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Welcome to the University of West Florida!

Whether you are new to our community or a returning Argonaut, this handbook contains information about policies and procedures that all Argos need to know. Keep the link to this document handy. Some information you’ll want to access immediately while other information won’t be necessary for weeks or months from now.

As you think about this academic year, who you are, and what you want to accomplish, let me offer a few words of wisdom:

1. Go to class! Seems silly to say but experience tells me that some of you will not go. Research shows there’s a correlation between going to class and getting good grades.
2. Get involved in a student organization, club sport, fraternity or sorority, academic honorary society, undergraduate research, internship, Co-op, community service or study abroad.
3. Get to know your professors, their research interests and who they are as people. You’ll find that outside of the classroom, your professors have interesting and cool lives! They are people too!
4. Visit the Career Center – it’s more than resume writing, cover letter development and mock interviews (although those are very important!).
5. Attend an Argonaut athletic event. We have 88 NCAA Gulf South Conference (GSC) titles and 8 national championships – more than any other school in our conference!
6. Have fun and be safe!

Let me know if there’s anything I can do to make your student experience better e-mail me at studentaffairs@uwf.edu or follow me on Twitter @uwfvpsa.

Have a great year and GO ARGOS!!

Kevin W. Bailey, Ph.D.
Vice President for Student Affairs
University of West Florida Mission

http://uwf.edu/about/at-a-glance/missionvisionvalues/#d.en.23708

The University of West Florida (UWF) is a public university based in Northwest Florida with multiple instructional sites and a strong virtual presence. UWF’s mission is to provide students with access to high-quality, relevant, and affordable undergraduate and graduate learning experiences; to transmit, apply, and discover knowledge through teaching, scholarship, research, and public service; and to engage in community partnerships that respond to mutual concerns and opportunities and that advance the economy and quality of life in the region.

UWF is committed to planning and investing strategically to enhance student access and educational attainment; to build on existing strengths and develop distinctive academic and research programs and services that respond to identified regional and state needs; and to support highly qualified faculty and staff who engage students in rigorous, high-impact, student-oriented learning experiences that enhance personal and professional development and empower alumni to contribute responsibly and creatively to a complex 21st Century global society.

University of West Florida Vision

The University of West Florida aspires to be widely recognized as a model of excellence and relevance, sought out as a distinctive intellectual and cultural center, valued as an engaged partner, and acclaimed for being “different by design.”

University of West Florida Values

Caring, Collaboration, Distinctiveness, Inclusiveness, Innovation, Integrity, Quality, Relevance, Stewardship

University Calendar

A university calendar with academic, athletic and other activities can be found at: www.uwf.edu/calendar
Student Rights and Responsibilities

UWF Honor Code
As Argonauts we act with integrity. We do not lie, cheat, steal or tolerate those that do.

UWF’s Statement of Student Understanding
The University of West Florida’s primary concern is for the health, safety, and welfare of its students. The Dean of Students Office recognizes that the fear of campus disciplinary action may prevent students from seeking medical attention and/or reporting a sexual assault when drug or alcohol violations of the Student Code of Conduct may also have occurred. UWF students are encouraged to seek medical treatment for themselves or their friends when needed. Students who are the victims of a crime are also encouraged to contact the appropriate emergency personnel for assistance.

Annual Notification of Student Records and Directory Information
The disclosure or publication of student information is governed by the policies of the University of West Florida and the Board of Governors within the framework of State and Federal laws, including the Family Educational Rights and Privacy Act of 1974. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

A. The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

B. The right to request the amendment of the student’s education records that the student believes is inaccurate. Students may ask the University to amend a record that they believe is inaccurate. They should write the University official responsible for the record, clearly identify the part of the record they believe is inaccurate, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

C. The right to provide written consent before the University discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The University discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel, health staff, alumni affairs personnel and student workers); a person or company with whom the University has
contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. The school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The University may release records without consent, under the following exceptions:

- School officials with a legitimate educational interest need to know. Employees and legal agents have access to educational records in order to perform their official, educationally-related duties:
- Disclosure to another institution where student seeks to enroll or is enrolled;
- Disclosure to Department of Education, state/local education authorities;
- Disclosure in connection with the receipt of financial aid (validating eligibility);
- Disclosure to state/local officials in conjunction with legislative requirements;
- Disclosure to organizations conducting studies to improve instruction, or to accrediting organizations;
- Disclosure to parents of dependent students (IRS definition);
- To comply with a judicial order or lawfully-issued subpoena;
- Disclosure for a health/safety emergency;
- Disclosure of disciplinary information (Warner Amendment);
- Disclosure to the alleged victim of, information disclosed at or from disciplinary proceedings;
- Only when found in violation, and only for crimes of violence—release of name, sanction and outcome (public information);
- Disclosure to parents of any student under the age of 21, a violation of federal, state, local or institutional laws/regulations related to substance abuse (Foley Amendment);
- Veterans Administration officials in response to requests related to VA programs;
- Representatives of Homeland Security for purposes of coordinating interagency partnership regulating international students (CIPRIS).
- Directory information, as described below.

D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is the following:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901
Directory Information

Directory information is student information that will be released in response to a public records request, in the Campus Directory, and for other requests, unless otherwise specified by the student. The online campus directory is available only internally through MyUWF.

Under the provisions of the Family Educational Rights Privacy Act (FERPA), 20 U.S.C. section 1232g, directory information will be released in response to a public records request, without consent of the student, unless the student affirmatively requests that the directory information remain private. At UWF the following items are designated as "Directory Information" and may be released by this University to non-institutional persons or organizations without a student’s consent:

- Name
- Local address
- Permanent Address
- E-mail Address
- Current Telephone number
- Major field of study
- Participation in officially recognized activities and sports
- Dates of attendance at UWF
- Degree(s) earned at UWF
- Awards and Honors received (including Dean’s List and President’s List)
- Grade Classification (Freshman, Sophomore, Junior, Senior, Graduate Student, etc)

If you wish to withhold directory information you must submit a Disclosure of Directory Information form to the Registrar indicating that you would like to prevent disclosure. The University will not contact you for subsequent permission for release of these items. If you wish to withdraw the Privacy Hold you must submit a Disclosure of Directory Information form and indicate that you wish to cancel directory privacy.

The Faculty, Staff, and Student Directory is published during the fall semester for the academic year. In order to prevent disclosure in this publication, students’ requests for non-disclosure must be received in the Registrar’s Office prior to the end of the fall semester drop/add period.

You can restrict the release of this information through the Personal Information folder in MyUWF.

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.

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.

Classroom Behavior
University of West Florida faculty is 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.

Use of Instructional Space and Resources
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.

UWF Student Code of Conduct

Article I. General Policy and Philosophy
A critical mission of the University of West Florida (UWF) is to promote a vibrant academic atmosphere in which students not only receive a well-rounded education, but learn to become productive and ethical members of society. University students are encouraged to think critically about issues that affect us all, carry themselves with integrity, develop a sense of ethical responsibility as well as treat others in a manner in which they wish to be treated. As such, the University of West Florida represents a community that values the basic tenets of: responsibility, integrity, scholarship, creativity, diversity, excellence and care. It is hoped that after students graduate, they apply the knowledge acquired during their tenure at UWF into their professional and personal lives. To help accomplish these objectives, the University of West Florida has drafted a Student Code of Conduct that is structured so that, as members of the UWF community, students are informed of their required roles and responsibilities, the rights that pertain to them, as well as how the Student Code of Conduct is administered.
University students and student organizations are expected to uphold appropriate standards of behavior and to respect the rights and privileges of others. This Student Code of Conduct applies to individual students as well as student organizations. 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 regulations, and policies.

The University is committed to ensuring that all students, faculty and staff are treated with dignity and respect. 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. 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 Sponsored programs, including international and exchange programs and to off-campus conduct.

The University of West Florida President delegates administration of the Student Code of Conduct to the Vice President for Student Affairs, who delegates portions of the administration of the Student Code of Conduct to the Dean of Students, who may further delegate these responsibilities to other appropriate staff. All references to the Vice President for Student Affairs or Dean of Students in this Code also refer to his or her designee(s).

The Student Code of Conduct shall be reviewed, at minimum, every three years under the direction of the Vice President for Student Affairs by a committee composed of at least 50% students appointed by the student body president.

**Article II. Definitions**

1. **Charged Student:** any student alleged to have violated this Student Code of Conduct. For the purposes of this regulation, “charged student” may also include a student organization alleged to have violated this Student Code of Conduct.
2. **Complainant:** any person who alleges that a student violated this Student Code of Conduct and may include any student who submits allegations of a violation under Title IX.
3. **Conduct Officer:** a University official authorized by the Vice President for Student Affairs to administer the Student Code of Conduct.
4. **Dean of Students**: the individual designated by the University with responsibility for administering the Student Code of Conduct.

5. **Dean of Students Office**: the department designated by the University with responsibility for administering the Student Code of Conduct. The Office of Student Rights and Responsibilities (OSRR) is included within the Dean of Students Office.

6. **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.

7. **Good Standing**: is a conduct status describing a student who is not on conduct related probation, and/or does not have pending, incomplete or overdue misconduct sanctions. Students adversely affected by their standing within the University (i.e. a student wishing to run for a Student Government Association Office) may submit a request for an expedited student conduct hearing to the Vice President of Student Affairs.

8. **Hearing Administrator**: a University official authorized by the Vice President for Student Affairs to administer student conduct administrative hearings, to determine if the UWF Student Code of Conduct has been violated, and to recommend sanctions to the Dean of Students.

9. **May**: the term “may” is used in the permissive sense.

10. **More Likely than Not**: refers to the standard of proof used in student conduct hearings. Hearing Administrators and Student Conduct Committees will determine student responsibility by a preponderance of the evidence, or a determination of whether it is more likely than not that the charged student violated the Student Code of Conduct.

11. **Sexual Misconduct, Sexual Violence and Gender-Based Discrimination**: for the purposes of this regulation, sexual misconduct, sexual violence and gender-based discrimination is a broad term used to describe any behavior that would violate provisions of University Policy P-14.02 Sexual Misconduct, Sexual Violence, Gender-Based Discrimination and Retaliation (“Title IX Policy”), including but not limited to sexual exploitation, non-consensual sexual contact, non-consensual intercourse, dating violence, domestic violence, sexual harassment, stalking, violence based on gender, gender-based discrimination, retaliation, or other violations perpetrated against a victim because of the victim’s gender.

12. **Shall**: the term “shall” is used in the imperative sense.

13. **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 registered for courses for a particular term but who are expected to have a continuing relationship with the University, including students admitted but not yet enrolled at the University. For the purposes of this regulation, “student” may also include a student organization.

14. **Student Conduct Committee**: consists of faculty and staff representatives appointed by the Vice President for Student Affairs and student representatives appointed by the President of the Student Government Association. The committee is assigned on a case-by-case basis to administer student conduct hearings, to determine if the UWF Student Code of Conduct has been violated, and to recommend sanctions to
the Dean of Students. The Committee assigned to hear a particular case must consist of at least 50% students.

15. **Student Organization**: means any number of persons who make up a registered student organization, including sports clubs and other student groups. The student organization’s executive officer will serve as the representative for the group during the conduct process unless the student organization designates in writing to the Dean of Students Office another student member to represent the group during the conduct process.

16. **University**: means all locations of the University of West Florida including the online campus.

17. **University Community**: includes any person who is a student, faculty member, or employee of the University. A person’s status in a particular situation shall be determined by the Dean of Students.

18. **University Official**: includes any person employed by the University performing assigned administrative or professional responsibilities.

19. **University Premises**: for the purposes of this policy, includes all land, facilities, and other property in the possession of, owned, or controlled by the University (including adjacent streets and sidewalks), including property at which University-sponsored events are held for the duration of the event.

20. **University Rules, Regulations and Policies**: UWF students must comply with all applicable University regulations and policies. University regulations can be found at http://uwf.edu/trustees/regulations/. University policies can be found at http://www.uwf.edu/president/policies/. Some select regulations and policies applicable to students are also contained in the UWF Student Handbook.

21. **Victim**: for the purposes of this policy, a victim is any individual who has alleged injury or harm by a UWF student. Victims are entitled to varying levels of participation in the student conduct process, depending on the nature of the allegations. As articulated in the Family Educational Rights to Privacy Act (See 34 C.F.R. § 99.31 and 99.39) a victim who has been subject to any of the following violations or attempted violations: Arson, Assault, Burglary, Criminal Homicide, Destruction/damage/vandalism of property, Kidnapping, Robbery, Forcible Sex Offences, Non-forcible sex offenses (incest or statutory rape) is entitled to be notified of his or her rights and of the outcome of the disciplinary process. As defined by the Title IX Amendments of the Higher Education Act of 1972 (See 20 U.S.C. §1681-1688), a victim that is the subject of sexual misconduct, sexual violence or gender-based discrimination, has the right to participate fully in the investigation and adjudication of the alleged misconduct, as outlined in Article VI of this regulation. All other victim rights articulated in this regulation apply to all victims.

**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 where one of the following applies: (a) the off-campus conduct demonstrates that the continued presence of the student or organization on campus presents a danger to the health, safety, or welfare of the University community;
(b) the off-campus conduct is disruptive to the orderly processes and functions of the University; (c) the off-campus conduct is intimidating or threatening to the University community or an individual within the University community; (d) 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; or (e) the off-campus conduct is such that it could constitute a violation of the law.

2. **Court or Administrative Proceedings Outside of the University**: charges by public authorities will not prevent the University from charging a student with violations of this student code of conduct. If a student is charged by the outside authorities with an act that is also a violation of a University regulation or policy or of the Student Code of Conduct, the University may, but is not required to, delay its proceedings pending the outcome of the off-campus proceeding. 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. **No Contact Directive/Order**: University officials may, under appropriate circumstances, order a student to cease and desist from having any direct and/or indirect contact (including notes, email, text, social media, phone calls or contact made through a third party) with another student(s).

5. **Interim Measures**: Interim measures may be taken by the University at any time if it is determined that a student or student organization’s continued presence on campus may adversely affect the health, safety or welfare of the University community. Notice of interim measures shall be provided to the student or student organization in writing.
   a. **Interim measures may include, but are not limited to**:
      i. **Interim Suspension**: the Dean of Students may temporarily suspend a student from the University. A student who is suspended is required to leave the University premises. During the interim suspension period the student may not visit or come onto any UWF campus without the written permission of the Dean of Students.
      ii. **Restrictions on Activity**: the Dean of Students may restrict a student or student organization’s activities. Restrictions on activities may include, but are not limited to: registering for or attending class; accessing or contacting certain individuals (no contact directive/order); accessing University property, facilities, resources or equipment; participating in University activities, student organizations or student activities.
      iii. **Interim Removal from Housing and Administrative Housing Reassignment**: The Dean of Students or the Director of Housing and Residence Life may temporarily remove a student from University housing and/or administratively reassign a student within University housing.
   b. **Review of Interim Measures**: The student or student organization has the opportunity to submit a written request for a review to the Vice President for
Student Affairs regarding the interim measures. If requested, the review will be conducted by the Vice President for Student Affairs within five business days of the receipt of the written request. During the review the student will be provided with the opportunity to explain his or her perspective related to the basis and continued need for the interim measures. The scope of this review is limited solely to the determination of whether that student’s presence or continuation of activities adversely affects the health, safety or welfare of the University community.

c. **Termination of Interim Measures**: Interim measures may be lifted at the conclusion of the interim measure review process or at the conclusion of the disciplinary hearing. Interim measures will may be lifted when the University determines that a student or student organization’s presence or activities no longer adversely affect the health, safety or welfare of the University community.

d. **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 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.

6. **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 conduct, whether completed or attempted, violates the Student Code of Conduct. Where applicable behavior will be judged by a reasonable person standard.

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 or misleading information to the University.
   d. Unauthorized possession, duplication or use of keys, access cards, or identification cards belonging to the University.
   e. Impersonation, misrepresentation or other actions taken to deceive University officials, faculty, or students with regards to one’s identity.

2. **Harm to Individuals, including but not limited to:**
   a. Physical and/or psychological abuse or threat of such abuse or harm. Abuse is defined as any action taken with the intention of harming or injuring another person.
b. Intentional physical unpermitted touching or injury to another person including, but is not limited to hitting, slapping, punching, kicking, shoving or otherwise touching in an injurious or threatening manner, or the brandishing or use of a weapon or other object intended to injure or cause physical harm.
c. Sexual abuse or threat of such abuse.
d. Performing sexual acts and/or sexual touching 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. (For additional information see the Sexual Misconduct, Sexual Violence and Gender-Based Discrimination Policy).

e. Taking sexual advantage of another person, causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such other person; causing the prostitution of another person; recording, photographing or transmitting identifiable images of private sexual activity or intimate parts of another person without that person’s effective consent; allowing third parties to observe private sexual acts without the other person’s consent; engaging in voyeurism; and/or knowingly or recklessly exposing another person to a significant risk of a sexually transmitted infection, including HIV.
f. Conduct which is lewd, lascivious, or voyeuristic.
g. Stalking, following or otherwise contacting another person repeatedly, so as to put that person in fear for his or her safety.
h. Endangering the health, safety or welfare of members or guests of the University.
i. Harassment based on any of the following protected classes: gender (including gender identity and sex), race, color religion, national origin, age, disability, marital status, veteran status or sexual orientation. Harassment is defined as conduct that is sufficiently severe or pervasive so that it unreasonably interferes with an individual’s academic or employment status or performance (Harassment on the basis of these protected classes may include threatened or actual physical harm or abuse, stalking, or other intimidating conduct directed against the individual based on his or her protected class.).
j. Conduct that creates an intimidating, intolerable, or offensive campus, educational or working environment for another person, unrelated to the victim’s protected class, if any.
k. Hazing, defined as any act or situation that recklessly or intentionally endangers the mental or physical health or safety of an individual for purposes of, including but not limited to, initiation or admission into, affiliation with, or as a condition for the continued membership with any organization operating under the sanction of the University.
l. 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

3. Disorderly, disruptive conduct, including but not limited to:
a. Conduct which is disorderly and/or disruptive or in any way interferes with the administration or functions of the University, interferes with the freedom of
movement of members or guests of the University community, or interferes with the rights of others to carry out their activities or duties.
b. Conduct that substantially disrupts or materially interferes with University activities or that reasonably leads University authorities to forecast such disruption or interference
c. Failure to follow directives of University officials.

4. **Harm to Property, including but not limited to:**
   a. Participation in acts of vandalism individually or as a member of a group.
   b. Unauthorized entrance into or occupancy of any administrative office, residence hall, classroom, or other University facility.
   c. 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.
   d. Posting of commercial advertising on University property or engaging in commercial activity on University property or in conjunction with University events without appropriate authorization.

5. **Facilitating, assisting, inciting or encouraging others to participate in conduct which violates this Student Code of Conduct**

6. **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 or process.
   b. Deliberately disrupting or interfering with the orderly conduct of a disciplinary proceeding or process.
   c. Knowingly initiating a complaint or referral without cause.
   d. Use of threats, coercion, intimidation, or harassment to discourage participation in or the use of the disciplinary process, or to alter the decision or outcome of a disciplinary proceeding or 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.

7. **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 University data.
   d. Unauthorized use, duplication, sharing, or distribution of copyrighted materials or other intellectual property, including computer software or other media such as music and videos.
   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 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 or other policies related to computer use on campus.

8. Violations (or conduct which could constitute a violation) of federal, state, local laws, County or municipal ordinances, Board of Governors or University regulations, or policies including, but not limited to:

a. Prohibited Uses of Drugs
   i. Possessing or using narcotics, prescription drugs (without a valid prescription or in an unauthorized manner), or other controlled substances, or possessing drug paraphernalia, as prohibited by Florida Law.
   ii. Using non-controlled substances not intended for human consumption (i.e. spice, bath salts, rubbing alcohol) or not in compliance with manufacturer specifications for the purposes of reaching an altered or intoxicated state.
   iii. Sale or distribution of narcotics, prescription drugs (without a valid prescription or in an unauthorized manner), other controlled substances, or drug paraphernalia, as prohibited by Florida Law.
   iv. Being under the influence of any substance to the point at which an individual has lost normal control of his or her body or mental facilities or both.
   v. Disorderly conduct while under the influence of a substance including but not limited to endangering the safety of himself/herself or, another person, destruction of property, or causing a public disturbance
   vi. Being under the influence of an illegal substance and endangering his or her own safety or the safety of another person or property

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) on University Premises.
   vii. Being intoxicated to the point at which an individual has lost normal control of his or her body or mental facilities or both.
   viii. Disorderly intoxication: being intoxicated and endangering the safety of another person or property or being intoxicated or drinking alcoholic
beverages in a place on campus at which it is not permitted and causing a public disturbance.

ix. Drinking games: participation in games which involve the consumption of alcoholic beverages on University Premises

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 Standards of Community Living.

9. Any other violation (or conduct which could constitute a violation) of the federal, state, local laws, County or municipal ordinances, Board of Governors or University regulations, or policies.

Article V. Procedures for Charges, Educational Conferences and Hearings (Non-Title IX)

1. Determination of Charges
   
a. Alleged violations of the Student Code of Conduct may be reported to the Dean of Students Office by anyone, including but not limited to: (a) University Police or other University departments, (b) faculty, staff, or students or (c) third parties.

b. The Dean of Students Office will review the information to determine if a student will be charged with violating the Student Code of Conduct.

c. 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; however, 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.

d. If at any time during the course of the conduct 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 via email.

2. Notice of Charges
   
a. The Dean of Students Office will notify the charged student via email of the allegations and charge(s).

b. The notice will include scheduling information for the Educational Conference. If the time or date of the Educational Conference is not convenient to the charged student, the charged student must notify the Dean of Students Office within two business days to reschedule.

3. Educational Conference

uwf.edu/studenthandbook
a. The Educational Conference is not a hearing. The purpose of the Educational Conference is for the Conduct Officer to review with the charged student the allegations and charges, the Student Code of Conduct, the hearing options, the conduct process, possible sanctions, and to answer questions.
b. During the Educational Conference the charged student will be given the opportunity to accept responsibility or not accept responsibility for the charges.
c. If the charged student accepts responsibility for the charges:
   i. The charged student will be asked to sign the Educational Conference Form indicating his or her acceptance of responsibility and that he or she is waiving his or her right to a hearing.
   ii. An email documenting the charged student’s responsibility and the sanctions will be sent to the charged student within ten business days from the Dean of Students Office.
d. If the charged student does not accept responsibility for the charge(s):
   i. The charged student will be asked to sign an Educational Conference Form indicating that he or she does not accept responsibility for the charges and will be asked to select a hearing option.
   ii. The Dean of Students Office will schedule the hearing providing the charged student with a minimum of five business days’ notice.
e. If the charged student fails to attend the Educational Conference or complete the Educational Conference Form, the matter will be referred for hearing to the Student Conduct Committee.

4. Hearing Options
   a. The charged student has the right to a hearing before the Student Conduct Committee. This committee must be composed of at least 50% students.
   b. In the alternative, the charged student may choose to have an Administrative Hearing before a Hearing Administrator if the following conditions are met:
      i. The charged student signs a waiver of the right to a hearing before the Student Conduct Committee, and
      ii. An Administrative Hearing is permitted by the Dean of Students.

5. Hearing Procedures
The Student Conduct Committee Hearing and the Administrative Hearing are education processes and are not legal in nature 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.

   a. Hearing Notification: the University will notify the charged student via email of the date, time and location of the hearing no less than five days in advance of the hearing. This notification will also advise the charged student of his or her rights in the student conduct process. If the time or date of the Hearing is not convenient to the charged student, the charged student must submit a written request to reschedule the hearing to the Dean of Students Office within two business days of the date of the notice.
   b. Victim Hearing Notification: the University will notify the victim via email of the date, time and location of the hearing no less than five days in advance of the hearing. This notification will also advise the victim of his or her rights in the student conduct process, including but not limited to, the right to submit a list of
questions, the right to submit a victim impact statement, the right to request a copy of his or her record, and the right to provide information in a separate room from the charged student.

c. **Pre-Hearing Information:** the University will make available, upon request by the charged student, pre-hearing information including a copy of the hearing procedures, copies of records that will be presented by the University at the hearing, and a list of potential University witnesses. The pre-hearing information will be available at least three business days in advance of the hearing at the Dean of Students Office. The charged student must provide the Dean of Students Office with a list of potential witnesses and copies of any records that he or she will present at the hearing at least three business days in advance of the hearing.

d. **Failure to appear:** if the charged student fails to appear, the hearing will proceed in the charged student’s absence.

e. **Closed Hearings:** hearings are closed to the public and only the charged student, victim/complainant where authorized, and advisors may attend. Witnesses may not be present in the proceedings except to provide information when called upon.

f. **Student Advisor/Student Advocate:**
   i. **Student Advisor:** a charged student is entitled to have any one person at the hearing to serve as his or her advisor. The charged student may consult with his or her 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 charged student, question witnesses, present information or argument before the panel. The advisor shall not serve as a witness. The name and role of the advisor must be provided to the Dean of Students Office in writing at least three business days prior to the scheduled meeting/hearing. If the advisor is an attorney, this must be disclosed at that time, as the University attorney must also be present at the meeting/hearing.
   ii. **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, the student conduct process and appeal procedures.

h. **Role of the Hearing Administrator or Student Conduct Committee Chair:** the Hearing Administrator or Student Conduct Committee Chair will preside over the hearing, be responsible for the order and decorum of the hearing, and will ensure that the hearing procedures are followed. At his or her discretion, the Hearing Administrator or Student Conduct Committee Chair may:
   i. Accept information for consideration.
   ii. Make determinations regarding requests for postponements.
   iii. Make determinations as to procedural questions. Make procedural modifications for purposes of expediting a process or in the interest of fairness or safety.
   iv. Exclude repetitious or irrelevant information.
   v. Dismiss any person who is disorderly, disruptive, or non-compliant.
vi. Take any other appropriate action deemed necessary.

i. **Self-Incriminating statements**: the charged student will not be compelled to make self-incriminating statements. Any information shared by the charged student during an educational conference may be presented during a hearing. Failure of the charged student to make a statement or to answer questions shall not be considered in the determination of whether or not a student is responsible for violating the Student Code of Conduct.

j. **Information**: the Dean of Students Office and the charged student will be given an opportunity to provide information at the hearing. This may include, but is not limited to, witnesses, pertinent records, documents, written or oral statements, and investigative reports. The charged student will also be given an opportunity to inspect records provided by the Dean of Students Office.

k. **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 Administrator or Student Conduct Committee Chair. If a witness cannot appear, he or she may submit a written statement for consideration as long as the witness’ signature is notarized. Witnesses will be permitted inside the hearing room only during their point of participation. Witnesses may be recalled by the Hearing Committee and/or Hearing Administrator.

l. **Questions**: The 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 Administrator or Chair of the Student Conduct Committee at the disciplinary hearing.

m. **Separation of Complainant/Victim, Witness, and/or Charged Student**: The complainant/victim and/or any witness may request that he or she be permitted to participate in a separate room from the charged student at the disciplinary hearing.

n. **Past Behavior**: A victim’s or charged student’s past behavior shall be excluded from the disciplinary hearing. A charged student’s misconduct history may only be presented after a finding of responsibility has been determined and only for the purpose of recommending sanctions.

o. **Audio Recording of Hearing**: Student Conduct Committee Hearings and Administrative Hearings will be audio recorded. There shall be a single audio record of all hearings. This audio record is the official record and is the property of the University and will be considered part of the charged student’s disciplinary record. The charged student may submit a written request for a copy of the audio recording which will be provided after receipt of the hearing decision letter.

p. **Standard of Proof**: the burden to prove disciplinary cases rests with the University and not with the charged student. 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.

q. **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.
r. **Deliberations:** are closed and the decision making shall include only the Hearing Administrator or the Student Conduct Committee members and the Dean of Students as appropriate.

s. **Determination of Responsibility:** the Hearing Administrator or Student Conduct Committee (by majority vote) shall determine whether the charged student has violated the Student Code of Conduct. A finding of “responsible” or “not responsible” shall be made for each charge.

t. **Recommendation of Sanctions:** the Hearing Administrator or Student Conduct Committee will also, in consultation with the Dean of Students, make recommendations for sanctions in those cases where the charged student is found responsible for violating the Student Code of Conduct. The Dean of Students may take any of the following actions related to the sanctions recommended by the Student Conduct Committee or Hearing Administrator:

i. Adopt the recommended sanctions

ii. Modify the recommended sanctions

iii. Reject the recommended sanctions, or

iv. Remand the matter for a rehearing

Where the Student Conduct Committee or Hearing Administrator’s recommended sanctions are not adopted by the Dean of Students, the Dean of Students shall provide the charged student with the reasons for not adopting the recommendations in writing.

u. **Victim Impact Statement:** If the charged student is found responsible, the victim has a right to submit a victim impact statement to the Hearing Administrator 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 Administrator or Student Conduct Committee is not bound by those recommendations.

v. **Hearing Decision Notification:** A written decision letter from the Dean of Students Office will be provided to the charged student within ten 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.

w. **Victim Hearing Decision Notification:** Victims of certain offenses defined by FERPA (see Article II. 21), have the right to be notified of the outcome of the proceedings. A written decision letter from the Dean of Students Office will be provided to the victim within ten business days following the close of the hearing. This time may be extended for deliberations when necessary and the victim shall be notified of any such extensions. The hearing decision notification provided to the victim may only include 1) the name of the student, 2) the violation with which the student was charged, 3) whether the charged student was found “responsible or not responsible,” and 4) any sanction(s) imposed. (See 34 C.F.R. Sections 99.31 and 99.39)
6. **Student Withdrawal**: If a student withdraws from the University with misconduct charges pending against him or her, the conduct process will continue with or without his or her participation.

7. **Student Status**: the student’s permanent status on campus will remain unchanged pending the final decision of the hearing process and/or any appeal.

8. **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.

9. **Accommodations for Students with Disabilities**: any student with a disability may request reasonable accommodations during the disciplinary process. If accommodations are desired, 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 Administrator or Student Conduct Committee may postpone the hearing to provide reasonable accommodations.

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**Article VI. Procedures for Charges, Educational Conferences and Hearings (Title IX Cases)**

Federal anti-discrimination laws articulated in Title IX of the Education Amendments of 1972 (20 U.S.C. §1681-1688) and federal regulations or guidelines require that institutions of higher education provide an equitable process for adjudicating cases of sexual misconduct, sexual violence and gender-based discrimination ("Title IX"). As such, the University has established an alternative hearing procedure under this policy to address and adjudicate alleged sexual misconduct, sexual violence and gender-based discrimination violations where the charged student is a University student and the complainant is a University student or employee.

When the University has received a Title IX complaint, the University’s Title IX Coordinator will review the complaint to determine whether, assuming the allegations to be true, the Title IX Policy would be violated based on the allegations. If the allegations would constitute a violation, the Title IX Coordinator will assign the case to a Title IX Investigator. The Investigator is a neutral fact-finder who, during the course of the investigation, typically conducts interviews with the complainant, the charged student, and any witnesses. At the conclusion of the investigation, if it is determined that there is sufficient cause to move forward with formal charges of misconduct against a student under this regulation, the Title IX Coordinator will notify the Dean of Student’s Office.

1. **Notice of Charges**
   a. The Dean of Students Office will notify the charged student via email of the allegations and charge(s).
   b. The notice will include scheduling information for the Educational Conference. If the time or date of the Educational Conference is not convenient to the charged
student, the charged student must notify the Dean of Students Office within two business days to reschedule.

2. **Educational Conference**
   a. For the Charged Student: The Educational Conference is not a hearing. The purpose of the Educational Conference is for the Conduct Officer to review with the charged student the allegations and charges, the Student Code of Conduct, the hearing forum options, the conduct process, and possible sanctions, and to answer questions.
   b. During the conference the charged student will be given the opportunity to accept responsibility or not accept responsibility for the charges.
   c. If the charged student accepts responsibility for the charges:
      i. The charged student will be asked to sign the Educational Conference Form indicating his or her acceptance of responsibility and that he or she is waiving his or her right to a hearing.
      ii. An email documenting the charged student’s responsibility and the sanctions will be sent concurrently to the charged student as well as the complainant/victim within ten business days of the Educational Conference by the Dean of Students Office.
   d. If the charged student does not accept responsibility for the charges:
      i. The charged student will be asked to sign an Educational Conference Form indicating that he or she does not accept responsibility for the charges and will be asked to select a hearing option.
      ii. The Dean of Students Office will schedule the hearing providing the charged student and the complainant with a minimum notice of five business days.
   e. If the charged student fails to attend the Educational Conference or complete the Educational Conference Form, the matter will be referred for hearing to the Student Conduct Committee.
   f. Complainant/Victim Educational Conference: The complainant/victim will be given the opportunity to participate in a separate Educational Conference, the purpose of which is for the Conduct Officer to explain the conduct process and hearing procedures, possible sanctions for the charged student, and to answer questions.

3. **Hearing Options**
   a. The charged student has the right to a hearing before the Student Conduct Committee. This committee must be composed of at least 50% students.
   b. In the alternative, the charged student may choose to have an Administrative Hearing before a Hearing Administrator if the following conditions are met:
      i. The charged student signs a waiver of the right to a hearing before the Student Conduct Committee, and
      ii. An Administrative Hearing is permitted by the Dean of Students, and
      iii. No objection is raised by the complainant/victim.

4. **Hearing Procedures**
   The Student Conduct Committee Hearing and the Administrative Hearing are educational processes and are not a legal in nature. 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.

a. **Hearing Notification:** the University will notify the charged student via email of the date, time and location of the hearing no less than five days in advance of the hearing. This notification will also advise the charged student of his or her rights in the student conduct process. If the time or date of the Hearing is not convenient to the charged student, the charged student must submit a written request to reschedule the hearing to the Dean of Students Office within two business days of the date of the notice.

b. **Complainant/Victim Hearing Notification:** the University will notify the complainant/victim via email of the date, time and location of the hearing no less than five days in advance of the hearing. This notification will also advise the complainant/victim of his or her rights in the student conduct process, including but not limited to, the right to submit a list of questions, the right to submit a victim impact statement, the right to request a copy of his or her record, and the right to provide information in a separate room from the charged student.

c. **Pre-Hearing Information:** the University will make available, upon request by the charged student and or the complainant/victim, pre-hearing information including a copy of the hearing procedures, copies of records that will be presented by the University at the hearing, and a list of potential University witnesses. The pre-hearing information will be available at least three business days in advance of the hearing at the Dean of Students Office. The charged student must provide the Dean of Students Office with a list of potential witnesses and copies of any records that he or she will present at the hearing at least three business days in advance of the hearing.

d. **Failure to appear:** if either the charged student or the complainant/victim fail to appear, the hearing will proceed in the absence of those persons.

e. **Closed Hearings:** hearings are closed to the public and only the charged student, victim/complainant where authorized, and advisors may attend. Witnesses may not be present in the proceedings except to provide information when called upon.

f. **Student Advisor / Student Advocate:**
   
i. **Student Advisor:** a charged student and complainant/victim are each entitled to have any one person at the hearing to serve as his or her advisor. The Charged Student and complainant/victim may each consult with his or her 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 or present information. The advisor shall not serve as a witness. The name and role of the advisor must be provided to the Dean of Students Office in writing at least three business days prior to the scheduled meeting/hearing. If the advisor is an attorney, this must be disclosed at that time, as the University attorney must also be present at the meeting/hearing.

   ii. **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, the student conduct process and appeal procedures.

g. **Role of the Hearing Administrator or Student Conduct Committee Chair:**
the Hearing Administrator or Student Conduct Committee Chair will preside over the hearing, be responsible for the order and decorum of the hearing, and will ensure that the hearing procedures are followed. At his or her discretion, the Hearing Administrator or Student Conduct Committee Chair may:

1. Accept information for consideration.
2. Make determinations regarding requests for postponements.
3. Make determinations as to procedural questions. Make procedural modifications for purposes of expediting a process or in the interest of fairness or safety.
4. Exclude repetitious or irrelevant information.
5. Dismiss any person who is disorderly, disruptive, or non-compliant.
6. Take any other appropriate action deemed necessary.

h. **Self-Incriminating statements:** the charged student will not be compelled to make self-incriminating statements. Any information shared by the charged student or complainant/victim during an educational conference may be presented during a hearing. Failure of the charged student or complainant/victim to make a statement or to answer questions shall not be considered in the determination of whether or not a student is responsible for violating the Student Code of Conduct.

i. **Information:** the Dean of Students Office and the charged student, and the complainant/victim will be given an opportunity to provide information at the hearing. This may include, but is not limited to, witnesses, pertinent records, documents, written or oral statements, and investigative reports. The charged student and the complainant/victim will also be given an opportunity to inspect records provided by the Dean of Students Office.

j. **Presentation of Information:** the primary information presented at the hearing will be the report of the Title IX Investigator. After the Investigator has shared his or her findings, both the charged student and the complainant/victim will have the opportunity to challenge or question the contents of the report. In challenging or questioning the findings, the complainant and the charged student will be given an opportunity to provide information including, but not limited to, witnesses, records, documents, and written or oral statements.

k. ** Witnesses:** The Dean of Students Office, the complainant/victim, and the charged student may call witnesses. Witnesses may be questioned by all parties, including the charged student, the complainant/victim, and the Hearing Officer/Conduct Committee. 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 Administrator or Student Conduct Committee Chair. If a witness cannot appear, he or she may submit a written statement for consideration as long as the witness’ signature is notarized. Witnesses will be permitted inside the hearing room only during their point of participation. Witnesses may be recalled by the Hearing Committee and/or Hearing Administrator.
Questions: The complainant/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 Administrator or Chair of the Student Conduct Committee at the disciplinary hearing.

m. Separation of Alleged Complainant/Victim, or Witness, and/or Charged Student: The complainant/victim and any witnesses may request that they be permitted to participate in a separate room from the charged student at the hearing.

n. Past Behavior: A Complainant/victim’s past behavior shall be excluded from the disciplinary hearing. The charged student has a right to have his or her past unrelated behavior excluded from the disciplinary hearing. The issue of relevance of the charged student’s past behavior shall be determined by the Hearing Administrator or Chair of the Student Conduct Committee. A charged student’s past misconduct history will not be presented at the disciplinary hearing. This information may only be presented once a finding has been reached within the context of determining appropriate sanctions.

o. Audio Recording of Hearing: Student Conduct Committee Hearings and Administrative Hearings will be audio recorded. There shall be a single audio record of all hearings. This audio record is the official record and is the property of the University and will be considered part of the charged student’s disciplinary record. The charged student may submit a written request for a copy of the audio recording which will be provided after receipt of the hearing decision letter.

p. Standard of Proof: the burden to prove disciplinary cases rests with the University and not with the charged student. 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.

q. 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.

r. Deliberations: are closed and the decision making shall include only the Hearing Administrator or the Student Conduct Committee members and the Dean of Students as appropriate.

s. Determination of Responsibility: the Hearing Administrator or Student Conduct Committee (by majority vote) shall determine whether the charged student has violated the Student Code of Conduct. A finding of “responsible” or “not responsible” shall be made for each charge.

t. Recommendation of Sanctions: the Hearing Administrator or Student Conduct Committee will also, in consultation with the Dean of Students, make recommendations for sanctions in those cases where the charged student is found responsible for violating the Student Code of Conduct. The Dean of Students may take any of the following actions related to the sanctions recommended by the Student Conduct Committee or Hearing Administrator:

i. Adopt the recommended sanctions
ii. Modify the recommended sanctions
iii. Reject the recommended sanctions, or
iv. Remand the matter for a rehearing

Where the Student Conduct Committee or Hearing Administrator’s recommended sanctions are not adopted by the Dean of Students, the Dean of Students shall provide the charged student with the reasons for not adopting the recommendations in writing.

u. Victim Impact Statement: If the charged student is found responsible, the complainant/victim has a right to submit a victim impact statement to the Hearing Administrator or Chair of the Student Conduct Committee for consideration at the sanctioning phase only. The statement may include a description of how the complainant was impacted by the conduct violation and may include recommendations for sanctions, penalties or restitution. However, the Hearing Administrator or Student Conduct Committee is not bound by those recommendations.

v. Hearing Decision Notification: A written decision letter from the Dean of Students Office will be provided to the charged student within ten 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.

w. Complainant/Victim Hearing Decision Notification: Complainants/victims have the right to be notified of the outcome of the proceedings. A written decision letter from the Dean of Students Office will be provided to the victim within ten business days following the close of the hearing. This time may be extended for deliberations when necessary and the victim shall be notified of any such extensions. The hearing decision notification provided to the victim may only include 1) the name of the student, 2) the violation with which the student was charged, 3) whether the charged student was found “responsible or “not responsible,” and 4) any sanction(s) imposed.

5. Student Withdrawal: If a student withdraws from the University with misconduct charges pending against him or her, the conduct process will continue with or without his/her participation.

6. Student Status: the student’s permanent status on campus will remain unchanged pending the final decision of the hearing process and/or any appeal.

7. 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.

8. Accommodations for Students with Disabilities: any student with a disability may request reasonable accommodations during the disciplinary process. If accommodations are desired, 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 Chair may postpone the hearing to provide reasonable accommodations.

**Article VII. Sanctions**
A charged student found responsible for violations shall be subject to sanctions commensurate with the offense. Consideration may be given to aggravating and mitigating circumstances, and prior conduct record. The Hearing Administrator/Student Conduct Committee will recommend sanctions to the Dean of Students. Final determination of sanctions is made by the Dean of Students. Recommended sanctions may be adopted, modified or rejected. Where the Student Conduct Committee or Hearing Administrator’s recommended sanctions are not adopted by the Dean of Students, the Dean of Students shall provide the charged student and complainant/victim with the reasons for not adopting the recommendations in writing. One or more of the following sanctions may be imposed for any single violation.

1. **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. Expelled students are not in good standing.
2. **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. While serving a suspension a student is not in good standing.
3. **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; (e) have contact with specified person(s). When on disciplinary probation a student is not in good standing.
4. **Disciplinary reprimand**: a written disciplinary sanction notifying a student that the behavior did not meet University standards. All disciplinary reprimands will be taken into consideration if further violations occur.
5. **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.
6. **Deactivation of recognized student organization status**: temporary or permanent loss of all privileges, including University recognition.
5. **Restitution**: the student is required to pay for damages and/or loss of an individual’s or University property. Payment is limited to the actual cost of repair or replacement of such property.

6. **Community/University service**: a student is required to complete a specified number of hours of service to the campus or general community.

7. **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.

8. **Fines**: Monetary fines established by the Dean of Students, subject to the approval of the Board of Trustees, will be published on the Office of Student Rights and Responsibility website (www.uwf.edu/osrr).

9. **Drug Testing**: a student found responsible for any drug-related violation may be sanctioned to random drug screening for a specified period of time at the cost to the student. Positive (failed) test results may constitute a violation of this policy and may trigger further disciplinary charges.

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, text messaging, social media 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, residency 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 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. Appeal (Non-Title IX Cases)**

1. A student found responsible for violating the Student Code of Conduct may appeal the decision and or sanctions by submitting an appeal in writing to the Vice President for Student Affairs within 10 business days of the date of the decision letter.

2. The Vice President for Student Affairs will review the appeal. Grounds for appeal are limited to the following:
   a. the student’s rights, as outlined in this regulation, 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 was/were not appropriate for the violation.

3. The Vice President for Student Affairs may uphold the decision and/or sanctions, modify the decision and/or sanctions, remand the case to the same Hearing Administrator/Committee for reconsideration of the decision and/or sanctions, or remand the case to a new Hearing Administrator/Committee for a new hearing. Unless the appeal decision is to remand the case, the appeal decision is considered the final decision of the University.

4. A copy of the decision of the Vice President of Student Affair shall be forwarded to the charged student, the victim (where permitted by law) and to the Dean of Students Office for filing and for distribution to the appropriate parties.

5. If the final decision of the University is a sanction of suspension or expulsion, a charged student may seek judicial review of the final decision pursuant to Florida Rule of Appellate Procedure 9.190(b)(3), (which is applicable to review of quasi-judicial decisions of an administrative body not subject to the Administrative Procedure Act), by filing a petition for certiorari review with the circuit court for Escambia County within thirty (30) days of the final decision of the University. If the student seeks review with the court, he or she must also provide a copy of the petition for certiorari review to the Office of the Vice President for Student Affairs, University of West Florida, Bldg. 10, 11000 University Parkway, Pensacola, FL 32514.

Article IX. Appeal (Title IX Cases)

1. Both the complainant/victim and the charged student may appeal the decision and or sanction(s) in writing to the Vice President for Student Affairs. The appeal must be received in the Vice President for Student Affairs Office within 10 business days of the date of the decision letter.

2. If either the complainant/victim or charged student submits an appeal, the other individual will be notified and provided with a copy of the appeal and will be given 10 business days to respond to the appeal in writing. The Title IX Coordinator will also be provided with a copy of the appeal. The Vice President for Student Affairs will review the appeal, including all information provided by all parties. Grounds for appeal are limited to the following:
   a. the complainant’s or charged student's rights, as outlined in this regulation, 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. The Vice President for Student Affairs may uphold the decision and/or sanctions, modify the decision and/or sanctions, remand the case to the same Hearing Administrator/Committee for reconsideration of the decision and/or sanctions, or remand the case to a new Hearing Administrator/Committee for a new hearing. Unless the appeal decision is to remand the case for a new hearing, the appeal decision is considered the final decision of the University.

4. A copy of the decision of the Vice President of Student Affairs shall be forwarded to both complainant and charged student, to the Title IX Coordinator and to the Dean of Students Office for filing and for distribution to the appropriate parties.
5. If the final decision of the University is a sanction of suspension or expulsion, a charged student may seek judicial review of the final decision pursuant to Florida Rule of Appellate Procedure 9.190(b)(3), (which is applicable to review of quasi-judicial decisions of an administrative body not subject to the Administrative Procedure Act), by filing a petition for certiorari review with the circuit court for Escambia County within thirty (30) days of the final decision of the University. If the student seeks review with the court, he or she must also provide a copy of the petition certiorari review to the Office of the Vice President for Student Affairs, University of West Florida, Bldg. 10, 11000 University Parkway, Pensacola, FL 32514.

Article X. 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” for a charge or charges or students against whom charges have been withdrawn, are considered not to have a disciplinary record for those charges. However, the records will be maintained by the University in accordance with Section 1002.22, F.S. and with applicable State record retention laws.

Article XI. 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.

Sexual Misconduct, Sexual Violence, and Gender-Based Discrimination Policy

SECTION 1 - INTRODUCTION
A. Overview and Purpose
The University of West Florida is committed to providing an environment that is free of Sexual Misconduct and Sexual Violence, Gender-Based Discrimination and Retaliation, as those terms are defined in this Policy. “Sexual Misconduct and Sexual Violence,” as defined by this Policy comprises a broad range of behavior that is prohibited in the UWF community including “Sexual Exploitation,” “Non-Consensual Sexual Contact and Non-Consensual Intercourse,” “Dating Violence,” “Domestic Violence,” “Sexual Harassment,” “Stalking” and “Violence Based on Gender. In addition, this Policy covers “Gender-Based Discrimination,” which is differential treatment because of an individual’s sex/gender, and “Retaliation” which is a materially adverse action taken against someone who has participated in a complaint made under this Policy, or opposed practices prohibited by this Policy.
Sexual Misconduct and Sexual Violence, Gender-Based Discrimination and Retaliation (hereinafter “Prohibited Conduct”) are prohibited under this Policy and State and Federal law and regulations.

As a recipient of Federal funds, the University is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. (“Title IX”), which prohibits discrimination on the basis of sex in education programs or activities. Sexual Misconduct and Sexual Violence, Gender-Based Discrimination, and Retaliation, are forms of discrimination prohibited by Title IX. The University of West Florida is committed to providing programs, activities and an educational environment free from such Prohibited Conduct. The University of West Florida is committed to fostering a community that promotes prompt reporting of all types of Prohibited Conduct. Creating a safe environment is the responsibility of all members of the University community.

This Policy is designed to provide an equitable process through which an affected individual can report Prohibited Conduct. Through this Policy, the University strives to provide fairness to both the Complainant and the Accused while ensuring protection for the Complainant under Title IX and providing applicable process rights to the Accused.

B. Definitions

For the purposes of this Policy, the following definitions apply:

1. **Accused** - the Accused is an individual(s) who allegedly violated this Policy. Where the Accused is not a current student or employee, this policy may not apply; however, other University policies may be used to investigate the matter reported and/or to take remedial action.

2. **Complainant** - the Complainant is an individual who is a UWF student, as defined by the Student Code of Conduct, is a University employee (including a volunteer), or who was a participant in a University sponsored program at the time of the alleged incident, and who files a complaint under this Policy.

3. **Complaint** – a complaint based on Prohibited Conduct as defined by this Policy.

4. **Dating Violence** - any assault, aggravated assault, battery, aggravated battery, sexual battery, stalking, kidnapping, or false imprisonment, or any criminal offense resulting in physical injury or death between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature as defined by Florida Law. For the State of Florida definition of Dating Violence see Section 784.046 (1)(d) Florida Statutes.

5. **Dean** – the Dean of Students or his/her designee. Dean’s Office – means the Office of the Dean of Students, Building 21, Room 130.

6. **Domestic Violence** - any assault, aggravated assault, battery, aggravated battery, sexual battery, stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member. For the State of Florida definition of Domestic Violence see Section 741.28(2), Florida Statutes.

7. **Effective Consent** – Effective Consent is an affirmative act or statement by each person that is informed, freely given and mutually understood. It is the responsibility of each person involved in any sexual activity to ensure that he or she has the consent of the other or others to engage in the sexual activity. Consent must be ongoing throughout a sexual activity and can be revoked at any time. Within each sexual encounter, there may be separate individual sexual acts.
involved, and consent to one act by itself does not constitute consent to another act. Lack of protest or resistance does not mean consent, nor does silence mean that consent has been granted. Effective Consent cannot be gained by force, intimidation, threats, by ignoring or acting in spite of the objections of another, by coercion, manipulation or assumption, or from an individual who is incapacitated. Effective Consent is absent when the activity exceeds the scope of effective consent previously given.

The existence of a dating relationship between the persons involved, or the fact of past sexual relations, should never by itself be assumed to be an indicator of consent for any current or future sexual encounter. Because consent may be difficult to discern without verbal communication, individuals are strongly encouraged to err on the side of caution. In other words, if an individual is unsure whether or not there is consent, he or she should ask. For the State of Florida definition of Consent to sexual activity, see Section 794.011, Florida Statutes.

(8) Force – physical force, violence, threat, intimidation, or coercion.

(9) Gender-Based Discrimination - Gender-Based Discrimination is differential treatment taken because of an individual’s sex/gender, sexual orientation or gender identity, unless the conduct is based on a bona fide employment or educational requirement. Some examples are:

(a) disparity in hiring, promotion, salary, termination and other terms and conditions of employment,

(b) disparity of treatment in educational programs, activities and related services, and

(c) limitations on an individual’s participation in University activities.

(10) Incapacitation – is a temporary or permanent state in which a person cannot make informed, rational judgments because the person lacks the physical or mental capacity to understand the nature or consequences of their words and/or conduct, and/or the person is unable to physically or verbally communicate consent. States of incapacitation include, but are not limited to, sleep, blackouts, flashbacks and intoxication. However, where alcohol or another drug is involved, an individual does not have to reach the level of being intoxicated or drunk to be considered incapacitated. Rather, incapacitation is determined by how the alcohol or drug consumed impacts an individual’s decision-making capacity, awareness of consequences, ability to make informed judgments and ability to communicate unwillingness. Because incapacitation may be difficult to discern, individuals are strongly encouraged to err on the side of caution. In other words, if an individual is unsure whether someone is incapacitated, he/she should assume that the person is incapacitated.

(11) Intake Officer – the individual(s) designated by the Title IX Coordinator to conduct the initial meeting with the Complainant and the initial meeting with the Accused. These initial meetings include information about this Policy, the procedures and available resources.

(12) Investigators – the individuals designated by the Title IX Coordinator to conduct investigations of alleged Prohibited Conduct under this Policy.
(13) **Non-Consensual Sexual Contact or Non-Consensual Sexual Intercourse** – sexual contact or intercourse that occurs without Effective Consent (may be referred to as Rape, or Sexual Assault). For State Florida definition of Sexual Battery, see Section 794.011, Florida Statutes.

(14) **Preponderance of Evidence** – the greater weight of the evidence; more likely than not; the party that, on the whole, has the stronger evidence, however slight the edge may be.

(15) **Prohibited Conduct** – conduct that constitutes one or more of the following and is prohibited by this Policy: Dating Violence, Domestic Violence, Gender-Based Discrimination, Non-Consensual Sexual Contact or Non-Consensual Sexual Intercourse, Retaliation, Sexual Exploitation, Sexual Harassment, Stalking and/or Violence Based on Gender.

(16) **Protected Activity** – includes any of the following: (a) reporting conduct which is prohibited by this Policy, (b) participating in the investigation of a Complaint of Prohibited Conduct, or (c) opposing or protesting practices which are prohibited by this Policy.

(17) **Protected Class** – The classes protected under this Policy are sex/gender, sexual orientation, and gender identity.

(18) **Responsible University Employee** - a University employee who has the authority to take action to address an allegation of Prohibited Conduct and/or has the duty to report the alleged Prohibited Conduct to appropriate University officials.

(19) **Retaliation** – materially adverse actions, including intimidation, threats, and harassment, taken against a Complainant, a witness or individual because he/she engaged in a Protected Activity.

(20) **Sexual Contact** – the deliberate touching (including anal or vaginal penetration with an object) of a person’s intimate parts (including genitalia, groin, breast or buttocks or clothing covering any of those areas), or using Force to cause a person to touch his or her own or another person’s intimate parts.

(21) **Sexual Exploitation** - taking sexual advantage of another person without Effective Consent, which includes, but is not limited to, causing or attempting to cause the incapacitation of another person so as to gain or facilitate a sexual advantage over such other person; causing the prostitution of another person; recording, photographing or transmitting identifiable images of sexual activity or intimate parts of another person without that person’s Effective Consent; allowing third parties to observe sexual acts without the Effective Consent of all participants; engaging in voyeurism; exposing one’s genitals to another without Effective Consent; and/or knowingly or recklessly exposing another person to a significant risk of a sexually transmitted infection, including HIV.

(22) **Sexual Harassment** - unwelcome conduct, based on sex/gender, sexual orientation or gender identity, that is sufficiently severe or pervasive so that it alters the terms and conditions of the Complainant’s employment or educational environment. Sexual harassment may include, for example, unwanted sexual advances, requests for sexual favors or other physical or verbal conduct of sexual nature.
(23) **Sexual Intercourse** – oral, anal, or vaginal penetration by, or union with, the sexual organ of another.

(24) **Sexual Misconduct and Sexual Violence** – a broad term encompassing Sexual Exploitation, Sexual Harassment, Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, Dating/Domestic Violence, Stalking when the victim was chosen as a target for stalking because of his or her gender and other acts of Violence Based on Gender. Sexual Misconduct and Sexual Violence can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct and Sexual Violence can be committed by men or by women, and it can occur between people of the same or different sex.

(25) **Stalking** – willfully, maliciously, and repeatedly following, harassing, or cyberstalking another person where the victim was targeted due to his or her sex/gender, sexual orientation or gender identity. For the State of Florida definition of Stalking see Section 784.048, Florida Statutes.

(26) **Student Code of Conduct UWF/REG 3.010** – the Student Code of Conduct is the UWF regulation governing student behavior on campus.

(27) **Student Conduct Committee** – as defined by the Student Code of Conduct, the standing committee of students, faculty and staff designated to hear cases of alleged violations of the Student Code of Conduct.

(28) **State of Florida Definitions** of sex related crimes see Chapters 784, 794, 796, 800, and 810, Florida Statutes.

(29) **Title IX Coordinator** – University employee with the responsibility for administering this Policy, including identifying and addressing any patterns or systemic problems that arise during the review of Title IX complaints. The Title IX Coordinator is assisted by Deputy Title IX Coordinators.

(30) **University** – the University of West Florida.

(31) **Violence Based on Gender** – Any other crime or act of violence, not defined above, taken against another when the victim was targeted due to his or her sex/gender, sexual orientation or gender identity.

**SECTION 2 – PROHIBITED CONDUCT and STANDARDS**

**A. PROHIBITED CONDUCT**

A Complainant may file a Complaint alleging that he or she was subject to Prohibited Conduct as defined in this Policy, and that this Policy was therefore violated. Conduct that constitutes one or more of the following is prohibited by this Policy and shall be referred to as “Prohibited Conduct.”

1. **Sexual Misconduct and Sexual Violence**
   (a) Sexual Harassment
   (b) Dating Violence
   (c) Domestic Violence
   (d) Non-Consensual Sexual Contact or Non-Consensual Sexual Intercourse
   (e) Sexual Exploitation
   (f) Stalking
   (g) Violence Based on Gender
(2) Gender-Based Discrimination
(3) Retaliation

B. STANDARDS
In determining whether the alleged conduct constitutes Prohibited Conduct, as defined by this Policy, the following standards must be met:

(1) Sexual Misconduct and Sexual Violence:
   (a) Sexual Harassment. Sexual harassment violates this Policy when any one of the following occur:
      (i) the unwelcome conduct of a sexual nature is sufficiently severe or pervasive so as to alter the terms and conditions of the individual's employment or educational environment,
      (ii) where submission to unwelcome sexual requests is either explicitly or implicitly made a term or condition of employment or of an individual's educational status or success, or
      (iii) where submission or rejection of the sexual conduct or request is the basis for employment or educational decisions affecting the individual.
   (b) Dating Violence, Domestic Violence, Non-Consensual Sexual Contact or Non-Consensual Sexual Intercourse, Sexual Exploitation, Stalking and Violence Based on Gender: The definitions listed in Section 1 apply to each of these prohibited acts. In determining whether this Policy was violated, a two-part inquiry must be answered. The inquiry is:
      (i) whether it is more likely than not that the conduct that was alleged occurred and
      (ii) that the conduct meets the definition in Section 1B, above.

(2) Gender-Based Discrimination. Conduct violates this Policy when:
   (a) the Complainant is a member of a Protected Class,
   (b) the Complainant was treated less favorably than similarly situated individuals who are not members of the same Protected Class, and
   (c) the less favorable treatment was due to the Complainant's membership in the Protected Class.

(3) Retaliation. Conduct violates the Policy when:
   (a) the Complainant engaged in a protected activity,
   (b) the Accused was aware of the protected activity,
   (c) the Complainant subsequently is subject to a material adverse action caused by the Accused, and
   (d) there a causal connection between the protected activity and the material adverse action.

(4) Standard of Proof. In making these determinations, the "more likely than not" or "Preponderance of the Evidence" standard is used.

SECTION 3 – AUTHORITY, TIMING, EFFECT OF CRIMINAL PROCEEDINGS and COMPLAINANT PARTICIPATION
A. University Authority
A UWF student, as defined by the Student Conduct Code, a UWF employee (including a volunteer) or a participant in a University sponsored program may file a Complaint against any UWF student or UWF employee under this Policy. In those cases where either party is both a University student and a University employee, the Title IX Coordinator will determine, based on the nature of the allegations, the procedures to be used for addressing the alleged misconduct.

Off-Campus Conduct
The University may take action against a student or employee under this Policy for Prohibited Conduct occurring off-campus where one or more of the following applies: (a) The conduct is disruptive to the orderly processes and functions of the University; (b) the conduct demonstrates that the continued presence of the student or employee on campus presents a danger to the health, safety or welfare of any member of the University community; (c) the off-campus conduct is intimidating or threatening to the University community or an individual within the University community; (d) the off-campus conduct is of such a serious nature that it adversely affects the student or employee’s suitability to remain a part of the University community; or (e) the off-campus conduct is such that it could constitute a violation of the law.

B. Timing of Complaints and Availability of Procedures
As long as there is University authority over the Accused Student or Accused Employee, there is no time limit or statute of limitations to filing a Complaint under this Policy. Nevertheless, victims are encouraged to report Prohibited Conduct immediately in order to maximize the University’s ability to conduct a thorough and reliable investigation. Failure to promptly report Prohibited Conduct may result in the loss of evidence and witness information, and may impair the University’s ability to enforce this Policy.

C. Effect of Criminal Investigation/Proceeding
Because Prohibited Conduct may constitute both a violation of this Policy and criminal law, the University encourages victims to report alleged criminal conduct promptly to local law enforcement agencies. If the alleged violation is also being investigated by law enforcement authorities, the University may delay its investigation long enough to permit law enforcement agencies to collect evidence. The University may take interim measures during the pendency of the criminal investigation.

The standards for finding a violation of criminal law differ from the standards for finding that a violation of this Policy occurred. A violation of this Policy may be found even though law enforcement agencies lack sufficient evidence of a crime. If 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 University charges and/or outcome.

D. Complainant Does Not Wish to Pursue Resolution
If the Complainant does not wish to pursue any remedy under this policy and/or requests that his or her Complaint remain confidential, the University will consider the Complainant’s request. However, the University is required to investigate and take reasonable action in response to information reported. The Title IX Coordinator, in conjunction with the appropriate Deputy Coordinator/Investigator, will weigh the Complainant’s request against the following factors:

- Whether there have been other complaints of Prohibited Conduct against the same Accused
• Whether the accusations are of a nature that the continued presence of the Accused on campus poses a threat to the safety of other community members. The Title IX Coordinator will inform the Complainant if the University makes the determination to move forward with charges under this Policy without the Complainant’s participation.

SECTION 4 - THE PROCESS: INITIAL STEPS and INVESTIGATIVE PROCEDURES

A. Reporting Prohibited Conduct

(1) Reporting. Individuals who feel that they have been victims of Prohibited Conduct by a UWF student or employee should report this information as soon as possible. Reports of Prohibited Conduct can be made to any of the following:

(a) Title IX Coordinator
(b) Deputy Title IX Coordinators
(c) The Chief Diversity Officer
(d) Office of Equal Opportunity and Compliance
(e) The Dean of Student’s Office
(f) The Director of Human Resources
(g) The Office of General Counsel
(h) University Police
(i) Any other Responsible University Employee

(2) Obligation to Report. Responsible University Employees have an obligation to report information received regarding Prohibited Conduct. Responsible University Employees include, but are not necessarily limited to, faculty, administrative staff, Housing and Residence Life Staff (including Resident Assistants), athletic coaches, and other individuals in similar positions. Individuals defined as Responsible University Employees under this Policy who receive a report of alleged Prohibited Conduct must report the information to the Title IX Coordinator.

(3) Confidentiality. Individuals reporting Prohibited Conduct to any Responsible University Employee should know that every effort will be made to respect the private and sensitive nature of their report. However, as required under Title IX, reports to any of the above parties will result in a notification of the report to the Title IX Coordinator. The Complainant will have the option of whether or not to pursue further remedies as described below, but should take note that any report to a Responsible University Employee will result, at minimum, in a report to the campus Title IX Coordinator.

If a student wishes to speak with someone on campus confidentially about alleged Prohibited Conduct or any other matter, he or she should contact and schedule an appointment with Counseling and Psychological Services (850-474-2420). If an employee wishes to do the same, he or she may contact the Employee Assistance Program (1-800-860-2058). Complainants who are participants in University sponsored programs, but are not UWF students or employees, will be provided with community counseling referrals in the intake meeting. Any information disclosed to a mental health professional during a counseling session is considered private and confidential and is legally protected. A mental health professional is not required by Federal Law or regulation to report the incident to the Title IX Coordinator.
University Health Center staff are not required by Federal law or regulation to report the information to the Title IX Coordinator. Any information shared by a student regarding Prohibited Conduct with a doctor, nurse, or administrative staff member in the University Health Center will only be reported to the Title IX Coordinator with the student’s permission. However, disclosures to University Health Center staff are not protected by the law to the same extent as are disclosures to a mental health professional. For example, disclosures to University Health Center staff may be obtainable during the course of an investigation or by subpoena.

B. Amnesty from Related Misconduct Charges
The University will not pursue student conduct code violation charges against a student filing a Complaint under this Policy who may have been in violation of the University Student Code of Conduct at the time he or she was the subject of alleged Prohibited Conduct. For example, if a Complainant feels that he/she was sexually assaulted while under the influence of alcohol, and is under the age of 21, and files a Complaint under this Policy, the University would not pursue disciplinary action against the Complainant related to underage drinking.

C. Intake Meeting with the Complainant
Upon receipt of notice of an allegation of Prohibited Conduct, Title IX Coordinator will notify the appropriate University Intake Officer, who will contact the Complainant and schedule an individual intake meeting. The Intake Officer will explain this Policy to the Complainant, the parameters of confidentiality under this Policy, the Complainant’s rights to pursue remedies under this Policy, and a discussion of any immediate interventions or accommodations that may be appropriate concerning the Complainant’s academic, University housing and/or University employment arrangements. In addition, the Intake Officer will provide resources and sources of support on campus and in the local community.

D. Interim Measures
(1) Measures Available. Based on the nature and seriousness of the alleged conduct, regardless of whether or not the Complainant wishes to pursue a remedy under this Policy, the University may take interim measures. These interim measures are designed to prevent the recurrence of the alleged misconduct, to prevent retaliation and to limit the negative effects of the alleged misconduct during the investigation period. The University will notify the Complainant of the interim measures available under this Policy. Depending on the circumstances, interim measures which may be available to a Complainant include, but are not limited to:

- **No Contact Order** – the University may issue no-contact orders between the Accused individual and the Complainant, and/or others involved.
- **On-Campus housing reassignment** – the University may complete an administrative housing reassignment in order to separate the Complainant and the Accused. This may include reassigning the Complainant, the Accused, and/or others involved.
- **Academic measures** – the University may work with a Complainant to assist the Complainant regarding his/her academic coursework. Depending on the circumstances, examples of interim measures may include working with instructors related to missed classes, assigning the Complainant or the Accused to a new course section as scheduling permits, allowing the Complainant to finish the
course requirements via distance learning or independent study, or, where applicable, providing the Complainant with a medical withdrawal from one or more courses.

- **Employment measures** – the University may work with a Complainant to provide interim measures in situations where the alleged Prohibited Conduct occurs within the context of his or her employment on campus, including student employment. Depending on the circumstances, examples of interim measures may include, but are not limited to, assigning the employee to work alternative hours, assigning the employee to a different work location, or assigning the employee to a different department during the duration of the investigation. Employment measures will be taken in accordance with UWF employment policies and applicable collective bargaining agreements.

(2) **Review of Interim Measures.** In the event interim measures are requested but not granted, or, interim measures are taken but are unsatisfactory to either party, either party may request that the decision related to interim measures be reviewed. The request for review must be made in writing and must be submitted to the Title IX Coordinator. The standard for imposing and for reviewing interim measures is limited to the determination of whether the health, safety or welfare of a student or member of the University Community is involved and whether the decision regarding interim measure(s) is appropriate under the circumstances. The request for review must explain why the decision regarding interim measures does not meet the standard. The Title IX Coordinator will designate an individual to review the interim measure decision. The designated reviewer will provide the other party with the opportunity to submit a response to the request for review within five calendar days. The designated reviewer will make a decision based upon the documents provided by the parties, and may call either or both of the parties in for an interview, if the designated reviewer deems it necessary. The designated reviewer has the authority to uphold, modify or withdraw the interim measures.

E. **Threshold Determination**

Once the initial intake meeting with the Complainant has taken place, a threshold determination will be made. This means that the Title IX Coordinator will determine whether, assuming the allegations to be true, the conduct alleged would constitute a violation of this Policy.

If the Complainant chooses not to attend the intake meeting, the threshold determination will be made based on the available information. If the threshold is not met, the Accused will be notified that a Complaint has been filed against him or her and both parties will be notified concurrently in writing that no further investigation will be conducted. If the threshold is met, an intake meeting will be scheduled with the Accused.

F. **Intake Meeting with the Accused**

The University Intake Officer(s) will contact the Accused and schedule an intake meeting. The Intake Officer will explain this Policy to the Accused, his or her rights under this Policy, and will explain possible immediate interventions/accommodations and their implications. In addition, the Intake Officer will identify resources and sources of support available on campus and in the local community. Depending upon the circumstances, the intake meeting with the Accused may be held before or after the threshold is determined. After the Threshold is met and the Intake meeting with the Accused is scheduled, the matter
will be assigned to a designated Title IX Investigator and both parties will be notified concurrently that an investigation will begin.

G. Investigative Process

(1) Role of the Title IX Investigator
The Title IX Investigator is a neutral fact-finder who, during the course of the investigation, typically conducts interviews with the Complainant, the Accused, and witnesses. The Complainant and Accused will be contacted by the designated Title IX Investigator to begin the investigation. Please note: The intake meeting and the initial meeting with the Title IX investigator may be combined for purposes of expedience.

If a Complainant does not wish to pursue any remedies available to him/her under this Policy, he/she may choose not to participate in the investigation. However, the investigation may continue, at the University’s discretion, without the participation of the Complainant.

(2) Elements of the Investigation
The Investigator will:
1. Interview the Complainant, the Accused and witnesses
2. Obtain information provided by the Complainant, the Accused, witnesses and/or law enforcement agencies.
3. Provide the Complainant, the Accused and any witnesses the opportunity to have a representative/advisor accompany them during investigative meetings.
4. Keep records of the investigation, including a description of the allegations, notes from all interviews, and notes of any actions taken.
5. Provide a written report of the investigation ("Investigative Report") to the Title IX Coordinator.

(3) Investigative Report
The written Investigative Report completed by the Investigator will be sent to the Title IX Coordinator for review. The Investigative Report will state whether the Investigator(s) found whether the conduct that is alleged occurred, whether the alleged conduct constituted Prohibited Conduct under this Policy, and whether the Policy was violated. The more likely than not or preponderance of the evidence standard will be used. The Investigative Report may also include recommended courses of action.

The Title IX Coordinator will provide copies of the Investigative Report to both the Complainant and the Accused. The Complainant and the Accused will be offered the opportunity to submit written comments to the Investigative Report within (7) seven calendar days from the date the Investigative Report was mailed or e-mailed to the Complainant or the Accused.

(4) Timing
Within 45 calendar days from the date the Title IX Coordinator received notification of the Complaint, the University will attempt, inasmuch as possible, to conclude the investigation, prepare an Investigative Report and provide the Complainant and the Accused the opportunity to submit written comments to the Title IX Coordinator.

H. Final Determination - at the conclusion of the (7) seven day period, the Title IX Coordinator will finalize the report and will issue a “Final Determination.” The Final
Determinations will state whether or not there is cause to believe this Policy was violated. This finding will be made using a preponderance of the evidence or more likely than not standard.

I. Appeal of No Cause Final Determination - if it is determined that there is not sufficient cause to believe that this Policy was violated, both parties will be notified. If the Complainant is a University employee he or she may appeal the Final Determination by submitting a written appeal to his or her divisional Vice President within (10) ten business days of the date of the Final Determination. If the Complainant is a student he or she may appeal the Final Determination by submitting a written appeal to the Vice President of Student Affairs within (10) ten business days of the date of the Final Determination. The Vice President’s decision on appeal of a No Cause Final Determination is the final decision of the University.

Remedial and Other Non-Disciplinary Measures with No Cause Final Determination

Even if it is found that this Policy was not violated, and formal disciplinary charges are not brought against the Accused, other remedial actions may be warranted based upon the investigative findings. Non-disciplinary and/or remedial actions (i.e., educational programs or cease and desist directives) may be taken at the discretion of the University. Such remedial action will be determined and directed by the Title IX Coordinator or his or her designee.

Either party has the opportunity to submit a written request for a review of the non-disciplinary and/or remedial measures; except, however, the party on whom the non-disciplinary and/or remedial measure is taken may not request review where the sole remedial measure is a directive that he or she engage in an educational program(s).

If the party on whom the non-disciplinary and/or remedial action is taken is a UWF student, either party may request a review of the remedial measures with the Vice President for Student Affairs. If the party on whom the remedial action is taken is a UWF employee, either party may request a review of the remedial measures with the appropriate Vice President. If a request for review is submitted by one party, the other party will be provided with the opportunity to submit a written response to the request for review within five calendar days. The review will be conducted by the appropriate Vice President or his/her designee within five business days of the receipt of the response or within five business days after the expiration of the due date of the response, where no response is provided. The scope of this review is limited solely to the determination of whether the non-disciplinary remedial actions are appropriate given the nature of the circumstances. The appropriate Vice President has the authority to uphold, modify or withdraw the non-disciplinary and/or remedial measures.

J. Referral For Disciplinary Action - For Cause Determination - if a Final Determination is made that there is cause to believe this Policy was violated, both parties will be notified. The next step will be based upon whether the Accused is a student or employee:

(1) In those cases where the Accused is a UWF student: The Investigative Report, Final Determination, any comments of the Complainant and the Accused and other information will be forwarded to the Dean of Students or designee, who shall consider the information and shall determine whether disciplinary action will be pursued. If a student is charged under the Student Code of Conduct, all hearings and other processes will follow the guidelines in the Student Code of Conduct for Title IX Cases.
(2) In those cases where the Accused is a UWF employee: The Investigative Report, Final Determination, any comments of the Complainant and the Accused and other information will be forwarded to the Vice President over the area in which the employee works, and also to the Human Resource Office. The Vice President or designee shall consider the information and shall determine whether disciplinary action will be pursued. If the Vice President determines that disciplinary action is appropriate, such action will follow the processes set forth in HR-22.00-2004/07 Standards of Conduct and/or in the applicable collective bargaining agreement for in-unit employees. Appeals and other reviews of disciplinary action are described in HR-22.00-2004/07, in the applicable collective bargaining agreement for in-unit employees, and in UWF/REG 2.09 Grievance Process for Employees Not Covered by a Bargaining Unit.

K. Conflict of Interest – if an individual, who, because of his or her position would ordinarily participate in the administration or disposition of a Complaint under this Policy, becomes involved in a case as a Complainant, Accused or Witness, the University will assign an alternate individual to participate in the administration and or disposition of the matter.

Academic Misconduct Process

UWF/REG 3.030 Academic Misconduct
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 seeks to provide faculty and students with a fair process for addressing 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 any other 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 planning to assist another student to engage in 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:
A. **Cheating** — Using or attempting to use material or information where such use is not expressly permitted by the instructor. Some examples include but are not limited to:

1. Exam or quiz answers
2. Homework
3. Discussion board posts
4. Lab reports

B. **Academic theft** — Obtaining examinations, quizzes, or other academic materials without authorization.

C. **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:

1. Copying phrases, sentences, sections, paragraphs or graphics from a source and not giving credit by properly quoting or citing the source.
2. Having another person write an assignment (for pay or for free) and submitting it as one’s own.
3. 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://uwf.edu/library/research_help/using-sources-ethically/](http://uwf.edu/library/research_help/using-sources-ethically/)

D. **Resubmission of Work** – Resubmitting a paper, assignment, or portion thereof that the student originally created for another assignment or course constitutes academic misconduct unless:

1. both instructors in concurrent courses expressly agree to accept the same work, or
2. an instructor expressly agrees to accept previously submitted work.

E. **Fabrication** – Presenting, as genuine, any invented or falsified citation, data or material.

F. **Bribery** - The offering, giving, receiving or soliciting of anything of value to influence a grade or other academic evaluation.

G. **Misrepresentation** - Any act or omission taken with intent to deceive an instructor or the University so as to affect a grade, a student’s academic performance or to gain admission to a program or course.

H. **Facilitating Academic Dishonesty** - Knowingly contributing to another’s violation of the University’s regulation/rule on academic misconduct or planning with others to engage in academic misconduct or failing to inform the proper
authorities (as outlined in Article II of this Code) when a violation has occurred regardless of one’s participation.

I. Violation of professional standards or ethics as defined by the academic program.

II. Academic Misconduct Process

If a person other than a course instructor (student, staff member, other instructor) believes that a violation may have occurred, that person should report the suspected violation to the course instructor, relevant program director, or the Office of Student Rights and Responsibilities, who would then proceed with the academic misconduct process.

If an instructor or program director concludes that a violation has been committed, that person must contact the Office of Student Rights and Responsibilities to ascertain whether the student has a history of previous academic violations and to obtain the appropriate Academic Misconduct Procedure Form. The Academic Misconduct Procedure Form should then be completed by the instructor or program director. Depending on the student’s history, academic status, and/or the severity of the alleged violation, an informal resolution or a formal resolution will be implemented according to Sections A or B below:

A. Informal resolution: If the student has no history of previous violations, and if the student is not a graduate student being accused of academic misconduct on a thesis or dissertation, and if the instructor or program director believes the student’s conduct does not warrant suspension or expulsion from the University, the instructor or program director shall then meet with the student expeditiously to:

1. Describe the allegations against the student and review the materials and information that led the instructor to conclude that a violation has likely been committed;

2. Provide the student with an opportunity to respond to the allegations;

3. Explain the mandatory training program sanction (as outlined below) and any additional sanctions proposed by the instructor as a result of the violation(s);

   A. The training program is available only once to a student during his or her UWF career;

   B. The training program must be successfully completed within 15 business days, excluding University holidays;
C. The training program may not be attempted more than twice in that 15 day period.

4. Review the Academic Misconduct Procedure Form with the student. Inform the student that he or she has five (5) business days to review the information, and either accept responsibility for the violation and the sanction(s) and waive the right to a hearing, or not accept responsibility or sanctions and request an Academic Misconduct Hearing.

5. Give a copy of the completed Academic Misconduct Procedure Form to the student and retain the original.

If the student accepts responsibility for the misconduct, accepts the instructor’s sanction(s), and returns the Academic Misconduct Procedure Form within five (5) business days, both parties shall sign both the original and copy of the form. The signed copy shall be returned to the student and the signed original shall be sent to the Office of Student Rights and Responsibilities. The Office of Student Rights and Responsibilities will oversee and document completion of the mandatory training program. Once the training program has been successfully completed and the other sanctions have been applied, the Procedure Form shall be retained by the Office of Student Rights and Responsibilities as a non-disciplinary record solely for the purpose of ascertaining a prior history of academic misconduct and will be considered separate from the student’s disciplinary record (for further explanation of record keeping procedures see Article VIII. Records). The case shall then be considered closed without further documentation of the misconduct.

However, if a student commits a second violation or fails to successfully complete the mandatory training program within the designated timeframe, any record of a violation, previous or otherwise, will then become a disciplinary record and part of the student’s disciplinary file.

If the student does not successfully complete the mandatory training program as required, the Office of Student Rights and Responsibilities shall place a hold on the student’s account until the training program has been completed.

If the student does not accept responsibility for the misconduct, does not accept the instructor’s sanctions, or does not sign and return the Academic Misconduct Procedure Form within 5 business days, the instructor or program director shall send the signed original of the Academic Misconduct Procedure Form indicating this outcome, as well as any supporting documentation, to the Office of Student Rights and Responsibilities. The Office of Student Rights and Responsibilities shall then proceed with a formal resolution as described in Section B.

B. Formal Resolution: If the student has a history of previous violations, or if the student has unresolved allegations of academic misconduct pending against him/her, or
if the student is a graduate student being accused of academic misconduct on a thesis or dissertation, or if the instructor or program director believes the student’s conduct may warrant suspension or expulsion from the University, the following steps shall be taken:

1. The instructor or program director shall notify the student of the allegation of academic misconduct and send the completed Academic Misconduct Procedure Form to the Academic Misconduct Committee through the Office of Student Rights and Responsibilities;

2. The Office of Student Rights and Responsibilities shall notify the student and schedule a hearing no earlier than five (5) business days after the notice of charges is received by the student, unless an earlier hearing is requested in writing by the student;

3. An Academic Misconduct Hearing will be conducted as outlined in Section IV.

In cases where no instructor of record or program director is evident, such as when an alleged violation involves a course in which a student is not currently enrolled, the Office of Student Rights and Responsibilities shall conduct a preliminary investigation to determine if an alleged violation may have occurred. If determined that a violation is likely to have occurred, the Office of Student Rights and Responsibilities will forward that information to the Office of Academic Affairs. The Office of Academic Affairs will determine whether or not to bring charges of academic misconduct against the alleged student(s). If the decision is made to pursue charges of academic misconduct, the Office of Academic Affairs will follow the Academic Misconduct Process as outlined in this article.

III. Constitution of the Academic Misconduct Committee

The Academic Misconduct Committee shall consist of 20 members. From each of the University's four colleges there shall be: two (2) undergraduate student representatives, one (1) graduate student representative, a faculty member representative and a representative of the dean. Undergraduate student members shall be appointed to a one year term by the Student Government Association. Graduate student members shall be appointed to a one (1) year term by the Student Government Association. Faculty members shall be appointed by the Faculty Council in each college to a three (3) year term. The Dean's representatives shall be appointed by the dean of each college to a three (3) year term. Student members may be appointed to an unlimited amount of consecutive, one (1) year terms. Faculty members and Deans' representatives may serve no more than two (2) consecutive three (3) year terms. The faculty members shall be appointed in a three (3) year, staggered rotation, beginning in August 2014, in the following order: College of Arts, Humanities and Social Sciences and College of Science, Engineering and Health; College of Education and Professional Studies; College of Business. The Deans' representatives shall be appointed in a three (3) year, staggered rotation, beginning in August 2014, in the following order: College of
A hearing board consisting of four members, selected by rotation and subject to schedule availability, will hear each case. Two of the four members on each hearing board must be students. Any decision or sanction(s) applied must be supported by at least three members.

IV. Academic Misconduct Hearing

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 Academic Misconduct Code proceedings.

1. **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 Academic Misconduct Hearing Board may postpone the hearing to provide reasonable accommodations.

2. **Pre-hearing Information:** the University will make available pre-hearing information, including copies of records that will be presented by the instructor or program director or designated representative of Academic Affairs and the Office of Student Rights and Responsibilities at the hearing. The pre-hearing information will be available at least three (3) business days in advance of the hearing at the Office of Student Rights and Responsibilities.

3. **Failure to Appear:** if a student fails to appear, the hearing will proceed in the student’s absence.

4. **Confidentiality:** all hearings shall be closed and confidential unless requested by the charged student, in writing, three (3) business days prior to the hearing, and the following conditions are met: (a) all students involved in the hearing consent in writing prior to the hearing, and (b) such request does not conflict with law, Board of Governors or University regulation or policy. The Office of Student Rights and Responsibilities will make the final determination regarding open and closed hearings.

5. **Instructor’s Participation:** the instructor, program director, or designated representative of Academic Affairs bringing charges will have an opportunity to appear before the Academic Misconduct Hearing Board.

6. **Student Advisor / Student Advocate:**
1. **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. The name of the advisor must be submitted to the Office of Student Rights and Responsibilities no later than 72 hours prior to the scheduled hearing. The charged student has a right to have an attorney act as an advisor, however, in such cases, a representative of the University’s General Counsel must also be present.

2. **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, disciplinary procedures and appeal procedures.

7. **Role of the Academic Misconduct Hearing Board Chair:** the Academic Misconduct Hearing Board 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.

8. **Information:** the instructor or program director or designated representative of Academic Affairs, the Office of Student Rights and Responsibilities and the charged student will be given an opportunity to provide relevant 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 all involved parties.

9. **Witnesses:** both the instructor or program director or designated representative of Academic Affairs bringing charges 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, at the discretion of the Chair, all questions for witnesses will be directed through the Academic Misconduct Hearing Board. 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.

10. **Standard of proof:** the burden to prove academic misconduct cases rests with the instructor or program director or representative of Academic Affairs bringing charges and the standard of proof shall be “clear and convincing.” This means that the information presented supports the finding that it was substantially more likely than not that the violation occurred.

11. **Multiple students charged:** in cases involving multiple students charged from the same incident, charged students will have the opportunity to have their cases heard jointly or heard separately. In those instances where cases are heard separately, information obtained at one hearing may be presented at another hearing provided that each charged student involved has the opportunity to review and respond to the information at his or her hearing.

12. **Deliberations:** all deliberations of the Academic Misconduct Hearing Board are closed and shall include only the Academic Misconduct Hearing Board members involved in the decision-making process.

13. **Decisions of “responsible” or “not responsible” on the charge(s):** shall be based on the information presented at the hearing. The Academic Misconduct Hearing Board (by a majority vote) shall either:
   
a. find that no violation has occurred, or
   
b. find that a violation has occurred and, in consultation with the Office of Student Rights and Responsibilities, impose a sanction(s).

14. **Notice of Decisions:** the written decision of the Board shall be sent to the student, the instructor, program director or the Academic Affairs representative, the appropriate Dean’s Office, and the Office of Student Rights and Responsibility.

15. **Right to Appeal:** the student may appeal the Hearing Board’s decision by filing a written appeal with the Provost within ten (10) business days of the date of the letter containing the Board’s written decision. If the student fails to appeal, the Hearing Board’s decision will be final.

V. 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, as outlined in this regulation, 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 Provost may modify the decision and/or sanctions, remand the case to the same Hearing Board for reconsideration of the decision and/or sanctions, or remand the case to the Academic Misconduct Committee for a new hearing. 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 Office of Student Rights and Responsibilities for filing and for distribution to the appropriate parties.

A student who wishes to seek judicial review of the final decision of the University may do so pursuant to Florida Rule of Appellate Procedure 9.190(b)(3), applicable to review of quasi-judicial decisions of an administrative body not subject to the Administrative Procedure Act, by filing a petition for certiorari review with the circuit court for Escambia County within thirty (30) days of the final university decision. If the student seeks review with the court, he or she must also provide a copy of the petition to the Office of the Provost, University of West Florida, Bldg. 10, 11000 University Parkway, Pensacola, FL 32514.

VI. Course Withdrawal, UWF Grade Forgiveness Policy and Student Standing

A. A student shall not be permitted to drop or withdraw from a class in which there is an unresolved allegation. A student who has been found responsible for a violation of the Academic Misconduct Code shall not be allowed to withdraw from the class in which the violation occurred.

B. The UWF Grade Forgiveness Policy will not be applied to a course in which a student has been found responsible for a violation of the Academic Misconduct Code resulting in a sanction of “F” in the course.

C. A student who has been found responsible for academic misconduct will not be in good standing and will remain in such standing until all issued sanctions have been completed to the satisfaction of the Office of Student Rights and Responsibilities.

VII. Sanctions
The range of sanctions for any student found to be responsible for academic misconduct includes reprimand, reduction of assignment or course grade, disciplinary warning, educational assignments, disciplinary 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.

**VIII. Records**

For a first violation resolved according to Article II. Section A., the signed Academic Misconduct Procedure Form shall be maintained in the Office of Student Rights and Responsibilities for the purpose of ascertaining a prior history of academic misconduct and will not be considered a disciplinary record. However, if a student commits a second violation or fails to successfully complete the mandatory training program within the designated timeframe, any record of a violation, previous or otherwise, will then be considered a disciplinary record and will become part of the student’s disciplinary file.

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 West Florida.

Records of academic misconduct resolved according to Article II Section B. will be maintained by the Office of Student Right and Responsibilities as part of the student’s disciplinary records.

Student files involving instances of academic misconduct 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.

Students found "not responsible" for violations of the Academic Misconduct Code or where such charges are dismissed or are resolved through the informal process are considered not to have an academic disciplinary record. However, the records will be maintained by the University in accordance with 1002.22, F.S. and with applicable State record retention laws.

**IX. Transcript Notations**

A. A temporary notation shall be placed on the student's transcript immediately upon the conclusion of the Academic Misconduct Process for a student who is found responsible for a violation with a resulting sanction of suspension. The
notation will remain during any period of suspension and will be removed upon the completion of said suspension.

B. If a student is expelled, a permanent notation to that effect shall be placed on the student's transcript.

X. Review of the Academic Misconduct Regulation

The University Academic Misconduct regulation 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.

Student Grievances

STUDENT GRIEVANCE PROCESS (SA-27.01-03/12)

POLICY/PURPOSE:
The Student Grievance process provides students the opportunity to bring complaints to the attention of the University. The Student Grievance process may only be used to grieve a University action or decision when there is no appeal process associated with that particular University action or decision. This process is designed for student concerns for which there are no other avenues of redress.

Other appeal processes, including those listed below can be found at the University Appeals Process webpage at http://uwf.edu/appeals.

- Academic Misconduct Code appeals
- Academic Probation or Suspension appeals
- Admission or Re-Admission Denial appeals
- CLAST appeals
- Discrimination Complaints
- Financial Aid appeals (athletic scholarships, other scholarships)
- Grade appeals
- Housing appeals (standards of community living violation appeals, fine appeals, etc.)
- Immunization Exception appeals
- Library Fine appeals
- Parking Fine appeals
- Registration appeals (late class withdrawal, etc.)
- Residency for In-State Tuition appeals
- Student Code of Conduct appeals
- Tuition and/or Fee appeals

I. DEFINITION:
A grievance is defined as a complaint or dissatisfaction occurring when a student thinks that an action or decision by the University affecting him/her is unjust, inequitable or
creates unnecessary hardship. Such grievances include but are not limited to problems with student or academic services, other university departments, or other matters.

II. INFORMAL RESOLUTION:
A student may seek informal resolution of the complaint or dissatisfaction before filing a written grievance if he or she wishes to. A student may seek informal resolution by

A. Talking with the individual he or she believes has caused the complaint or dissatisfaction to see if informal resolution is possible, and/or
B. Talking with the supervisor of the individual he or she believes has caused the complaint or dissatisfaction to see if informal resolution is possible.

III. STEPS OF THE WRITTEN GRIEVANCE PROCESS
A. Step 1
A student with a complaint meeting the definition detailed above ("Student") must provide a written complaint to the supervisor of the individual alleged to have caused the complaint or dissatisfaction ("the Respondent") within 10 calendar days of when the issue occurred. The written must include the following:

1. Date of the written complaint
2. The Student’s name, local address, UWF e-mail address and phone number
3. The name and location of the office/department or individual by whom the student feels aggrieved
4. A concise statement of the event(s) causing the student to feel aggrieved including, wherever possible, the dates of the events
5. A statement of any action previously taken to resolve the issue and the results of these actions
6. The disposition desired by the Student

The University employee receiving the written complaint, the Step 1 representative, shall meet with the Student to hear the Student’s concerns within 10 calendar days of receiving the written grievance. The Step 1 representative shall also consult with the Respondent and may request additional information from the aggrieved student or others prior to rendering a decision. The Step 1 representative shall prepare a written decision and provide it to the student and to the Respondent within 10 calendar days of the Step 1 meeting. It shall be the responsibility of the Step 1 representative to inform the Student and the Respondent of any extension of time needed to complete the written decision.

If either the Student or the Respondent is unsatisfied with the Step 1 decision, the grievance process continues. Should the Student not find the Step 1 decision satisfactory, the Student may appeal to the next level supervisor as detailed in Step 2. If the Respondent is unsatisfied with the Step 1 decision, he or she may submit a rebuttal.

B. Step 2
A Student not satisfied with the Step 1 decision may appeal to the next level supervisor of the Respondent. This appeal must be in writing and address the rationale for appeal. The appeal should be submitted to the appropriate University official within 10 calendar days of the date of the Step 1 decision.

If the Respondent is not satisfied with the Step 1 decision, he or she may submit a rebuttal to his/her next level supervisor. The rebuttal should be submitted to the appropriate University official within 10 calendar days of the date of the Step 1 decision.

The University official receiving the Step 2 appeal or rebuttal, the Step 2 representative, shall review the grievance, the Step 1 decision and appeal and/or rebuttal. He or she may request more information and/or request to meet with the Student bringing the grievance and/or the Respondent. The Step 2 representative shall prepare a written decision and provide it to the Student and the Respondent within 10 calendar days of receipt of the appeal. It shall be the responsibility of the Step 2 representative to inform the Student and the Respondent of any extension of time needed to complete the written decision.

If the Student and the Respondent are satisfied with the Step 2 decision the grievance process is complete. Should the Student or Respondent not find the resolution satisfactory, a final appeal or rebuttal may be submitted to the appropriate Vice President (e.g., senior division head).

C. Final Decision
A Student who is not satisfied with the Step 2 decision may appeal to the appropriate Vice President. A Respondent who is not satisfied with the Step 2 decision may submit a rebuttal to the appropriate Vice President. The appeal/rebuttal must be in writing, must be submitted to the appropriate Vice President within 10 calendar days of the date of the Step 2 decision, and must address the rationale for the appeal or rebuttal.

D. Grounds for appeal or rebuttal are limited to the following:
   1. The Student's/Respondent's rights, as outlined in this policy, were violated in the grievance process;
   2. New information is discovered that was not available at the time of the previous reviews;
   3. The information presented does not support the decision.

The Vice President (or designee) receiving the final appeal shall review the grievance, the appeals and Step 1 and Step 2 decisions. He or she may request more information and/or request to meet with the Student bringing the grievance and/or the Respondent. The Vice President (or designee) shall prepare a written decision and provide it to the Student and the Respondent within 10 calendar days of receipt of the appeal. It shall be the responsibility of the Vice President (or designee) to inform the student and the Respondent of any extension of time needed to complete the written decision.

This decision of the Vice President (or designee) shall be the final decision of the University.
E. Timing
The semester break (the days between the last day of final examinations and the first day of class of the next term) and Spring break shall not be counted as calendar days for the purposes of this grievance process.

Student Ombudsperson
Students seeking guidance or assistance with concerns related to their UWF experience – academic or nonacademic – should contact the UWF Student Ombudsperson, Dr. Lusharon Wiley, Senior Associate Dean of Students. The Student Ombudsperson, 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.

To speak to the Student Ombudsperson call 850-474-2384.
http://uwf.edu/deanofstudents/ombudsperson.cfm.

APPEALS
Students can find information about appeals at http://uwf.edu/appeals/

Select University Regulations and Policies
Note: University Regulations and Policies are regularly reviewed and revised as appropriate. For the most up-to-date versions of UWF regulations and policies please visit http://www.uwf.edu/president/policies and http://uwf.edu/offices/board-of-trustees/regulations/.
Students should contact the Dean of Students Office, Building 21, (850) 474-2384 for more information.

DISCRIMINATION, HARASSMENT, AND RETALIATION (P – 13.05 – 05/15)
Policy stating UWF’s stance on discrimination, harassment and retaliation.


PUBLIC EXPRESSION, ASSEMBLY, AND DISTRIBUTION OF WRITTEN MATERIALS (UWF/REG-3.014)
Regulation explaining Public Expression, Assembly, and Distribution of Written Materials on UWF Campus.

Full regulation: http://uwf.edu/media/university-of-west-florida/offices/trustees/regulations/Regulation-3.014.pdf
FUND RAISING BY STUDENT ORGANIZATIONS (SA-29.02-02/12)
Describes general conditions for student organization fundraising sales, promotions, and related activities.

Full policy: https://nautical.uwf.edu/Data/data.cfm?pub=556

HAZING (UWF/Reg 3.018)
Regulation defining hazing and stating UWF’s stance on hazing.


PARENTAL NOTIFICATION POLICY (SA – 05.04-11/12)
UWF policy on the notification of parents for specific issues.

Full policy: https://nautical.uwf.edu/Data/data.cfm?pub=350

RELIGIOUS OBSERVANCES (UWF/REG-3.041)
Regulation regarding accommodations for religious observance and practice.


SKATEBOARDING AS A MEANS OF TRANSPORTATION (SA – 21.00 – 05/09)
This policy governs the use of skateboards on property owned or controlled by the University of West Florida.

Full policy: https://nautical.uwf.edu/Data/data.cfm?pub=501

SMOKING (386.201 F.S.)
The University of West Florida prohibits smoking in all campus buildings.

STUDENT LEADERSHIP ELIGIBILITY REQUIREMENTS (SA – 10.04-09/14)
Policy establishing grade point average requirements for student leaders.

Full policy: https://nautical.uwf.edu/Data/data.cfm?pub=357

TOBACCO PROMOTION POLICY (SA – 07.00 – 05/14)
Articulates UWF policy on promotion of tobacco related products.
FULL POLICY: https://nautical.uwf.edu/Data/data.cfm?pub=362

WEAPONS ON UNIVERSITY PROPERTY (PS-02.03-05/14)
The University of West Florida prohibits the use, storage and possession of weapons on University property, with limited exceptions.

Full policy: https://nautical.uwf.edu/Data/data.cfm?pub=526

Statewide Articulation Agreements
Articulation agreements outline the policies and requirements related to the transfer of credits from Florida Community/State colleges to Florida universities. For information on statewide articulation agreements visit http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/ or www.flvc.org. You may also contact the UWF Office of the Registrar-Articulation and Transfer, (850) 474-2119, for additional information.

University Complaints to External Agencies
If you have a complaint that should be filed with the University’s accreditor (the Commission on Colleges, Southern Association of Colleges and Schools), information concerning the process to follow and the forms to file are included on their website at http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf. A contact number is (404) 679-4501.

If you have a complaint that should be filed with the State entity (Florida Board of Governors) that is responsible for overall governance of the State University System, including UWF, information concerning the process to follow and the forms to file are available at http://www.flbog.org/contact. A contact number is (850) 245-0466.

Consumer Information - Higher Education Opportunity Act
Each institution must annually provide to all enrolled students a notice of the availability of the information that is required to be made available to students under the Family Educational Rights and Privacy Act of 1974 (Family Educational Rights and Privacy Act or “FERPA”), and under The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA). This information is posted on the University's website at http://uwf.edu/consumer/.

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


**Blue-Light System** - Blue-lights are strategically placed in several outside locations on campus.

**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.

**Campus Security Policy and Campus Crime Statistics Act** - The Jeanne Clery Disclosure for Campus Security Policy and Campus Crime Statistics Act (formerly the Campus Security Act) is a federal law that requires institutions of higher education to disclose campus security information, including certain 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/SafetyReport.pdf. You may also obtain a printed copy of this information upon request by contacting the University of West Florida Police at (850) 474-2415.

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

**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 or key 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), hired by the Department of Housing and Residence Life, 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 the Police at 474-2415 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. The university police 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, RAD (Rape Aggression Defense), 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://offender.fdle.state.fl.us/offender/homepage.do

**Fire and Safety Report**

**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 Wellness Services.

**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 employee violations visit http://uwf.edu/drugfreecampus or contact the Dean of Students office at (850) 474-2384 or Wellness Services at (850) 473-7112.

**HIV/AIDS**

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 Medical Director of Student Health Services is designated as the HIV/AIDS counselor and is available to the student body and employees to answer questions and provide counseling with regard to the disease. Appointments with the HIV/AIDS counselor will be confidential; call (850) 474-2172. Counseling & Wellness Services provides educational programs on campus and informational materials are available at http://uwf.edu/offices/wellness-services/sexual-health/sexual-health/.
Title IX Coordinator

Title IX Coordinator:
Karen Rentz, Director of Title IX Programs, krentz@uwf.edu Building 21 Room 130, 850 474-2175

Deputy Title IX Coordinators
Dr. Brandon Frye, Assistant Vice President/Dean of Students, bfrye@uwf.edu, Building 21, 850-474-2384

Dr. Ruth Davison, Director of Housing and Residence Life, rdavison@uwf.edu, Building 19, Room 138, 850-474-2217.

Meghan Barter, Senior Associate Athletic Director, mbarter@uwf.edu, Building 54, Room 148, 850-474-3055

Voter Registration Requirements

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 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.