 18. It is recommended that students continue attending the class until a final decision is confirmed via UWF student email address by the Academic Appeals Committee. Disapproval at any step is final disapproval. If withdrawal is denied, a letter grade of “A-F” will be awarded. If the final decision for a late class withdrawal is approved, student will receive a grade of “W” or “WF”, at the instructor’s discretion.

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 online (secure 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://Argus.uwf.edu/>.

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 or <http://uwf.edu/emeraldcoast>

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, Lavalley 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

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

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

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 and student organizations are expected to uphold appropriate standards of behavior and to respect the rights and privileges of others. All students and student organizations are expected to conduct themselves in accordance with all federal, state and local laws, and Board of Governors 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. An environment of mutual respect must prevail if the University is to fulfill its goals; therefore, discrimination, harassment and retaliation will not be tolerated. 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 and student organizations 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. **Dean of Students Office:** the area designated by the University with responsibility for administering the Student Code of Conduct.

3. **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.
4. **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.
5. **University Official:** includes any person employed by the University performing assigned administrative or professional responsibilities.
6. **University Community:** includes any person who is a student, faculty member, staff member, or any other person employed by the University.
7. **University Premises:** includes all land, facilities, and other property in the possession of, owned, or controlled by the University (including adjacent streets and sidewalks).
8. **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.
9. **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.
10. **Hearing Officer:** means a University official authorized by the Vice President for Student Affairs to administer the Student Code of Conduct.
11. **University Rules, Regulations and Policies:** please see web pages for the most up-to-date University rules, regulations, and policies.
12. **Complainant:** any person who submits a statement alleging that a student violated this Student Code of Conduct.
13. **Charged Student:** any student accused of violating this Student Code of Conduct.
14. **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. **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.
 - b. **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: registering for or attending class; accessing or contacting certain individuals (no contact order); accessing University property, facilities, resources or equipment; participating in University activities, organizations or student activities.
 - c. **Interim removal from Housing:** the Director of Housing and Residence Life may temporarily remove a student from housing when it is determined that a reasonable risk to the health, safety or welfare of members of the University community or University property exists.
 - d. **Appeal of interim measures:** 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 measures. 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 measures.
 - e. **Student enrollment status:** if a student's enrollment status is changed as a result of an interim measure, 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 and/or psychological abuse or threat of such abuse.
 - b. Sexual abuse or threat of such abuse.
 - c. Harassment 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. (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.)
 - d. Conduct that creates an intimidating, hostile, or offensive campus, educational or working environment for another person.

- e. Intentional physical assault or injury to another person.
 - f. Participation in acts of vandalism individually or as a member of a group.
 - g. Conduct that substantially disrupts or materially interferes with University activities or that reasonably leads University authorities to forecast such disruption or interference.
 - h. Failure to follow directives of University officials.
 - i. Unauthorized entrance into or occupancy of any administrative office, classroom, or other University facility.
 - j. 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.
 - k. 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.
 - l. Conduct which is disorderly and/or disruptive, or in any way interferes with the administration or functions of the University.
 - m. Conduct which is lewd, indecent or voyeuristic.
 - n. 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.
 - o. Interference with the freedom of movement of any member or guest of the University.
 - p. Interference with the rights of others to carry out their activities or duties at or on behalf of the University.
 - q. Soliciting, aiding, abetting, inciting or encouraging others to participate in conduct which violates this Student Code of Conduct.
 - r. Posting of commercial advertising on University property or engaging in commercial activity on University property or in conjunction with University events without appropriate authorization.
 - s. 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.
 - t. Stalking, following or otherwise contacting another person repeatedly, so as to put that person in fear for his/her safety.
 - u. Endangering the health, safety or welfare of members or guests of the University.
3. Obstruction of Disciplinary Process - Acts that disrupt or interfere with the University disciplinary process, including but not limited to:
- a. Knowingly falsifying, distorting or misrepresenting information in a disciplinary proceeding.
 - b. Deliberately disrupting or interfering with the orderly conduct of a disciplinary proceeding.
 - c. Knowingly initiating a complaint or referral without cause.
 - d. Use of threats, coercion, intimidation, or harassment to discourage an individual's participation in or use of the disciplinary process.
 - e. Tampering with information to be used in a University disciplinary process.
 - f. Attempting to influence the impartiality of a member of the disciplinary process.
 - g. Violating and/or failing to comply with or fulfill disciplinary sanctions.
4. Violations of federal, state, local laws, County or municipal ordinances, Board of Governors or University rules, regulations, or policies including, but not limited to:
- a. Possession, use, sale or distribution of narcotics or other controlled substances and/or drug paraphernalia, as prohibited by Florida Law, on the University campus or at any University sponsored, off-campus function.

- b. Prohibited Uses of Alcohol:
 - i. Any possession or consumption of alcohol that is in violation of the University's Alcohol policy.
 - ii. Possessing, purchasing or consuming alcohol if under the legal age.
 - iii. Misrepresenting one's age for the purposes of purchasing or consuming alcohol.
 - iv. Purchasing, furnishing or serving alcohol to any underage person.
 - v. Possessing, furnishing or consuming alcohol in unauthorized areas of the University.
 - vi. Possessing or using a common source of alcohol (i.e. kegs, beer bongs, or their equivalent).
 - vii. Operating a motor vehicle while under the influence of alcohol.
 - viii. Being intoxicated to the point at which an individual has lost normal control of his/her body or mental facilities or both.
 - ix. 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. Violations of the Residential Student Code of Conduct.
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 Governors 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.

Article V. Victim's Rights

- A. **Advisement:** An alleged victim has the right to have an advisor or advocate accompany him or her when he or she is presenting information to the Hearing Officer or Student Conduct Committee or presenting information in any other context to University officials as a part of the disciplinary process. An advisor/advocate may assist, support or counsel an alleged victim but may not speak for, question witnesses or present arguments for the alleged victim at the disciplinary hearing or in any other context in which the alleged victim is presenting information to University officials regarding the incident.

- B. **Questions:** An alleged victim has the right to provide a list of questions that he or she would like the charged student to be asked by the Hearing Officer or Chair of the Student Conduct Committee at the disciplinary hearing. In order to be considered, the questions must be submitted in writing to the Dean of Students Office at least 3 business days before the hearing.
- C. **Victim/Charged Student Separation:** An alleged victim has the right to request that he or she be permitted to present his or her side of the story in a separate room from the charged student at the disciplinary hearing so long as the process, as a whole, does not unduly compromise the charged student's right to have the Hearing Officer or Chair of the Student ask the victim questions.
- D. **Past Behavior:** An alleged victim has a right to have his or her past unrelated behavior excluded from the disciplinary hearing. The issue of relevance of the past behavior is determined by the Hearing Officer or Chair of the Student Conduct Committee.
- E. **Victim Impact Statement:** If the charged student is found responsible, the victim has a right to submit a victim impact statement to the Hearing Officer or Chair of the Student Conduct Committee for consideration at the sanctioning phase only. The statement may include a description of how the victim was impacted by the conduct violation and may include recommendations for sanctions, penalties, or restitution. However, the Hearing Officer or Student Conduct Committee is not bound by those recommendations.
- F. **Notification:** Where the charged student was alleged to be responsible for conduct which, if proven, would constitute any of the following offenses or attempts to commit the following offenses: Arson, Assault, Burglary, Criminal Homicide, Destruction/damage/vandalism of property, Kidnapping, Robbery, Forcible Sex Offences, Non-forcible sex offences (incest or statutory rape), the alleged victim has a right to be notified by the Dean of Students Office of the final results of the disciplinary proceedings conducted with respect to that offense. The notification of final results may only include 1) the name of the student, 2) the violation with which the student was charged, 3) whether the student was found "responsible" or "not responsible," and 4) any sanction(s) imposed. (See 34 C.F.R. Sections 99.31 and 99.39)

Article VI. Procedures for Charges, Educational Conferences and Hearings

- A. Determination of 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 information to determine if a student will be charged with violating the Student Code of Conduct.
 - 3. The Dean of Students Office may not charge a student with a violation of the Student Code of Conduct more than one year after the date the conduct occurred or was discovered; whichever is later. University administrators may exercise professional discretion when applying the time provision to account for circumstances that warrant an extension of the one-year time limit from the date of discovery.
- B. Notice of Charges
 - 1. The Dean of Students Office 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 three 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 two business days to reschedule.
 - 3. If at any time during the course of the judicial process the Dean of Students Office determines that either charges are not warranted or that insufficient evidence exists to continue, then the charges may be withdrawn, and the student will be so notified in writing.
- 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 Governors 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:** The Dean of Students Office and the charged student will be given an opportunity to provide 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 provided by the Dean of Students Office.
12. **Witnesses:** The Dean of Students Office and the charged student may call 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.

Article VII. Sanctions

A student or student organization 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. **Disciplinary reprimand:** a written disciplinary sanction notifying a student or student organization that the behavior did not meet University standards. All disciplinary reprimands will be taken into consideration if further violations occur.
2. **Disciplinary probation:** a written disciplinary sanction notifying a student or student organization that the behavior is in serious violation of University standards. Any additional violations occurring during a probationary period may result in more serious sanctions. In addition, restrictions may be placed on a student's or student organization's activities. Restrictions that may be imposed during a probationary period may include, but are not limited to, 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).
3. **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.
4. **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.
5. **Deactivation of recognized Student Organization status:** temporary or permanent loss of all privileges, including University recognition.
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 or student organization 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 or student organization 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 VIII. Appeals

1. The student or student organization may appeal the decision in writing to the Vice President for Student Affairs. The appeal must be received in the Vice President for Student Affairs Office within 15 business days of the date of the decision letter.
2. Grounds for filing an appeal are limited to the following: (a) the student's or student organization'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; or (d) the sanction(s) imposed were not appropriate for the violation.
3. If an appeal is decided in favor of the student or student organization, the matter may be returned to the Dean of Students Office, Hearing Officer, or the Student Conduct Committee. If an appeal is not decided in favor of the student or student organization, the matter shall be considered final and binding.

Article IX. 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 X. 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

ACADEMIC MISCONDUCT PROCESS

The University of West Florida is dedicated to the highest principles and standards of academic integrity. An academic violation by a student can negatively impact a class, program and/or college in ways that are unique to each discipline. Therefore, the University believes that the severity of an academic infraction is best evaluated by the faculty of the institution. The University seeks to offer students an opportunity to respond to allegations of academic misconduct before a decision is rendered. This regulation/rule seeks to provide faculty and students with a fair process for adjudicating allegations of academic misconduct.

Academic integrity is closely related to professional ethics and requires that students honestly acknowledge their use of the ideas, words, and written work produced by another individual, institution or source. Failure to acknowledge properly the use of another's intellectual output constitutes a form of academic misconduct.

I. Academic Misconduct

Academic misconduct includes all acts of dishonesty in any academically related matter and any knowing or intentional assistance, attempt to assist, or conspiracy to assist another student to commit an act of academic dishonesty. Academic dishonesty includes, but is not limited to, each of the following acts when performed in any type of academic or academically related matter, exercise or activity:

1. **Cheating** - Using or attempting to use or providing another's exam or quiz answers or using or attempting to use another's material or information where such use is not expressly permitted by the instructor. Cheating also includes submitting work that is substantially similar to work submitted in a previous or concurrent class, except where expressly permitted by the instructor(s).
2. **Academic theft** - Obtaining examinations, quizzes, or other academic materials without authorization.
3. **Plagiarism** - Representing the words, data, works, ideas, computer program or output, or anything not self generated as one's own. Some examples of plagiarism include:
 - a. Copying phrases, sentences, sections, paragraphs or graphics from a source and not giving credit by citing the source.
 - b. Having another person write an assignment (for pay or for free) and submitting it as one's own.
 - c. Modifying or paraphrasing another's ideas or writings and submitting them as one's own.

For further clarification of plagiarism, see the UWF library tutorial at – http://library.uwf.edu/Tutorials/module_plagiarism/default.htm.
4. **Fabrication** - Presenting, as genuine, any invented or falsified citation or material.
5. **Bribery** - The offering, giving, receiving or soliciting of anything of value to influence a grade or other academic evaluation.
6. **Misrepresentation** - Any act or omission taken with intent to deceive an instructor or the University so as to affect a grade or gain admission to a program or course.
7. **Facilitating academic dishonesty** - Knowingly contributing to another's violation of the University's regulation/rule on academic misconduct or planning with others to commit academic misconduct.
8. **Violation of professional standards or ethics as defined by the academic program.**

II. Resolution by the Instructor

Once an instructor suspects a violation, the instructor shall conduct a preliminary investigation and determine whether a violation is likely to have been committed. If the instructor concludes that there is not sufficient evidence that a violation has likely been committed, there shall be no record of the event in the student's file. If the instructor concludes that a violation has likely been committed, the instructor must contact the Dean of Students Office to ascertain whether the student has a history of previous academic violations.

If the student has a history of previous violations, or if the instructor believes the offense may warrant suspension or dismissal from the University, the instructor must forward the applicable Academic Misconduct Procedure Form, including charges and suggested sanction(s), if any, to the Academic Misconduct Panel through the Dean of Students Office. The Dean of Students Office shall notify the student of the charges and schedule a hearing. The hearing shall be scheduled at least five business days after the notice of the charges is received by the student. The student's department chair and academic advisor shall be notified of the charges by the Dean of Students Office.

If the student has no record of previous academic misconduct and the instructor is not recommending suspension or dismissal from the University, the instructor shall meet with the student expeditiously to review the following:

1. a description of the charges against the student;
2. the materials and information that led the instructor to conclude that a violation(s) has likely been committed; and
3. an explanation of any sanctions proposed by the instructor as a result of the likely violation(s).

The instructor shall advise the student in writing that the student has five business days to review the information, and either accept the sanction(s) and waive the right to a hearing, or request a hearing by the Academic Misconduct Panel.

III. Student Response

If the student accepts responsibility for the misconduct and accepts the instructor's sanction(s), the process is completed and the instructor must give a copy of the signed and completed Academic Misconduct Procedure Form to the student and send the original form to the Dean of Students Office for filing and for distribution to the appropriate dean(s).

If the student does not accept responsibility for the misconduct or the instructor's sanction(s), the instructor must give a copy of the signed and completed Academic Misconduct Procedure Form to the student and send the original to the Academic Misconduct Panel through the Dean of Students Office, which shall schedule a hearing by the panel.

If the student fails to complete or sign the Academic Misconduct Procedure Form and return it to the instructor within five business days, the instructor shall notify the Dean of Students Office. The Dean of Students Office shall schedule a hearing by the Academic Misconduct Panel.

IV. Constitution of Academic Misconduct Panel

The panel shall consist of 12 members. From each of the University's three colleges there shall be: two students, a faculty member and a representative of the dean. Student members shall be appointed by the Student Government Association. Faculty members shall be appointed by the Faculty Council in each College. The Deans' representatives shall be appointed by the dean of each college.

A hearing panel of four members, by rotation, will hear each case. Two of the four members must be students. Any decision or sanction(s) applied must be supported by at least three members. Panel members shall serve for one year, except for the faculty members of the initial panel appointed, who shall serve for three years.

V. Academic Misconduct Panel Hearing

The charged student shall personally respond to the charges before the hearing panel. If the student fails to appear for the hearing, the panel will proceed to a conclusion. The charged student has the right to have an advisor attend, but the advisor may not speak to the panel. The student may hear and, through the Academic Misconduct Panel, question witnesses.

The student and his or her advisor, in any, have the right to inspect all of the information that will be presented against the student at least 3 business days before the Academic Misconduct Panel hearing. The University also has the right to review any information the student intends to use at least 3 business days before the hearing.

The student will not be compelled to make self-incriminating statements. Note however: the University is not required to postpone judicial proceedings pending the outcome of any criminal proceeding.

The instructor in the course in which the alleged misconduct took place will have an opportunity to appear before the panel. In addition, the panel shall seek a recommendation from the chair of the department in which the alleged misconduct took place. The panel may conduct further investigations, as necessary.

The hearing panel shall either:

1. find that no violation has occurred, or
2. find that a violation has occurred and impose a sanction(s).

The written decision of the panel shall be forwarded to the student and the Dean of Students Office.

The student may appeal by filing a written appeal with the Provost within five business days of the date the student received the panel's decision. If the student fails to appeal, the hearing panel's decision will be final.

VI. Appeal to the Provost

The Provost or designee will review the appeal. Grounds for 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; or (d) the sanction(s) imposed were not appropriate for the violation. If an appeal is decided in favor of the student, the matter may be returned to the Academic Misconduct Panel. If an appeal is not decided in favor of the student, the matter is considered final and binding.

A copy of the Provost's decision shall be forwarded to the student and to the Dean of Students Office for filing and for distribution to the appropriate dean(s).

VII. Course Withdrawal and Forgiveness Policy

A student shall not be permitted to drop or withdraw from a class in which there is an unresolved allegation. Nor shall the UWF grade forgiveness policy be applied to a course in which a student is found to have committed academic misconduct.

VIII. Sanctions

The range of sanctions for any student found to have committed academic misconduct includes reprimand, reduction of grade, disciplinary warning, educational requirements, probation, loss of university privileges, dismissal from a program, suspension, expulsion, denial of admission or further registration and/or credits, invalidation or revocation of academic credit, invalidation or revocation of academic degree, and any other sanctions permitted by law.

IX. Records

Records of academic misconduct will be maintained by the Dean of Students Office. Student files involving cases of academic misconduct that do not result in suspension 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.

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.

X. Transcript Notations

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

XI. Review of the Academic Misconduct Policy

The University Academic Misconduct regulation/rule shall be reviewed every three years under the direction of the Provost, beginning in 2009 or sooner if necessary, by a committee composed of at least 50 percent students appointed by the Student Government Association.

STUDENT GRIEVANCE SYSTEM

Note: Student Grievance System is currently under revision. For the most up-to-date version of the policy, please check the web site at:

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

Students should contact the Dean of Students Office, Building 21, (850) 474-2384 or the Office of the Vice President for Student Affairs, Building 10, (850) 474-2214 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/REGULATIONS

Note: A number of University Policies are currently under review/revision. For the most up-to-date version of the policies, please check the web site at:

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

Students should contact the Dean of Students Office, Building 21, (850) 474-2384 or the Office of the Vice President for Student Affairs, Building 10, (850) 474-2214 for more information.

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.

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.

DISCRIMINATION, HARASSMENT, AND RETALIATION

In accordance with federal laws and the laws of the state of Florida, University of West Florida students are prohibited from discriminating or harassing an individual on the basis of age, color, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status. In addition, University of West Florida students are prohibited from retaliating against an individual because he or she, in good faith, reported discrimination or harassment, participated in an investigation or review regarding a complaint, or opposed prohibited practices.

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

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.

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.

HAZING (UWF/REG 3.018)

- (1) Hazing will not be tolerated at the University of West Florida.
 - (a) University student groups (e.g. registered student organizations, intramural and athletic teams, and other student groups) and individual students are prohibited from hazing.
 - (b) Hazing is prohibited in any form both on campus and off campus.
 - (c) Intentional or reckless hazing that results in a substantial risk of physical injury or death or which results in serious bodily injury or death is a crime in the State of Florida, pursuant to Section 1006.63, Florida Statutes.
- (2) Definition of Hazing –
 - (a) In accordance with Section 1006.63, Florida Statutes, "Hazing" is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student.
- (3) Procedures for Implementation by Student Affairs:
 - (a) Allegations of Hazing – Any person having knowledge of any activity or conduct which may constitute hazing is encouraged to contact the Dean of Student's Office or the University of West Florida Police Department.
 - (b) Investigation of Allegations and Charges–After an investigation, the Dean of Students Office will determine if charges of hazing are warranted. If charges are warranted, the Dean of Students Office will charge the individual student(s), the involved student group(s), and/or the President or other responsible officer of the involved student group(s) in accordance with the UWF Student Code of Conduct.
 - (c) Adjudication. – Adjudication shall be conducted pursuant to the Student Code of Conduct.
 - (1) It is not a defense to a charge of hazing that:
 - i) Any or all participants consented;
 - ii) The conduct was not part of an official organizational event or otherwise sanctioned or approved by the student group; or
 - iii) The conduct or activity was not done as a condition of membership to or affiliation with a student group.
 - (d) Sanctions. Sanctions for violations of this regulation shall be administered by the Dean of Students.
 - (1) Student groups subject to University jurisdiction and individual students found responsible for violations of this regulation shall be sanctioned in accordance with the Student Code of Conduct. For student groups, sanctions include, but are not limited

to, revocation of registration or denial of application for registration, loss of University privileges such as the ability to formally meet on campus and to use campus facilities, or to represent the University of West Florida, and, in the case of fraternities and sororities, the right to be recognized or operate at the University of West Florida.

- (2) Sanctions imposed by the University for violations of this regulation may be in addition to any penalty imposed for violation of the criminal laws of the State of Florida and for violation of any other University regulations or policies.
- (4) In accordance with Section 1006.63, Florida Statutes, copies of this regulation concerning violations, penalties, and process for enforcement will be distributed to students enrolled in the University, and shall be incorporated in the bylaws or governing documents of every student organization operating under the authority of the University.

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 Student 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 Student 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.

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-commmittees/irb/irb.htm>.

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

IMMUNIZATION REQUIREMENTS:

Rubeola and Rubella (measles) (SA - 12.00 - 06/01)

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.

Meningitis and Hepatitis B (BOG Regulation 6.007; Section 1006.69, F.S.)

- A. Beginning July 1, 2008, all *new* UWF undergraduate and graduate students must provide documentation of vaccinations against meningococcal meningitis and hepatitis B or provide a signed waiver for each declined vaccination.
- B. *All students residing on campus* must provide proof of immunization for meningitis and hepatitis B or sign a waiver indicating their informed decision not to be vaccinated.
- C. College students may be at increased risk for meningitis and hepatitis B. To learn more about these diseases and how they are spread, visit the Student Health Center's web page at <http://uwf.edu/healthcenter>.

Additional Information and Recommendations

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.

Submitting Documentation

Immunization forms may be presented in person or via mail, fax or email to the University of West Florida, Student Health Center, 11000 University Parkway, Pensacola, FL 32514. If mailing documentation, make sure you include your name, birth date and UWF ID number. Photocopies are acceptable. Originals will not be returned.

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.

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.

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.

SEXUAL ASSAULT - POLICY, PROCEDURES, AND RESOURCES

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 Office. 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.

Resources Available to Help Students - If you are the victim of 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 from campus phones. Sexual assaults should be reported to the Police. Information regarding options and legal action is available from this department.

Dean of Students Office (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 I 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.

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.

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.

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.

SPORTS SCHEDULE

MEN'S SOCCER

8/24/2008 International (Exhibition) , 3:00 PM
 9/5/2008 St. Leo , 5:00 PM
 9/12/2008 Rollins , 7:30 PM
 9/14/2008 Florida Southern , 3:00 PM
 9/26/2008 William Carey , 7:30 PM
 10/11/2008 Christian Brothers , 3:00 PM
 10/17/2008 Alabama Huntsville , 7:30 PM
 10/19/2008 Delta State , 3:00 PM
 10/24/2008 Concordia (Ala.) , 5:00 PM
 10/26/2008 Mobile , 3:00 PM

VOLLEYBALL

8/29/2008 UWF Comfort Inn-vitational Tournament
 8/29/2008 Flagler College , 11:30 AM
 8/29/2008 Eckerd College , 7:00 PM
 8/30/2008 UWF Comfort Inn-vitational Tournament
 8/30/2008 Henderson State University , 1:30 PM
 8/30/2008 University of Indianapolis , 6:30 PM
 9/23/2008 Valdosta State , 6:00 PM
 10/4/2008 West Georgia , 2:00 PM
 10/7/2008 Mobile , 7:00 PM
 10/13/2008 Loyola (New Orleans) , 7:00 PM
 10/24/2008 Montevallo , 7:00 PM
 10/25/2008 West Alabama , 2:00 PM

WOMEN'S SOCCER

9/2/2008 Mobile , 7:00 PM
 9/5/2008 St. Leo , 7:30 PM
 9/12/2008 Rollins , 5:00 PM
 9/14/2008 Florida Southern , 12:30 PM
 10/1/2008 Columbus State , 5:00 PM
 10/11/2008 Christian Brothers , 12:30 PM
 10/17/2008 Alabama Huntsville , 5:00 PM
 10/19/2008 Delta State , 12:30 PM
 10/26/2008 West Georgia , 12:30 PM

CROSS COUNTRY

9/20/2008 UWF Invitational-women's 5k & men's 8k
 (Gulf Coast Stampede) , TBA

BASEBALL

1/31/2009 Rollins College (Away) , 2:00 PM
 2/1/2009 Rollins College (Away) , 1:00 PM
 2/7/2009 Ouachita Baptist Univ. (Home) , 2:00 PM
 2/9/2009 Ouachita Baptist Univ. (Home) , 1:00 PM
 2/14/2009 Delta St. Univ. (Home) , 1:00 PM
 2/15/2009 Delta St. Univ. (Home) , 1:00 PM
 2/18/2009 Florida Southern College (Home) ,
 6:00 PM
 2/20/2009 Quincy University (Home) , 5:00 PM
 2/21/2009 Quincy University (Home) , 1:00 PM
 2/22/2009 Quincy University (Home) , 1:00 PM
 2/27/2009 Columbus St. Univ. (Away) , 5:00 PM
 2/28/2009 Columbus St. Univ. (Away) , 1:00 PM

3/7/2009 Southern Arkansas Univ. (Away) ,
 2:00 PM
 3/8/2009 Southern Arkansas Univ. (Away) ,
 12:00 PM
 3/10/2009 Belmont Abbey College (Home) , 6:00 PM
 3/11/2009 Belmont Abbey College (Home) , 6:00 PM
 3/14/2009 Univ. of Montevallo (Home) , 2:00 PM
 3/15/2009 Univ. of Montevallo (Home) , 1:00 PM
 3/18/2009 Univ. of Mobile (Home) , 5:00 PM
 3/21/2009 Univ. of North Alabama (Away) , 1:00 PM
 3/22/2009 Univ. of North Alabama (Away) , 1:00 PM
 3/24/2009 Arkansas Tech Univ. (Home) , 3:00 PM
 3/25/2009 Arkansas Tech Univ. (Home) , 6:00 PM
 3/28/2009 Univ. of West Georgia (Home) , 2:00 PM
 3/29/2009 Univ. of West Georgia (Home) , 1:00 PM
 3/31/2009 North Georgia State Univ. (Away) ,
 6:00 PM
 4/1/2009 North Georgia State Univ. (Away) ,
 3:00 PM
 4/4/2009 Univ. of West Alabama (Home) , 2:00 PM
 4/5/2009 Univ. of West Alabama (Home) , 1:00 PM
 4/10/2009 Univ. of Alabama-Huntsville (Away) ,
 2:00 PM
 4/11/2009 Univ. of Alabama-Huntsville (Away) ,
 1:00 PM
 4/14/2009 Georgia Southwestern St. (Away) ,
 7:00 PM
 4/15/2009 Georgia Southwestern St. (Away) ,
 2:00 PM
 4/18/2009 Mississippi Valley St. Univ. (Home) ,
 2:00 PM
 4/19/2009 Mississippi Valley St. Univ. (Home) ,
 1:00 PM
 4/25/2009 Valdosta St. University (Away) , 1:00 PM
 4/26/2009 Valdosta St. University (Away) , 1:00 PM
 5/2/2009 Gulf South Conference tour (Millington, TN),
 TBA
 5/3/2009 Gulf South Conference tour (Millington, TN),
 TBA
 5/4/2009 Gulf South Conference tour (Millington, TN),
 TBA
 5/5/2009 Gulf South Conference tour (Millington, TN),
 TBA
 5/6/2009 Gulf South Conference tour (Millington, TN),
 TBA
 5/14/2009 NCAA Div. II Regional , TBA
 5/15/2009 NCAA Div. II Regional , TBA
 5/16/2009 NCAA Div. II Regional , TBA
 5/17/2009 NCAA Div. II Regional , TBA
 5/23/2009 NCAA Div. II World Series , TBA
 5/24/2009 NCAA Div. II World Series , TBA
 5/25/2009 NCAA Div. II World Series , TBA
 5/26/2009 NCAA Div. II World Series , TBA
 5/27/2009 NCAA Div. II World Series , TBA
 5/28/2009 NCAA Div. II World Series , TBA
 5/29/2009 NCAA Div. II World Series , TBA
 5/30/2009 NCAA Div. II World Series , TBA