The University of West Florida is an Equal Opportunity Employer. Programs, activities, and services of the University are available to all persons without regard to age, color, disability, gender (including gender identity and sex), marital status, national origin, race, religion, sexual orientation or veteran status.

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ADVISING

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

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

College of Arts and Sciences Advising (CAS) - First year advising is housed in the University Advising Center (UAC) under the direction of Dr. Kathy Wilson-Parker (kwilson@uwf.edu). Depending on the complexity of your questions, you may find the answer available digitally on the Advising FAQ list which you can find at this link: http://uwf.edu/advising/FAQ.cfm. As students make progress in their selected majors, they are transferred to the program administrator who manages the program. Advising in CAS differs depending on the major you have chosen. In some majors, you will see a professional advisor or program coordinator. In others, you will work directly with faculty. In some settings, you may have the opportunity to work with a peer advisor to help you work out the mechanical details of advising. Your best option is to contact your major department to clarify the person with whom you should be speaking or to check out the advising FAQ list that you can access on department websites.

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

College of Professional Studies (COPS) – Undergraduate advising in the College of Professional Studies is available at the department and school levels. For information concerning the School of Education, please contact Calandra Odom Jackson at 857-6306, or send an email to tess@uwf.edu. In the Department of Justice Studies, contact Rosa Jones (rjones@uwf.edu) at 474-2946. The advisor for the Department of Social Work is Erin King (eking1@uwf.edu) who can be contacted at 474-2941. Advising in the Department of Applied Science, Technology and Administration is available through Jane Faircloth (cfaircloth@uwf.edu), who may be reached at 474-2484. For advising in Health, Leisure and Exercise Science, see Valeria Steen-Ashanti (vashanti@uwf.edu), who can be reached at 474-2868. The Department of Research and Advanced Studies can be reached at (850) 474-2251, or e-mail Terry Bell at tbell@uwf.edu. Contact the Air Force ROTC (afrote@uwf.edu) at 473-7705. The Army ROTC may be reached at 474-2198, or email John Brake at jbrake@uwf.edu.

ALUMNI
The University of West Florida Alumni Association was organized and chartered in 1969. Today, UWF alumni total over 67,000. We have alumni in every state and in more than 10 foreign countries. The Alumni Association is responsible for a network of Argonaut chapters in Florida and across the U.S. We host alumni events that bring faculty and administrators on the road to carry the University’s message to alumni and friends. The Alumni Association is actively involved with the recruitment of students to attend the University of West Florida by participating in Discover UWF! Receptions. We also provide financial assistance for students to attend academic conferences in the form of the Alumni Association Grant program.
Various programs are organized and conducted by the Alumni Association and have been successful in bringing alumni back to Pensacola with activities that are designed to reconnect graduates with campus life. Events include the Scholarship Golf Classic, Spring Into Action Networking Weekend and our Alumni Awards dinner. Alumni also have access to UWF Career Services, discounts on Continuing Education programs and affinity programs i.e. GEICO auto insurance, medical insurance and the Official Pen Air Credit Union UWF Credit Card.

Two student organizations fall under Alumni Relations, the Student Alumni Association (SAA) and the Student Ambassadors. The SAA was developed to foster student giving and create networking opportunities between current students and alumni. This group offers career networking, social events, special programming and are the Official UWF Traditions Keepers. The Student Ambassadors are specially selected from the Student Alumni Association. They are given opportunities to create relationships with campus administrators and to develop leadership skills. Ambassadors represent the University by leading VIP tours and hosting donors and events across campus.

Contact Alumni Relations, Building 12, 850-474-2766 or 1-800-226-1UWF. alumni@uwf.edu or http://alumni.uwf.edu.

ANNUAL EVENTS

**Festival On the Green**- is the largest annual event at the university, bringing nearly 20,000 guest each year. The festival features over 20 themed venues with events including the National Phillips Jazz piano competition, 3 entertainment stages, Fine Arts show, Crafts show, the Children’s Fair, Car show, Student Life Expo, Canine Arena events, the Time Portal to the Past, Time Portal to your Future (UWF Departments and Centers), Green Trading Post, Library book sale, the International & Native American Village, UWF Athletics events, Theatre productions and some new events proposed for 2013. From children to seniors, the festival has something for everyone, with events for those who enjoy a casual pace, to the excitement of sports competition. The festival is free and open to the public. This year’s festival main events will be Friday, April 5, and Saturday, April 6, 2013. For more information or complete schedule of events, contact (850) 474-3000 or visit uwf.edu/festival.

**Homecoming** - UWF’s Homecoming is a special week-long celebration designed to bring our University community together to celebrate its past and present. This year’s events will take place October 1st – 6th. Homecoming allows students, alumni, faculty, and staff to celebrate their Argo Pride, to connect with friends old and new, and to support our student-athletes. Homecoming traditions like Cannon Fest, the Bonfire, and the Homecoming Parade are back, along with newer events like Argo Splash and the UWF Homecoming Festival!

Check out the official UWF Homecoming website (www.uwf.edu/homecoming) to learn how you can get involved with Team Homecoming, or how your organization can participate in the Homecoming Spirit Competitions. You can also contact the University Commons and Student Activities Office for more information or e-mail UWF Homecoming at Homecoming@uwf.edu.

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

ATHLETICS

The Department of Intercollegiate Athletics is a competitive member of the National Collegiate Athletic Association (NCAA) Division II and the Gulf South Conference (GSC). The Argonauts have won six National Championships and 64 GSC titles in their storied history. The program provides high-quality competition in 13 varsity sports; in the women’s sports of basketball, cross country, golf, soccer, softball, tennis, and volleyball; and the men’s sports of baseball, basketball, cross country, golf, soccer and tennis.

Contact: Intercollegiate Athletics, Building 54, (850) 474-3003, or GoArgos.com.

ATM

Two Automatic Teller Machines (ATM) are located in the University Commons, Building 22 (Coastal Bank & Trust and HigherOne). Deposits are not accepted at these ATMs. An ATM is also located in the lobby of the Health, Leisure and Sports Facility, Building 72 (Florida State Employees Federal Credit Union).
BOOKSTORE

UWF Bookstore – the Official University Bookstore - In addition to stocking new and used texts and educational supplies, the bookstore offers a substantial selection of general books, best sellers, study aids, Dell & HP computers, computer software, art supplies, emblematic gifts and clothing, class rings, graduation announcements, residence hall supplies, personal and food items, and other necessities. The bookstore offers many additional services including special orders for books, graduation apparel, and year-round book buy-back. The bookstore accepts all major credit cards, the Nautilus Card, cash and personal checks.

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

Bookstore Deferment Program - If you are receiving financial aid, the Bookstore Deferment Program will allow you to purchase your textbooks before your aid is disbursed. Deferment is not an additional award but an estimated amount based on your financial aid award less unpaid charges on your account. The maximum deferment amount is $600.00. You will receive notification, usually by email, from the UWF Financial Services department if you have excess financial aid funds that may be used. You must be enrolled for the minimum number of hours required for your financial aid award.

Computers - Get the configuration specified by UWF at a special price! Laptops are available. Dell & HP models are available, configured to be appropriate for most academic programs on campus, and are academically priced. The UWF IT Support Center is an Authorized Dell Repair Center for Dell computers purchased through the Bookstore.
Contact: University Bookstore, Commons, Building 22, (850) 474-2150, or http://uwf.bkstr.com.

BULLETIN BOARDS

The University Commons Service Desk is responsible for a number of bulletin boards located in high-traffic areas in various university buildings. Materials are posted on Tuesdays and Thursdays. All materials must be registered at the Commons Service Desk before posting. Classified ad boards (for non-university material) are also provided.
Contact: University Commons and Student Activities, Building 22, (850) 474-2405, or http://uwf.edu/ucommons/.

CAREER SERVICES

Career Services at the University of West Florida is the dedicated team providing comprehensive support for students and alumni to explore and pursue a wide variety of career opportunities. The department is focused on helping students acquire the tools necessary to decide on a major, gain experience and refine the tools necessary for life after graduation. In the career planning area, career coaches work with students regarding choosing or changing a major and with the career decision-making process. Career Services staff members assist students with developmental job-search skills such as resume and cover letter writing, interviewing, job search strategies, and evaluating a job offer. Students and alumni can set up one-on-one appointments or attend “drop-in hours” to get answers to quick career-related questions.
Career Services helps students seek ever-important Experiential Learning programs through participating in CoOp, interning or volunteering. Individual and group volunteer service programs through local, non-profit organizations add employability value while positively impacting the local community. Current students who register 20 or more service hours in a semester with Career Services will have their hours recorded on their transcript. Cooperative Education (CoOp) allows students to gain professionally relevant work experiences that complement their academic studies. Combining paid work experience with their studies, CoOp students have an opportunity to explore their professions and apply principles acquired in the classroom. Cooperative education is always paid, always for credit, and always a multiple semester experience.
Career Services also focuses on making Employer Connections. Recruitment is coordinated and employers are invited to interact and network with UWF students and alumni on campus through Career Fairs and Expos, Meet and Greets, and Interview Sessions. Hundreds of employers continually promote their full-time, part-time, internship, CoOp, and volunteer opportunities on JasonQuest, a free job posting and networking database.

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

CASHIER

Hours for the Pensacola campus are weekdays from 8:15 a.m. to 4:45 p.m. The Cashiers Office may have extended hours during the fee payment/drop-add period each semester. These hours are listed in the course offering/registration information brochure. Students may pay fees and other charges via the Internet by assessing their student MyUWF account, by walk-in payment at the Pensacola campus, by after-hours depository located outside Building 20-E at the main campus, or by mail. All mail-in payments must be postmarked by midnight of the deadline date for each specific charge. Mailed payments with postmarks after the due date are subject to appropriate late charges. Please note that postage meters are not considered a valid postmark. Visa, MasterCard and American Express are accepted for fee payment. Be sure to carefully look at your Account Balance screen in MyUWF since course fees may have differing due dates. Consult the University catalog and course-offering brochures for deadline dates. The Cashiers Office does not accept credit card payments via phone, fax or email.

Contact: Cashiers Office, Building 20E, (850) 474-3110, cashier@uwf.edu or http://uwf.edu/financial/studentservices.cfm

CHILD CARE

Educational Research Center for Child Development - Enrolls children age 6 months up to kindergarten age. The ERCCD is a site for Florida VPK. An after school program for ages 6 through 10 is available. No transportation is provided. The Center has a summer only School Age Camp that accepts children through age 10. Children of students, faculty, staff, and alumni are accepted into all program segments. Students are given priority for placement. Early application is recommended. Center hours are Monday through Friday 7:00 a.m. to 5:30 p.m.


COMMUNITY SERVICE

See Career Services

COPIER MACHINES

Copy Services – Student copiers are located on the first and second floors and in the basement of the Pace Library. Additional copiers are located in Buildings 4, 79 and 86 and in the CyberLounge in the University Commons, Building 22. All copiers are equipped with Nautilus Card readers. Most copiers also accept coins and dollar bills, except the copier in Building 4. Dollar bill changers are located on the first and second floors of the Library. Copies made with a personal Nautilus Card cost 8 cents. Cash copies are 10 cents each. 11”X17” copies count as two copies.

Cash may be deposited to your Nautilus Card at the Cashier’s Office or at an Automatic Deposit Machine (ADM). ADMs are located on the first and second floors of the Library in the copy rooms, in Building 4, Building 79, in Building 86 and in the University Commons (Building 22).

Contact: Copy Services, Building 20W, (850) 857-6071, or http://uwf.edu/copyserv/, www.facebook.com/uwfcampuservices

COUNSELING AND WELLNESS SERVICES

Counseling and Wellness Services has two areas: Counseling Services and Wellness Services, both located in Building 960. These areas work collaboratively to create a culture at UWF in which students value and nurture both physical and mental health. Each area also works independently, providing unique contributions to the UWF campus community. Counseling Services provides confidential personal, vocational, and couples counseling to students free
of charge. Psychologists and counselors help students with problems including depression, test anxiety, vocational indecision, relationship difficulties, sexual dysfunction, interpersonal conflict, identity confusion, substance abuse, stress management or other personal difficulties which may impede a student’s academic progress. We have a thriving groups program including personal growth groups, therapy groups and support groups. We also sponsor workshops on various topics, including stress and time management, romantic relationships, interpersonal and personal functioning. Wellness Services is the focal point on campus for student health education. They provide workshops, awareness events, health marketing campaigns, and other educational programming in the areas of alcohol and other drug abuse/misuse prevention, STI/HIV prevention and sexual health promotion, and sexual assault prevention and risk reduction. All UWF faculty, staff, and students can request any of our programs to be presented to their class, residence hall, or organization. Wellness Services also works with UWF Peer Educators to promote student driven health efforts on campus.

Contact: Counseling and Wellness Services, Building 960, (850) 474-2420, Website: http://uwf.edu/cws.

DEAN OF STUDENTS

Dean of Students Office – Serves as an important resource for students, families, faculty, and staff by providing programs, services, resources, and advocacy for the needs and interests of all UWF students. Contact this office for questions relating to Inclusion Services and Programs (including Student Disability Resource Center), Student Rights and Responsibilities, Student Transition Programs (including New/Transfer Orientation), Student Government, and University policies and procedures. The Dean of Students staff is available to help students with concerns or to make an appropriate referral. An On-Call Dean is available via the University Police during non-business hours to coordinate the University’s response to student emergencies.

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

DINING & CATERING SERVICES

Dining Service - Provided at various locations on the campus, including the Nautilus Market (All-You-Care-To-Eat and meal plan dining facility), Argo Galley, Quiznos’ Sub and Chick-N-Grill in the Commons, Starbucks in the Pace Library, Terra Juice in the HLS Facility, Outtakes in the Science & Engineering Building, Outtakes in the COB Education Center (Bldg. 76A), Papa John’s/Convenience Store in Presidents Hall (Bldg. 922), Sub Generation in the College of Professional Studies (Bldg 86), and the Bistro Blue food truck located between Buildings 12 and 18. Meal Plans and Block Plans are available. All First-Time-In-College students living in university housing are required to participate in the mandatory meal plan their first two semesters on campus (summer residence not included). If you have special dietary requirements, Dining Services will work with you to make sure they are met. Contact: UWF Dining Services, University Commons, Building 22, (850) 474-3197, http://www.dineoncampus.com/uwf, www.facebook.com/UWFDining.

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


DISABILITY SERVICES FOR STUDENTS

See Inclusion Services and Programs

DIVERSITY AND INTERNATIONAL EDUCATION AND PROGRAMS

Contact: Building 71, (850) 474-2479, fax: (850) 474-2915, email: intered@uwf.edu, skype: uwfinternationaloffice, http://uwf.edu/intered.

International Student Office (ISO) - The ISO assists international students with issues ranging from immigration to personal concerns. Upon arrival at the University, every international student must contact the International Student Office. On average, there are approximately 400 international students from over 70 different countries at UWF each year. The ISO also
facilitates the university community’s connection to a broader understanding of international culture. Information can be found at http://uwf.edu/internationaloffice/.

**Intensive English Program (IEP)** - Since 1996, the ODIEP has brought international students to campus to study in its Intensive English Program. Each year, about 200 students study English at UWF and many enroll as degree-seeking students upon completion of the program. The Program offers 15-week terms in the fall and spring and a 12-week term in the summer. The IEP also offers a range of social and cultural activities to enable students to become familiar with US and campus culture. Information can be found at http://uwf.edu/iep/.

**Study Abroad** - The ODIEP develops and maintains international exchange and study abroad programs for students and faculty. Exchange agreements with universities in countries in Europe, Asia, and Latin America allow students to pay UWF tuition and receive UWF credit for course work completed abroad. UWF faculty members can arrange to take students for short-term study outside of the US. Study abroad programs for transfer credit are also available with a variety of locations, subjects, and lengths of study abroad. Information can be found at http://uwf.edu/studyabroad/.

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

The Center also executes credit and non-credit Japanese language instruction. Additionally, the Center plays an active role in promoting both the sister-state relationship between the state of Florida and the prefecture of Wakayama in Japan as well as the sister-city relationship between the city of Pensacola and the city of Gero in Japan. Information can be found at http://uwf.edu/japan/.

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

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

**The Office of Diversity** - The Office of Diversity coordinates diversity programming for the University through the John C. Pace Jr. Symposium Series as well as sponsoring campus and community events that address the needs of an increasingly diverse student body through a myriad of programs that promote awareness and educate students, faculty, staff, and the surrounding northwest Florida community. Information can be found at http://uwf.edu/diversity/.

**EMERGENCIES**

*See Safety and Security*

**EMPLOYMENT (STUDENT)**

**Career Services** - Assists students and alumni in obtaining off-campus permanent, part-time, summer employment, as well as provides information on internships and the cooperative education program. Contact: Career Services, Building 19, (850) 474-2254, or http://uwf.edu/career/.

**Federal Work Study Program** – Students who meet eligibility requirements for federal aid may be employed on campus based on availability. Contact: Financial Aid, Building 18, (850) 474-2400, or http://uwf.edu/finaid/.

**Campus Student Employment** - The Office of Human Resources provides a centralized location for students to find detailed information about job opportunities on campus. Go to https://jobs.uwf.edu/ or contact Human Resources, Building 20E, (850) 474-2694. Information on Student Employment can be found at http://uwf.edu/ohr/Employment/StudentEmployment/main.cfm
**FAX SERVICES**

*Fax* - The University Commons Service Desk, Building 22, provides a public fax machine.

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

**FINANCIAL AID**

The mission of the Financial Aid Office at UWF is to assist students with securing funds to finance their education. Scholarships, grants, part-time employment, and loans are available through federal, state and university funds. A combination of several types of aid may be awarded when funds are available and students meet eligibility criteria.

Students should begin the process of applying for financial aid January 1st of each year. All students must complete the Free Application for Federal Student Aid (FAFSA) to be considered for financial aid.

Contact: Financial Aid, Monday thru Friday 8:00am -5:00pm, Building 18, (850) 474-2400, or visit our website @ uwf.edu/finaid.

**FIRST-YEAR EXPERIENCE**

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

Contact: Student Transition Programs, Building 21, (850) 474-7229, or [http://uwf.edu/transitionprograms](http://uwf.edu/transitionprograms).

**FITNESS CENTER**

*See Recreation and Sport Services*

**GREEK AFFAIRS**

Greek Affairs is the office for the Inter/National Fraternities and Sororities on UWF’s campus. Being Greek is an important component of student life at UWF. With several organizations across different councils, there are plenty of organizations in which you can find connections. Greek organizations can provide you with an opportunity to excel both in and out of the classroom. Membership allows one to develop leadership and personal development skills, focus on academic excellence, and work collaboratively within your organization and in the community. In addition, you will meet people who will become lifelong friends and create everlasting memories. For more information on membership and events check us out online at uwf.edu/greekaff, facebook.com/UWFGreek, twitter.com/UWFGreek, or contact our office Building 22 Rm. 245, greekaff@uwf.edu, (850) 474-2389.

**HEALTH SERVICES AND STUDENT HEALTH INSURANCE**

*Health Center* – Student Health Services is located on campus in Building 960. All currently enrolled students are eligible to use the clinic. Hours are 8:00 am to 5:00 pm Monday, Tuesday, Wednesday, and Friday; and Thursday 9:00 am to 5:00 pm. Appointments can be made by calling (850) 474-2172, option 1, or can be made in person. Students may see a provider free of charge; however, there are charges for labs, immunizations, and certain procedures/exams. For more information please visit our website at [http://www.uwf.edu/healthcenter](http://www.uwf.edu/healthcenter).

*Health Insurance (domestic students)* – For information concerning domestic student health insurance visit our website at [http://www.uwf.edu/healthcenter](http://www.uwf.edu/healthcenter). The Health Center does not bill insurance; however, health insurance is highly recommended as we are unable to provide services such as x-ray, CT scan, EKG, etc.

*Health Insurance (international students)* - The State of Florida requires all F-1 and J-1 international students and J-2 dependents to show proof of annual coverage for medical insurance. Health insurance coverage must include the full academic year, including summer. Exception to the length of coverage can be made for non-degree seeking exchange students on a
J-1 visa status and J-2 dependents, admitted for shorter programs. For information concerning international student health insurance, contact: International Student Office, Building 71, (850) 474-2479, or http://uwf.edu/intered/.

**Immunizations** – For information related to immunization requirements for Measles/Mumps and Rubella (MMR), Meningitis, and Hepatitis B please visit the Health Center’s website at http://www.uwf.edu/healthcenter/ImmRequirements.cfm.

**HOUSING**

**Housing and Residence Life** - Approximately 2000 students live on campus at UWF in one of eight locations: the Southside Villages, Argo Hall, Pace Hall, Martin Hall, Heritage Hall, Presidents Hall or the University Village Student Apartments. Residents who live on campus can find answers to most of their questions and concerns by visiting their Area Office or speaking with their RA. Housing and Residence Life Central Office can assist you with questions regarding contracts and rental payment.

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

**HURRICANE (INCLEMENT WEATHER) PROCEDURES**

In the event a hurricane or any other type of inclement weather threatens this area of Florida, students will be kept up-to-date through advisories posted on the UWF emergency website (http://uwfemergency.org/). Additionally, students will receive information from our Emergency Notification System – ArgoAlert. Alerts and information may be sent via blast emails, text messages to cell phones, Instant messaging via computer, indoor and outdoor warning sirens, CCTV’s and Digital signage OR indoor and outdoor speaker announcements. Students can also listen to updates on WUWF 88.1 FM radio station. Students are encouraged to remain in contact with their families during hurricane emergencies and make decisions regarding evacuation in collaboration with them. Resident students who choose to remain on campus during a hurricane may be evacuated to the designated student shelter.

**ID CARD**

**Nautilus Card** - The Nautilus Card is your official university identification card. It is not the same as the HigherOne debit card. The card serves as a library card, access card, copy card, meal plan card, and a declining balance card. When money is deposited into the general account, the Nautilus Card can be used to make purchases at the UWF Bookstore, Dining Services locations, the Ticket Center, Postal Services, most vending machines on campus and some laundry locations. You may also use the card to pay fees or fines at the Cashier’s Office. When funds are deposited into the food account, the Nautilus Card may be used at Dining Services locations only. Deposits may be made at the Cashier’s Office, via your MyUWF account (Pay with Credit Card), or at one of the automatic deposit machines (ADM) conveniently located around campus. You may also elect to have excess Financial Aid funds placed on your Nautilus Card after all tuition and fees have been paid. You may view your account information (card balances, swipe history – financial and access, and meal plan information) online via your MyUWF account. Students registering for on-campus classes will be assessed an Annual I.D. fee of $10 which covers the cost of ongoing services provided by the Nautilus Card program. The information contained in the card system, including your Nautilus Card photo, can be used by the University of West Florida for internal University business purposes as deemed appropriate and approved by the Vice President for Student Affairs for students and approved by the University General Counsel for employees.

If your card is lost or stolen, contact the Nautilus Card office immediately or contact the UWF Police after regular business hours, on weekends, and holidays. The cost for a replacement card is $15.

INCLUSION SERVICES AND PROGRAMS

The Department of Inclusion Services and Programs focuses on creating a more inclusive campus environment while building relationships with the greater Pensacola community. Inclusion services focus on the factors that influence the worldview of students by engaging them in purposeful intercultural exchange and social engagement.

The Student Disability Resource Center (SDRC) provides assistance for eligible students with disabilities by ensuring that appropriate academic accommodations are made. Accommodations vary by individual and may include interpretive services, testing accommodations, assistive technology, and note taking assistance. Appropriate academic accommodations will be determined based on the documented needs of the individual. If you would like to learn more about the services available through the SDRC office, please go online www.uwf.edu/sdrc or call us at 850-474-2387.

The Common Ground Inclusion and Diversity Training group provides peer training and dialogue to help create safe spaces to discuss issues of difference and inclusion. This group is open to all students who are interested in promoting inclusion and diversity on campus. For more information please contact us via email at commonground@uwf.edu or by phone at 850-474-2384. We would love to have you join us!

The Military Connections Committee helps promote a military-friendly environment and plans and implements campus events that recognize veterans and their families. The committee consists of faculty and staff and welcomes students. Two of the most visible events planned by the Military Connections committee are the Veterans Day event and the Memorial Day observance. For more information, contact us at lwiley@uwf.edu or by phone at 850-474-2384.

Inclusion Series Spotlight is a new initiative that debuted during the past year. This series provides an opportunity for students and staff to engage in conversations with people who hold historically non-traditionally roles and/or have made a significant impact on the northwest Florida community. This is an opportunity to get to learn more about the “people in our neighborhood.”

INFORMATION TECHNOLOGY

ITS Help Desk – The Information Technology Services (ITS) Help Desk provides support for UWF technology. Help Desk analysts are available via phone (850) 474-2075, email (helpdesk@uwf.edu), and chat (uwf.edu/helpdesk). For self-service help, visit uwf.edu/helpdesk. A list of supported services is available at http://uwf.edu/helpdesk/aboutus/whatwesupport/.

ArgoNet Username and Password – Your ArgoNet account provides access to UWF online services. Activate your account at my.uwf.edu.

MyUWF – MyUWF (my.uwf.edu) contains all of the online services used by UWF students including email, eLearning classes, class registration, grades, ArgoPulse, eDesktop virtual computer lab, academic records, financial resources, file storage and web hosting space.

UWF Email – Email is provided by a partnership between UWF and Google. Student email is available through my.uwf.edu or gmail.students.uwf.edu. As a student, your email address is your ArgoNet username followed by “@students.uwf.edu” (ex. abc1@students.uwf.edu). Faculty and staff email addresses end with “@uwf.edu” (ex. aclark@uwf.edu). UWF Google Apps also contains Google Calendar, Google Docs, and Google Sites.

eLearning – eLearning is UWF’s online course system. It contains your fully online courses as well as online materials that supplement your face-to-face courses. eLearning is available through my.uwf.edu – search for “eLearning.”

ArgoAir Wireless Network – ArgoAir is UWF’s on-campus wireless network. ArgoAir allows you to connect to the Internet from many locations throughout campus including the John C. Pace Library, the University Commons, and most classrooms and administrative buildings. ArgoAir is safe and secure and only available to UWF students and employees. Special configuration settings are required - setup instructions are available at uwf.edu/helpdesk/internetaccess/wireless/.
Campus Computer Labs – A full list of computer labs, hours, and locations is available at uwf.edu/computerlabs/.

eDesktop Virtual Computer Lab – eDesktop provides access to university-licensed computer applications from any computer with a high-speed Internet connection. When using eDesktop, your computer displays a virtual version of a UWF computer lab computer, making it appear as though you are sitting in front of a workstation in a campus lab. eDesktop is available through my.uwf.edu – search for “eDesktop.”

File Storage (H:) and Web Publishing (I:) – UWF students receive academic file storage (H: drive) and web publishing space (I: drive) on the UWF server (200MB total). Files are automatically backed up every hour. Files saved to your H: drive are only accessible with your ArgoNet password; files saved to your I: drive are posted to the Internet. Your H: and I: drives are available through my.uwf.edu – search for “File Storage.” You will also find links to your H: and I: drives in eDesktop and campus computer labs.

Protect Your PC - Each student is responsible for keeping his or her computer free of viruses and spyware. To help, UWF provides free McAfee anti-virus software. Most new computers come with a trial copy of anti-virus software, but when it expires your computer becomes vulnerable. It’s important to use a non-trial version such as the software provided by UWF. Download McAfee through my.uwf.edu – search for “Software.” You should also regularly scan your computer for spyware with a legitimate anti-spyware program such as Malwarebytes’ Anti-Malware (www.malwarebytes.org).

LEARNING RESOURCES AND TECHNOLOGY LABS

Students’ use of UWF computing resources is governed by the Computing Resources Usage Agreement (see https://nautical.uwf.edu/people/UsageAgreement.htm).

Building 79 Computer Lab – The computer lab in building 79 includes high-end computers, WEPA printers, DVD drives, CD burners, and a wide variety of software. Student technicians support the lab and are available to answer questions. Contact: ITS Help Desk, (850) 474-2075.

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

College of Business Computer Labs (COB) - Computer resource labs are located in Building 76, room 127 and Building 76A, rooms 230 and 232. The contact information for the Computer Labs is: (850) 474-2089.

CyberLounge - The University Commons CyberLounge is located behind the UC Service Desk in Building 22. This is a satellite lab of the larger Building 79 Computer Lab. The Cyberlounge is available when the UC Service Desk is open.

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

Emerald Coast – Two general purpose labs are located on the NWFSC/UWF Ft. Walton Beach campus. A general purpose student computer lab is also located at the Eglin Air Force Base Center. All of these labs are integrated into the ArgoNet environment and are similarly equipped. Contact: Emerald Coast, Ft. Walton Beach Center, (850) 863-6569.

Mathematics and Statistics Tutoring Lab – The Department of Mathematics and Statistics provides free individual tutorial assistance for UWF students in several mathematics and statistics courses. The lab is staffed by advanced undergraduate and graduate majors and is open Monday - Thursday from 9am to 5pm and Friday from 9am to 1pm. Building 4 Room 321. No appointment is necessary.

Contact: Mathematics and Statistics, Building 4/Room 323, (850) 474-2276.

Learning Center – The Learning Center (LC) is open to all UWF students to assist in their academic development. The LC offers free one-on-one tutoring, study groups, and supplemental instruction in most subjects including mathematics, science, English, business, and GRE prep. The LC also provides documentation of study hall hours. The LC staff helps students identify their academic strengths and weaknesses, develop effective study skills, and improve critical thinking skills. No appointment is needed. A tutor schedule can be found at http://uwf.edu/learningcenter.
University Libraries – Public computers, printers and scanners are available on floors one, two and five. Laptops may be checked out for daily or overnight use. The Skylab, located on the fifth floor, is a student oriented learning space, which serves student needs by providing a multimedia studio and media conversion center with advanced hardware and software, in addition to computers, scanners, printing and equipment to aid in digital collaboration. More information is available at libguides.uwf.edu/skylab.

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

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

The UWF Writing Lab where you get the write advice from the write people.

The Main Lab is located in Building 51, Room 157 between Pace and Pace - the Pace Library and Pace Hall.

The satellite Writing Lab (WL@COPS/CML) is located in the Curriculum Materials Library of the College of Professional Studies in Building 86, Room 105. Phone: 474-2438. Hours vary depending on staff availability and will be posted at the Curriculum Materials Library.

Contact: Writing Center, Building 51, Writing Lab (474-2029), Paper Reading Appointment/Cancellation (474-2229), Grammar Hotline (474-2129), Email: writelab@uwf.edu Web address: http://www.uwf.edu/writelab.

WRITING LAB DIRECTOR: Mamie Webb Hixon - 474-2029 (Press 3 Option) or 474-2987. Email: mhxion@uwf.edu

LEADERSHIP PROGRAM

Voyages - Voyages is the University of West Florida’s premier leadership program. Students participating in Voyages develop skills in the areas of leadership, service, personal development, career development, and academic achievement. They can be seen participating in various student organizations and programs on campus and are viewed as leaders by all. After attending Voyages meetings and completing all of the requirements, participants are formally recognized and presented with the UWF Voyages Medal to be worn at graduation.

Contact: University Commons and Student Activities, Building 22, (850) 474-2404 or email Voyages@uwf.edu.

LIBRARIES

The UWF Libraries provide information-related resources and services to support the learning, teaching, research, and community service missions of the University. Containing 800,000 print books and journals, as well as providing access to over 100,000 e-books and thousands of full-text journal articles, the Libraries truly act as a gateway to a student’s research needs. In addition to these resources, the Libraries allow access to a network of library holdings that may be requested via interlibrary loan. The Libraries provide wireless connectivity, laptop checkout, private and group study rooms, and online and in-person research assistance. The
John C. Pace Library also acts as a U.S. and State of Florida government documents depository and houses a one-of-a-kind Special Collections department. Access to all of the Libraries’ services, resources, and hours may be obtained by visiting the UWF Libraries’ website (http://library.uwf.edu).

Contact: John C. Pace Library, Building 32—Pensacola Campus, (850) 474-2424, Curriculum Materials Library, Bldg.86 — Pensacola Campus, (850) 474-2438, Emerald Coast Campus Library, Bldg.8 – Ft. Walton Beach Campus, (850) 863-6578.

NOTARY SERVICES
Centrally located notaries are in the following offices: Admissions (Building 18), Eglin Center, Emerald Coast Campus, Financial Services (Building 20E), Human Resources (Building 20E), Administrative Services (Building 10), University Commons and Student Activities (Building 22), and University Police (Building 19). For a complete list of UWF notaries please see http://uwf.edu/adminservices/.

PARKING
Parking and Transportation Services is responsible for all parking and transportation services on campus. Every vehicle on campus must be registered and have a valid decal or hang tag. Copies of the parking regulations can be found online at http://uwf.edu/parking/.

Permits (decals/hangtags) - Automobiles, scooters and motorcycles parked on campus by students, faculty, and staff must be registered and display a parking permit. Permits may be purchased in the Cashier’s Office. Current regulations governing the operation of vehicles on campus are available online at www.uwf.edu/parking.

Trolleys - 3 Trolleys serve the UWF campus during the Fall and Spring semesters, Monday through Thursday. On Fridays, 1 Trolley serves the campus with service ending at 4:00PM. There are 20 official trolley stops but the trolley will stop when hailed. During the summer semester, 1 trolley serves the campus. Trolley service is not provided on Sundays, during the breaks between semesters, or on holidays.


PERFORMING ARTS
Music- UWF students who enjoy making music are encouraged to become a part of the plethora of performing groups on campus. Whether you choose UWF’s Symphonic Band, Jazz Band, Jazz Combo, “Runge Strings,” Chamber Music, University Singers or Madrigals your experiences in each of these groups will enhance your growth both musically and socially. Rehearsal times vary for each group and are centered around a 1 ½ hour class, with most meeting twice a week during the afternoon. Auditions are required for entrance in all music ensembles. Regular performances and tours are scheduled by individual directors throughout the year. Admission to UWF music events is free to UWF students with a ticket (Commons Service Desk or CFPA Box Office).

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

Theatre: BA Theatre (Acting or Design/Technology) BFA Musical Theatre - UWF students are invited to take theatre classes and/or to participate either onstage or backstage for a variety of theatre productions at the Center for Fine and Performing Arts. Auditions for theatre productions are posted on the Theatre web site and are typically held at the beginning and/or end of each semester. Each year the department produces 5 shows in their two performance spaces. Shows for the 2012-2013 season include Bat Boy, A Christmas Carol, Servant of Two Masters, Three Penny Opera, and the common read production. Admission to UWF theatre productions is free to UWF students with a ticket (Commons Service Desk or CFPA Box Office).

Contact: Theatre, Building 82, (850) 474-2146, or http://uwf.edu/theatre/backstage
POSTAL SERVICES

Post Office - A full-service post office is located in the University Commons. Mail-collection boxes are located around campus at the Post Office (in the Commons), Building 12, Village Apartments (2 boxes), Lot B (Water Tower Lot), Building 50, Pace Hall, Heritage Hall, Argo Hall and Martin Hall.

Post Office hours of operation for regular services are Monday through Friday from 7:45 a.m. to 4:00 p.m. The Post Office is also open on Saturday from 7:30 a.m. until 11:30 a.m. for resident student mailbox services and parcel pickup. On Saturdays, just push the buzzer on the wall in the Post Office lobby to let our staff know you are there to pick up your package. A photo I.D. is required to pick up packages.

Student Mailboxes - Mailboxes are provided free of charge to students residing on campus. It is very important that all student mailbox holders remember to spin their dial to lock their mailbox for greater security.

Contact: Postal Services, Building 22, (850) 474-2437, or http://uwf.edu/postal/, www.facebook.com/uwfcampuservices.

RADIO STATION

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

WUWF 88.1 FM Public Radio – WUWF 88.1 FM broadcasts at 100,000 watts 24 hours a day from Building 88. Since the transition to hybrid digital (HD) in 2006, WUWF has been carrying a second 24 hour stream of additional programming which can be picked up by digital receiver or alternately, online, through the website at www.wuwf.org. The format for WUWF-1 is a mix of news and information, music and entertainment programming. WUWF-2 broadcasts classical music 24 hours a day. 88.1 FM is both the local NPR (National Public Radio) station as well as the official emergency broadcast station for northwest Florida.

WUWF TV - WUWF TV is a PEG (public, educational and governmental access) channel broadcast on COX Cable 4. The station airs more than 25 hours of locally produced programming weekly, giving the surrounding communities access to: local government meetings, information and education about community issues and services, health and exercise programs, environmental education, developments at UWF, and many cultural events. Complete programming information and more is available online at http://www.wuwf.org. Though WUWF Public Media is not a teaching station, students are employed in various broadcast activities and may participate in internships and directed studies related to all aspects of broadcasting, news production, marketing, and public relations.

Contact: WUWF, Building 88, (850) 474-2787, or http://wuwf.org.

RECREATION & SPORTS SERVICES

Located in University Park, the Health, Leisure, and Sports (HLS) Facility and Aquatic Center are managed by Recreation and Sports Services providing leisure and fitness activities for students, faculty, and staff. Seven program areas are designed to meet diverse campus recreation needs, including Aquatics, Fitness/Wellness, Instructional Programs, Intramural Sports, Facility Operations, Sport Clubs, and Outdoor Adventures. Because Recreation is funded by student fees, University community members are welcome to participate in a variety of structured and informal recreational activities at little to no additional cost. Quality of life is enhanced by developing a philosophy for lifetime fitness, and Recreation evolves to meet the changing needs of our community. Facility hours for the HLS Facility, Climbing Center, newly remodeled Aquatic Center, program schedules and sport club information can be found on the Recreation & Sports Services website. Stay connected to UWF Recreation & Sports Services through Facebook, YouTube and Twitter.

Contact: Recreation & Sports Services, Building 72, (850) 474-2580, or http://uwf.edu/recreation/
REGISTRATION

Office of the Registrar – Information on registration and many of the forms and services provided by the Office of the Registrar are available on the Internet at uwf.edu/registrar. MyUWF is the web-based portal that provides currently enrolled students with access to register, view a personalized degree audit, and print an enrollment verification. Students may also view their class schedules, final exam schedules, grades, holds, course offerings, and other personal information. Refer to the Navigation Guide at http://uwf.edu/registrar/nav.pdf for details on accessing information and services.

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

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

SAFETY AND SECURITY

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


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

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.FACTS.org and click on the link for College Students then Transfer Agreements. You may also contact the Provost’s Office, Building 10, (850) 474-2035 for additional information.

STUDENT ACTIVITIES AND SERVICES

The University Commons and Student Activities Office - Is responsible for the coordination and administration of student entertainment and special events sponsored by the Campus Activity Board and the Homecoming Committee, for support of Registered Student Organizations, coordination of Voyages and other leadership programming, coordination of Greek Affairs, and for providing many other student activities and services. The Commons Operations staff manages Reservations and Conference Services, Technical and Production Services,
Housekeeping, Argo game and TV lounge areas and the facility. Student employees comprise a significant and important part of the Commons staff. Position vacancies are posted on the University’s HR website at: https://jobs.uwf.edu. Contact: University Commons and Student Activities, Building 22, (850) 474-2406, or http://uwf.edu/ucommons

**Commons Service Desk** - The University Commons Service Desk provides general campus information; event information; a public fax machine; banner-making supplies, video and board game checkout and a range of ticketing services for on and off-campus sponsors. The Service Desk also coordinates curriculum material distribution for KAPLAN test preparation services. Contact: The Service Desk, Building 22, (850) 474-2405.

**Campus Activity Board** – The Campus Activity Board (CAB), provides a wide variety of activities for students and other members of the University community. Four committees - Center Stage, Cinemagic, Catch a Rising Star, and CAB Out Loud - offer more than 40 programs each year, including comedians, bands, student talent competitions, movies, and special events. Are you interested in entertainment, event planning, or just having a great time and making an impact on campus? Then get involved! Students can join CAB by contacting us on ArgoPulse or submitting an application in the Campus Activity Board Office located upstairs in the University Commons, Building 22. Call (850) 474-2406, or visit http://uwf.edu/cab/ for additional information.

**STUDENT GOVERNMENT**

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

The Student Government Association has been involved in coordinating a multitude of projects and programs that benefit the students and community alike, including selecting the recipients of the Distinguished Teaching and Staff awards. They are also responsible for the allocation and oversight of the Student Activity and Service Fee monies as allowed by state law. Weekly Senate meetings are held during the fall/spring semesters every Friday at 2:30pm in the Commons Auditorium and are open to the public.

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

Contact: Student Government Association, Building 22 Room 227, (850) 474-2393, sga@uwf.edu, or http://www.uwf.edu/sga.

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

Contact: Student Government Association, Building 22 Room 227, (850) 474-2393, sga@uwf.edu, or http://www.uwf.edu/sga/.

**STUDENT OMBUDSMAN**

Students seeking guidance or assistance with concerns related to their UWF experience – academic or nonacademic – should contact the UWF Student Ombudsman. The Student Ombudsman, a full-time University staff member, acts as an impartial campus resource by evaluating the student’s situation and assisting him/her in navigating the steps necessary to resolve the issue.

STUDENT ORGANIZATIONS
The University Commons and Student Activities supports over 150 registered student organizations including: academic organizations, Greek organizations, professional and honor societies, religious organizations, multicultural organizations, and special interest groups. For information regarding a specific organization or instructions on how to start a new organization, please visit ArgoPulse at argopulse.uwf.edu or contact the Student Organization Graduate Assistant in the University Commons and Student Activities Office at 474-3155 or e-mail studentorgs@uwf.edu. For a complete listing of registered student organizations with contact information, visit argopulse.uwf.edu.

STUDENT PRINTING (WEPA)
WEPA touch-screen printing kiosks are suited for today’s students who come to UWF with laptops and need to be able to print from any computer, anywhere on campus. WEPA print drivers can be installed on PCs and MACs and with so many kiosk locations available, students can be fully mobile. Kiosks are in 22 locations on the Pensacola campus. The kiosks print black/white and color copies; single or double-sided; 8.5X11 only and use high-quality laser paper with high-definition ink. Cloud printing allows files to remain available for 24 hours and the files are accessible at any kiosk on campus.


STUDENT PUBLICATIONS AND MEDIA

Nautilus News- Nautilus News is an opportunity for students to gain hands-on, practical experience in the weekly development & production of a broadcast quality news program. The student-produced, weekly program airs on UWF’s television channel, WUWF-TV 4, Cox Cable channel 4. Nautilus News integrates student’s previous experience from basic studio television and field production along with broadcast news writing/reporting, incorporating all the aspects/elements related to a live broadcast of an air quality news program. Each student is responsible for completing one, one and a half to two minute news package every week, as well as producing one of the shows and/or assisting in the weekly live production of the show (rotating in different technical positions from week to week).

Panhandler - Panhandler is a journal of literature and art published by the University of West Florida’s Department of English and Foreign Languages. Unique among literary journals, Panhandler is published in three distinct ways: as an open-source emagazine, as a downloadable pdf, and as a full color, perfect-bound art book. Panhandler has featured many emerging and established writers and artists, including Natasha Trethewey, Brooks Haxton, Youngsuk Suh, Jim Grimsley, Kenneth Fields, Beth Alice Cook and C. Dale Young, among others. The editorial policy of Panhandler is to present in each issue many of the aesthetic forms that the majority of contemporary magazines do not have the space or the desire to publish. With the goal of bringing many of these genres to a wider audience, Panhandler publishes substantial folios of poetry, fiction, nonfiction, drama, art, interviews and criticism. Graduate students in the Department of English and Foreign Languages have the opportunity to learn editing and production skills by working as managing editors for the magazine. www.uwf.edu/panhandler

Troubadour - Troubadour is a journal of literature and art fully edited by UWF students. All work featured in the magazine is created by UWF students and the work selected for publication goes through a peer-review process by the group of student editors. Undergraduate and graduate students at UWF have the opportunity to learn editing and production skills by working on the magazine.

The Voyager - UWF’s student newspaper is distributed to the entire university community. It includes news and information about UWF people, programs and events and provides services vital to the university and its students, including a forum for student opinion. The content of the newspaper and its online edition (thevoyager.net) is planned, written, edited and produced by students. Contact: Voyager, Building 36 Room 120, (850) 474-2193, or http://uwf.edu/voyager/.
STUDENT SUCCESS PROGRAMS

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

TESTING

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

Contact: Testing Office, Building 21, (850) 473-7340, or [http://uwf.edu/testing/](http://uwf.edu/testing/).

TICKETS

**Event Tickets** - UWF students who pay Activity and Service (A&S) fees are admitted free of charge to programs sponsored by the Campus Activity Board, the Departments of Theatre and Music, and to events funded by A&S Fees or by other student fees. Students must present their Nautilus Card for verification when picking up their free tickets at the University Commons Service Desk or at the Center for Fine and Performing Arts box office. For major concerts, events from local venues, or other special projects, students may be asked to purchase tickets at special discounted prices.

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

TRANSCRIPTS

Requests for official transcripts of academic work may be submitted online via MyUWF or Lighthouse or in writing to the Registrar’s Office. Information on how to order a transcript is available on the Registrar’s website at [http://uwf.edu/registrar/transcript.cfm](http://uwf.edu/registrar/transcript.cfm). Unofficial transcripts are available through MyUWF (current students) or Lighthouse (former students).

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

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

TUITION FEES

**Fee information** - The course number, date due and amount of fees for each course can be accessed via MyUWF. The University does not send bills or invoices to students or parents. Students can check their fee statements at any time by accessing the University of West Florida MyUWF account balance web page.

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

Contact: Cashier’s Office, Building 20E, (850) 474-3110.

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](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.

**VEHICLE REGISTRATION**

*See Parking*

**VENDING SERVICES**

Beverage and snack vending machines are located in academic and administrative buildings as well as residence halls. All machines accept coins and most accept dollar bills and the Nautilus Card. Products vended include, but are not limited to, can and bottle soda products, juice, Aquafina (water), Gatorade, energy drinks (in select locations), gum, mints, cookies, crackers, chips, candy, pastries, and popcorn.

Only Buffalo Rock/Pepsi brand beverages are being sold on the Pensacola campus. All beverage products being used for University events should be Buffalo Rock/Pepsi products regardless of the funding source used to purchase the products. Competitive product, even if donated, should not be served at University events on the Pensacola campus.


**VISITOR AND GUEST INFORMATION**

**UWF Visitor Center** - Is a distribution point for campus maps and temporary parking permits. The staff provides directions, information on UWF facilities and activities, brochures, class schedules and campus directories. Normal hours for the center are 8:00 a.m. to 5:00 p.m., Monday through Friday. The center also is open on selected evenings and weekends to accommodate special events.

Contact: Visitor Center, Building 81, (850) 474-3000, or uwf.edu/welcomecenter.

**Trails** - The Edward Ball Nature Walk and the Baars-Firestone Nature Trail are two nature trails open to the public on the UWF campus. Additionally, the entire campus is an official wildlife preserve.

**WITHDRAWAL FROM A COURSE**

Withdrawals may affect financial aid status, full time/part time enrollment status and other eligibility issues. Withdrawals are not automatic. Students may process an individual course withdrawal (i.e. withdrawing from an individual course while remaining in other courses) until the end of the 10th week of classes of any fall or spring semester (see calendar for summer semester and short term dates); a grade of “W” will be recorded. The specific date for withdrawing is listed in the Academic Calendar. Students are liable for tuition and fees for grades of “W”. Students receiving Financial Aid including Bright Futures should contact the Office of Financial Aid prior to withdrawing to discuss implications of withdrawing. When a student withdraws, the student is no longer considered enrolled in the class and the enrollment status will be adjusted at that time (i.e. part time, full time).

MyUWF provides currently enrolled students access to process a withdrawal online (secure site: http://MyUWF.uwf.edu).

Refer to the Catalog for requirements for a late withdraw.

**WITHDRAWAL FROM THE UNIVERSITY**

Students may process a withdrawal from all courses (University withdraw) in which they are enrolled through the last day of instruction of the term. University withdraws received prior to the deadline to withdraw from an individual courses (10th week) will receive a grade of “W”. Students withdrawing from all classes after the automatic “W” deadline through the end of the last day of instruction of any given term will be assigned a grade of “W” or “WF” by the instructor of each course.

MyUWF provides currently enrolled students access to process a university withdrawal online (secure site: http://MyUWF.uwf.edu). Consult the official university academic calendar for withdrawal deadlines and the catalog for information.

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

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STUDENT RIGHTS AND RESPONSIBILITIES

UWF HONOR CODE
As Argonauts we act with integrity. We do not lie, cheat, steal or tolerate those who do.

UWF’S STATEMENT ON STUDENT WELFARE
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. A student should submit to the Registrar, or other appropriate official, a written request that identifies the record(s) the student wishes 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 are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the University to amend a record should write the University Official responsible for the record, clearly identifying the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student’s 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, 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 also 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, information 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).

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 will be released for public records requests, 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 and Privacy Act (FERPA), students have the right to withhold disclosure of directory information. The information listed below has been designated by the University as directory information and will be released or published by the University unless the student has submitted a request for “non-release” to the University in writing or via MyUWF.

- 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.)

Students may choose to restrict all or a portion of their directory information release through the Privacy link in their MyUWF account. Students who wish to have the privacy flag removed from their permanent academic record must contact the Office of the Registrar in writing or may submit the change online through 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 are 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 are responsible for establishing and implementing appropriate academic standards as well as reasonable behavior standards for each class. Disruptive classroom conduct, a violation of the UWF Student Code of Conduct, is defined as individual or group conduct of a nature that interrupts or interferes with educational activities, infringes upon the rights and privileges of others, results in the destruction of property or is otherwise prejudicial to the maintenance of order. Violations should be reported to the Dean of Students for adjudication through the Student Conduct System.

INSTRUCTIONAL SPACE AND RESOURCES (USE OF)
University facilities and equipment are intended primarily for the use of faculty and students enrolled in courses. A student who has completed registration, including the payment of fees, and whose name appears on the final class rolls, is authorized to attend classes and to use university instructional space, facilities or equipment. Students may not attend classes or use instructional spaces, facilities or equipment for which they have not paid fees or from which they have withdrawn.
ARTICLE I. GENERAL POLICY

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

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

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

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

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

The Student Code of Conduct shall be reviewed every three years under the direction of the Vice President for Student Affairs beginning 2012, by a committee composed of at least 50% students appointed by the student body president.

ARTICLE II. DEFINITIONS FOR PURPOSES OF THE STUDENT CODE OF CONDUCT

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

11. **University rules, regulations and policies**: please visit [www.uwf.edu/osrr](http://www.uwf.edu/osrr) for the most up-to-date University regulations and University-wide policies.

12. **Complainant**: any person who submits a statement alleging that a student violated this Student Code of Conduct.

13. **Charged student**: any student accused of violating this Student Code of Conduct.

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

**ARTICLE III. UNIVERSITY AUTHORITY**

1. **Off-Campus conduct**: the University may take disciplinary action against a student or student organization for violations committed off campus where one of the following applies: (a) The off-campus conduct demonstrates that the continued presence of the student on campus presents a danger to the health, safety, or welfare of the University community; (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 or an ordinance and the conduct also meets at least one of the conditions described in (a), (b), (c), or (d) above.

2. **Court or Administrative proceedings outside of the University**: charges by public authorities will not prevent the University from filing University charges against a student. If a student is charged by the outside authorities with an act that is also a violation of a University regulation or policy or University Student Code of Conduct, the University may, but is not required to, delay its proceedings pending the outcome of the off-campus proceeding. A verdict of guilty, a plea of guilty, or a plea of no contest (nolo contendere), or any admission of guilt or responsibility made by a student in an outside criminal, civil, or administrative forum shall be conclusive for University purposes and will operate as a conclusive finding that the student is “responsible” for the same offense of the University Student Code of Conduct. The University reserves the right to amend its charge(s) based on information obtained through an outside proceeding where that information is relevant to activity adversely affecting the University community. If the outside charges have been dismissed, are not prosecuted, are not heard, or if adjudication of guilt is withheld, such action will have no bearing on the University charges.

3. **Cease and desist**: University officials and faculty may, under appropriate circumstances, order a student to cease and desist from an activity considered to be disruptive to the University.

4. **Interim measures**: interim measures may be taken at any time. Notice of interim measures shall be provided to the student or student organization in writing.

   a. **Interim suspension**: the Dean of Students may recommend to the Vice President for Student Affairs the temporary suspension of a student or student organization when it is determined that a student’s or student organization’s presence adversely affects the health, safety or welfare of the University community or a member of the University community.

   b. **Restrictions on activity**: the Dean of Students may restrict a student’s or student organization’s activities when it is determined that the health, safety or welfare of a student or member of the University community is at risk. Restrictions on activities may include, but are not limited to: registering for or attending class; accessing or contacting certain individuals (no contact order); accessing University property, facilities, resources or equipment; participating in University activities, organizations or student activities.

   c. **Interim removal from Housing**: The Director of Housing and Residence Life may temporarily remove a student from housing when it is determined that a reasonable risk
to the health, safety or welfare of members of the University community or University
property exists.

d. **Appeal of interim measures:** the student or student organization has the opportunity to
submit a written request for a hearing to the Vice President for Student Affairs regarding
the interim measures. If requested, the hearing will be conducted within three business
days of the receipt of the written request. The scope of this hearing is limited solely to
the interim measures.

e. **Student enrollment status:** if a student’s enrollment status is changed as a result of an
interim measure, but the student is subsequently found not responsible for the violation,
the University shall:
   i. Correct any record of the change in enrollment status in the student’s permanent
      records and other reports in a manner compliant with State and Federal laws and;
   ii. Refund to the student, at a minimum, a pro rata portion of any tuition/fees and other
      University specific fees and charges as appropriate due to the temporary change in
      enrollment status and in a manner consistent with University policy and procedures.

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

**ARTICLE IV. VIOLATIONS OF THE STUDENT CODE OF CONDUCT**

The following behavior violates the University Student Code of Conduct:

1. Deceit of any kind, including but not limited to:
   a. Forgery, alteration or misuse of University documents, records, or identification cards.
   b. Failure to present proper identification upon request by University officials, including
      law enforcement officers.
   c. Furnishing false information to the University.
   d. Unauthorized possession, duplication or use of keys, access cards, or identification
      cards belonging to the University.

2. Disrespect to persons or to property of others or of the University, including but not limited to:
   a. Physical and/or psychological abuse or threat of such abuse.
   b. Intentional physical assault or injury to another person.
   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 expanded definitions refer to Student Handbook)
   e. Stalking, following or otherwise contacting another person repeatedly, so as to put that
      person in fear for his/her safety.
   f. Endangering the health, safety or welfare of members or guests of the University.
   g. 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 unreasonably
      interferes with an individual’s academic or employment status or performance by
      creating an intimidating, hostile or offensive working environment or an educational
      environment. (Harassment on the basis of these protected classes may include unequal
      treatment that is based on prejudiced stereotypes of a group to which that individual
      may belong such as objectionable epithets, threatened or actual physical harm or abuse,
      stalking, or other intimidating or insulting conduct directed against the individual based
      on his or her protected class.)
   h. Conduct that creates an intimidating, hostile, or offensive campus, educational or
      working environment for another person.
i. Conduct which is disorderly and/or disruptive or in any way interferes with the administration or functions of the University.

j. Conduct that substantially disrupts or materially interferes with University activities or that reasonably leads University authorities to forecast such disruption or interference.

k. Actions which are committed without regard for the possible harm to self, other individuals, a group, or which may result in injury or damage to an individual or group.

l. Participation in acts of vandalism individually or as a member of a group.

m. Failure to follow directives of University officials.

n. Unauthorized entrance into or occupancy of any administrative office, classroom, or other University facility.

o. 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.

p. Hazing, defined as an act which recklessly or intentionally endangers the mental or physical health or safety of a person for the purpose of initiation or admission into, affiliation with, or as a condition for the continued membership in a group or organization.

q. Conduct which is lewd, indecent, or voyeuristic.

r. Interference with the freedom of movement of any member or guest of the University.

s. Interference with the rights of others to carry out their activities or duties at or on behalf of the University.

t. Soliciting, aiding, abetting, inciting or encouraging others to participate in conduct which violates this Student Code of Conduct.

u. Posting of commercial advertising on University property or engaging in commercial activity on University property or in conjunction with University events without appropriate authorization.

3. Obstruction of Disciplinary Process - Acts that disrupt or interfere with the University disciplinary process, including but not limited to:

a. Knowingly falsifying, distorting or misrepresenting information in a disciplinary proceeding.

b. Deliberately disrupting or interfering with the orderly conduct of a disciplinary proceeding.

c. Knowingly initiating a complaint or referral without cause.

d. Use of threats, coercion, intimidation, or harassment to discourage an individual’s participation in or use of the disciplinary process.

e. Tampering with information to be used in a University disciplinary process.

f. Attempting to influence the impartiality of a member of the disciplinary process.

g. Violating and/or failing to comply with or fulfill disciplinary sanctions.

4. Violations (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), other controlled substances, or drug paraphernalia, as prohibited by Florida Law.

   ii. 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.

   iii. Being under the influence of an illegal substance to the point at which an individual has lost normal control of his/her body or mental facilities or both.
iv. Being under the influence of an illegal substance and endangering 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).
   vii. Operating a motor vehicle while under the influence of alcohol.
   viii. Being intoxicated to the point at which an individual has lost normal control of his/her body or mental faculties or both.
   ix. Disorderly intoxication: being intoxicated and endangering the safety of another person or property or being intoxicated or drinking alcoholic beverages in a place on campus at which it is not permitted and causing a public disturbance.

c. Illegal or unauthorized possession or use of firearms, explosives, ammunition, fireworks, weapons (such as metallic knuckles, slingshots, bows and arrows, and knives), or other deadly weapons or dangerous chemicals, likely to cause harm to another, or to University property.

d. Actions which cause or attempt to cause a fire or explosion, falsely reporting a fire, explosion or an explosive device, tampering with fire safety equipment or failure to evacuate University buildings during a fire alarm.

e. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.

f. Cruelty to animals.

g. Violations of the Residential Student Code of Conduct.

h. 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.

5. Computer, network, and/or data misuse including but not limited to:
   a. Unauthorized access, entry or use of a University’s or another’s computer, computer system, network, software, password, account or data.
   b. Unauthorized alteration or degradation of computer equipment, software, network, data or system performance.
   c. Unauthorized copying or distribution of 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.
ARTICLE V. VICTIM’S RIGHTS

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

B. Questions: An alleged victim has the right to provide a list of questions that he or she would like the charged student to be asked by the Hearing Officer or Chair of the Student Conduct Committee at the disciplinary hearing. In order to be considered, the questions must be submitted in writing to the Dean of Students Office at least 3 business days before the hearing.

C. Victim/Charged Student Separation: An alleged victim has the right to request that he or she be permitted to present his or her side of the story in a separate room from the charged student at the disciplinary hearing so long as the process, as a whole, does not unduly compromise the charged student’s right to have the Hearing Officer or Chair of the Student Conduct Committee ask the victim questions.

D. Past Behavior: An alleged victim has a right to have his or her past unrelated behavior excluded from the disciplinary hearing. The issue of relevance of the past behavior is determined by the Hearing Officer or Chair of the Student Conduct Committee.

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

F. Notification: Where the charged student was alleged to be responsible for conduct which, if proven, would constitute any of the following offenses or attempts to commit the following offenses: Arson, Assault, Burglary, Criminal Homicide, Destruction/damage/vandalism of property, Kidnapping, Robbery, Forcible Sex Offences, Non-forcible sex offenses (incest or statutory rape), the alleged victim has a right to be notified by the Dean of Students Office of the final results of the disciplinary proceeding conducted with respect to that offense. The notification of final results may only include 1) the name of the student, 2) the violation with which the student was charged, 3) whether the student was found “responsible or “not responsible,” and 4) any sanction(s) imposed. (See 34 C.F.R. Sections 99.31 and 99.39)

ARTICLE VI. PROCEDURES FOR CHARGES, EDUCATIONAL CONFERENCES AND HEARINGS

A. Determination of Charges

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

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

3. The Dean of Students Office may not charge a student with a violation of the Student Code of Conduct more than one year after the date the conduct occurred or was discovered; whichever is later. University administrators may exercise professional discretion when applying the time provision to account for circumstances that warrant an extension of the one-year time limit from the date of discovery.

B. Notice of Charges

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

3. If at any time during the course of the judicial process the Dean of Students Office determines that either charges are not warranted or that insufficient evidence exists to continue, then the charges may be withdrawn, and the student will be so notified in writing.

C. Educational Conference

1. The purpose of the Educational Conference is to review with the student the allegations and charges, the Student Code of Conduct, the hearing forum options, the judicial process, and possible sanctions, and to answer student questions.

2. During the conference the student will be given the opportunity to accept responsibility or not accept responsibility for the charges.

3. If the student accepts responsibility for the charges:
   a. The student will be asked to sign a form indicating his or her acceptance of responsibility and that he or she is waiving the right to a hearing.
   b. A letter documenting student responsibility and the sanctions will be sent to the student within five business days from the Dean of Students Office.

4. If the student does not accept responsibility for the charges:
   a. The student will be asked to sign a form indicating that he or she does not accept responsibility for the charges and will be asked to select a hearing forum.
   b. The Dean of Students Office will schedule the hearing providing the student with a minimum of five business days notice.

5. If the student fails to attend the Educational Conference, the matter will be referred for hearing to the Student Conduct Committee.

D. Hearing Forum

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

E. Hearing Procedures

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

1. Student status: the student’s status on campus will remain unchanged pending the final decision of the hearing and/or the appeal process, except in cases where interim measures are taken.

2. Hold on student’s records: the University may place a hold on the records or registration of any student who fails to respond to a University disciplinary notice or fulfill any sanctions previously issued by the University. The University may take other action necessary for resolution of a case prior to the student’s enrollment in a subsequent semester, transfer or graduation. All pending disciplinary matters must be resolved prior to a student’s graduation, transfer from or continued education at the University of West Florida.

3. Accommodations for students with disabilities: any student with a disability may request reasonable accommodations during the disciplinary process. This request must be made to the Student Disability Resource Center at least three business days in advance of the hearing. If necessary, the hearing officer or Student Conduct Committee may postpone the hearing to provide reasonable accommodations.
4. **Safety procedures:** the Hearing Officer or Student Conduct Committee may accommodate concerns for the safety of the individuals involved by providing separate facilities or other alternatives.

5. **Pre-hearing information notice:** the University will make available pre-hearing information including a copy of the hearing procedures and copies of records that will be presented by the University at the hearing. The pre-hearing information will be available at least three business days in advance of the hearing at the Dean of Students Office.

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

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

8. **Student Advisor / Student Advocate:**
   a. **Student Advisor:** a charged student is entitled to have any one person at the hearing to serve as his or her advisor. Students may consult with their advisor during the hearing process. However, this consultation must take place in a manner that does not disrupt the proceedings. The advisor shall not speak on behalf of the student, question witnesses, present information or argue before the panel. The advisor shall not serve as a witness.
   b. **Student Advocate:** a student advocate is an individual appointed by the Student Government Association President. The student advocate is available upon request to assist students with information regarding university policies, grievance procedures and appeal procedures, and to serve as a facilitator in the resolution of disagreements, grievances or otherwise unsatisfactory conditions.

9. **Role of the Hearing Officer or Chair:** the Hearing Officer or Student Conduct Committee Chair may:
   a. Accept information for consideration at his/her discretion.
   b. Make determinations regarding requests for postponements, where appropriate.
   c. Make determinations as to procedural questions. Make procedural modifications for purposes of expediting a process or in the interest of fairness or safety.
   d. Take any other action deemed necessary.

10. **Self-Incriminating statements:** no student will be compelled to make self-incriminating statements. Note however: the University is not required to postpone disciplinary proceedings pending the outcome of any criminal proceeding.

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

12. **Witnesses:** The Dean of Students Office and the charged student may call witnesses. In order to preserve the educational atmosphere of the hearing and to avoid creation of an adversarial environment, all questions for witnesses will be directed through the Hearing Officer or Student Conduct Committee Chair. If a witness cannot appear, his or her written or taped statement may be considered. Witnesses will be required to wait outside until their point of participation and will be asked to leave the hearing after being questioned.

13. **Record:** there shall be a single record of all student conduct hearings. This record is the official record and is the property of the University. Student Conduct Committee Hearings will be audio recorded and the recording will become part of the record. For hearings before a Hearing Officer, the Officer’s notes will become part of the record. The student may request a copy in writing which will be provided at cost.
14. **Standard of proof:** the burden to prove disciplinary cases rests with the University and the standard of proof shall be “more likely than not.” This means that the information presented supports the finding that it was more likely than not that the violation occurred.

15. **Multiple students charged:** in cases involving multiple students charged from the same incident, information obtained at one hearing may be used at another hearing provided that each charged student involved has the opportunity to review and respond to the information at his or her hearing.

16. **Deliberations:** are closed and shall include only the Hearing Officer or the Student Conduct Committee members involved in the decision making process.

17. **Decisions of “responsible” or “not responsible” on the charge(s):** shall be based on the information presented at the hearing. The Hearing Officer or Student Conduct Committee (by majority vote) shall determine whether the student has violated the Student Code of Conduct as charged.

18. **Notice of decisions:** a written decision letter from the Dean of Students Office will be provided to the student within five business days following the close of the hearing. This time may be extended for deliberations when necessary and the student shall be notified of any such extensions. The decision letter shall contain a decision on each charge, any findings of fact and any sanctions.

**ARTICLE VII. SANCTIONS**

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

1. **Disciplinary reprimand:** a written disciplinary sanction notifying a student or student organization that the behavior did not meet University standards. All disciplinary reprimands will be taken into consideration if further violations occur.

2. **Disciplinary probation:** a written disciplinary sanction notifying a student or student organization that the behavior is in serious violation of University standards. Any additional violations occurring during a probationary period may result in more serious sanctions. In addition, restrictions may be placed on a student’s or student organization’s activities. Restrictions that may be imposed during a probationary period may include, but are not limited to, restriction of the privilege to: (a) participate in student activities or in student organizations; (b) represent the University on athletic teams, or in other leadership positions; (c) have access to University housing facilities or other areas on campus; (d) have use of University resources and/or equipment; or (e) have contact with specified person(s).

3. **Loss of University privileges:** temporary or permanent loss of University privileges may include use of University facilities, resources, equipment, attendance at athletic functions, University Commons access, library use, parking privileges, University computer usage, and/or residence hall or other visitation.

4. **Suspension:** a student who is suspended is required to leave the University for a specified period of time. The student must comply with all sanctions and complete all requirements prior to re-admission. During the suspension period the student may not visit or come onto any UWF campus without specific written permission of the Vice President for Student Affairs.

5. **Deactivation of recognized Student Organization status:** temporary or permanent loss of all privileges, including University recognition.

6. **Expulsion:** a student who is expelled is permanently deprived of his or her privilege to continue at the University in any capacity. The student may not visit or come onto any UWF campus without specific written permission of the Vice President for Student Affairs.

7. **Restitution:** the student or student organization is required to pay for damages and/or loss of use of individual’s or University property. Payment is limited to the actual cost of repair or replacement of such property.

8. **Community/University service:** a student or student organization is required to complete a specified number of hours of service to the campus or general community.
9. **Education requirements:** a student is required to complete a specified educational sanction related to the violation committed. Such educational requirements may include, but are not limited to, completion of a seminar, report, alcohol or drug assessment, presentations, and/or counseling.

10. **University Housing assignment change or removal:** a student is required to (a) relocate to a new University housing assignment; (b) leave University housing for a specified period of time; or (c) leave University housing permanently.

11. **No contact order:** a directive informing the student that he or she is not to have any contact, direct or indirect, with one or more designated persons or group(s) through any means, including personal contact, e-mail, telephone, or via third parties.

12. **Denial of further registration and/or credits:** further registration may be denied and/or credits and degrees may be invalidated or revoked for false, fraudulent or incomplete statements made by a student in his or her application for admission, residence affidavit, or accompanying documents or statements in connection with, or supplemental to, the application for admission to or graduation from the University.

13. **Denial or revocation of academic credit:** degrees and credit awarded by the University may be invalidated or revoked, credits may be denied and grades may be reduced for conduct involving violations of academic honesty rules, regulations, or policies.

14. **Withholding degrees:** the University may withhold issuing a degree, diploma or transcript pending compliance with University regulations, or policies or pending completion of the process set forth in this Student Code of Conduct, including the completion of all imposed sanctions.

**ARTICLE VIII. APPEALS**

1. The student or student organization may appeal the decision in writing to the Vice President for Student Affairs. The appeal must be received in the Vice President for Student Affairs Office within 15 business days of the date of the decision letter.

2. Grounds for filing an appeal are limited to the following: (a) the student’s or student organization’s rights were violated in the hearing process; (b) new information is discovered that was not available at the time of the hearing; (c) the information presented does not support the decision; or (d) the sanction(s) imposed were not appropriate for the violation.

3. If an appeal is decided in favor of the student or student organization, the matter may be returned to the Dean of Students Office, Hearing Officer, or the Student Conduct Committee. If an appeal is not decided in favor of the student or student organization, the matter shall be considered final and binding.

**ARTICLE IX. RECORDS**

1. Records of disciplinary actions shall be maintained by the Dean of Students Office.

2. Student files involving cases that do not result in suspensions or expulsions shall be expunged seven years after the final decision. Records of cases that result in suspensions or expulsions are kept permanently. Statistical and database information may be kept permanently at the University.

3. Students found “not responsible” or cases in which charges are dropped are considered not to have a judicial record. However, the records will be maintained by the University in accordance with 1002.22, F.S. and with applicable State record retention laws.

**ARTICLE X. TRANSCRIPT NOTATIONS**

1. A temporary notation will be placed on the student’s transcript during any period of suspension.

2. If a student is expelled, a permanent notation will be placed on the student’s transcript.
UWF ACADEMIC MISCONDUCT CODE
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://library.uwf.edu/Research/OnlineTutorials/Plagiarism

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 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 15 members. From each of the University’s three 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 2012, in the following order: College of Arts and Sciences, College of Professional Studies, College of Business. The Deans’ representatives shall be appointed in a three (3) year, staggered rotation, beginning in August 2012, in the following order: College of Professional Studies, College of Business, College of Arts and Sciences.
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 take an action he or she deems appropriate, including but not limited to, modifying the decision and/or sanctions, remanding the case to the same Hearing Board for reconsideration, or remanding 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 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.
Hello and welcome!

The University Housing and Residence Life staff welcomes all new and returning residents into campus housing as we begin the 2012-2013 academic year. We are glad you have chosen to live on campus and be part of the “neighborhood” at the University of West Florida!

Living on campus is an important part of your university experience. By living on campus, you greatly increase your opportunities to become engaged in the UWF community. You will be close to your classes, the library, the University Commons and every other campus location. You can be involved in the multitude of recreational and student life activities occurring on campus every day. Residence Life sponsors hundreds of programs right in the areas where you live. Join the Residence Hall Association (RHA), be a volunteer through Career Services, attend a NCAA Athletic event featuring one of 13 sports or participate in the many programs offered by Residence Life and Campus Activity Board! If you’re unsure of ways to become involved, speak with your Resident Assistant (RA) to join in the fun and excitement of campus life.

Residents living on campus receive opportunities to reach their highest potential as responsible members of their residence hall community. This requires a commitment to the Standards of Community Living that exist to maintain an atmosphere supportive of your academic goals. Please familiarize yourself with these standards. The Standards of Community Living provides you with guidelines and policies to help acquaint you with your community, the Department of Housing and Residence Life and expectations for community living. Your choice to live on campus is a great decision. The entire Housing and Residence Life staff hopes you have a successful year in and out of the classroom. We are available to assist you throughout the year. We’re glad you’re here and have a great year!

Dr. Ruth L. Davison
Director, Department of Housing and Residence Life
MISSION STATEMENT
Through the responsible management of all resources, the Department of Housing and Residence Life strives to create a living and learning environment which offers support and assistance to maximize educational opportunities to a diverse resident student population.

UNIVERSITY HOUSING STAFF

Resident Assistants (RA)
A Resident Assistant (RA) is specifically selected and trained to work with students establishing a residential community. The RA is here to help residents with the transition and on-going challenges students face when attending college. The RA can assist with completing work requests for a maintenance problem, roommate conflicts and other issues of concern. The RA is a great resource person who can help answer questions about the University and surrounding community. Throughout the course of the year, the RA will plan various programs and activities with and for the residents. An RA is on duty to respond to emergencies during evening and weekend hours and RA on Duty information is posted at each Area Office.

Lead Resident Assistant (LRA)
The Lead Resident Assistant (LRA) is a part-time student staff position responsible for assisting the Hall Director. The LRA can assist with completing work requests for a maintenance problem, roommate conflicts and other issues of concern. The LRA is a great resource person who can help answer questions about the University and surrounding community.

Graduate Hall Directors (GHD)
Each area is staffed by a graduate live-in Hall Director (GHD). Hall Directors have previous experience working in University Housing. The GHD supervises the RAs, assists with day to day operations of the area, assists students in the development of programs, handles student conduct matters, and participates in the duty schedule of staff coverage. The GHD advises the Community Council, and oversees the Area Office Student Desk Assistants.

Full Time Hall Director (HD)
The Delphi program is staffed with a full time Hall Director who lives in the building. The HD supervises the RAs, assists with day to day operations of the area, assists students in the development of programs, handles student conduct matters, and participates in the duty schedule of staff coverage. The HD advises the Community Council, and oversees the Area Office Student Desk Assistants.

Residence Life Coordinators (RLC)
Each area is staffed with a full-time live-in Residence Life Coordinator (RLC). Residence Life Coordinators have completed master degrees and have previous experience working in University Housing. The RLC supervises the GHDs, LRAs and the RAs. RLCs oversee the day to day operations of the area, assist student staff and residents in the development of programs, build community, handle student conduct matters, and participate in the professional staff duty rotation. The Residence Life Coordinators also oversee collateral assignments, responsibilities, and projects for the department.

Argo Peer Academic Leaders (ArgoPALS)
ArgoPALS work with the Delphi Community in Martin Hall to help first year students transition into college life. They help facilitate the co-curricular programs and form the environment within the Delphi Community. ArgoPALS also demonstrate an understanding and show insight for the purpose of engagement within the UWF community. ArgoPALS share enthusiasm and knowledge with Delphi students about the University of West Florida. ArgoPALS will serve as Peer Academic Leaders to the Delphi students.

Oracle Resource Coach (ORCs)
The ORCs live in Presidents Hall and provide support to second year students in the areas of leadership, career development and academic support. They help facilitate programs and create the environment that makes the Oracle Community. They assist residents with skills and resources related to leadership, career development and academic support.
Student Desk Assistants (SDAs)
Student Desk Assistants are student staff employed by Housing and Residence Life to run the desk for each residential area. The SDAs can help you complete maintenance repair requests and direct you to the appropriate person for other issues.

Central Housing and Residence Life Office (Central Housing Office): This is the main office for the Department of Housing and Residence Life. It is located in the Housing and Residence Life area of the Student Services Building, 21. The Business Services staff who work with the contracts and assignments work in this office in addition to the Director, Associate Director, Assistant Director, and other support staff. The Central Office Assistants will assist you with questions you have in regards to living on campus, your housing contract and other administrative issues. They can help direct you to the appropriate person for other issues.

Assignments and Marketing Coordinator
The Assignments and Marketing Coordinator oversees all aspects of the room assignment process for new and returning residents. This staff member assists students with any assignment questions, roommate concerns, and contract questions. This person also oversees all the marketing initiatives for the department.

ResNet
The primary purpose of the network and the ResNet Staff is to support the educational mission and goals of the University. The ResNet Office is located in Argo Hall. In support of these goals, ResNet policies have been established. These policies are listed in the ResNet brochure which every resident receives upon check-in. Please contact a ResNet staff member at 474-3102 for detailed guidelines and/or instructions for connecting your computer to the internet.

Housing Facilities
Housing Facilities includes the Superintendent, Maintenance Specialists, Landscaping and the Custodial Staff. The Superintendent oversees the maintenance, landscaping and custodial aspects of University Housing including the supervision of staff. The Superintendent also has responsibility for long-term and short-term facility projects and participates in university-wide committees. The Maintenance/Custodial Staff provides maintenance and custodial services for University Housing. Work Order requests should be submitted online at uwf.edu/housing. Maintenance Staff can be found on campus Monday through Friday from 8:00am – 9:00am and Saturday & Sunday from 12:30pm-9:00pm. We also provide after hours services for emergencies seven days a week. These times vary during holidays and break periods.

Assistant Director for Residence Life
The Assistant Director is responsible for overseeing the Residence Life Team and the daily operations of the Residence Halls and University Student Apartments. The Assistant Director directly supervises the Residence Life Coordinators, Full Time Hall Director and provides leadership in staff training and development, programming and policy development. The Assistant Director works closely with the Office of Student Rights & Responsibilities in regards to the student conduct process. In addition, the Assistant Director participates in university-wide committees.

Associate Director for Housing and Residence Life
The Associate Director is responsible for overseeing the daily facility operations and administrative functions of the University Housing and Residence Life Department. This includes supervision of the Housing Facilities staff, the Contracts and Assignments process, Summer Camps and Conferences and ResNet. The Associate Director works closely with the Director on all new housing projects, renovations and repairs in the University Housing system. In addition, the Associate Director participates in university-wide committees.

Business Manager
The Business Manager’s primary responsibility is to oversee the business and financial aspects of University Housing. The Business Manager is in charge of accounts receivable, accounts payable, and budget development.
Director of Housing and Residence Life

The Director coordinates administrative support services for the University Housing program, including budget planning and management, maintenance and repair, and renovation of facilities. The Director oversees the functions of the professional staff in the Department of Housing and Residence Life.

UNIVERSITY HOUSING AND RESIDENCE LIFE LINGO

Area Office: The main function of the Area Office is to provide information and assistance to students and visitors. These offices are staffed by full-time professionals, graduate assistants, and student assistants. Area Office hours may be limited during holidays, break times and the summer semesters.

Argo Hall 473-7316
Martin Hall 473-7260
Pace Hall 473-7310
Heritage Hall 473-7312
Presidents Hall 473-7737
Southside Villages 857-6412
Village East Apartments 857-6280
Village West Apartments 857-6218

Host: The host is the resident of the residence hall/student apartment who a guest is visiting.

Non-resident Guest/Visitor: Any person who does not live in any University Housing living community.

Residence Hall Association (RHA)

RHA is a student organization for residents living in University Housing that provides programming to students living on campus and provide feedback to the Housing Staff on resident concerns. Each area has a Community Council (CC). The CCs are represented at RHA by an area representative. These representatives relay important information discussed at RHA to other residents. RHA representatives vote on behalf of the best interest of the organization as well as their area. RHA promotes University Housing and supports community development.

Resident Guest: A resident who is visiting another person’s room within a community.

RCR (Room Condition Report): The Room Condition Report is a document the resident completes upon check-in to University Housing. This form allows the resident to document the condition of the room and furniture upon arrival. The resident also signs this document at the time of check-out.

University Police Officers (UPD): Members of the University of West Florida Police Department. These officers are state law enforcement officers who patrol University Housing and all of campus to ensure safety and security.

Work Order: When a maintenance problem occurs, a resident must submit a Work Order Request. A Work Order Request must be submitted online. Access the housing website at uwf.edu/housing to submit a work order.

University Housing Living Learning and Themed Communities

- Residents will have the option of living in one of our living learning or themed communities. Our communities consist of different living options to fit our students’ interests. All of the Living Learning Communities provide our residents with learning opportunities outside of the classroom.

Our living learning communities include:
- the Delphi Community (First Year Experience)
- the Oracle Community (Second Year Experience)
- ROTC Hall
- Wellness Community
NOTES FOR LIVING IN UWF RESIDENTIAL COMMUNITY

Abandoned Property
The Department of Housing and Residence Life does not have storage facilities. All items belonging to residents must be removed from campus prior to checkout. Furniture and items left in University Housing areas (including trash areas) will be subject to removal by the Department of Housing and Residence Life Facilities staff.

Items remaining in a resident’s room after check out will be removed by the staff. The resident will be assessed a fee for this service. These items will be moved from the student’s room into the Area Office abandoned property or confiscation area, when space permits. Property which remains more than five days after a resident checks out or five days after the semester has ended will be considered abandoned.

Bicycles, Mopeds, Motorcycles, Vehicle Parking, Bicycle Racks
1. The Campus Police provide Operation Identification for Bicycles. This program assists residents to protect their bikes (and other valuable property). All resident students are urged to register their bikes through this service. There is no cost for this registration. Residents can access the appropriate form at http://uwf.edu/uwfpolice/services.cfm.

2. Locks are recommended to secure bicycles. Bike locks are not provided by the University.

3. Bicycles may be stored in either bicycle racks or in resident rooms, provided they do not impede movement within the unit. Bicycle racks are available throughout the University Housing communities. Bicycles, motorcycles or motorbikes may not be chained to railings, buildings or any portion of buildings or equipment on University Housing grounds. Bicycles, motorcycles or motorbikes may not be stored in hallways, entry areas, stairwells, walkways, elevators, patios or balconies.

4. Motorcycles and mopeds are prohibited inside University Housing. Parking lot space is available in close proximity to University Housing. Storage or parking of these vehicles is allowed only in designated parking lots. Motorcycles and motorbikes must possess proper decals.

5. Designated parking lots adjacent to University Housing are reserved for resident students. All vehicles must be parked in parking lots and not on grass or other places. Several of the parking lots designated as Faculty/Staff lots are available for student parking at designated hours. Check the Traffic and Parking guidelines and signs posted prior to parking vehicles.

6. Riding bicycles, inline skates or skateboards in hallways, balconies, walkways, courtyards, lounges, offices and lobbies is prohibited. Riding bicycles or using inline skates on the sidewalks must be done in a safe, appropriate manner and in designated areas only. The safety of all pedestrian traffic is of foremost importance on the sidewalks.

7. Stunt skating is not permitted on the campus.

8. Residents are prohibited from utilizing exterior faucets, hoses or other utility resources for personal use or to clean/maintain vehicle.

9. Repairing or engaging in maintenance work on motor vehicles is prohibited in or around University Housing.

10. Unclaimed bicycles or those left in University Housing areas will be removed at the end of the academic year. These will be disposed of after five days following the end of the spring semester.

Break Housing
All residents who desire to stay over a designated break period (when classes are not in session) must complete a Break Housing Contract available at the University Housing Central Office located in Building 21. There is a fee for Break Housing. The periods of Thanksgiving and
Spring Break do not qualify as Break Housing periods. Those residents not completing a Break Housing Contract will be expected to vacate their assigned space. Break Housing residents will be expected to move out at times noted on the documentation and flyers posted in their communities. For more information, please contact the University Housing Central Office. Residents who are on disciplinary probation are ineligible for break housing.

**Bunk Beds**

Rooms in University Housing spaces are equipped with a bunk bed frame which permits you and your roommate to have either single or bunked beds, as you choose. Housing will provide the bunking pegs.

**Cable Television and Community Television Sets**

Community TV sets are located in the lounges and/or multipurpose rooms of Pace, Argo, Martin, Heritage, Presidents and University Village Student Apartment Communities. Residents may also bring their personal TVs to campus. Access to the local cable TV service is provided in each bedroom in the residence halls and in all bedrooms and the common area of each apartment in the Village East and Village West Apartment complexes. This service provides basic cable TV channels. Running cable wiring from the cable outlet to other outlets is prohibited. Outside antennas, cable splicing, satellite dishes or adding additional televisions to the central service are not permitted. Any alteration or tampering with cable equipment or connections is prohibited and will result in disciplinary action. Residents experiencing trouble with telephone or cable service must complete a Work Order Request at his or her Area Office. Television channel information and telephone usage instructions are available at the Area Offices.

**Card Access**

Residents in Argo, Heritage, Martin, Pace, and Presidents halls are able to use their UWF Nautilus Cards for entry into their assigned building. Stickers will be placed on Nautilus Cards to identify in which residence hall a student resides. Please report any problems with access to your Area Office immediately. Some laundry machines in University Housing are also equipped with Card Access readers.

**Check In**

Residents are required to check in to their assigned room on designated dates at specific times. Assignments may be provided to some students in advance. Some room assignments will not be available until the time of check in. During check in, a resident will receive key(s), a Room Condition Report (RCR), and other pertinent information from University Housing. Residents are expected to read all documents received at check in from University Housing personnel or in their student mailbox. Residents are responsible for knowing the contents of these documents. See No Show Date section for additional information.

**Check Out**

Checking out of University Housing occurs when a resident leaves University Housing and is not returning. A resident must sign up for a check out time with their RA. Residents need to leave their rooms clean and orderly. Residents must discard all trash, clean all rooms and appliances, lock doors and windows and close all blinds. Students will be assessed fees after check out for excessive need for cleaning, any damages, and any items left behind. It is important for the resident to read all check out information carefully and completely. A resident who does not officially check out of his or her University Housing assigned space by the designated time may be assessed a late fee. Students must vacate their buildings within 24 hours of their last exam or by the closing time noted in the contract, whichever is earlier.

**Communicable Diseases**

Residents who contract a communicable disease and are ordered quarantined by the University Student Health Center staff or an off-campus physician will be required to immediately find other lodging at their own expense until clearance to return is given by a physician. Failure to comply with this policy may result in disciplinary action. There may be need for the Department of Housing and Residence Life custodial and maintenance staff to enter the unit in order to provide pest control or cleaning and charges may be assessed.
Doors
In order to reduce long term damage to doors, residents may post only one dry erase/message board on the doors entering resident’s room/apartment/suite areas. RAs will have a message board near their room. Anything placed on a door must not cause any long term damage to the door or to the threshold of the door. The use of painters tape and masking tape is allowed. Other forms of tape, putty or glue substances are not allowed. Residents may not prop open any University Housing doors. Exterior doors must remain locked at all times.

Elevators
Tampering with or rewiring elevators is prohibited. Elevators may not be used during general building evacuation in a fire or severe weather emergency. Overloading elevators is prohibited. Unless an emergency is occurring, ringing, sounding or engaging the emergency bell within the elevator is prohibited.

Furnishings
Residents are responsible for all furnishings provided in their units. Unit furnishings may not be removed from assigned locations. Alterations or damages to furnishings will result in charges for replacement or restoration to original condition. The resident will be charged for any furniture items missing upon check out.

Residents are permitted to bring personal items, such as rugs, throw pillows, curtains and bedspreads. Residents are encouraged to use personal items which are fire retardant. Any item brought into the room must be arranged in a manner that does not obstruct clear access to exits, including windows. Every space within the University Housing system offers furnishings for each resident. Residents are encouraged to not bring every item from home. Resident students should remember that all items brought to the resident’s space will need to be removed at the time of check out.

Residents are not permitted to cover lights or drape or hang items from lights, walls, ceilings or sprinkler heads. Paper or other flammable decorations should be used with care and should not cover windows or lights. Nothing is permitted between the blinds and the window. Residents may hang curtains on window areas with the use of a tension rod.

All bathrooms adjacent to resident rooms are equipped with shower heads and appropriate plumbing fixtures. Please do not replace the shower heads, as they are specially designed for energy efficiency.

Community furniture may not be removed or relocated. Appropriate University Housing lounge furniture is provided and other furnishings will not be permitted in community/lounge areas. If community furniture is found within a resident’s unit, the resident(s) will be charged a removal fee and may be subject to University Housing disciplinary action.

Improper Room Changes
A resident who moves to another apartment/room/unit without proper authorization from a University Housing staff member is considered to have conducted an Improper Room Change. The resident will be required to return to his or her original assigned space immediately and will be assessed an improper check out (room change) fee of $50.00.

Improper CheckOut
Residents must follow the Check-Out procedures. Residents not complying with the Check Out process and procedures are assessed a $50.00 Improper Check Out fee. Additional fees may also be assessed.

Keys
Keys are issued to each resident at Check In. Residents should report a lost or stolen key immediately to their Area Office so the lock can be changed and a new key issued. A $75.00 replacement key fee and/or a $75.00 lock change fee per key are assessed to the resident’s account for any missing key. Keys may not be duplicated or transferred. Keys are to be used only by the residents to whom they are issued and should only be in the possession of that resident. All keys issued to residents are the property of University of West Florida. (See also Card Access).
Locks/Doors
Locks may not be tampered with or damaged. Locks may not be added on any doors in the student’s unit, nor may they be changed or replaced except by authorized University Housing personnel. Slide locks and chain locks are prohibited. When a resident is not in his or her room, the door should be locked to avoid the potential of theft. UWF Housing staff will always lock a resident’s door after leaving a room for maintenance, health/safety checks or other reasons. Residents are urged to carry their key when not in their room/apartment.

Lock Outs
If a resident is locked out of his/her room and a staff member needs to open the room or apartment, the cost for this service is $5.00. If a resident misplaces a key, he or she is to notify their Area Office. The Hall Director will determine if a lock change needs to occur as a result of a lost key.

Liability Insurance/Limitation of University Liability
The University is not liable for damage to or loss of a resident’s personal property or failure or interruption of utilities. Residents are encouraged to review family homeowner’s insurance policies and/or to purchase personal renter’s insurance. Neither the University or the Department of Housing and Residence Life will reimburse a resident for losses created by, or resulting from, unforeseen events, acts of nature, fire, accidents, injuries, or theft which may occur. (See the University Housing Contract).

Mail
Each University Housing resident must get a University mailbox assigned for their use. Mailboxes are located in the University Commons. Each resident is responsible for checking his or her University mailbox daily to ensure all mail is collected from the box.

Mail sent to the Campus Post Office should be addressed as follows:
RESIDENT’S NAME
(Your Box #) Campus Drive
Pensacola, FL 32514

Mail (Package Pick Up, Flowers, Welcome/Finals Week Kits, Study Break Kits, Birthday Cakes)
When you receive a package for pick-up at the Central Housing office or your Area Office, a staff member will contact you. You must present your Nautilus card when coming to pick up delivery item(s).

Maintenance/Custodial
University Housing maintenance and custodial staff will perform routine duties both inside and outside student living spaces throughout the year. When a maintenance problem occurs, a resident must submit a Work Order Request. A Work Order Request must be submitted online at uwf.edu/housing. If a resident does not have access to a computer, work orders may be submitted at each Area Office or by contacting a Residence Life staff member. Maintenance work is completed on a first received, first served basis with emergencies being given priority. University Housing personnel will enter the unit anytime between 9:00 am and 4:30 pm to address maintenance issues (these hours may vary during the summer, on holidays or depending upon situations). Maintenance will enter a resident space at any time to address critical emergencies. Residents need not be present for work to be performed. Students should notify their RA, HD or the Housing Central Office, if a request is not completed.

Multipurpose Rooms, Kitchens and Common Spaces
All residents may utilize the common spaces and equipment in their residential area. After use, spaces/equipment must be cleaned and free of trash, dirty utensils and cookware or any other personal items. Items left in common spaces will be removed by Residence Life personnel or the custodial staff. If common areas and/or equipment are not left in good condition, a cleaning/replacement fee will be assessed to the resident(s). Residents may not block off common spaces for personal use in such a way that prohibits use by other residents.
Occupancy Verification (No Show)
RAs contact each resident to verify occupancy within the resident units. “No Show” checks are completed approximately the first or second day of classes each semester. This process requires each occupant of a unit to sign a roster sheet verifying he or she has checked into their assigned space. When completed, the Residence Life staff forwards the roster information to the Central Office staff. Any resident not signing the roster is considered a “No Show.” If a “No Show” student assigned to a space has not notified the Central Housing Office regarding his or her arrival plans, the unit is then considered available for reassignment to another student. Not all residents arrive at the same time. Simply because a room does not appear to be occupied does not mean it is a vacant room.

Parking
Parking is available near each major University Housing area for resident vehicles. All resident vehicles must possess valid decals, appropriate for the community to which the resident is assigned. Decals may be purchased from the Cashier’s Office. Parking is prohibited on all University property other than marked parking lots. Parking on the grounds (grass, sidewalks, etc.) around the housing facilities is prohibited. Parking vehicles, including motorcycles, beneath building overhangs is prohibited. Disruptive conduct which occurs in a parking lot or other area adjacent to University Housing is prohibited and is subject to disciplinary action. In the event of a room/building change, the resident is responsible for updating their parking permit.

Pest Control
If you notice ants or other pests in your living area, please go to uwf.edu/housing to submit a Work Order Request. Pest Control staff is present on campus on an as needed basis to complete Work Order Requests. In addition, Pest Control staff performs routine pest control measures. The Pest Control staff may enter University Housing units without notice to the resident. Biting insects, including mosquitoes may be present near University Housing areas. Residents are encouraged to take every precaution possible to aid in prevention of insect stings and bites.

Postings
Students and/or student groups/organizations who would like to post notices, flyers, and other informational items may seek authorization from the Department of Housing and Residence Life in Building 21. Please bring one copy of the posting to the Department for approval at least two weeks before desired posting date. All postings are reviewed on a case by case basis. Postings must contain the contact information of the sponsoring student organization and event date. Approved flyers will be stamped and given to Housing staff to be posted. No flyers advertising events with alcohol, other drugs, or sexually explicit materials will be permitted to be posted. All items posted must be in compliance with the University Posting Guidelines and Policies. Housing and Residence Life staff reserves the right to remove any unauthorized postings. Flyers will not be permitted to be slid underneath resident room doors.

RA on Duty
A Resident Assistant (RA) is on duty in each of the seven residential areas any time the University Housing and Residence Life Central Office is not open. RAs are on duty on weekdays from 5pm-8am and weekends/holidays from 5pm-5pm the following day. The name, room/apartment number, and duty telephone number of the RA on Duty is posted at Area Office locations. The RA on duty conducts nightly rounds in University Housing.

Room Change
Residents may be asked to complete roommate mediation with their roommate(s)/suitemate(s) as an alternative to a Room Change. A resident who wants to transfer to a different residence unit must request a Room Change. Room Change request forms may be completed online on at uwf.edu/housing. Room Changes will begin to be reviewed after the 10 Business Day Housing Freeze. Room Changes require the approval of the Hall Director. There is no guarantee Room Change requests will be approved. There are times when the department may be unable to accommodate a Room Change. Should a Room Change request be approved, the resident must move to the newly assigned unit within 48 hours of the Room Change request approval notification date. Failure to complete a Room Change within this time may result in the revocation of transfer approval.
Room Entry and Search
The Department of Housing and Residence Life appreciates the resident’s desire for privacy, particularly in the context of university community-style living, and will do all it can to protect this privacy. However, it is occasionally necessary for the university to exercise its contractual right to room entry. The established procedures are designed to ensure responsible, restrained use of the right of entry. In essence, the policy states that a university staff member will enter a room on the following conditions:

1. At the invitation of the resident.
2. To provide maintenance, including preventative maintenance. If during the performance of their assigned duties maintenance or custodial staff encounter or observe evidence of articles in violation of University or Housing policies and/or laws of the state of Florida, they will report such evidence to the appropriate Residence Life staff member.
3. If staff or other University officials possess cause to believe that a violation of university regulations exists (which includes failure to evacuate during drills).
4. If an emergency exists or is believed to exist involving the safety and security of a resident, guest and/or the property.
5. To conduct routine safety checks during each semester and during summer months.

All Housing staff will leave a notice that they have entered a resident’s room. Housing staff is trained and must always lock the door upon departure of a resident’s room.

Roommate Bill of Rights
The Roommate Bill of Rights is a list of responsibilities of and between University Housing residents. Enjoyment of life in a University Housing community will depend to a large extent on the thoughtful consideration that is demonstrated towards other residents, particularly one’s roommate(s). Residents who sign a roommate agreement need to know that these documents are not considered to be a contract and require the cooperation of all roommates in order to be successful.

1. The right to a clean, tidy environment.
2. The right to expect that each roommate(s) will respect each other’s personal belongings.
3. The right to study free from undue interference in one’s room. Unreasonable noise and other distractions inhibit the exercise of this right.
4. The right to sleep without undue disturbance from noise, guests of roommate, or similar disturbances.
5. The right to freely access one’s room and facilities without pressure from a roommate/suitemate.
6. The right to expect that guests hosted during visitation hours will respect the rights of the host’s roommate(s)/suitemates and other residents. Guests and hosts are mutually responsible for the conduct of the guest, even if the term guest refers to another resident of University Housing.
7. The right to expect reasonable cooperation in use of the suite/apartment telephone, computer line(s) and micro fridge where applicable and other appliances.
8. The right to a limited degree of personal privacy.
9. The right to be free from intimidation and/or physical harm.
10. The right to address issues and concerns with the University Residence Life staff. Your Resident Assistant and the other Residence Life staff are available for assistance with roommate/suitemate conflicts.
11. The right to expect roommate(s)/suitemates to keep doors locked for security purposes.

Safety and Security
Crime can happen on campus just as it can happen in the community. Don’t take any chances and don’t take your safety for granted. Some tips:
1. Keep your door(s) locked at all times.
2. Always find out who is knocking before opening the door. Look through the peephole or, if there is not a peephole, ask who it is before you open the door.
3. Never leave the room/apartment/exterior door(s) propped opened.
4. Always close the apartment windows when you vacate the apartment.
5. Keep your keys safe. Don’t lend your keys to anyone, and don’t leave your keys lying around.
6. If your keys are lost or stolen, report this to the Area Office immediately so that the lock can be changed.
7. Have your keys ready before you get to your door or your car, especially after dark.
8. Always report any suspicious activity to your RA and to the University Police Department.
9. Don’t walk alone, especially at night. Use the buddy system, or call the University Police Department (UPD) at 474-2415 to contact one of the student members of the Safety Escorts on duty. The UPD staff work twenty-four hours a day, 7 days a week.
10. Avoid dark paths or shortcuts. Always use public walkways.
11. Carry identification at all times.
12. Let your roommate(s)/suitmate(s) know where you are going and when you will return.
13. If you are the victim of a crime, report the incident to the University Police Department and to a member of the Residence Life staff immediately.
14. Do not leave valuables in plain sight (i.e. money, credit/debit cards, jewelry, wallets, IDs.)
15. Record serial numbers of all valuables (stereo, computer, bike, etc.).
16. Use the University Police Department’s engraving service to put identifiable information on all valuables.
17. Make sure your belongings are covered against fire, theft, etc. by your insurance policy. Know the terms and conditions of your specific policy before you have to file a claim. All residents are encouraged to purchase insurance that will cover their personal belongings. University Housing is not liable for damage or loss of personal property, failure or interruption of utilities, or unforeseen accidents/injuries. There shall be no allowance to residents and no liability on the part of the Department of Housing and Residence Life by reason of inconvenience or annoyance arising from the making of any repairs, alterations, additions, or improvements to the premises or any portion of the building in which the resident student is located. Resident students are strongly encouraged to secure their own personal property loss and health insurance.
18. If an exterior door is propped open, close it. If the door is not locking, contact a Residence Life staff member immediately to report it.
19. Do not allow anyone without keys and identification into any University Housing community. Direct them to a courtesy phone.

Security Phones
Phones, identified by a blue light, are posted in various locations around campus. If you have concerns for your safety, are in danger or wish to have a security escort, simply follow the instructions posted. The phones are connected directly to the University Police Department. Tampering with or making a false call on these phones will result in disciplinary action and referral to the University Police Department.

Storage
The Department does not have space for storing resident items, excess room furniture, boxes, or other items. Residents will be charged a removal fee for any items left in the room/unit upon check-out.
Summer Housing
Summer housing is available for any resident who enrolls in at least one of the summer class terms. Summer residents will be housed in specific areas of campus. Contact the Central Housing Office for further information regarding summer housing.

Telephones
Local telephone service can be provided upon request in all student rooms at a cost to the student. Contact the Central Housing Office for details about using the telephone, voice mail, your telephone line, and other telephone specific questions. See also Harassing Telephone Calls section for additional information regarding potential unwanted telephone calls.

Ten Day Housing Freeze
The first 10 business days after University Housing opening (check-in/move-in) and the 10 business days before the end of classes each semester are considered the 10 Day Freeze or the Room Freeze. No room changes or moves are permitted during this period. Not all residents arrive at the same time or on a designated move in day. The University Housing staff requires this time to permit new residents the opportunity to receive a room assignment prior to approving any Room Transfers. (See Room Change Section)

EMERGENCY PROCEDURES
Fire Alarms/Fire Drills/Fire Safety Equipment
Under Florida law, it is a crime to intentionally set a fire, intentionally cause a false fire alarm, or interfere with fire safety or detection equipment or measures, (Florida Statute 806.10 and Florida Statute, Section 806.101).

Each building/apartment is equipped with a fire alarm system. These systems are regularly inspected and approved by the State Fire Marshall. Smoke detectors are located in every apartment/suite area. Emergency lights are located in appropriate areas. Fire extinguishers are located in hallways or community areas of each community. Residents will be charged a minimum of $75.00 for tampering with any fire suppression equipment.

It is essential all students evacuate the apartment/building whenever the fire alarm is activated. Failure to do so may jeopardize the safety of all residents and will result in documentation and disciplinary action, and a fine of $75.00.

Special precautions should be taken by all students to reduce the danger of fire in their living areas. If you discover a fire or smoke, activate the nearest fire alarm pull station and tell an RA immediately. If an RA isn’t nearby, call the University Police (474-2415) immediately to report the location of the fire. It is the responsibility of the residents to immediately vacate the building when alarms sound. When a fire alarm sounds, follow the procedures below:

1. Preplan your evacuation route and locate the nearest alarm pull station.
2. Assemble in the parking lot nearest your building or the grass areas at least 50 yards from the building. The Residence Life staff will notify residents when it is safe to re-enter the building.
3. Once outside the building, follow the direction of Residence Life staff. Residents may not re-enter a building until they are instructed to do so by a member of the Residence Life staff.

Fire Safety
The use or storage of flammable fluid, hazardous liquids or chemicals is not permitted in University Housing. Tampering with or damaging fire safety equipment (including automatic door closures, smoke detectors, pull stations, fire extinguishers, sprinkler heads, etc.), initiating false alarms, stopping existing fire alarms, or failing to immediately evacuate during a fire alarm are violations of state fire codes. Violations of state fire codes will result in University disciplinary action and are punishable under state law.

Residents must cooperate with staff and participate in fire and other emergency drills, including exiting the building, going to designated areas and following the direction of University Housing staff, Campus Police and Fire and safety personnel.
STANDARDS OF COMMUNITY LIVING

The University of West Florida is a community of people from diverse cultural, racial, economic, and ethnic backgrounds; each person is a unique individual, drawn from a broad spectrum of our society. We strive to understand the individuality and the life choices of those among us. We can best learn from one another in an atmosphere of positive encouragement and mutual respect. In addition, we must give others the respect and tolerance which we ourselves deserve.

The principle of free exchange and inquiry is fundamental to the educational process. The University of West Florida’s Department of Housing and Residence Life is committed to the principles of free inquiry and free expression. We believe individuals have the right to hold, defend and express their ideas and opinions. In order to sustain these principles, we must, at all times, tolerate the expression of views that we may find different. While each of us has the right to our own personal beliefs, these beliefs do not give us the right to put down others on the basis of their age, physical disability, nation of origin, sexual orientation, race, gender, or religious affiliation.

While we have a commitment to not deter free speech, we must strive to create and maintain a community that is free of harassment, intimidation and/or humiliation of our residents and staff. It is our belief that one’s actions demonstrate one’s commitment to respecting the differences among individuals. We are individually and collectively responsible for our behavior and accountable for our actions. We must each take initiative and responsibility for our own learning and awareness of the differences which exist in our community and avoid all actions that diminish others. Bigotry and hatred will be given no home within our community. Our community will not tolerate verbal or written abuse, threats, intimidation, and will not accept false humor, anger, intoxication, or substance abuse as an excuse, reason, or rationale for such behavior. We strive to develop and support a learning environment so each of us can genuinely enjoy equal opportunities to live, work, and learn.

All of us who work and live in the University of West Florida Housing and Residence Life community have chosen to be here. Thus, we shall commit ourselves to these principles which are the basis for our purpose, value, and worth. All resident students are asked to become familiar with the Standards of Community Living and the Student Code of Conduct. Both documents apply to all UWF students. The Student Code of Conduct can be accessed online at http://www.uwf.edu/osrr/. If a non-resident student violates a Housing and Residence Life policy or a University policy while in a designated Housing area, the non-resident student will be referred to the Office of Student Rights and Responsibilities for disciplinary action. All residents of university housing are responsible for the actions of their guests at all times. At any time, a resident student may be held accountable for their guests’ actions.

The opportunity to enter into a University Housing Contract is a privilege, not a right. If there is evidence of abuse by a resident of this privilege by violating the UWF Student Code of Conduct, Department of Housing and Residence Life Standards of Community Living or terms of an executed contract, UWF reserves the right to take disciplinary action which may include, among other sanctions, a change of University Housing assignment, cancellation of the University Housing Contract and the refusal by the University to enter into further University Housing Contracts with the student. Prior to imposing such sanctions, the resident will be given notice and opportunity for a hearing/meeting with a member of the Department of Housing and Residence Life Professional Staff or a staff member from the Office of Student Rights and Responsibilities.

The following list encompasses the Standards of Community Living all residents are expected to live by while residing in campus housing. Failure to abide by one or more of these expectations will result in a disciplinary action. At any time, the Department of Housing and Residence Life may amend or expand this list of standards to maintain a safe and secure living environment for all residents. This list of standards is intended to supplement the University Code of Conduct. This means that resident students must follow both the Student Code of Conduct which applies to all students and the Standards of Community Living which apply to all residents and their guests.
Alcohol

In addition to the Student Code of Conduct, the Department of Housing and Residence Life requires residents and their guests to adhere to these additional guidelines related to the possession and consumption of alcohol:

1. In accordance with the University of West Florida’s Alcohol policy, only beer and wine are permitted in University Housing by students who are 21 years of age and older.
2. Possession/consumption of hard liquors is not permitted in or around university Housing.
3. Beer kegs, party balls, funnels, drinking games, beer/water pong setups are not permitted in or around University Housing.
4. Possession of open containers of alcohol or consumption of alcoholic beverages in public areas such as TV lounges, walkways, balconies, grounds areas, pool areas, stairwells, courtyards, picnic areas, community kitchen areas, parking lots or loading zones adjacent to University Housing, or other University Housing areas is prohibited.
5. Social gatherings at which alcohol is served must be conducted in accordance with the University of West Florida Alcohol Policy. University Housing staff may make the determination that a gathering exceeds safe occupancy and may require some or all guests to vacate a University Housing area.
6. Hosting a gathering where prohibited drinking has occurred will result in disciplinary action.
7. Any University official has the right to request appropriate student identification when questioning an individual’s age for alcohol consumption purposes.
8. Collections or displays of empty beer or alcohol bottles, cans, containers/packaging or other such items are not permitted in University Housing areas.

Computer Policy/RESNED Policies

The University Housing computer policy is adapted from the University Information Technology Services (ITS) policy. Violations of ResNet policies may result in revocation of internet service, possible University action, including Student Code of Conduct charges and/or criminal charges. Examples of prohibited activities include, but are not limited to, the use of Torrent programs; setting up a router and building a private subnet; setting up ANY type of information server such as web, gopher, e-mail, games, etc.; propagating e-mail chain letters; forging mail; allowing non-residents, including students, access to ResNet, the use of ResNet for personal financial gain; copying University-owned or licensed information to another computer without prior written approval; modifying or attempting to modify University-owned or licensed information including software and data; attempting to damage or disrupt networking services; the use of ResNet, the University’s campus-wide network, or related resources in the commission of crime; the use of traffic intensive applications that may cause problems within the network or diluting the level of service to other users. No print servers, mail servers, FTP servers, etc. are allowed. The network sharing of any computer related device or materials that may cause excessive network traffic is prohibited. To provide the best service for residents and growing demand, ResNet and ITS reserve the right to make changes to the network usage policy as deemed necessary. Resident students may find further information at http://uwf.edu/resnet/policy/index.cfm.

Disorderly Conduct

1. Students may not engage in any actions that impair, interfere with, or obstruct the orderly conduct, processes, and functions of University Housing or which violate the Standards of Community Living set forth in this handbook. University Housing staff may make the determination that a gathering exceeds safe occupancy and may require some or all guests to vacate a University Housing area including student rooms, lounges, lobbies, kitchens, patio, and/or outdoor areas. A student whose conduct violates Department of Housing and Residence Life Standards of Community Living or any other University policy may be subject to disciplinary action.
2. **Damages/Community Damages:** Appropriate oversight of community areas is the responsibility of all residents. Damages which occur in a unit will be charged to the student(s) assigned to the unit at a rate which includes actual replacement and labor costs. Public area damages will be charged to those identified as responsible. Public area damages not charged to a specific individual may be charged to all residents of a floor, building, or entire residential area and are referred to as Community Damages. Community Damage Charges will be divided equally among all community residents. Flyers will be posted indicating when Community Damage Charges will be assessed. It is at the discretion of the University Housing Staff when repair or replacement of damaged items will take place.

3. Students may not engage in theft, malicious destruction, defacement, damage or misuse of University property, private property or common area facilities. Replacement and repair costs will be charged to the responsible party or parties. Disciplinary action, referral to University Police and/or community charges will occur as appropriate.

4. Riding bicycles, inline skates or skateboards in hallways, balconies, walkways, courtyards, lounges, offices and lobbies is prohibited. Riding bicycles or using inline skates on the sidewalks must be done in a safe, appropriate manner and in designated areas only. The safety of all pedestrian traffic is of foremost importance on the sidewalks.

5. **Hall Sports:** Contact sports, bouncing balls, throwing items and general rough housing are not permitted in hallways, common areas and individual rooms/apartments of university housing.

**Drugs**
In accordance with state law, the possession, manufacturing, growth, sale or use of illegal drugs is prohibited. Possession of drug related paraphernalia is also prohibited. Violations of the University Drug Policy will result in a referral by the University Police Department, to the Office of Student Rights and Responsibilities and/or criminal charges.

**Endangerment**
Physical violence toward another person or group, or actions that endanger the health, safety, or welfare of a person or group is prohibited. Interference with the freedom of another person or group to move about in a lawful manner is prohibited. Physical altercations will not be tolerated and will result in disciplinary action as noted in the Student Code of Conduct.

**Failure to Comply**
Failure to comply with instructions of a University official (i.e. faculty, staff, administrators, Residence Life staff, Campus Police, etc.) or nonUniversity law enforcement officers in the performance of his/her duties is prohibited. Compliance with the final decision/sanction rendered by a student conduct hearing officer or review body is required. Failure to comply will result in additional disciplinary action as noted in the Student Code of Conduct.

**False Information and Identification**
A University ID card or other form of identification with a picture must be presented upon request of a University official. University Housing staff are considered University officials. Providing false information, withholding information or providing misleading information to a University official, student conduct hearing officer or review body is prohibited. Acting on behalf of another person, group, or the University without authorization or prior consent of that individual or group is prohibited. Providing false information will result in disciplinary action as noted in the Student Code of Conduct.

**Fire Safety**
The use or storage of flammable fluid, hazardous liquids or chemicals is not permitted in University Housing. Tampering with or damaging fire safety equipment (including automatic door closures, smoke detectors, pull stations, fire extinguishers, sprinkler heads, etc.), initiating false alarms, stopping existing fire alarms, or failing to immediately evacuate during a fire alarm are violations of state fire codes. Violations of state fire codes will result in University...
disciplinary action and are punishable under state law. Should a pattern form in a specific apartment unit indicating misuse of local alarms, disciplinary action will be taken. In the event of a fire alarm, be prepared to follow the evacuation instructions for your area. The University Police and a Residence Life staff member will respond. Residents must cooperate with staff and participate in fire and other emergency drills, including exiting the building, going to designated meeting area and following the direction of University Housing staff, safety officials, or both. Failure to comply with drills will result in a disciplinary action.

**Grounds**

Parking or driving on the grounds within University Housing is prohibited. Camping or sleeping on the grounds is also prohibited.

**Guest/Visitation Policy**

1. Residents are not permitted to re-assign or sublease their assigned spaces.
2. Residents may only allow guests in their assigned spaces consistent with the following:
   a. Residents may not permit any additional individuals to live in their spaces (cohabitation prohibited).
   b. In no instance may a resident host a guest overnight in excess of nine nights total per semester.
   c. Overnight visits of same gender guest(s) of residents in all residence units are permitted for up to three consecutive nights in a thirty day period in a resident’s assigned University Housing space as long as the presence of the guest does not inconvenience roommates/suitmates or otherwise interfere with University Housing life.
   d. Hosts assume full responsibility for the conduct of their guests. Hosts are required to accompany their guests at all times while in University Housing. Hosts are required to be familiar with University Housing rules and policies and to familiarize their guests with the rules and policies. Guests are required to observe all University rules and regulations and, along with hosts, will be held responsible for their conduct.
   e. All visits must be approved by roommates/suitmates.
3. Overnight visits of opposite gender guests are prohibited.
4. During designated university break sessions, residents are prohibited from having guests.

**Harassment**

Conduct that creates an intimidating, hostile, or offensive campus educational or work environment for another person or group is prohibited. Conduct that threatens, harms, or intimidates another person or group is prohibited and violates the Student Code of Conduct.

**Harassing or Obscene Telephone / Social Media Contact**

Residents who receive obscene/harassing telephone calls or social media contact are asked to contact their RA or the Area Office immediately. The resident will be asked to contact the University Police to make a report and keep a log of the harassing contacts they receive.

**Prohibited Items**

1. **Antennas:** External antennas of any type are prohibited. This includes satellite dishes.
2. **Alcohol:** Hard liquors, beer kegs, party balls, funnels, drinking games, beer/water pong setups are not permitted in or around University Housing. Collections or displays of empty beer or alcohol bottles, cans, containers/packaging or other such items are not permitted in University Housing areas.
3. **Candles, Open Flames, Incense or Open Heating Elements:** Possession of candles, open flames, incense, hot plates or other heating units with an open flame or heating element is prohibited.
4. **Kitchen items not permitted include:** refrigerator, toasters, deep fryers, hot plates, electric skillets and appliances with open heating elements. (Toasters are permitted in the University Village Student Apartment Community kitchens as these are intended as primary cooking facilities).
5. Residence Life staff will request the resident remove any unauthorized appliance or the Residence Life staff member may remove the appliance until the resident finds arrangements for the items outside of University Housing, (see Removal of Unapproved Items).

6. Possession of alcohol stoves or propane grills, hibachis, and gas grills in student living areas and surrounding areas is prohibited.

7. Waterbeds, personal beds, mattresses, lofts, concrete blocks, or homemade bunk beds are not permitted. Due to limited space and for safety reasons, students are discouraged from bringing in additional furnishings. University Housing staff reserves the right to have students remove personal furnishings from a unit when furnishings pose a safety risk, impede movement within the unit or create a fire hazard.

8. **Hookahs:** Possessing a hookah pipe is prohibited by the Department of Housing and Residence Life.

9. **Painting Resident Rooms/Personalizing Resident Rooms/Room Modification:** Residents are not allowed to paint their rooms/apartments. Wall paper and borders are prohibited. The use of poster putty, double sided tape, nails, screws, thumb tacks, boards, or any adhesive products which damage wall, floor, and ceiling surfaces is strictly prohibited. Additional items which are prohibited include staples, decals, stickers, contact paper, caulking, plastering and paneling, etc. by the residents, on walls, furniture or ceiling. The maintenance staff repaints spaces on a regular preventative maintenance schedule. Resident students are asked to use painter’s tape to hang posters, pictures and other decorative objects. Shelves or other items are not to be attached to walls or ceilings. Carpet may not be affixed to the floor surface. Residents will be charged for the repair of any damages from the violation of these policies. Contact your Area Office prior to making any kind of room modification.

10. **Pets/Animals:** Possession of pets, other than fish as defined below, is prohibited. Any cost associated with the possession of an illegal pet will be charged to the responsible resident(s) or to all residents of the room/apartment, (damaged furniture, cleaning, pest control, etc.). Immediate removal of the pet by the resident will be required should a pet be found in the unit. Fish, may be maintained as pets, as long as they are kept in fish tanks which are no larger than 10 gallon capacity. Residents are responsible for maintaining the tanks and are responsible for any and all damage caused by the fish or the tank. Residents found in violation of this pet/animal policy will be subject to disciplinary action. The UWF Campus is considered a nature preserve and the wildlife and vegetation are protected. Any residents found to be causing harm to any campus wildlife and/or vegetation may be referred for disciplinary action.

11. Wireless Routers are prohibited in University Housing.

12. Halogen Lamps

13. Excessive amplified equipment and percussion instruments

14. Weapons, including but not limited to, knives, firearms, explosive devices, bows & arrows, brass knuckles, water guns, paintball guns, fencing equipment, and other weapon-like devices.

15. Darts/Dart boards and other items which have potential to cause property damage

16. Space heaters

17. Nails/screws/thumbtacks, double-sided tape

18. Air Conditioning units (provided)

19. Scuba tanks and equipment/spear guns/cutlery/knives

**Quiet/Courtesy Hours (Noise Policy)**

**Amplified Equipment**

Students may store instruments, or amplified equipment in their assigned room. Students playing instruments, radios, stereos, televisions or other amplified equipment in their rooms and/or common areas may be asked to stop if their playing disturbs others. Playing drums and amplified instruments (without headphones) is prohibited.
**Courtesy Hours:**
In order to maintain a living, learning environment in University Housing, an atmosphere conducive to study and sleep must exist. At no time should a resident’s noise level interfere with the academic community. Loud talking or music, bouncing a ball, skateboarding, inline skating, or other disruptive activities in rooms, courtyards, balconies, stairwells, catwalks, walkways, patios, multipurpose areas or lobby areas are prohibited. Stereos, radios, TVs, and other sound systems may not be played so loudly that they disturb others. Speakers may not be placed in windows. Residents are responsible for turning down sound systems or discontinuing noisy activity if requested to do so by another resident or staff member at any time. Courtesy hours are in effect at all times.

**Quiet Hours:**
During quiet hours, loud playing of radios, stereos or any other noisy activity is prohibited. Quiet hours will be enforced during the following periods:
- Sunday through Thursday: 10:00 PM to 8:00 AM
- Friday and Saturday: 12:00 AM to 10:00 AM
Quiet hours are enforced at these times regardless of holidays or semester breaks. During final examination periods, quiet hours will be enforced 22 hours a day.

**Railings, Balconies, Porches (Patos), Stairwells, Foyers and Roofs**
Sitting, standing on, climbing on, or hanging from a balcony, railing or roof is prohibited. Bikes, banners, signs, clothing, plants, or other items may not be hung from balconies, roofs or windows. Stairwells should not be blocked by items at any time; this includes trash, boxes, bicycles, etc.
Throwing any object or trash from/toward a window, ledge, roof or balcony or within the courtyards adjacent to University Housing is prohibited. The use of or presence of slingshots, BB guns, pellet guns, paintball guns, water guns, water balloons or other items which may be considered a weapon are prohibited. (See Weapons)

**Removal of Unapproved Items**
1. The following items are subject to removal:
   - Items that are prohibited by or otherwise violate Department of Housing and Residence Life or University regulations or policy.
   - Items that are illegal to possess.
   - Items that pose danger to the safety of residents or the University Housing community.
   - Items which violate state or federal laws. The possession of illegal items will result in referral to the University Police and may result in criminal prosecution, immediate disciplinary action or both. Illegal items will be reported to and confiscated by the University Police.
2. Residents will be asked to immediately dispose or remove any item(s) in violation of the Department of Housing and Residence Life or University regulations or policies. All removal notices will be followed up by Housing staff.

**Sales, Solicitation, and Canvassing**
Doorto door solicitation or other types of solicitation and/or operating any type of business from a residence space are not permitted. Doorto door distribution of flyers or leaflets or the placement of these items on cars is prohibited. Posting flyers on bulletin boards, walls and windows is prohibited (See Postings). Students may not engage in any sales, business, marketing, or telemarketing activities in their units or within any public area of the University Housing facilities. See the University Student Planner and Handbook for further details regarding Selling, Advertising, and Soliciting.

**Sexual Misconduct**
The University and the Department of Housing and Residence Life are committed to maintaining a community in which students and staff may live and work in an atmosphere that is free of all forms of sexual misconduct. The University and the Department of Housing and Residence
Life will not tolerate sexual misconduct, harassment, exploitation, intimidation, or coercion. See the University sexual harassment policy for additional information.

**Smoking**

Smoking is not permitted in any of the University Housing buildings, in compliance with the Florida Clean Indoor Air Act. All residents and guests who wish to smoke tobacco must do so at a minimum of 20 feet from any building including overhangs, balconies, stairways and entranceways. Residents may be fined $50.00 for violating the smoking policy. In addition, a cleaning fee may be assessed should additional cleaning due to smoking be necessary. Hookahs are not permitted for use inside or outside University Housing facilities.

**Trespassing**

Individuals who are not authorized, licensed, or invited to enter University Housing facilities are subject to arrest for trespassing if they fail to leave after being directed to do so. Any person soliciting will be considered to be trespassing. Persons who receive trespass notices will not be permitted to live in or visit University Housing. Knowingly hosting a person or persons under trespass notice is prohibited.

**Weapons, Firearms, Explosives (see Projectiles)**

Possession, storage, decorative use, or use of firearms, explosives, fireworks, ammunition, paintball guns, bows and arrows, other weapons/knives, or dangerous articles or substances are prohibited. The use of or presence of slingshots, BB guns, pellet guns, paintball guns, water guns, water balloons, fencing equipment or other related items or items which may be considered weapons are prohibited.

**Windows**

Windows are not to be used by residents as an entrance or an exit to units, except in an emergency situation. Signs, flags, stickers, pictures, posters, banners, bottles or bottle collections, and similar objects may not be displayed in windows. For safety purposes, items are not to block or impede access or exit to/from the unit. Residents may hang curtains with the use of a tension rod. Additional window coverings of any type (except those issued by the Department of Housing and Residence Life) are prohibited. Nothing is permitted between the window and the blinds. Students are not permitted to remove and/or tamper with their window screens. Windows in Argo, Pace and Martin must remain closed at all times and the official Housing window sticker on these windows must remain sealed. Residents are subject to a University Housing fine and disciplinary action if their window seal is broken. If the window is not properly sealed upon check in, it is the responsibility of the resident student to contact their RA.

**INFORMATION ON HEALTH AND SAFETY VIOLATIONS**

**Health and Safety Checks**

The University reserves the right to enter any suite or apartment at reasonable times to check/inspect, maintain, and repair the premises and furnishings. State guidelines also require that University Housing staff inspect units on a regular basis for necessary repairs, cleanliness, policy compliance and safety guidelines. These Health and Safety Checks will be announced at least twenty-four hours in advance through public posting of information. Each resident is expected to have read the Guidebook for information regarding prohibited items.

During checks/inspections any rooms found in violation of a University Housing policy or otherwise pose a safety risk will be documented and residents will be notified. Examples of policy violations may include, but are not limited to, cleanliness, pets, candles and other open flame violations, halogen lamps, cable television splicing, unauthorized electrical appliances.

1. Motorcycles and mopeds are prohibited inside University Housing. Parking lot space is available in close proximity to University Housing. Storage or parking of these vehicles is allowed only in designated parking lots. Motorcycles and motorbikes must possess proper decals.

2. **Cleanliness:** Residents are expected to maintain their assigned spaces in a clean and sanitary manner. Trash is to be placed, by the resident, in designated bins, containers or placed in the dumpsters located outside each residence area. Garbage may not be left in hallways, lobbies, lounges, entrances, stairwells, foyers, apartment/room, or on balconies and patios.
In the event garbage is removed by Housing and Residence Life staff, a resident will be charged a removal fee or a common area damage charge will be assessed to each resident in the area or building. The responsibility for cleanliness of the assigned spaces is shared by all residents assigned to the unit. If trash is left outside a unit, the residents of that unit will be billed a removal fee.

3. **Cooking, Cooking Appliances, Cooking Spaces and Reservations**
   
a. Indoor cooking is possible in the community kitchens in the Residence Halls and in the kitchens at the University Village Apartments. Kitchens within individual apartments in the University Village Student Apartment Community are intended for primary cooking.
   
b. Kitchens in the Residence Halls are not designed to be primary cooking areas. These kitchens are intended for reheating food or making snacks. It is the primary responsibility of the residents in a community to keep these kitchens clean.
   
c. Improper use of any kitchen facility will result in a Health and Safety violation and will result in University Housing disciplinary action.
   
d. Only low wattage appliances which do not produce grease, smoke-laden vapors or that have no open elements are permitted in University Housing.
   
e. Rooms in the Residence Halls are equipped with a Micro Fridge or Micro Fridge-type unit. University Village apartments are equipped with a refrigerator/freezer and a microwave. Residents may not bring their own refrigerator. Additional microwaves in the Residence Halls and/or University Village may be brought to the room by the residents, as long as they do not exceed 500 watts in power.
   
f. Kitchen items **not permitted** include; refrigerator, toasters, deep fryers, hot plates, electric skillets and appliances with open heating elements. (Toasters are permitted in the University Village Student Apartment Community kitchens as these are intended as primary cooking facilities).
   
g. Kitchen items which are permitted include: hot air popcorn popper, small electric grill (George Foreman type), toaster oven, small convection oven, food processor, crock pot, blender, electric mixer, and coffee maker.
   
h. Residence Life staff will request the resident remove any unauthorized appliance or the Residence Life staff member may remove the appliance until the resident finds arrangements for the items outside of University Housing, (see Removal of Unapproved Items).
   
i. Residents are responsible for proper use of cooking appliances.
   
j. To avoid setting off the local smoke detector students should clean their ovens regularly (University Village Apartments and two buildings in the Southside Villages only). If your local smoke detector begins to beep, contact your RA or a staff person in the Area Office.
   
k. In the Student Apartment Community, residents are permitted to use personal charcoal barbeque grills at a safe distance (at least 20 feet or more) from buildings and entrances. The use of grills in the University Village Student Apartment community are not permitted under or on any covered walkways, landings, entranceways, balconies or stairwells. These cleaned out, emptied grills must be stored inside the apartment. Personal grills are not permitted in the Residence Halls or on the grounds of the Residence Hall areas.
   
l. The use of University Housing grills is only permitted under the supervision of the University Housing staff.
   
m. The use of lighter fluid or any similar substance is not permitted in or around University Housing.
   
n. A resident may reserve a community kitchen space by contacting their RA or the Area Office. Reservations will be made on a first come – first served basis.

4. **Extension Cords**: For the protection of the University Housing community, the Department of Housing and Residence Life Facilities staff, the Environmental Health and Safety Department and the Florida Fire Marshal have established extension cord guidelines. Residents are permitted to use extension cords with the following restrictions:
a. UL approved three pronged extension cords that are 14 gauge or heavier. (The lower the gauge number, the heavier the cord.)
b. Cords cannot exceed 10 feet in length and cannot be plugged together.
c. Cords cannot impede safe traffic in the unit.
d. Cords must not be pinched in doors.
e. Only ONE appliance may be plugged into a multiple adapter.
f. Only UL approved multiple adapters with circuit breakers are permitted.
g. Rewiring of University Housing space by residents or non-university individuals is prohibited.
h. The Department of Housing and Residence Life nor the University is responsible for any damage to electrical equipment (computers, TVs, modems, telephones, music equipment, etc.) which may be caused by outages, interruptions, power surges, fire, lightening or other weather related incidents.

5. **Littering:** Students may not dispose of litter in any form on University grounds or Facilities. This includes, but is not limited to, cigarette butts, flyers, cans, bottles, etc. A removal and/or clean up fee may be assessed per each littering incident.

6. **Noxious Odors:** Residents are asked to refrain from causing noxious odors (ex. Trash buildup, etc.). A Health & Safety violation may occur, if noxious odors are produced.

If you have any questions about any of the Housing Standards of Community Living please contact a Housing Staff member in your community or you can email housing@uwf.edu

### SELECT UNIVERSITY REGULATIONS, POLICIES, AND PROCEDURES

**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/osrr](http://www.uwf.edu/osrr).

Students should contact the Dean of Students Office, Building 21, (850) 474-2384 for more information.

#### ALCOHOLIC BEVERAGES ON CAMPUS PROPERTY (UWF/REG-5.017)

1) Any individual serving, possessing, using, consuming, distributing or selling alcohol on any UWF campus must abide by all applicable federal, state, local laws and regulations and University regulations and policies including this regulation. The University of West Florida prohibits the unlawful sale, possession, use, consumption, distribution or service of alcohol on all of its campuses. For provisions regarding the sale of alcoholic beverages, see paragraph (6) of this regulation.

2) Alcoholic beverages may only be served or consumed:
   a. At a properly scheduled event or public gathering for which authorization to serve alcohol was obtained, in accordance with paragraph (4); or
   b. At a departmental event for which authorization to serve alcoholic beverages was obtained, in accordance with paragraph (5); or
   c. By a student resident over age 21 in his or her residence hall room or campus apartment and his or her guests who are over age 21, in accordance with paragraph (1) and all Residence Life policies. Such service or consumption is limited to beer and wine.

3) Alcoholic beverages may only be served at one of the following locations:
   a. On the Pensacola main campus:
      (i) The University Commons- service must be through a licensed vendor. Alcohol may not be served, consumed, or distributed in any individual offices within the Commons building;
      (ii) The Alumni Room in Building 12 on the UWF main campus;
      (iii) Crosby Hall conference rooms;
(iv) The Center for Fine and Performing Arts (lobbies and gallery areas, not backstage or in instructional or office areas);
(v) Argonaut Athletic Club;
(vi) The Oak Grove Picnic Area;
(vii) Other appropriate locations with the specific authorization of the President or applicable Vice President.
b. At the other UWF campuses or the Santa Rosa Island property in a manner that is consistent with this regulation, unless there is a more specific UWF regulation or policy for that location.

4) Alcoholic Beverages may be served without charge to individuals over age 21 at public gatherings or events as long as such service is in compliance with paragraph (3) and the following provisions, as applicable:

a. The public gathering or event has been authorized by the appropriate Vice President or designee and is held in accordance with all applicable laws, regulations and policies.
b. The alcohol beverages served in accordance with this section must be consumed at the gathering or event.
c. No individual may consume alcohol or possess open containers of alcohol at any outdoor locations of the University including grounds, parking lots, roads or sidewalks ("University grounds"), except at outside public gatherings for which alcohol service and consumption has been authorized.
d. Non-University entities hosting events or public gatherings in University facilities may serve beer, wine or liquor as long as the alcoholic beverages are served by a licensed vendor and the event is authorized by University Commons Student Activities Conference Services.
e. Student Organizations (including fraternities and sororities), may host events or public gatherings on campus at which beer and wine are served, as long as all applicable event registration guidelines and approval procedures of the University Commons Student Activities Department and the Office of Greek Affairs are followed. Student Organizations may not serve liquor.
f. University departments hosting public events or gatherings in University facilities may serve beer, wine or liquor as long as the alcoholic beverages are served by a licensed vendor and the service of alcoholic beverages and the event are approved by the appropriate Vice President.

5) University departments hosting gatherings or events in University facilities may serve beer, wine or liquor without a licensed vendor if:

a. The alcoholic beverages are not offered for sale or “sold,” as defined in paragraph (6);
b. The approval of the appropriate Vice President has been obtained;
c. The department has a plan in place to take precautionary measures to ensure that alcoholic beverages are not served to persons under the legal drinking age, to persons who appear intoxicated, or to persons known to be addicted to alcohol;
d. Sufficient quantities of food and soft drinks are made available; and
e. The event is not centered around drinking alcohol, and drinking games are not advertised.

6) Sale of Alcoholic beverages.

a. Alcoholic beverages may be sold by a licensed vendor in the Argo Galley and in Pelicans Park on the Pensacola main campus.
b. Alcoholic beverages may be sold at University events if the sale of alcohol at the event is authorized by the appropriate Vice President, and either:
   (i) The alcohol is sold through a licensed vendor, or
   (ii) The University obtains a license to sell alcohol for the event.
c. For purposes of this policy, alcoholic beverages will be considered for “sale” or “sold” at any event at which alcoholic beverages are served and for which an admission fee is charged, cups are sold, tickets are sold, donations are collected, or cash or anything else of value is exchanged for alcoholic beverages.

7) Specific exceptions to any provision of this policy may be made by the University President or by a divisional Vice President, as appropriate.

8) University policies governing the use of alcohol in marketing activities and the alcohol policy for student sponsored events are located on the President’s website. Specific regulations regarding the possession and consumption of alcoholic beverages at student activities and residence hall events are available from University Commons and Student Activities, Housing and Residence Life, and Student Affairs.

The Wellness Services staff is available to provide information about the use, misuse and abuse of alcoholic beverages.

ALCOHOL MARKETING GUIDELINES (SA - 05.02 - 06/01)
The following guidelines shall govern alcohol marketing practices at the University of West Florida. These are supplementary to existing rules and regulations regarding alcoholic beverages.

1. Alcohol beverage marketing programs held on campus or specifically targeted for students shall conform to the Student Code of Conduct and shall avoid demeaning sexual or discriminatory portrayal of individuals.

2. The promotion of alcohol shall not encourage any form of alcohol abuse nor shall it place emphasis on quantity and frequency of use.

3. The consumption of beer or wine shall not be the sole purpose of any promotional activity.

4. No uncontrolled sampling is permitted. No sampling, or other promotional activities shall include drinking contests.

5. When controlled sampling is permitted, it shall be limited as to time and quantity. Principles of good hosting shall be observed including availability of alternate beverages, food, and planned programs.

6. Promotional activities shall not be associated with otherwise existing campus events or programs without the prior knowledge and consent of appropriate institutional officials.

7. Display or availability of promotional materials shall be approved by the University Commons and Student Activities Office. Large displays, hot balloons, etc., will not be approved.

8. Advertising and other promotional activities shall not portray drinking as a solution to personal or academic problems or as necessary to social, sexual or academic success, nor shall it be associated with the performance of tasks that require skilled reactions such as the operation of motor vehicles, machinery or athletic participation.

9. Informational marketing programs should have educational value and subscribe to the philosophy of responsible and legal use of the products represented.

10. Alcohol beverage marketers should support campus alcohol education programs that encourage informed and responsible decisions about the use and non-use of beer, wine or distilled spirits.

11. Donations of alcoholic beverages to student organizations and/or residence halls must be approved by the University Commons and Student Activities.

12. Kegs or cases of beer shall not be provided as free awards to individual students or campus organizations.

13. All alcohol marketers must agree to abide by the above guidelines or they will not be permitted on campus.
DISCRIMINATION, HARASSMENT, AND RETALIATION (P - 13.03 – 05/10) (ABBREVIATED)

The University of West Florida is dedicated to providing an inclusive and welcoming environment for all who interact in our community. In continuing to build a diverse environment, UWF strives to attract students, faculty and staff from a variety of cultures, backgrounds and life experiences. The University of West Florida is committed to ensuring that each member of the University community is permitted to work and study in an environment which is free from discrimination or harassment based on the following protected classes: age, color, disability, gender, marital status, national origin, race, religion, sexual orientation and veteran status and which is free from prohibited retaliation, as described in this policy. “Gender” as used throughout this policy shall mean sex and gender identity.

University employees, students, and other members of the University community who believe they may have been subject to discrimination, harassment or retaliation prohibited by this policy may, and are encouraged to, report this information to any of the following persons: their immediate supervisor, any Vice President, the Associate Vice President for Human Resources, the Coordinator for Equal Opportunity, the Dean of Students, the Director of Housing and Residence Life, or the office of the General Counsel.

TITLE IX COORDINATOR
Ms. Cynthia Faria, Assistant Director EEO/AA/WC, Human Resources, cfaria@uwf.edu, Building 20 East, 474-2602

Deputy Title IX Coordinator for Student-to-Student Issues:
TBA, Assistant Vice President/Dean of Students, Building 21, Room 130, 474-2384.

Deputy Title IX Coordinator for Athletics:
Ms. Meghan Barter, Senior Associate Athletic Director, Building 54, Room 154, 474-3055

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 Counseling and 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 Counseling and Wellness Services at (850) 474-2420.

FREEDOM OF SPEECH (SA-01.00-06/01)
Expression and Assembly on Campus (Student, Faculty, Public) - The freedoms of speech and assembly guaranteed by the United States and Florida Constitutions shall be enjoyed by the students and faculties of the University of West Florida as respects the opportunity to exercise public expression and assembly.

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

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

3. Permission for the use of sound equipment - Permission for the use of sound equipment for assemblies anywhere on campus must be secured from the University Commons and Student Activities Office. The use of sound equipment and degree of amplification for scheduled activities must not interfere with the normal processes and activities of the university.

4. Unscheduled assembly and public expression - Use of the assembly area designated on the campus between Buildings 18 and 21 is established as the only campus location for unscheduled and unorganized public expression (Contact University Police for further information). However, all outdoor areas on the campus which are not committed to a specific use or assigned for use to a specific university agency are available to be used for informal, unscheduled and non-amplified expressions of opinion by individual members of the faculty and student body participating as individuals without prior registration of approval, provided other applicable university regulations shall be observed.

5. Noninterference with university operation - In order that assemblies and public expression, scheduled and unscheduled, shall not interfere with the operation of the university or the rights of others, they shall not, for example:
   a. obstruct vehicular, bicycle, pedestrian or other traffic;
   b. obstruct entrances or exits to buildings or driveways;
   c. interfere with university operation inside or outside any buildings;
   d. harass passersby or otherwise disrupt normal activities;
   e. interfere with or preclude a scheduled speaker from being heard;
   f. interfere with scheduled university ceremonies or events;
   g. prejudice the safety of person or property.

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

1. This management memorandum is not applicable to:
   a. invitations issued by college faculty members to guest speakers for classroom presentations; or
   b. invitations issued by university administrative officers designated by the president.

2. Other requests to invite outside speakers are limited to and will be considered only when made by a university-recognized student or faculty group or authorized university committee.

3. No invitation by such recognized group or committee shall be issued to an outside speaker without approval of the event in conformance with established procedures. Procedures for inviting outside speakers are outlined in the UWF Student Activities Handbook. In order to prevent disruption of academic functions or already scheduled events, the sponsor may be asked to secure a more suitable date and arrangements; and the issuance of an invitation to an outside speaker may be conditioned upon the limitation of the event at which he or she speaks to the members of the university community, faculty, other employees and students, and to those groups or organizations as may be approved.

4. A request made by a recognized group or committee to invite an outside speaker may be denied only if the president or his authorized designee determines, after proper inquiry, that the proposed speech will constitute a clear and present danger to the university’s orderly operation by the speaker’s advocacy of such action as:
   a. the violent overthrow of the government of the United States, the State of Florida or any political subdivision thereof; or
   b. invitations issued by university administrative officers designated by the president.
c. the forcible disruption or impairment of or interference with, the institution’s regularly scheduled classes or other educational functions; or

d. the physical harm, coercion, intimidations or other invasion of lawful rights, of the institution’s officials, faculty members or students; or

e. other campus disorders of a violent nature.

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

5. Where the request for an outside speaker is denied, any sponsoring organization thereby aggrieved may, upon written application to the university president, obtain a hearing for a de novo consideration of the request. The president or such person or committee as may be designated by him shall have the power to grant or deny the request, and his decision shall be final unless reversed by other authority of competent jurisdiction.

6. Where an invitation to an outside speaker is made and the speaker accepts the invitation, the president or his authorized designee may at his discretion, require that the meeting be chaired by a member of the administration or faculty designated by him, including meetings in the assembly area, and he may further require a statement to be made by a university official at the meeting that the views presented are not necessarily those of the university or of the sponsoring group. By his acceptance of the invitation to speak, the speaker shall assume full responsibility for any violation of law committed by him or her while on campus.

7. All outside speaker events must be registered and conducted in specific accordance with university regulations and the “Events Registration Form” and addenda to that form. Failure to comply with these stipulations may result in the withdrawal of recognition or other penalties in accordance with the established policy in the UWF Student Handbook.

Procedures for Inviting Outside Speakers

1. The president and faculty advisor of a university-registered organization which plans to invite an outside speaker must consult with the director of Student Activities prior to submission of the Event Registration Form and prior to issuing the invitation.

2. The organization must assume all the direct costs of equipment and services necessary for the event. The organization will be informed of these costs during the process of registration of the event.

3. If, in the judgment of the director of Student Activities, the event presents any question of a clear and present danger to the university’s orderly operation, approval to invite the speaker must be granted by the president or his authorized designee in accordance with established policy.

4. The Event Registration Form must be completed and submitted to the director of Student Activities bearing the signatures of the organization president and faculty advisor. The event must be registered four (4) weeks in advance in order to ensure time for adequate planning, coordination, scheduling and implementation.

HAZING (UWF/REG 3.018)

(1) Hazing will not be tolerated at the University of West Florida.

(a) University student groups (e.g. registered student organizations, intramural and athletic teams, and other student groups) and individual students are prohibited from hazing.

(b) Hazing is prohibited in any form both on campus and off campus.

(c) Intentional or reckless hazing that results in a substantial risk of physical injury or death or which results in serious bodily injury or death is a crime in the State of Florida, pursuant to Section 1006.63, Florida Statutes.
(2) Definition of Hazing –

(a) In accordance with Section 1006.63, Florida Statutes, “Hazing” is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. “Hazing” includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student.

(3) Procedures for Implementation by Student Affairs:

(a) Allegations of Hazing – Any person having knowledge of any activity or conduct which may constitute hazing is encouraged to contact the Dean of Student’s Office or the University of West Florida Police Department.

(b) Investigation of Allegations and Charges–After an investigation, the Dean of Students Office will determine if charges of hazing are warranted. If charges are warranted, the Dean of Students Office will charge the individual student(s), the involved student group(s), and/or the President or other responsible officer of the involved student group(s) in accordance with the UWF Student Code of Conduct.

(c) Adjudication. – Adjudication shall be conducted pursuant to the Student Code of Conduct.

(1) It is not a defense to a charge of hazing that:

i) Any or all participants consented;

ii) The conduct was not part of an official organizational event or otherwise sanctioned or approved by the student group; or

iii) The conduct or activity was not done as a condition of membership to or affiliation with a student group.

(d) Sanctions. Sanctions for violations of this regulation shall be administered by the Dean of Students.

(1) Student groups subject to University jurisdiction and individual students found responsible for violations of this regulation shall be sanctioned in accordance with the Student Code of Conduct. For student groups, sanctions include, but are not limited to, revocation of registration or denial of application for registration, loss of University privileges such as the ability to formally meet on campus and to use campus facilities, or to represent the University of West Florida, and, in the case of fraternities and sororities, the right to be recognized or operate at the University of West Florida.

(2) Sanctions imposed by the University for violations of this regulation may be in addition to any penalty imposed for violation of the criminal laws of the State of Florida and for violation of any other University regulations or policies.

(4) In accordance with Section 1006.63, Florida Statutes, copies of this regulation concerning violations, penalties, and process for enforcement will be distributed to students enrolled in the University, and shall be incorporated in the bylaws or governing documents of every student organization operating under the authority of the University.

HIV/AIDS

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/cws/wellness/sexualhealth/index.cfm.

LEADERSHIP ELIGIBILITY (SA - 10.00 - 06/01)
Students with a cumulative grade point average of less than 2.0, or who are on non-academic probation, are not eligible for office in any student organization.

PARENTAL NOTIFICATION POLICY (SA - 05.04-06/12)
Of primary concern to the University of West Florida is the health, safety, and welfare of its students. As such, there are times when parental/guardian notification may be deemed appropriate. Parents/guardians may be contacted under any of the following circumstances.

A. Alcohol Violations:
   1. When a student, under the age of 21, is found responsible for a second minor offense as defined below, involving alcohol within the same academic year or a third offense prior to the student’s 21st birthday. For the purpose of this policy, multiple charges resulting from one incident will constitute one offense.
   2. When a student, under the age of 21, is involved in an incident related to alcohol that is determined to be beyond the scope of a minor offense as defined below, even if it is the first offense.
   “Minor offenses” are defined as non-life-threatening, non-threatening to the community and not involving any other significant violations of the law or the Student Code of Conduct. The process of adjudicating these violations will be handled in accordance with the Student Code of Conduct.

B. Drug Violations:
   1. When a student, under the age of 21, is found responsible in accordance with the Student Code of Conduct for an offense involving drugs and/or drug paraphernalia.

C. Emergency Medical Transports:
   1. When a student, regardless of age, is involved in an incident related to alcohol and/or drugs that is determined to be life threatening to the student. An incident in which a student is transported to the hospital as a result of alcohol and/or drug consumption will be considered a life-threatening incident.
   2. When a student, regardless of age, is transported to a hospital / health care facility as a result of a serious accident or illness.

D. Protection of Health and/or Safety
   1. When, taking into account the totality of circumstances, the University determines that parental/guardian notification is necessary to protect against a significant threat to the health or safety of a student, regardless of his/her age, or other individuals. This may include acts of self-harm, verbal or written threats indicating intent to self-harm, or behaviors that could result in self-harm, including but not limited to eating disorders, cutting or self-injury, substance abuse, lack of personal care, failure to take prescribed medication.

The Dean of Students office will contact the parent/guardian when deemed appropriate. Documentation of the parental/guardian notification will be included in the student’s educational record. The Dean of Students office may use discretion regarding parental/guardian notification in those incidents where it is determined that extenuating circumstances exist.

SELLING, ADVERTISING, AND SOLICITING (SA - 01.01 - 06/01)
(ABBREVIATED)
Only university-registered student organizations may engage in fund-raising activities to sell products, publications or services and to collect donations. Prior written approval for such projects must be obtained from the University Commons and Student Activities in accordance with the following regulations:
1. Before approval is granted, the student organization must submit in writing to the Office of Student Activities a description of the proposed project including purpose, schedule of events and financial plans.

2. The student organization must keep accurate financial records and provide to the university, upon request, a full and complete accounting.

3. Fund raising projects must be conducted in a lawful manner and in compliance with university regulations. State law prohibits raffles and lotteries. Faculty, students, staff and non-university personnel shall not engage in selling, advertising or soliciting on campus unless they have been issued a permit for this purpose by the vice president for Administrative Affairs.

SEXUAL ASSAULT - PROCEDURES AND RESOURCES

The University of West Florida will not tolerate sexual assault in any form, including acquaintance or date rape. Where there is probable cause to believe that university regulations prohibiting sexual assault have been violated by a student, the university may pursue disciplinary action. This action may include sanctions up to and including expulsion from the university. For a full description of the university disciplinary process and the range of sanctions that can be imposed, refer to the Student Code of Conduct. Victims of sexual assault are entitled to the same opportunities to have others present during a disciplinary hearing as the accused and can be informed of the final disciplinary outcome in accordance with state and federal laws.

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

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

What Constitutes Sexual Assault?

Clearly, consent or lack of consent plays a huge role in differentiating between sexual activity and sexual assault. When determining if a sexual assault occurred, the question comes down to whether or not sexual activity was consensual. Performing sexual acts on or with another individual without the consent of the individual, when the individual is unable to give consent, or after the individual has withdrawn consent constitutes sexual assault. Sexual misconduct includes sexual intercourse, sexual contact, sodomy, or object penetration of the anus or vagina without the person’s consent. Sexual contact without the person’s consent includes, but is not limited to, any unwanted intentional touching, either directly or through the clothing, of the person’s genitals, breasts, thighs, or buttocks. It also includes touching or fondling of a person when the party is forced to do so against their will. If a person is not verbally agreeing and not making any action to initiate or pursue sexual activity, then this person is not consenting.

Consent, to be valid, must meet the following:

i. Freely and actively given

ii. In mutually understandable words or actions

iii. Consent to one form of sexual activity can never imply consent to other forms of sexual activity

iv. Consent is not the lack of resistance; there is no duty to fight off a sexual aggressor

v. Consent can be withdrawn at anytime, as long as the withdrawal is clearly communicated by the person withdrawing consent through words or actions.
vi. A person shall not knowingly take advantage of another person who is under 18 years of age, mentally defective, under the influence of prescribed medication, alcohol or other chemical drugs, or who is not conscious or awake, and thus is not able to give consent as defined above.

vii. A person shall not physically or verbally coerce another person to engage in any form of sexual conduct, to the end that consent as defined above is not given.

Procedures for Reporting Sexual Assault - Students are strongly encouraged to report sexual assault. An anonymous report can always be made initially and is highly encouraged in situations where students may not have decided whether they want to file a criminal report. A confidential report can also be given directly to the Chief of Police. Caring assistance will be available to you. University Police will treat you with respect, dignity and sensitivity and will ensure that you are advised of your rights and taken promptly to a medical facility for care and collection of evidence if you so choose. Information regarding options and legal action is available.

If You Are Assaulted: It is not your fault and coordinated response services are available.

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

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

UWF Counseling and Wellness Services (474-2420) located in the Health & Wellness facility. Psychologists are on-call 24-hours a day to help with emergencies as well as during regular office hours Monday through Friday. Counseling Services provides counseling and practical assistance to students. Services are free and medical records are confidential.

Student Health Services (474-2172) located in the Health & Wellness facility. Emergency health care is available Monday through Friday, 8:00 a.m. to 5:00 p.m. Services are free and medical records are confidential.

UWF Police (474-2415) - for emergencies dial 911 from any campus phone), located in building 19. Sexual assaults should be reported to the Police. Information regarding options and legal action is available from this department.

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

Rape Crisis/Trauma Center (433-RAPE [7273]). The center provides a telephone hotline, access to a non-law enforcement victim advocate, and free personal counseling to rape victims and their families.

Hospital Emergency Rooms. Request a Sexual Assault Nurse Examiner (SANE Nurse) or staff that have been specially trained to work with victims of sexual battery in providing exams and in the collection of physical evidence. You can also request they contact a victim’s advocate or law enforcement for you if you so choose. The three main Pensacola hospitals are:

- Baptist Hospital Emergency Room (434-4811) *equipped with a Sexual Assault Examiner Program
- Sacred Heart Hospital Emergency Room (416-7850)
- West Florida Hospital Emergency Room (494-4702)

Emergency Contraception. This is a safe and effective option to consider after unprotected vaginal intercourse as a way to prevent pregnancy after an assault. Emergency contraception can be started up to 120 hours (five days) after unprotected intercourse. Emergency contraception
reduces the risk of pregnancy by 89 percent when started within 72 hours after unprotected intercourse. While some products rely on two pills that must be taken 12 hours apart, one-step emergency contraceptive options relying on a single dose are available. Emergency contraception can be obtained over the counter from local pharmacies.

SKATEBOARDING AS A MEANS OF TRANSPORTATION (SA – 21.00 – 05/09)

I. Purpose – The intent is to establish a policy governing the use of skateboards on property owned or controlled by the University of West Florida so as to minimize injury to persons and damage to property. Visitors are prohibited from skateboarding on any University of West Florida property. Visitors in violation of this policy may be escorted off campus and issued a trespassing warning. Individuals violating State law are subject to arrest. Individuals causing damage to University or other property will be held responsible.

II. Assumption of the Risk – Any person who participates in skateboarding assumes the known and unknown inherent risks in these activities, irrespective of age, and is legally responsible for all damages, injury, or death to himself, herself, other persons or property which result from these activities.

III. Guidelines for Users of Skateboards

A. The use of skateboards is prohibited on any University owned or controlled property except in a manner consistent with the following:

1. Skateboarding is only permitted on the UWF main campus, not other campuses.
2. Skateboarding is only permitted by current UWF students.
3. Skateboarding is only permitted when it is being used as a means of transportation on campus.
4. Skateboarders must yield to pedestrians and vehicular traffic.
5. Skateboarding is only permitted on sidewalks and crosswalks at the main campus. Sidewalks shall be defined as those portions of a street between the curb line or the lateral line of the roadway and the adjacent property lines or the walkway between buildings, intended for use by pedestrians.
6. Skateboarding is prohibited in all other areas of the campus, including, but not limited to:
   a. Parking lots and roads;
   b. Within 10 feet of all building entrances;
   c. All sidewalks between building 910 (Village East) and the UWF East Entrance;
   d. All sidewalks directly leading to and from building 76 and building 79.
7. Skateboarding is only permitted at reasonable, safe and prudent speeds based upon conditions, including terrain.
8. Skateboarders shall maintain control of themselves and of their skateboards.
9. Skateboarders shall skateboard within the limits of their abilities, within the guidelines of this policy and within the purpose and design of the skateboards.
10. Skateboarders shall refrain from acting in a manner which may contribute to injury to themselves or other persons or damage to any property.
11. Skateboarding tricks and stunts are not permitted on campus.
12. Skateboarding is not permitted on stairs, tables, ledges, railings, ramps or other structures.
13. Skateboarding is not permitted inside any building.
14. Skateboarders shall not wear headphones while riding skateboards.

B. Student under 17 years old may not skate without written consent from the students’ parents or legal guardian. Written consent may only be obtained by completing the form in Appendix I of this policy.
IV. Sanctions

A. Students – student violating this policy are subject to sanctions in accordance with the Student Code of Conduct.

B. Trespass Warnings – Campus visitors are not permitted to skateboard. Such individuals are subject to warning and trespass for removal from campus.

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

TOBACCO PROMOTION POLICY (SA - 07.00 - 06/01)
Student organizations at the University of West Florida are prohibited from participating in tobacco product promotional activities. There can be no tobacco-related promotional “giveaways” such as t-shirts, glasses, cups, signs, etc., to individual students, faculty or staff, or to student living-groups, such as residence halls. University student organizations shall not accept money or products from any promoter or other entity in exchange for any promotional consideration. This shall include, but not be limited to, equipment and materials that bear some industry brand name or symbol. There shall be no student organization-sponsored programs held on campus that directly or indirectly facilitate or promote the use of any tobacco product.

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.

WEAPONS ON UNIVERSITY PROPERTY (PS-02.01/11) (ABBREVIATED)
In order to maintain a safe academic environment, the University of West Florida prohibits the use, storage and possession of weapons on University property, with limited exceptions.

WRITTEN MATERIAL (STUDENT DISTRIBUTION) (SA - 01.02 - 06/01)
Written materials may be distributed free of charge by university students on the campus, either individually or as officials of registered student organizations, pursuant to the following regulations:

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

MISSION
Intercollegiate athletic programs at the University of West Florida offer student-athletes the opportunity to compete at the championship level and continue their personal development by actively engaging the community and providing appropriate resources for academic and athletic success.

PHILOSOPHY
The Department of Intercollegiate Athletics at the University of West Florida provides student-athletes the opportunity to pursue academic and athletic goals in a quality educational setting. The University participates within the scope of the NCAA Division II philosophy; promoting sportsmanship, ethical conduct, student-athlete welfare and amateurism. The Athletic Department adheres to the guidelines of Title IX, the NCAA, the Gulf South Conference and the University of West Florida.

VALUES
Integrity       Citizenship    Academic Success    Discipline
Competitiveness Sportsmanship Character

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

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

THE ARGONAUT CODE OF CONDUCT

PERSONAL PLEDGE
As Argonaut student-athletes, we pledge to:
• Pursue excellence in the classroom and in competition;
• Hold ourselves to the highest standards of sportsmanship;
• Demonstrate strong character and accountability of our conduct;
• Take pride in our University;
• Honor and uphold the traditions of what it means to be an Argonaut;
• Appreciate the privilege of wearing Blue and Green;
• Embrace the unique perspectives we each bring to the University;
• Support our fellow student-athletes in their pursuit of excellence;
• Represent the University with character and pride in the community and to our faculty, staff, fellow students, alumni, boosters, and fans;
• Lead with integrity in all of our actions.

We are West Florida and I am proud to be an Argonaut!

**NCAA ELIGIBILITY**

**INITIAL ELIGIBILITY**

**Freshmen Athletes**

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

**Junior College Transfers**

Must complete two full-time semesters at a junior college and either graduate with an AA degree or average 12 hours of transfer credit to UWF for every full-time semester enrolled with a 2.0 grade point average. In addition the student-athlete must have completed six hours of transferable credit the preceding regular academic term.

**Four Year College Transfers**

Must be eligible to return to their previous institution and compete. Four Year Transfer students must have an official release form from the previous institution’s athletic director on file in the UWF Athletic Department stating that they are eligible and released to participate. In addition the student-athlete must have completed six hours of transferable credit the preceding regular academic term.

**CONTINUING ELIGIBILITY**

**Current UWF Students – Progress toward degree**

Students who have attended UWF for one year or one fulltime semester for the previous year must meet progress toward degree requirements. These requirements may be met in one of three ways.

1. **Fall to Fall method** – Student must earn 24 hours in their degree program from the previous fall, spring and summer semesters.
2. **Averaging method** - Student must average 12 hours in their degree program per semester while enrolled at UWF. Students cannot count hours earned at other institutions.
3. **Previous two semesters** - For spring eligibility, student must earn 24 hours in their degree program from spring, summer and previous fall.

Note: Student-athletes that are in their first four semesters of attendance can use credits acceptable toward any degree program if they have not declared a major.

**SEVENTY-FIVE/TWENTY-FIVE RULE**

In addition to earning 24 hours, 75% of courses must be earned during the regular semesters (fall and spring) and only 25% in the summer. Students must earn 18 hours in their degree program during the fall and spring and only 6 hours in degree program for summer to meet progress toward degree requirements. This does not preclude students from taking more than 6 hours in the summer, but only 6 hours will count towards athletic eligibility.

**NCAA SIX-HOUR RULE**

Student-athletes must satisfactory complete six semester hours of academic credit in their degree program the preceding fall or spring academic term where the student-athlete was enrolled full time at any collegiate institution.
The UWF Athletic Department follows NCAA standards for GPA requirements. Incoming freshmen GPA's are determined by the NCAA Eligibility Center. After earning 24 hours, the student-athlete must have a minimum of a 1.80 GPA. After 48 hours, the student-athlete must have a minimum of a 1.90 GPA and after 72 hours, the student-athletes must have at least a 2.00 GPA.

COURSES WITH C OR BETTER STANDARDS
If a class requires a “C” or better to count for a student’s academic major, students must earn a “C” or better for course to be included in progress toward degree requirements.

REPEAT COURSES
If student makes a “D” or better in a class that does not require a “C” or better, and the course meets degree requirements a student may not take that class a second time and have it count for progress toward degree requirements. This includes classes taken at other institutions.

STUDENT-ATHLETE ACADEMIC SERVICES
PROGRAM PASS
These are the services available for UWF student-athletes to ensure academic success:

- Study Hall
- Tutoring
- Progress Reports
- First Year Experience Class
- Transfer Student-Athlete Orientation
- Study Center
- Learning Center Resources
- Freshman Orientation

FRESHMEN ACADEMIC ADVISING
All freshmen will be advised by the Athletic Academic Advisor. The advisor will assist these students with scheduling of classes, monitor academic progress levels and administer an academic early warning program.

SOPHOMORE AND UPPER-CLASS ADVISING
Upper-class student-athletes and sophomores are advised in their chosen major. The athletic academic advisor is available as a liaison for transfer students and those uncertain where to secure advising within their desired major. Students should check their SASS degree audit and contact their major department to obtain the name of their academic advisor.

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

MATHEMATICS/STATISTICS LABORATORY
The Department of Mathematics operates a tutoring laboratory for all UWF students. The lab is located in Bldg. 38, Room 147 and is open Monday - Thursday 9am to 4pm and Friday 9am to 2pm. For more information, call 474-2622.
WRITING LABORATORY
The Writing Lab is located in Bldg. 51, Room 157 and offers resources in grammar and usage, CLAST and TSWE practice test, a grammar hotline and an essay bank. Call 474-2029 for more information or visit http://uwf.edu/writelab.

UNIVERSITY ATTENDANCE POLICY
Student-athletes are expected to attend all classes. Absences due to the participation in extra-curricular activities in which students are official representatives of the University, such as Athletics, shall be recognized as excused absences. An official travel letter will be available from your coach listing the dates of travel which may result in missed classes. Each student-athlete must personally take this letter to the instructor(s) as well as inform the instructor(s) of absences from classes prior to each trip. It is the responsibility of each student-athlete to make arrangements prior to a scheduled travel date for any assignments or tests which may be missed due to the absence.

MISSED CLASSES
All student-athletes are expected to attend all classes unless missed class time/absences is for athletic competition or travel or absences excused by a professor for sickness/health issues or family emergencies. Student-athletes may be suspended for unexcused absences at the discretion of their coach or the Director of Athletics. All assignments and work that is missed due to an excused absence must be made up by the agreed upon date specified by the instructor.

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

ATHLETIC ACADEMIC ADVISOR
Student-Athletes at the University of West Florida have an academic advisor who is available through the University Advising Center and is dedicated to their academic success. Any questions regarding University requirement deficiencies may be addressed to the athletic advisor. The advisor will also serve as the academic liaison for any student-athletes who are in need of an advocate in any academic matter.

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

Student-athletes must also act in a responsible manner regarding their academic careers. Student-athletes have the privilege of priority registration. However, they must be proactive and make an appointment with their academic advisor to have the courses approved and any holds removed before they can register. If the student-athlete does not register during the priority period, they risk not getting the courses needed and/or at the times needed. Student-athletes are notified about registration via UWF e-mail in advance of any registration period.

ATHLETE GRANT-IN-AIDS/FINANCIAL AID

ATHLETE GRANT-IN-AIDS
An Athletic Grant-in-Aid can only be given in one year increments. The renewal, reduction or nonrenewable athletic grant-in-aid will be confirmed with you by July 1 of each year by the UWF Financial Aid Office in the form of a letter.
ATHLETIC GRANT-IN-AID CANCELLATION/REDUCTION (FOR NEXT ACADEMIC YEAR)
An athletic grant-in-aid can be cancelled or reduced at the end of the period of award for the following reasons:
1. Athlete eligibility has ended.
2. Athlete is ineligible.
3. Athlete voluntarily withdraws from sport.
4. Athlete is cut/dismissed from team.
5. Athlete provides false information to UWF.
6. Athlete engages in serious misconduct.
7. Athlete violates team rules.
8. Any other reason deemed worthy by the coach and/or the Director of Athletics.

STUDENT-ATHLETE RIGHT TO APPEAL
The student-athlete has the right to appeal any grant-in-aid reduction or cancellation. The appeal will be heard by the Athletic Appeals Committee. The committee is made up of non-Athletic Department faculty/staff and students.

APPEAL PROCEDURES
The decision of ineligibility for renewal, reduction, or cancellation may be appealed by following the procedures below:
1. The Financial Aid Office will notify you that your scholarship will not be renewed for the coming year and your option to appeal, by July 1.
2. Notify the Department of Intercollegiate Athletics in writing of your intent to appeal the decision within 14 business days from the date of the Financial Aid Office letter.
3. The Athletic Appeals Committee will schedule a hearing where both parties (student-athlete and Athletic Department) will be present to present their case.
4. The Dean of Students Office will provide you a copy of UWF’s policies and procedures for conducting the required hearing.
5. UWF will conduct hearing within 30 consecutive calendar days of receiving a student-athlete’s request for the hearing.
6. The Athletic Appeals Committee will be comprised of individuals outside of the Athletic Department.

ATHLETIC GRANT-IN-AID CANCELLATION/REDUCTION (DURING CURRENT YEAR)
The student-athlete’s grant-in-aid cannot be reduced or cancelled during the academic year for injuries or athletic related reasons. However, the grant-in-aid can be reduced for the following reasons:
1. Athlete becomes ineligible.
2. Provides false information to the University.
3. Engages in serious misconduct.
5. Violates athletic team rules.
6. Voluntarily withdraws from the sport.
The student-athlete has the right to appeal any reduction or cancellation to the Athletic Appeals Committee.
ATHLETIC GRANT-IN-AID INCREASES
An athletic grant-in-aid cannot be increased during an academic year for athletic reasons. The grant may be increased in situations of financial hardship, but this is completely at the discretion of the coach and the athletic director.

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

FINANCIAL AID OFFICE
The UWF Financial Aid Office is located in Building 18, and the athletic contact person is Georganne Major. Any questions about athletic financial aid, the grant-in-aid appeals process and any other financial aid questions should be directed to Ms. Major at 474-2397. The Financial Aid Office does provide workshops during the year to help students apply for other financial aid that is available.

TRANSFERS AND RELEASES
A request must be made to the Compliance Officer by a student-athlete to be released from UWF and be allowed to communicate with other collegiate institutions about the possibility of transferring. Once the Compliance Officer is contacted, the following process will occur:
1. The student-athlete’s sport coach will be contacted.
2. The coach must grant permission for the student-athlete to be released.
3. If permission is granted, the student-athlete is considered to be voluntarily released from the sport.
4. If permission is granted, the Compliance Officer will prepare a release form.
5. UWF does not release student-athletes to other Gulf South Conference institutions unless under special circumstances.
6. UWF does not release student-athletes in individual sports (Cross Country, Golf or Tennis) to other institutions in the same NCAA Region unless under special circumstances.
7. UWF will supply the student-athlete with one copy of the release and will fax the release to ONE institution for the student-athlete but will not send the release to multiple institutions.
8. UWF will always return release forms from other institutions, but does not guarantee that a release will be granted.
9. If UWF denies a student-athlete’s request for the release, UWF shall inform the student-athlete in writing that he or she, on request, shall be provided a hearing conducted by the Athletic Appeals Committee.
10. The notification of the hearing opportunity shall include a copy of the institution’s policies and procedures for conducting the required hearing, including the deadline by which a student-athlete must request such a hearing.
11. UWF will conduct the hearing within 30 consecutive calendar days of receiving a student-athlete’s request for the hearing.

NCAA ELIGIBILITY FORMS
The Student-Athlete Statement (SAS) is an NCAA form required from every student-athlete at the University of West Florida. The SAS, in combination with the NCAA Drug Testing Consent Form, finalizes your eligibility for competition and practice. It contains four parts:
• Statement Concerning Eligibility
• Buckley Amendment Consent Form
• Affirmation of valid ACT or SAT scores (Freshman only)
• Drug Testing Authorization Form
HARDSHIP WAIVER

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

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

ANNUAL ATHLETIC AWARDS

AWARDS & CRITERIA

Richard and Sandra Berg Scholar Athlete of the Year

1) Must have been an active member of a UWF sponsored varsity sport (red-shirted players would not be eligible) from the previous athletic season.

2) Must be at least a sophomore in academic standing.

3) Must have completed the playing season in their respective sport.

4) Award will be given to the athlete with the highest cumulative GPA at the end of the fall semester.

5) The award will be given at the Student-Athlete Banquet every spring.

THE STUDENT-ATHLETE LEADERSHIP AWARD

The Student-Athlete Leadership Award was established to honor student-athletes who have exemplified leadership throughout their collegiate career. The award recognizes student-athletes who demonstrate innovative, motivational leadership impacting their academic, athletic, and community environments.

Nominees will be reviewed and an award winner will be selected based on the following criteria:

1.) Nominee’s individual awards; UWF, GSC, NCAA

2.) Community Service efforts

3.) Overall GPA

ARGONAUT ATHLETIC CLUB

The Argonaut Athletic Club serves as the official booster club of all sports at the University of West Florida. The booster club is an avenue for fans, supporters, parents and alumni to make donations in support of the UWF athletic program. Donors may make a gift to the athletic program, any of our individual sports or one of the many scholarship endowments available. These donations support our student-athletes by helping to fund athletic grants-in-aid and many other program costs such as uniforms, equipment, travel and facility costs. Members of the Argonaut Athletic Club support our student-athletes and our university.
GAMBLING ACTIVITIES

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

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

UNIVERSITY GRIEVANCE POLICY

The Student Grievance process provides students the opportunity to bring complaints to the attention of the University. Please see the Student Grievance Process section of the Student Handbook.

STUDENT-ATHLETE ADVISORY COMMITTEE

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

* Soliciting student-athlete input on programs.
* Organizing speakers’ bureau and other community service efforts.
* Generating a student-athlete voice within the department.
* Soliciting a student-athlete response to proposed NCAA legislation.
* Disseminating information to student-athletes.
* Creating a vehicle for student-athlete representation on campus-wide committees.

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

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

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

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

For more information, contact Department of Intercollegiate Athletics.

SOCIAL NETWORKING WEBSITES

While social networking websites are a great way to communicate, express yourself and connect with others, it is recommended that you become sensitive to the information posted. Think about your safety. Take time to explore the privacy settings on the various social networking websites. Please take consideration when posting information about course schedules, personal contacts, away messages, etc., as other internet users could have access to your daily patterns and make you more vulnerable to crime. Your safety is of the utmost importance. Please use common sense when publishing anything on the Internet or visiting websites.

COUNSELING CENTER

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

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

LIBRARY

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

For additional information call (850) 474-2424 or check the website, library.uwf.edu.

PUBLIC SAFETY AND SECURITY

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

The university police provide regular patrol of UWF buildings and parking facilities. UWF police are also available on a 24-hour basis. The emergency numbers are as follows: 911, 474-2911, and *UWF (on your cell phone).

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

ESCORT SERVICE

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

UWF I.D. available

Dial 474-2415

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

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

1. UWF Athletic Training Room - Provides care and prevention of athletic injuries and information pertaining to general health care concerns and medical referrals. Contact Chris Dake at 474-2985 or Melanie Burt at 474-3431.

2. Student Health Center - Provides medical care and health information for currently enrolled students and dependents. Includes physician and nursing care. Contact number is 474-2172.

3. Counseling Center - Center is staffed by clinical and counseling psychologists and offers individual counseling, group workshops, skill-building seminars and outreach services. Contact number is 474-2420.

4. Student Disability Resource Center - Provides students with needed support services including learning aids, note takers and tutors. Contact number is 474-2387.

ATHLETIC TRAINING

GENERAL INFORMATION

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

PRE-PARTICIPATION PHYSICAL EXAMINATIONS

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

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

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

As we begin another year, there is a growing concern of student-athletes with sickle cell trait as it is one of the top four killers in non-traumatic sports deaths. Having the sickle cell trait is not the same as having sickle cell anemia, but it has been linked to medical problems that elicit health and performance concerns. The NCAA is recommending that student-athletes be tested for sickle cell trait to allow the sports medicine team to be aware and monitor these athletes closely. The NCAA requires institutions, as a part of the pre-participation physical required before athletics participation, to include a sickle cell test, unless documented results of a prior test are provided to the institution or the student-athlete declines the test and signs a written release. This legislation is applicable to student-athletes who are beginning their initial year of eligibility and student-athletes trying out for a team, including transfers. Once tested, student athletes are not required to be given repeat tests. The UWF Athletic Department will provide the sickle cell trait screening test to student-athletes during the pre-participation exam if they so choose.
EXIT MEDICAL PHYSICAL/INTERVIEWS
Exit Medical Physicals/Interviews will be performed for all student athletes at the conclusion of each semester. This is the athlete’s opportunity to discuss with the UWF athletic training staff any existing condition and or injuries. If an athlete does not disclose any condition/injury at this interview or does not show up for their exit physical they may lose the opportunity to have the condition/injury addressed and or covered by the school’s insurance at a later date.

ATHLETIC TRAINING EQUIPMENT
During the course of the year student athletes may be issued athletic training equipment. (i.e. braces, crutches, etc) This equipment must be returned by the end of the school year. Failure to do so will result in fees added to student account.

MEDICAL WAIVERS FOR TRYOUTS
All individuals who wish to participate in athletic tryouts must read, agree to and sign an Assumption of Risk Form prior to the tryout, student-athlete must have had a physical examination within 6 months of tryout date. UWF coaches supervising the tryout will be available to answer questions related to the Assumption of Risk form. The coach supervising the tryout will be responsible for ensuring the process is completed before the individual engages in the tryout.

COORDINATION OF CARE FOR INJURED OR ILL STUDENT-ATHLETES
Coaches will instruct student-athletes to report to the main Athletic Training room as soon as they are advised of a student-athlete’s injury or illness. At the Training room, a staff athletic trainer will evaluate the student-athlete’s condition and will refer the student-athlete to the necessary physicians, where appropriate.

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

POLICIES AND PROCEDURES FOR REFERRAL FOR MEDICAL CARE AND PAYMENT OF MEDICAL EXPENSES
Members of the University of West Florida intercollegiate athletic teams may be covered for athletic injuries by the University’s insurance policy under the following conditions:

1. The student-athlete must be an official member of a UWF intercollegiate athletic team.

2. The injury must have occurred while the student-athlete was engaging in an athletic department supervised conditioning, practice or contest. This policy does not cover injuries incurred during tryouts, “pick-up” games, or unsupervised weight/conditioning sessions. The policy does not cover sickness or illnesses however caused.

3. The student-athlete must have a written physician referral from the Athletic Training Department. UWF has fostered positive relationships with medical providers in the Pensacola area who have consistently provided high quality service to UWF student-athletes. Members of the UWF Athletic Training Department will refer student-athletes to these providers, unless extenuating circumstances necessitate a different provider. All student-athletes must be seen and evaluated by a certified athletic trainer before a referral to an approved physician will be made, except in cases of medical emergency. In such cases, student-athletes are required to notify the Athletic Training Department of their injury as soon as practical. Appropriate referrals are required for diagnostic testing and follow-up care.

4. The medical care must be rendered from the referral physician or designee.

5. The student-athlete must submit a claim for the medical attention to his or her personal insurance for primary coverage first. It is the student-athletes responsibility to ensure proper insurance filing. The Athletic Training Department will assist in the insurance process but it is ultimately the student athletes and/or their parents/guardians responsibility to make sure all necessary primary insurance procedures are followed.
If these conditions are met, the University will submit a claim for the balance remaining to its secondary insurance administrator for secondary coverage after explanation of benefit (EOB) and secondary statements are received by the Athletic Training Department. The University will submit a claim for primary coverage for those student-athletes who do not have personal health insurance who otherwise meet these conditions. Please be aware that there are exclusions to the Athletic Department Secondary Insurance Policy. List of exclusions is included in the master insurance policy of which a copy is available through the Athletic Training Department. Medical expenses recorded after the student-athlete has been released by the attending physician are not the responsibility of the University of West Florida. Claims for second opinions may be submitted for secondary coverage to the University of West Florida insurance carrier as long as the Athletic Training Department provided a referral for the second opinion. Second opinions obtained from physicians not referred by the Athletic Training Department will not be submitted to the University’s insurance carrier and are not the responsibility of the University.

**NCAA INSURANCE**

In addition to the above, the NCAA provides catastrophic insurance coverage for medical expenses exceeding $75,000. Please see the UWF Head Athletic Trainer or contact the NCAA for further information about this coverage.

**DEPARTMENT OF INTERCOLLEGIATE ATHLETICS DRUG TESTING & EDUCATION PROGRAM**

This policy is not to be construed as a contract between the University of West Florida and the student-athlete. The Athletic Department reserves the right to amend this policy from time-to-time as needed and with or without notice to student-athletes. The University of West Florida (UWF) does not permit the use, sale or possession of illegal drugs or drug paraphernalia. According to NCAA regulations, athletes must sign a drug testing consent form before participating in any University athletic program. This form must be signed and on file with the UWF Athletic Department before the student-athlete can participate in any university or team conditioning, practice, or competition. Any athlete under the age of 18 will be required to have parental (or legal guardian) consent on the form. Consent forms are kept on file by the Athletic Department and must be available for examination by the NCAA.

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

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

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

During the academic year, student-athletes will be subjected to random drug screening. No specific time period is required for notification of student-athletes prior to the administration of any drug tests. Notification of being selected for drug testing will be made either in person or with an in-person phone conversation. The drug testing shall consist of the collection of a urine sample under direct observation from the student-athlete by representatives from the National Center for Drug Free Sport, under the supervision of the Head Athletic Trainer or his/her designee. The results of the test will be returned to the Associate Director of Athletics. The Head Athletic Trainer will then contact the student-athlete to set up a meeting. The Director/Associate Director of Athletics and Head Athletic Trainer will provide the test results to those listed in the appropriate disciplinary sanction.

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

Medical Exemption

The NCAA list of banned drug classes is composed of substances that are generally reported to be performance enhancing. The NCAA bans performance enhancing drugs to protect student-athlete health and safety and ensure a level playing field, and it also recognizes that some of these substances may be legitimately used as medications to treat student-athletes with learning disabilities and other medical conditions. Accordingly, the NCAA allows exceptions to be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug. The benefit of a medical exception procedure is that in most cases the student-athlete’s eligibility remains intact during the process.

Exceptions may be granted for substances included in the following classes of banned drugs: stimulants, beta blockers, diuretics, anti-estrogens, anabolic agents (steroids)*, and peptide hormones* (Bylaw 31.2.3). (*anabolic agents and peptide hormones must be approved by the NCAA before the athlete is allowed to participate while taking these medications. The institution, through its director of athletics, may request an exception for use of an anabolic agent or peptide hormone by submitting to The National Center for Drug Free Sport (Drug Free Sport) any medical documentation it wishes to have considered.)

In all cases, a student-athlete, in conjunction with his or her physician, must document that other non-banned alternatives have been considered prior to requesting the medical exception for the use of a medication containing a banned substance. It is the responsibility of the institution to educate student-athletes about this policy, and to follow-up with any student-athlete who identifies the use of a banned medication to determine if standard non-banned medications have been pursued and documented.

In order for a student-athlete to be granted a medical exception for the use of a medication that contains a banned substance, the student-athlete must:

• Have declared the use of the substance to his or her athletics administrator responsible for keeping medical records,
• Present documentation of the diagnosis of the condition
• Provide documentation from the prescribing physician explaining the course of treatment and the current prescription.

BANNED SUBSTANCES

The drug screening process may include analysis of, but is not limited to, the NCAA list of banned-drug classes. The NCAA list of banned-drug classes is not exhaustive and is subject to change from time to time. An updated listing of the NCAA banned-drug classes can be found on the NCAA’s web site at www.ncaa.org. Student-athletes must notify the Athletic Training Department of ANY medication that they are taking as soon as they are prescribed, and provide a copy of the prescription.
DISCIPLINARY ACTIONS FOR POSITIVE DRUG TEST RESULTS

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

1st Positive Result

1. Notification of a positive result will be made to the Head Coach and student-athlete by the Associate Director of Athletics/SWA.

2. The student-athlete must attend counseling once notified of a positive test result. This counseling will be set up by the Athletic Department with the UWF Counseling Center. If the student-athlete desires counseling from an entity other than what is provided from UWF, the Athletic Department will assist in securing counseling from an outside provider of the student-athlete’s choice. Please note however, the UWF Athletic Department will not be responsible for expenses related to outside referrals. The initial counseling session must be scheduled or completed within 7 days after the student-athlete is notified of a positive test. The number of counseling sessions will be determined by the counseling agency and/or UWF Athletic Department.

3. Student-athlete will be then suspended for 10% of competition during the playing season. Partial games will be rounded up to the nearest whole number game. For example: 10% suspension of 10 scheduled games season will result in a 1 game suspension. 18 scheduled games season will result in a 2 game suspension (1.8 games rounds up to 2 games). If resulting suspension occurs at or near the end of the regular season and the team is eligible for postseason play, then the suspension will carry into the postseason. Suspensions will carry into the following playing season if the number of games suspended exceeds the number of games remaining for a current season.

4. Athletes will be reinstated for games after suspension is completed and initial counseling session is attended and confirmation received by the Director of Athletics from the counseling agency.

5. If the student-athlete fails to attend counseling, it will result in immediate suspension from all practices and competitions equaling 50% of the total competition playing season, and any future positive test will result in immediate and permanent suspension from UWF athletic programs. Loss of eligibility in this manner may result in the inability to renew athletic scholarships, and existing scholarships may be subject to cancellation.

6. Mandatory and frequent drug testing. The schedule will be determined by UWF Athletic Administration.

2nd Positive

1. Notification to parents/legal guardians of positive test results will be made, in addition to the notifications mentioned above.

2. In addition to the above sanctions, the student-athlete’s suspension shall be increased to 50% of the total playing season. In addition to being ineligible for games, the student-athlete will not be permitted to participate in any practice, conditioning, or weight-training with the team during this suspension.

3. Any financial aid related to athletics will be contingent upon compliance with the testing and counseling mandate.

4. Mandatory and frequent drug testing – schedule determined by UWF Athletic Administration.

3rd Positive

1. Immediate and permanent suspension from any further practice and competition without opportunity for further competition at UWF.

2. Notification of parents/legal guardians of positive test results.

3. This loss of eligibility may result in the inability to renew any athletic financial aid, and existing athletic financial aid may be subject to cancellation as determined by the Director of Athletics.
TRANSFER STUDENTS
If a student transfers to UWF after testing positive at their previous institution, that will count toward their 3 strikes.

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

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

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

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

APPEAL PROCESS
If a student-athlete believes the facts on which the sanctions were based are erroneous, or that the sanction(s) should not be imposed, the student-athlete may file a written appeal with the AD within 15 days after receipt of the sanction(s). The appeal must include any relevant information that might change the factual findings or the imposed sanction(s). If the student-athlete would like for the “B” sample that they provided during their test to be tested, it will be at the expense of the of the student-athlete.

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

POSSESSION OF ILLegal DRUGS OR DRUG PARAPHERNALIA
Student-athletes caught or observed with illegal drugs or drug paraphernalia will be subject to the University of West Florida Student Rights & Regulations as listed in the Student Life Handbook as well as Athletic Department policies.
SAFE HARBOR PROGRAM
A student-athlete eligible for the UWF Safe Harbor Program may refer himself or herself to the Program for voluntary evaluation, testing and counseling. A student is not eligible for the Program after he or she has been informed of an impending drug test or after having received a positive UWF or NCAA drug test.

UWF will work with the student to prepare a Safe Harbor treatment plan, which may include confidential drug testing. The student-athlete will be tested for banned substances upon entry into the Safe Harbor Program and such a positive initial test will not result in any administrative sanction except those listed in this section (the team physician may suspend the student from play or practice if medically indicated). A student will be permitted to remain in the Safe Harbor Program for a reasonable period of time, not to exceed thirty (30) days, as determined by the treatment plan. A student will not be permitted to enter the Safe Harbor Program thirty (30) days prior to NCAA or Conference postseason competition. A student-athlete will only be permitted to enter the Safe Harbor Program one time during their athletic eligibility at UWF.

If a student-athlete is determined to have new substance use after the initial Safe Harbor Program test (as determined by follow-up testing), or fails to comply with the Safe Harbor Program treatment plan, the student-athlete will be removed from the Safe Harbor Program and be subject to appropriate sanctions as detailed in the UWF program. Entering the Safe Harbor Program will not be treated as a positive test as it relates to sanctions. However, any positive test after the initial Safe Harbor Program test will be treated as the next subsequent positive.

While in compliance with the Safe Harbor Program treatment plan, the student-athlete will not be included in the list of students eligible for random drug testing by UWF. Students in the Safe Harbor Program may be selected for drug testing by the NCAA.

The Director of Intercollegiate Athletics, the Associate Director of Intercollegiate Athletics/Senior Women’s Administrator, the Head Athletic Trainer, the student-athlete’s Head Coach and the Team Physician may be informed of the student’s participation in the Safe Harbor Program. The athletic trainer assigned to that sport also may be notified, if medically appropriate. The assistant coach(es) also may be informed at the discretion of the head coach. Other university employees may be informed only the extent necessary for the implementation of this policy.

NCAA BANNED DRUG LIST
For an updated list, please visit www.ncaa.org

Resources
NCAA website (www.ncaa.org/health-safety) and the Dietary Supplement Resource Exchange Center (REC) website (www.drugfreesport.com/rec)
ATHLETIC DEPARTMENT PHONE DIRECTORY

Administration
Dr. Pat Wentz Faculty Athletic Representative 474-2801
Dave Scott Athletic Director 474-3003
Meghan Barter Associate Athletic Director / SWA / Compliance 474-3055
Tony Nguyen Associate Athletic Director / Operations 474-2142
Brett Berg Assistant Athletic Director / Development 474-2019
TBA Academic Coordinator 474-3170
John Corwin Athletic Marketing / Corporate Sales Coordinator 474-3003
Robin Dezarn Athletic Coordinator 474-3312
Jeff Schmitt Associate Recreation Director / Facilities 474-2809
Delma Cotsonis Business Manager 474-3073
Karen Emmons Office Administrator 474-3004
Garron Lucius Athletic Event & Ticketing Coordinator 474-2802
Nathaniel Gurich Graduate Assistant/Operations 474-3003
Shelby Christopher Graduate Assistant/Compliance 474-3003
TBA Graduate Assistant/Development 474-3003
Rebecca Stauffacher Graduate Assistant/Marketing 474-3003
Ivy Coleman Cheerleading Coach 474-3003

Athletic Communications
Matt Rowley Director 474-2140
Sean Sullivan Assistant Director 474-2428
Charles Hurley Graduate Assistant 474-2428
Brandon Scardigli Graduate Assistant 474-2428

Athletic Training
Chris Dake Head Athletic Trainer 474-2985
Melanie Burt Assistant Athletic Trainer 474-3431
Christina Moya Graduate Assistant 474-3431
Lauren Tauber Graduate Assistant 474-3431
Peter Mayfield Graduate Assistant 474-3431

Athletic Performance
Kent Morgan Head Coach 474-2069
Josh Holman Graduate Assistant 474-2069
Jeremy Evans Graduate Assistant 474-2069

Baseball
Mike Jeffcoat Head Coach 474-2890
Shane Gierke Assistant Coach 474-2488
Kyle Brown Graduate Assistant 474-2488
Tyler Stovall Graduate Assistant 474-2488

M. Basketball
Bob Stinnett Head Coach 474-3319
Wade Anderson Assistant Coach 474-3320
Sean Gabrus Graduate Assistant 474-3320
<table>
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<tr>
<th><strong>W. Basketball</strong></th>
<th>Head Coach</th>
<th>474-3235</th>
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<tbody>
<tr>
<td>Stephanie Yelton</td>
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<td>John Motherwell</td>
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<tr>
<td>Jessie Ivey</td>
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<th><strong>M. &amp; W. Cross Country</strong></th>
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<tr>
<td>John Bergen</td>
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<tr>
<td>Caleb Carmichael</td>
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<td>Tony Skiles</td>
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<tr>
<td>Steve Fell</td>
<td>Head Coach</td>
<td>474-2909</td>
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<tr>
<td>Bill Elliott</td>
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<tr>
<td>Lee Irving</td>
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<td>Nolan Intermoia</td>
<td>Assistant</td>
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<tr>
<td>Joe Bartlinski</td>
<td>Assistant</td>
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<thead>
<tr>
<th><strong>Softball</strong></th>
<th>Head Coach</th>
<th>474-3316</th>
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</thead>
<tbody>
<tr>
<td>Tami Cyr</td>
<td>Assistant</td>
<td>474-3315</td>
</tr>
<tr>
<td>Cindie Corey</td>
<td>Graduate Assistant</td>
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</tr>
<tr>
<td>Jillian LaFrance</td>
<td>Student Assistant</td>
<td>474-3315</td>
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<tr>
<td>Ashliegh McLean</td>
<td>Head Coach</td>
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<tr>
<th><strong>M. Tennis</strong></th>
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<th>474-3006</th>
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<tbody>
<tr>
<td>Derrick Racine</td>
<td>Graduate Assistant</td>
<td>474-3006</td>
</tr>
<tr>
<td>TBA</td>
<td>Graduate Assistant</td>
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<table>
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<tr>
<th><strong>W. Tennis</strong></th>
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<tbody>
<tr>
<td>Derrick Racine</td>
<td>Assistant</td>
<td>393-6120</td>
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<tr>
<td>Susanna Cavalcante</td>
<td>Assistant</td>
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<tr>
<th><strong>Volleyball</strong></th>
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<tbody>
<tr>
<td>Melissa Wolter</td>
<td>Assistant</td>
<td>474-2851</td>
</tr>
<tr>
<td>Patricia Gandolfo</td>
<td>Graduate Assistant</td>
<td>474-2851</td>
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<tr>
<td>Shawna Hicks</td>
<td>Graduate Assistant</td>
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