

UNIVERSITY OF CENTRAL FLORIDA

THE

# Golden Rule

2012-2013

STUDENT HANDBOOK

UCF50  
1963-2013 YEARS



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# Introduction

## To All University of Central Florida Community Members,

As we look back over the past fifty years of the University of Central Florida's journey from promise to prominence, it is my hope that you make many positive contributions towards the future success of our university. Being a UCF Knight is a privilege, not a right. As such, you have certain responsibilities to uphold during your time here as a member of our community.

The Golden Rule Student Handbook is a compilation of various policies and procedures from 10 different UCF departments and was specifically created to provide the answers to many of your questions regarding University rules and regulations. This publication attempts to define your rights and responsibilities and give you a better understanding of your role as a member of the UCF community.

UCF may change when it deems appropriate any announcements, information, policies, rules, regulations, or procedures set forth. The Golden Rule is published once a year and cannot always reflect new and modified information. When information is revised, the changes will be communicated through online resources or other means of communications, at which time the revisions will supersede previous information. The Office of Student Rights and Responsibilities (OSRR) within the Division of Student Development and Enrollment Services is delegated the responsibility for assembling and providing information regarding The Golden Rule. If The Golden Rule leaves any of your questions unanswered, I hope you will contact the OSRR for clarification.

UCF values diversity in the campus community. Accordingly, discrimination on the basis of race, sex, national origin, religion, age, disability, marital status, or veteran's status is prohibited by federal and/or state law. It is our policy to treat all people with dignity and respect, without regard to race, creed, color, national origin, religion, sex, age, disability, marital status, sexual orientation, gender expression, gender identity, veteran status, or political opinions and affiliations.

Here's to the next fifty years! Go Knights!

### Dana Juntunen

*Director, Office of Student Rights and Responsibilities*



## Golden Rule Review Committee (GRRC)

This committee shall be established for the purpose of responding to the changing needs of the student body with regard to The Golden Rule. It is intended to give the students a voice in determining the rules to which they shall adhere.

### 1. Membership

- a. Membership to the committee shall consist of seven (7) students, four (4) of which shall be appointed by the Student Body President and three (3) shall be selected by the Vice President for Student Development and Enrollment Services.
- b. There shall be an application and selection process established by the Office of Student Rights and Responsibilities.
- c. An eighth (8th) member of the Golden Rule Review Committee (GRRC) shall be appointed by the Vice President for Student Development and Enrollment Services. This member shall act as an alternate and shall reserve voting privileges in absence of a voting committee member.

### 2. Ex-Officio

- a. Any student enrolled at the University shall be permitted to attend GRRC meetings.
  - 1. These students shall be considered ex-officio.
  - 2. They also shall have the right to debate on any proposal, but shall not have the power to vote.
- b. No faculty, staff, and/or administrator shall be considered ex-officio.

### 3. Advisors

- a. At least one representative from the OSRR shall maintain an advisory role in the committee and shall advise the members of the committee as well as any student in attendance.
- b. Staff members with expertise regarding particular sections of The Golden Rule should make themselves available to advise the members upon the committee's request.

### 4. Notification

- a. The existence of the committee shall be publicized to the student body.
  - 1. At the beginning of each semester, a message shall be sent through appropriate distribution channels inviting all students to attend committee meetings.
  - 2. The committee shall maintain a web page, which shall contain information on the meeting times, location, proposals under review and voting records, and which shall be clearly linked from the online version of The Golden Rule.

### 5. Powers of the Proposal Process

- a. The committee shall recommend changes to The Golden Rule to the appropriate administrative body.
- b. Any student may make a proposal to the committee.
- c. All proposals made by faculty, staff, administration, or members of the committee shall be submitted to the representative for the OSRR. The proposal shall then be sent to all members of the committee via e-mail within 48 hours of receiving the proposal.
- d. All proposals which are approved by a majority vote of the student members of the committee shall be submitted by the committee in writing to the appropriate administrator.
  - 1. Within one month of receiving a proposal submitted in this manner, the appropriate administrator shall notify the committee in writing of the decision regarding the proposal.
  - 2. If the appropriate administrator chooses not to incorporate the proposal into The Golden Rule, he/she shall outline the reasons for choosing not to do so in a memorandum.
- e. At no time shall a change be made to The Golden Rule that does not follow the appropriate process as outlined in Section 5.
- f. When reviewing sections of The Golden Rule for which the content is mandated by another University document, the committee may propose changes to sections in such a document which are reflected in The Golden Rule through the appropriate administrative channels.

### 6. Presence

- a. The committee shall meet at least once each month during the fall and spring semesters.
  - 1. All members of the committee shall be notified of the time and place of each meeting.
  - 2. The committee shall propose no changes to this section of The Golden Rule which can be construed to eliminate the mandate for the committee to exist.

### 7. Attendance Policy

At the first meeting of each semester, the committee shall establish its own attendance policy.





THE

# UCF Creed

Integrity, scholarship, community, creativity, and excellence are the core values that guide our conduct, performance, and decisions.

**INTEGRITY**

I will practice and defend academic and personal honesty.

**SCHOLARSHIP**

I will cherish and honor learning as a fundamental purpose of my membership in the UCF community.

**COMMUNITY**

I will promote an open and supportive campus environment by respecting the rights and contributions of every individual.

**CREATIVITY**

I will use my talents to enrich the human experience.

**EXCELLENCE**

I will strive toward the highest standards of performance in any endeavor I undertake.

# 1. Office of Student Rights and Responsibilities

## UCF-5.006

### STUDENT RIGHTS AND RESPONSIBILITIES

#### 1. Student Rights

Upon enrollment, students are entitled to the following freedoms and rights, provided the exercise thereof is accomplished in accordance with University procedures and does not result in disruption or disturbance as elsewhere described in the regulations.

- a. Participation in Student Government Association and its elective process.
- b. Membership in student organizations.
- c. Freedom of expression: The basic freedoms of students to hear, write, distribute and act upon a variety of thoughts and beliefs are guaranteed. Freedom of expression carries with it the responsibility for seeing that the essential order of the University is preserved.
- d. Freedom to hold public forums: The University desires to create a spirit of free inquiry and to promote the timely discussion of a wide variety of issues, provided the views expressed are stated openly and are subject to critical evaluation. Restraints on free inquiry are held to a minimum and are consistent with preserving an organized society in which peaceful, democratic means for change are available. Guest lecturers or off-campus speakers sponsored by student groups may appear on the UCF campus following arrangements with the designated University authority for such appearances.
- e. Freedom to hear, write, distribute, and act upon a variety of thoughts and beliefs. This freedom is subject to the following regulations:
  1. Written materials identified by authorship and sponsorship may be sold or distributed on campus within the guidelines of propriety and responsible journalism as established and supervised by the University Board of Publications, which is appointed by the President or designee. The distribution of such material, as is arranged by the Director of the Office of Student Involvement, is permissible for student organizations provided steps have been taken to preserve the orderliness of the campus.
  2. Non-University or off-campus printed materials shall not be distributed or circulated by students or student organizations without first being stamped by the office of the Director of the Office of Student Involvement.
  3. The distribution of materials or circulation of petitions to captive audiences such as those in classrooms, at registration, in study areas, or in residential units is not allowed without prior permission. Such permission may be requested from the appropriate University official.
- f. Peaceful assembly: Student gatherings must neither disrupt or interfere with the orderly educational operation of the institution, nor violate state or local laws, or University regulations.
- g. Fair and impartial hearing: These matters shall include, but not be limited to:
  1. Disciplinary proceedings involving alleged violation of academic and nonacademic regulations.
  2. Refunds and charges: The status of a student charged with a violation of University regulations shall not be affected pending final disposition of the charges except in the case of administrative action. For specific procedures and rights of students during the student conduct process, see later section entitled "Student Conduct Review Process."
- h. Confidentiality of student records: Each University office and agency which generates, collects, and disseminates information on students must follow the guidelines for confidentiality of those records in their possession. For further information see "Student Record Guidelines."



*For questions regarding this section contact:*  
 Office of Student Rights and Responsibilities  
 Ferrell Commons, Room 227  
 407-823-6960  
[www.osrr.sdes.ucf.edu](http://www.osrr.sdes.ucf.edu)

**I. Provisions for Victims/Survivors of Acts of Violence.** As a public institution, the university must provide due process to students accused of sexual misconduct. The following provisions are designed to provide a fair process for both parties while also ensuring victims/survivors protections under Title IX <http://eeo.ucf.edu/os.html>. Consistent with due process, a charged student is not in violation until a preponderance of evidence proves otherwise. To ensure fairness to victims/survivors of acts of violence throughout the disciplinary process, the University has established the following provisions for victims/survivors:

1. A victim or a survivor may have a person of her or his choice accompany her or him throughout the Student Conduct Review process. This person will act as a support person or advisor but will not represent the victim or survivor.
2. A victim or survivor will be afforded similar and timely access to any information that will be used during the Student Conduct Review Process.
3. A victim or survivor will receive notice to attend a preliminary conference meeting with the Office of Student Conduct.
4. A victim or survivor may submit a list of questions related to the alleged incident, prior to the hearing, that she or he feels the charged student should be asked during the hearing process.
5. A victim or survivor will have equal opportunity to present relevant witnesses and other information during the Student Conduct Review Process.
6. A victim or survivor may not have her or his irrelevant past conduct, including sexual history, discussed during the hearing. The issue of relevancy shall be determined by the Student Hearing Panel or the hearing officer.
7. A victim or survivor will be provided access to view and hear the charged student's statements during the Student Conduct Review Process.
8. A victim or survivor should not be questioned directly by the charged student during the Student Conduct Review Process. All questions shall be asked through a hearing officer.
9. A victim or a survivor may make a "victim or survivor impact statement" and suggest an appropriate sanction (to include appropriate compensations) if the charged student is found to have been in violation of the Rules of Conduct.
10. A victim or survivor may know the outcome of the student conduct review process after making a commitment to protect the confidentiality for all persons involved as outlined in the Family Educational Rights and Privacy Act Regulations, 34 CFR 99(a)(13).

However, where the student conduct review process is invoked for a sex offense, both the victim/survivor and the accused must be informed of the outcome of the hearing and the outcome of any appeal without a commitment to protect the confidentiality of the information, pursuant to the Clery Act Regulations, 34 CFR 668.46(b)(11). The "final outcome" means only the final determination with respect to the alleged sex offense and any sanction that is imposed against the accused. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin shall be treated as the alleged victim for purposes of this paragraph. The university will provide the written determination of the hearing and appeal outcomes to the victim or survivor and the charged student concurrently.

11. A victim or survivor of an incident of sexual misconduct has the right to appeal the outcome of the Student Conduct Review Process on the basis outlined in the Student Conduct Appeals section UCF-5.010.
12. A victim or survivor will be given periodic status updates throughout the Student Conduct Review Process, which generally takes sixty calendar days following receipt of an incident report.

## 2. Student Responsibilities

- a. The most basic responsibility of a student is to study and move forward in intellectual development, while taking advantage of the many opportunities provided in this University environment for total personal growth, development, and maturation.
- b. Students and organizations are responsible for the observation of all University policies and regulations.
- c. Rights and freedoms in any environment are protected through exercised responsibilities and maintained through an established system for justice. The ideal balance of control for liberties is strongly weighted toward understanding and observing regulations as acts of individual responsibility, not always because of agreement, but because compliance also serves the best interests of all and helps in the completion of stated individual and University objectives.
- d. The University has compiled student-governing information in this handbook and has distributed it to help provide direction and awareness for the academic community. It is each student's responsibility to become aware of and learn its regulatory content and procedures for dealing with problems which may arise in the course of educational progress.
- e. When University regulations are judged to no longer serve the best interests of all, the consideration for change should be introduced through appropriate channels.
- f. Within the University, emphasis is placed on the development of each individual's recognition and acceptance of personal and social responsibilities.
- g. High ethical and moral standards of conduct are a part of the University's mission and its contribution to the well-being of society.

## 3. Alcohol Emergencies

The University of Central Florida highly encourages students and student organizations to call for medical assistance whenever an individual experiences severe intoxication or serious injury after consuming alcohol. Students and student organizations may be reluctant to call for help for themselves or others due to potential involvement from the UCF Police Department or the Office of Student Conduct. Due to the serious or life-threatening nature of these medical emergencies, the University of Central Florida urges students to contact emergency medical services or the UCF police department if alcohol-related medical emergencies arise. The university's primary goal is to create a safe environment for its students. Procedures and expectations regarding these incidents have been outlined in the Office of Student Conduct Rules of Conduct Alcoholic Beverages section and the Organizational Rules of Conduct section of this handbook.

## 4. University Crisis Committee

- a. The Crisis Committee is composed of the following persons and/or their designee(s): Health Services Director, Counseling Center Director, Associate Director of Safety and Security for University Police, Director of the Office of Student Rights and Responsibilities, Office of Student Conduct Representative, Associate Dean for Academic Services, and the Director of Housing and Residence Life.
- b. The University may refer students who are viewed to be engaging in behavior that poses risk to themselves or others to the Crisis Committee for possible action. Such behaviors include, but are not limited to: suicidal behavior, self-injury, threats to harm others, disruptive behavior, disordered eating, and endangerment to the community.
- c. Various campus units may enlist the services of the committee. These include Housing and Residence Life, Health Services, Disability Services, Counseling, Recreation and Wellness Services, Office of Fraternity and Sorority Life, Athletics, Alcohol and Other Drug Programming Office, University Police, and the Office of Student Conduct. In the event that a student's behavior raises concern about risk of danger to self or others, the involved unit will contact the Director of the OSRR. The Director of the OSRR will then contact Crisis Committee members to convene a meeting in order to review the case and decide on the best course of action.

- d. The role of the Health Services Director and the Counseling Center Director on the Crisis Committee will be consultative in nature. When possible, the Health Services Director and the Counseling Center Director will not confer on a case for which they are (or have been) serving in a direct provider relationship with the involved student. When the involved student has been a client at the UCF Counseling Center, the Counseling Center Director will maintain the confidentiality of the student's clinical information and will make recommendations for action based solely upon the information provided in the Crisis Committee meeting.

#### 5. Mandated Assessment Policy

- a. In an effort to minimize risk of students with potentially unstable mental health conditions and to help protect the welfare of the UCF campus community, the University of Central Florida has a procedure for reviewing incidents that put students or others at risk, (including but not limited to) a student's behavior or comments that result in hospitalization from imminent danger to self or others via the Baker Act (F.S. 394.463) or Marchman Act (Chapter 397, Florida Statutes), significant acts or threats of violence to others, chronic eating disorders, dramatic and/or expansive displays of self-mutilation, behaviors that are significantly disruptive to the UCF community and / or diminish the ability of a student to care for him/herself. Whenever the UCF Police provide transportation of a UCF student to the hospital for involuntary examination, the police will file a report with the OSRR. In addition, anyone may also file reports about students of concern with the Office of Student Rights and Responsibilities (OSRR). [www.osrr.sdes.ucf.edu](http://www.osrr.sdes.ucf.edu)
- b. Once a report is received, the Director of OSRR or designee may notify and consult with designated representatives of the UCF Counseling Center or Student Health Services and/or the University Crisis Committee to review the severity of the student's behavior for potential of continued risk to the campus community. A determination will be made whether a mandated assessment and/or physical assessment is needed to help the student in their specific situation or whether some other more stringent, protective action is appropriate to protect both the welfare of the student and the community. The mandated assessment session(s) may be used to evaluate the student's risk of harm to self or others, and to take appropriate actions to ensure the safety of the student or others if risk is present. In addition, the mandated assessment session(s) are designed to assist students in developing a safety plan and provide students with educational resources. The Director of OSRR or designee will contact the student in a timely manner and require an initial meeting between an OSRR representative and the student to inform the student of their rights and responsibilities regarding the incident.
- c. All students identified as threatening self-harm or having attempted suicide must complete a mandated assessment with a licensed mental health professional and/or a physical assessment with a licensed medical provider. Examples of a licensed mental health professional include a UCF Health Services psychiatrist, a UCF Counseling Center clinician, or a community based counselor or psychiatrist of the student's choice. Before the mandated assessment is conducted, the Director of OSRR or designee will first obtain an **Authorization to Release/Exchange Confidential Information form** from the student to provide the licensed mental health professional and/or licensed medical health professional conducting the assessment with background information relevant to the reason for the mandated assessment. The Director of OSRR or designee will require proof of participation for the mandated assessment with a licensed mental health professional and/or proof of a physical assessment with an appropriate medical provider. Failure to comply may result in the convening of the University Crisis Committee to consider the initiation of the Involuntary Withdrawal Procedure.

- d. In cases where more protective action is needed based on more severe behavior/ conduct (e.g., behaviors/actions towards killing self, behavior endangering others, threats to harm others, behavior significantly disruptive to the UCF community), the Director, OSRR or designee may initiate one or both of the following:

1. Interim Suspension followed by initiating the Student Conduct Review process
2. Convening of the University Crisis Committee to consider the initiation of the Involuntary Withdrawal Procedure

#### 6. Involuntary Withdrawal Procedure

- a. A student who poses a serious danger of imminent or serious physical harm to himself/herself or others on property at the University will be involuntarily withdrawn from the University by the Director of the OSRR or designee upon appropriate notification and consultation from the University Crisis Committee.
- b. This notification is received in the form of an incident report to the Office of Student Rights and Responsibilities, or a psychiatric evaluation filed with the UCF Police Department. The student will be withdrawn if the Director of the OSRR or designee concludes, on the basis of preponderance of evidence, that the student engages or threatens to engage in behavior that:
  1. Poses a significant danger of causing harm to the student or to others, or
  2. Substantially impedes the lawful activities of other members of the campus community.
- c. The Director of the OSRR or designee reserves the right to impose an immediate and interim withdrawal (the equivalent of a summary suspension) prior to the review of all information if the Director of the OSRR or designee concludes that the student poses a threat to the welfare of any individual, the student body, or any part of the University or its community. In such cases, there will be a scheduling of a hearing within three (3) calendar days to determine the status of interim withdrawal. At this hearing, the student shall be offered an opportunity to provide documentation from an appropriate health care provider of their choice who has conducted a proper assessment.
- d. The Director of the OSRR or designee will call a meeting of the University Crisis Committee at the earliest possible date. The student may be present at this meeting and may present information in support of his/her case. Following the student's presentation, the committee shall convene in executive session. At the conclusion of this proceeding, the committee shall make a recommendation to the Director of the OSRR or designee whether to withdraw the student, reinstate the student, or reinstate the student with conditions.
- e. The Director of the OSRR or designee will make a final decision regarding the student's enrollment status and notify the student in writing within 24 hours of the Crisis Committee's recommendation.
- f. A student subject to involuntary withdrawal is entitled to the following:
  1. Notice of intent to remove the student pursuant to this policy stating the reasons for the action.
  2. The opportunity to examine the psychiatric or other evaluations provided to the committee and to discuss them.
  3. The opportunity to present relevant information for consideration of his/her case personally, or by a health professional working with that student, if the student is not capable of self-representation.
  4. The opportunity to have an advisor of the student's own choice accompany the student.
  5. The right to appeal.

- g.** In the event a student disagrees with the decision of the Director of the OSRR or designee, the student may appeal the finding. The appeal must be made in writing to the Vice President for Student Development and Enrollment Services. Such appeal must be made within three (3) business days after the date the student was notified of the Director of the OSRR's or designee's decision. The Vice President may, within three (3) business days, approve, modify, or reject the original decision. The Vice President's decision will be considered final agency action.
- h.** Upon being withdrawn, the student may no longer attend classes, may not be an active member of a registered student organization, may no longer use University facilities, must vacate University-owned or affiliated housing, and may be entitled to whatever refunds of tuition, fees, and room and board charges as would be appropriate given the timing of the withdrawal.
- i.** Students who are involuntarily withdrawn from the University shall have a hold placed on their records, which will prevent them from being re-admitted or re-enrolled in the institution except as stated in this paragraph. A student may request re-admission or re-enrollment at the University and provide the Director of the OSRR or designee with documentation from an appropriate health care provider of their choice who has conducted a proper assessment of the student and concluded that the student does not pose a serious threat of harm to himself/herself or others. In cases where the Director of OSRR or designee has imposed other conditions for re-admission, it is the responsibility of the student to provide documentation of compliance with such conditions.
- j.** A student who is not involuntarily withdrawn may be subject to conditions to continue enrollment at the University. In such cases, the student will be provided with a written summary of conditions and must meet all conditions in order to maintain student status. A student who fails to meet such conditions will be subject to involuntary withdrawal by the Director of the OSRR or designee, or will be subject to charges through the University's Student Conduct Review Process for failure to comply.
- k.** The current medical withdrawal process should not be used to handle withdrawals related to mental health issues where an imminent threat is evident or a violation of The Golden Rule has allegedly occurred. However, a student could choose to pursue a medical withdrawal within six (6) months of the end of the semester. As a general principle, the regular Student Conduct Review Process and its policies and practices are preferred in serious instances of misconduct, without regard to whether there might be mental health issues present. The procedures and specifications given in this regulation are to be employed in those extraordinary situations in which, in the judgment of the appropriate administrative officers, the regular Student Conduct Review Process is not applicable or cannot be applied.



## 2. Office of Student Conduct

### UCF-5.007

#### SCOPE, DEFINITIONS; STUDENT RECORDS; SPECIAL STUDENT PANELS

##### 1. Scope

- a. The UCF Rules of Conduct shall apply to all continuously enrolled undergraduate students, graduate students and students pursuing professional studies, including those attending its regional campuses and/or off-campus instructional sites, and shall be deemed a part of the terms and conditions of admission and enrollment of all students.
- b. These rules apply to all student conduct that occurs on University premises, which includes all land, buildings, facilities and other properties in the possession of or owned, used or controlled by the University.
- c. These rules also apply for all off-campus conduct when alleged violation(s) of the UCF Rules of Conduct are committed, regardless of location. The University reserves the right to pursue any violation of conduct when that conduct adversely affects the interest(s) of any part of the University community.
- d. Failure to comply with duly established laws or University regulations may subject violator(s) to appropriate civil authorities.

##### 2. Authority

- a. The Florida Board of Governors Regulation 6.0105 requires each university to establish a Student Disciplinary System, including a code of conduct, to apply to student disciplinary proceedings.
- b. These regulations are designed to ensure fairness and due process in student disciplinary proceedings.
- c. Generally, authority necessary to enforce the student conduct regulations is vested in the Vice President for Student Development and Enrollment Services or designee. Selected functions of this authority are shared with faculty, staff and students. Some functions of student conduct administration are assisted through review boards or committees.

##### 3. Violations of Law and Rule of Conduct Violations

Members of the University community who commit offenses against the laws of municipalities, states or the United States, are subject to prosecution by those authorities and may be subject to disciplinary action under University rules when their conduct violates institutional standards. Students shall not be forced to present self-incriminating evidence; however, the University is not required to postpone disciplinary proceedings pending the outcome of any civil or criminal case.

##### 4. Definitions

- a. The term "Advisor" refers to the person of the charged student's choice who may assist and/or accompany the charged student throughout the Student Conduct Review Process, but shall not speak for or present the case on behalf of the charged student or organization.
- b. The term "Charged Student" means any student that is charged with a violation of the Rules of Conduct.
- c. The term "Continuously Enrolled" is defined as being enrolled in classes without a break of two or more consecutive regular semesters/terms (i.e., Fall and Spring, or Spring, Summer, and Fall).
- d. The term "Director of the OSRR" refers to the Director of the Office of Student Rights and Responsibilities.

*For questions regarding this section contact:*

Office of Student Conduct  
 Ferrell Commons, Room 227  
 407-823-4638  
[www.osc.sdes.ucf.edu](http://www.osc.sdes.ucf.edu)

- e. The term “Disciplinary Sanction Review Committee” is a committee composed of an equal number of faculty/staff and students appointed by the Director of the OSRR to review the disciplinary probation/suspension status of a student.
- f. The term “Hold” refers to a service indicator placed on a student’s record.
- g. The term “Member of the University Community” refers to any person who is a student, faculty member, staff member, University official or any other person employed by the University.
- h. The term “Off campus” refers to any location not defined as University premises.
- i. The term “Overlay” refers to a notification on a student’s University transcript that states the student is not in good standing.
- j. The term “Preponderance of Evidence” means that evidence, considered as a whole, shows that the fact sought to be proved is more probable than not. This is the standard used in adjudicating all disciplinary cases within the Student Conduct Review Process.
- k. The term “Record Sealing” refers to when a student’s disciplinary record cannot be examined except by a court order or designated officials.
- l. The term “Sanction” refers to outcome(s) imposed on students found in violation of any Rules of Conduct of this University.
- m. The term “Student” means any person enrolled in one or more classes at the University, either full time or part time, including study abroad, pursuing undergraduate, graduate or professional studies.
- n. The term “Student Conduct Board” means any person or persons authorized by the Director of the OSRR or designee to determine whether a student has violated the Rules of Conduct and to recommend sanctions that may be imposed when a rules violation has been committed. Board members are selected through an annual application and interview process with the exception of the justices from the Student Government Association Judicial Council. All Student Conduct Board members, including justices, receive training from the Office of Student Conduct.
- o. The term “University” means the University of Central Florida.
- p. The term “University Official” includes any person employed by the University (i.e. faculty, staff, administration, and residence hall staff) acting within the scope of their job duties.
- q. The term “University Premises” includes all land, buildings, facilities and other properties in the possession of or owned, used, or controlled by the University.
- r. The term “VP of SDES” refers to the Vice President of Student Development and Enrollment Services.

## 5. Student Conduct Records

- a. Maintenance of Records. A student’s conduct case record will be maintained in the Office of Student Conduct. The case record of a student found responsible for charge(s) against them, with sanctions less than suspension or expulsion, will generally be maintained in the Office of Student Conduct for seven years from the calendar year of record, after which they are destroyed. The case record of a student who has been placed on Disciplinary Suspension or Expulsion will be permanently maintained as official records by the Office of Student Conduct.
- b. Release of Records. The release of student disciplinary records will be governed by applicable federal and state laws regarding the privacy of educational records.

## 6. Evaluation of Student Conduct Review Process

The Student Conduct Review Process will be evaluated periodically by a committee, which shall be composed of students and staff members of the University.

## UCF-5.008

### RULES OF CONDUCT

The following defined and described actions include, but are not limited to, conduct for which disciplinary action may be taken at the University of Central Florida. Individual students are expected to abide by these Rules of Conduct, and administrators are expected to enforce them. These Rules of Conduct should be read broadly and are not designed to define prohibited conduct in exhaustive terms. Additional rules and regulations may be revised during the year; announcements will be made on adoption of the changes or additions.

#### 1. Academic Misconduct

- a. Unauthorized assistance: Using or attempting to use unauthorized materials, information or study aids in any academic exercise unless specifically authorized by the instructor of record. The unauthorized possession of examination or course-related material also constitutes cheating.
- b. Communication to another through written, visual, electronic or oral means. The presentation of material which has not been studied or learned, but rather was obtained through someone else’s efforts and used as part of an examination, course assignment or project.
- c. Commercial use of academic material: Selling notes, handouts, etc., without authorization or using them for any commercial purpose without the express written permission of the University and the instructor is a violation of this rule.
- d. Falsifying or misrepresenting your academic work.
- e. Plagiarism: As defined by the Council of Writing Program Administrators (WPA): “In an instructional setting, plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source. This definition applies to texts published in print or on-line, to manuscripts, and to the work of other student writers.”
- f. Misuse of sources: The WPA distinguish plagiarism from misuse of sources: “A student who attempts (even if clumsily) to identify and credit his or her source, but who misuses a specific citation format or incorrectly uses quotation marks or other forms of identifying material taken from other sources, has not plagiarized. Instead, such a student should be considered to have failed to cite and document sources appropriately.”
- g. Any student who knowingly helps another violate academic behavior standards is also in violation of the standards.

#### 2. Possessing and/or Providing False and Misleading Information and/or Falsification of University Records

- a. Withholding related information, or furnishing false or misleading information (oral or written) to University officials, University and non-University law enforcement officers, faculty or staff.



- b. Possession, use or attempted use of any form of fraudulent identification.
- c. Forgery, alteration or misuse of any University document, material, file, record or instrument of identification.
- d. Deliberately and purposefully providing false or misleading verbal or written information about another person.
- e. Falsification, distortion or misrepresentation of information during the Student Conduct Review Process, including knowingly initiating a false complaint.

### 3. Disruptive Conduct

- a. An act that impairs, interferes with, or obstructs the orderly conduct, processes and functions of the University or any part thereof, or the rights of other members of the University community.
- b. Any act which deliberately impedes or interferes with the normal flow of pedestrian and vehicular traffic.
- c. An act which tampers with the election(s) of any University student organization or group, including violations of the SGA Election Statutes.
- d. Misuse of any University safety equipment, firefighting equipment, or fire alarms.
- e. An act which deliberately interferes with the academic freedom or the freedom of speech of any member or guest of the University community.
- f. A false report of an explosive or incendiary device, which constitutes a threat or bomb scare.
- g. Breach of peace: An act which aids, abets or procures another person to breach the peace on the University premises or at University-sponsored/related functions.
- h. Failure to comply with oral or written instruction from duly authorized University officials (i.e. faculty, staff, administration, residence hall staff) acting within the scope of their job duties or law enforcement officers acting in the performance of their duties, including failure to identify oneself to these persons when requested to do so.
- i. Failure to produce identification upon request by a University official (i.e. faculty, staff, administration, residence hall staff) acting within the scope of their job duties or law enforcement officers acting in the performance of their duties.
- j. Hindering or interfering with the Student Conduct Review Process by failing to obey the notice from a University official to appear for a student conduct meeting or hearing; and/or attempting to discourage an individual's proper participation in, or use of, the Student Conduct Review Process.

### 4. Harmful Behavior

- a. Physical harm or threat of physical harm to any person. This harmful behavior policy may not apply in those instances where it is found that a student is acting in self-defense.
- b. Harassment: Defined as behavior (including written or electronic communication) that could cause severe emotional distress, intimidation or coercion to another person, or could place another person in the victim's position in fear of bodily injury or death.
- c. Bullying: Defined as behavior (including written, visual, electronic or oral means) that is intentional and repeated, or meant to be done in humor or in jest, that results in the intimidation, injury, or distress of another individual physically, mentally, or socially. Bullying, however, is not speech or conduct otherwise protected by the 1st Amendment of the United States Constitution and any other applicable law.
- d. Verbal or written abuse, threats, intimidation, coercion and/or other conduct that endangers the health, safety or well-being of others. This definition, however, shall not be interpreted to abridge the right of any member of the University community to freedom of expression protected by the First Amendment of the United States Constitution and any other applicable law.
- e. Failure to respect the privacy of other individuals.

- f. Retaliation against or harassment of complainant(s) or other person(s) alleging misconduct.

### 5. Sexual Misconduct

- a. Any nonconsensual sexual conduct which occurs on or off the UCF campus. Consent, to be valid, must be:
  1. Freely and actively given.
  2. In mutually understandable words or actions.
  3. Consent to one form of sexual activity can never imply consent to other forms of sexual activity.
  4. Consent is not the lack of resistance; there is no duty to fight off a sexual aggressor.
  5. Consent can be withdrawn at any time, as long as the withdrawal is clearly communicated by the person withdrawing consent through words or actions.
  6. 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. Further, 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.
  7. Any attempted acts of sexual misconduct are also violations of this policy.
- b. Unwelcome sexual advances, requests for sexual favors, or conduct of a sexual nature which prevents or impairs another person's full enjoyment of the educational benefits, atmosphere, or opportunities provided as part of the University.
- c. Exposure of one's body in such a manner that another party reasonably could be offended, or to display sexual behavior which another person reasonably finds offensive.
- d. Sexual stimulation sought through trespass, spy or eavesdropping activities.
- e. Attempting to commit by solicitation sexual acts with a minor by oral, written or electronic means.

### 6. Larceny/Property Damage

- a. Unauthorized use, possession, or services or theft of property. Such property may be personal or public.
- b. Damage or defacing of University property or the property of another person whether or not it is on University premises.

### 7. Hazing

- a. Any action or situation which recklessly or intentionally endangers the mental or physical health and/or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization operating under registration with the University. Hazing may result in felony charges.
- b. Brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements; forced consumption of any food, liquid, liquor, drug or other substances; or other forced elements; or other forced activity which could adversely affect the mental or physical health or safety of the individual.
- c. Any activity which could subject the individual to mental stress such as sleep deprivation, forced exclusion from social contact, forced contact which could result in embarrassment, or any other activity which could adversely affect the mental health or dignity of the individual.
- d. Forcing or requiring the violation of University policies, federal, state or local law.

- e. Any activity, as described above, upon which the initiation or admission into or affiliation with a UCF organization may be directly or indirectly conditioned, shall be presumed to be a “forced” activity, the willingness of an individual to participate in such an activity notwithstanding.

### 8. Misuse or Unauthorized Use of University Facilities and Grounds

- a. Misuse or unauthorized use of classroom or lab facilities.
- b. Abusing grounds or building structures including but not limited to ramps, rails, stair sets and entryways by means of recreational cycling, skating, scootering, or other additional recreational activities or devices as outlined in Regulation UCF-4.036.
- c. Unauthorized entry or attempted entry to any University facility.
- d. Unauthorized possession, duplication or use of keys to any University premises.

### 9. Misconduct at University-Sponsored/Related Activities

- a. Violation of UCF Rules of Conduct at UCF-sponsored/related activities shall also be a violation of The Golden Rule.
- b. Violations of a regulation(s) of a host institution-sponsored/related activity shall be a violation of The Golden Rule.

### 10. Controlled Substance Violations

- a. Unlawful Minor Possession of Cannabis—Possessing, consuming, or attempting to possess cannabis in any amount less than or equal to 20 grams or using, possessing, or attempting to possess cannabis-related paraphernalia, except as expressly permitted by law.
- b. Unlawful Major Possession of Cannabis—Possessing, consuming, cultivating, manufacturing, or attempting to obtain cannabis in any amount greater than 20 grams, except as expressly permitted by law.
- c. Unlawful Possession of Other Controlled Substances—Possessing, consuming, cultivating, manufacturing, or attempting to possess any controlled substances or paraphernalia other than alcohol, alcohol-related paraphernalia, cannabis, or cannabis-related paraphernalia, except as expressly permitted by law.
- d. Unlawful Distribution of Cannabis and Other Controlled Substances—Selling or distributing cannabis or any other controlled substances and related paraphernalia, other than alcohol and alcohol-related paraphernalia, except as expressly permitted by law.
- e. Controlled Substances Behavior Violation—Misconduct under the influence of controlled substances, with the exception of alcohol.

### 11. Alcoholic Beverages Violation

- a. Alcoholic Beverages Possession Violation—Possessing or consuming alcoholic beverages, or possessing or using alcohol-related paraphernalia, except as expressly permitted by the law and University Regulations and/or Policies.
- b. Alcoholic Beverages Distribution Violation—Selling or distributing alcoholic beverages or alcohol-related paraphernalia, except as expressly permitted by law and University Regulations and/or Policies.
- c. Alcohol Beverage Behavior Violation—Misconduct under the influence of alcohol.

#### Note:

#### ALCOHOL EMERGENCIES: University Expectations for Individuals

University of Central Florida students who receive medical attention due to alcohol-related emergencies may be exempt from disciplinary action as part of the conditions for alcohol emergencies after review by the Director of the Office of Student Rights and Responsibilities. Students eligible for exemption will be referred for assessment and follow-up services in lieu of the student conduct review process.

Students who receive medical assistance for alcohol emergencies may receive exemption for violations of the Rules of Conduct Section 11 subsections a, b, & c; however, exemption for other Rules of Conduct violations may not be granted. The Director of the Office of Student Rights and Responsibilities reserves the right to review each incident individually to determine whether the student will be exempt from disciplinary action. The Director of the Office of Student Rights and Responsibilities maintains the right to recommend additional requirements for students who are referred for assessment and fail to meet the requirements of their assessment. For subsequent incidents, appropriate interventions will be handled on a case by case basis.

Students who seek medical assistance on behalf of another intoxicated student may be exempt from disciplinary action for violations of the Rules of Conduct Section 11 subsections a, b & c. However, exemption for other Rule of Conduct violations may not be granted.

For parental notification regarding medical transports for alcohol-related incidents, refer to the Parental Notification Policy in the Office of Student Conduct section of this handbook.

Additional information regarding alcohol emergencies can be found through the Office of Student Rights and Responsibilities website: [www.osrr.sdes.ucf.edu](http://www.osrr.sdes.ucf.edu).

### 12. Possession and/or Use of a Firearm and/or Dangerous Material

- a. Possession, storage or use of firearms, explosives, ammunition, other weapons or dangerous articles or substances including, but not limited to, tasers, switchblade knives, and nonlethal weapons such as air soft guns on University-owned or -affiliated property or at University-sponsored/related activities is prohibited.
- b. Possession or use of fireworks of any description, explosives, or chemicals which are disruptive, explosive or corrosive on University premises, or at University-sponsored/related activities.



### 13. Instigation or Participation in Group Disturbances During Demonstrations, Parades or Picketings

- a. Participation in a demonstration(s), parade(s) or picketing which invades the rights of others, which interferes with the educational function of the University, or which jeopardizes public order and safety.
- b. Leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

### 14. Misuse of Computing and Telecommunications Resources

- a. Theft or other abuse of computer facilities and resources.
- b. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
- c. Unauthorized transfer of a file.
- d. Use of another individual's identification and/or password.
- e. Use of computing facilities and telecommunications resources to interfere with the work of another student, faculty member or University official.
- f. Use of computing facilities and telecommunications resources to send obscene or abusive messages.
- g. Use of computing facilities and telecommunications resources to interfere with normal operation of the University computing system.
- h. Use of computing facilities and telecommunications resources in violation of copyright laws.
- i. Any violation of the University of Central Florida Use of Information Technology and Resources Policy.
- j. Any violation of the University of Central Florida ResNet Acceptable Use Policy.
- k. Any violation of the University of Central Use of Copyrighted Material Policy.

### 15. Gambling

- a. Play in an unlawful game of chance for money or for anything of value on University premises or at any affair sponsored by a student or student organization.
- b. Unlawfully sell, barter or dispose of a ticket, order, or any interest in a scheme of chance by whatever name on University premises or at any affair sponsored by a student or student organization.
- c. Wager on a University team or organization in a competition, with a direct influence in the success of the competition.

### 16. University Student Residence Violations

Violation(s) of any Department of Housing and Residence Life Policy, rule or regulation published in hard copy or available electronically via the Department of Housing and Residence Life Web site.

### 17. University Wordmark Violations

Unauthorized use of the official University wordmark, Pegasus, monogram, seal or other graphic identity symbol.

### 18. Violation of Local, State and/or Federal Laws

Violation of any local, state and/or federal law that may result in a felony or misdemeanor.

## UCF-5.009

### STUDENT CONDUCT REVIEW PROCESS; SANCTIONS

#### 1. Violation Reports

- a. Alleged violations of the UCF Rules of Conduct shall be reported in writing to the Director of the OSRR or designee. Violation reports can be submitted for information purposes only, for information purposes with the requirement that the student attend an ethics seminar, or to initiate the student conduct review process. Upon receiving an alleged violation of misconduct, the Director of the OSRR or designee may review relevant information and consult with relevant parties regarding the incident in question. In unusual cases which dictate a decision for the welfare of any individual, the student body, or any part of the University or its community, the Director of the OSRR or designee, upon notifying the VP of SDES, may take immediate action to resolve the situation by placing the student on interim suspension. Such action is subject to review at a hearing within three (3) business days by the VP of SDES or designee to determine the status of the interim suspension. The outcome of an interim suspension hearing shall remain in effect until the final disposition of formal charges resulting from the circumstances of the case, unless the VP of SDES or designee shall decide otherwise.
- b. The Director of the OSRR will refer all information warranting disciplinary action to the Office of Student Conduct. The Office of Student Conduct will send written notification to the charged student indicating the nature of the activity in question and what University rules were allegedly violated.
- c. Upon receipt of an incident report the Office of Student Conduct has six (6) months to charge a student with a violation of the Rules of Conduct. The Office of Student Conduct may exercise discretion when applying the time provision to account for circumstances that warrant a waiver of the six-month time limit from the date of discovery.
- d. Students charged with alleged violations of the Rules of Conduct will receive notice to attend a required preliminary conference with the Office of Student Conduct to discuss the charges. If the student fails to attend that conference, a hold may be placed on the student's record, preventing them from registering for future classes until the matter is resolved. Students who leave the University or withdraw from a class before a disciplinary matter is resolved may be prohibited from future enrollment until such time as the matter is resolved. The student will receive information regarding the Student Conduct Review Process, including the student's rights during the process, an opportunity to inspect and/or review the information known at the time charges are prepared, and notice on how to contact the Student Government Association Judicial Advisor. At the conclusion of the meeting, the Office of Student Conduct recommends an option for resolution of the disciplinary charge. These options are dismissal, mediation, informal hearing, or formal hearing.

#### 2. Options for Resolution of Disciplinary Charges

- a. **Case Dismissal:** The Director of the OSRR or designee may dismiss a case if it is found to not have sufficient facts or information to substantiate the claim of misconduct, the accused person is not a student, or the action claimed as misconduct is not a violation of the Rules of Conduct.
- b. **Mediation:** Depending on the nature and severity of the alleged violation, the Office of Student Conduct may recommend formal mediation through the Office of Student Rights and Responsibilities as an alternative to disciplinary action. The involved parties must each agree to mediation. Mediation is confidential. In mediation, the parties voluntarily meet with an impartial mediator to communicate their concerns and needs to each other and to reach their own agreement on the resolution of the case.

The participants in mediation are responsible for keeping their agreement or re-negotiating it, if necessary. In the event that the participants do not agree to mediate or mediate but do not reach a full and final resolution, the case will be referred back for disciplinary action through an informal or a formal hearing. Breach of a mediated agreement may result in a follow-up mediation session or the matter may be referred back through the conduct process at the discretion of the Office of Student Conduct.

**c. Informal Hearing:** At the discretion of the Office of Student Conduct, violations found not to warrant a formal hearing may be referred to an informal hearing. At the informal hearing the charged student has the opportunity to meet with an Office of Student Conduct staff member and accept responsibility for the charges of violation of the Rules of Conduct. At the informal level the matter will be settled by the following outcomes: punitive sanction (disciplinary warning or disciplinary probation) as well as educational sanctions (papers, seminars, community service, etc.). If the matter is not resolved informally, the case will be resolved through a formal hearing.

**d. Formal Hearing:** If an alleged violation of the Rules of Conduct is not dismissed or otherwise resolved, then the Office of Student Conduct shall present in writing formal charges to the student. The charged student may request either a panel or administrative hearing. The charged student's hearing shall be open only to the charged student, his/her advisor, the hearing body, witnesses (when called upon), and a representative from the Office of Student Conduct. In cases of alleged Harmful Behavior or Sexual Misconduct (see Regulation UCF-5.008, Rules of Conduct), the student is required to have a panel hearing.

Formal notification shall include:

1. The student's name and address.
2. Date, time and location of the formal hearing.
3. The rule(s) of conduct allegedly violated as known at the time formal charges are prepared.
4. Names of potential witnesses known at the time formal charges are prepared.
5. A description of any physical or written documentation known at the time charges are prepared.

### 3. Formal Hearings

There are two types of formal hearings—panel hearings and administrative hearings.

#### a. Panel Hearings

1. A panel to consider an individual case shall be randomly selected by the Office of Student Conduct from the Student Conduct Board and shall consist of two (2) faculty and administrative staff members combined, and two (2) student members. One panel member shall be selected by the Office of Student Conduct to chair the hearing and report the finding(s) and recommended sanctions, if any, to the Director of the OSRR or designee.
2. At hearings conducted by a panel, an Office of Student Conduct staff member shall act as an advisor to the panel. The Director of the OSRR shall receive the panel's finding(s) as to "in violation" or "not in violation" of the Rules of Conduct, and consider any sanctions recommended by the panel.
3. The Director of the OSRR or designee may accept the finding(s) of "in violation" or "not in violation" or remand the case for rehearing. If the Director of the OSRR or designee accepts the finding(s) of "in violation," they may approve, mitigate or increase the sanctions recommended by the panel, listed in the Disciplinary Sanctions section of the Student Conduct Review Process.
4. Any decision by the Director of the OSRR or designee to alter sanctions or return a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.

#### b. Administrative Hearings

1. Administrative hearings shall be conducted by a faculty or staff member randomly selected by the Office of Student Conduct from the Student Conduct Board. The charged student shall be informed of the hearing officer assigned to his/her case and shall have the opportunity to challenge the impartiality of the individual within three (3) business days of notification. The student shall state in writing the basis for such challenge. A hearing officer so challenged will be excused; however, indiscriminate challenges shall not be permitted. In the event that a student has opted not to challenge the impartiality of a hearing officer prior to the allotted three (3) business days, the assigned hearing officer shall remain as scheduled. Administrative hearings are not an option in cases of alleged Harmful Behavior or Sexual Misconduct (see Regulation UCF-5.008, Rules of Conduct).
2. At hearings conducted by an administrative hearing officer, an Office of Student Conduct staff member shall act as an advisor to the administrative hearing officer. The Director of the OSRR or designee shall receive the administrative hearing officer's finding(s) as to "in violation" or "not in violation" of the Rules of Conduct, and consider any sanctions recommended by the administrative hearing officer.
3. The Director of the OSRR or designee may accept the finding(s) of "in violation" or "not in violation" or remand the case for rehearing. If the Director of the OSRR or designee accepts the finding(s) of "in violation," they may approve, mitigate or increase the sanctions recommended by the administrative hearing officer, listed in the Disciplinary Sanctions section of the Student Conduct Review Process.
4. Any decision by the Director of the OSRR or designee to alter sanctions or return a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.

#### c. Conduct of Formal Hearings

The following is furnished as a guide to the sequence of events in a formal hearing:

1. Reading of charges.
2. Student response of "in violation" or "not in violation."
3. Presentation of information in support of the charges.
4. Opening statement by the charged student.
5. Questioning of the charged student by the hearing body.
6. Presentation and questioning of witnesses in support of the charges.
7. Presentation and questioning of witnesses by the charged student.
8. Final questions of the charged student by the hearing body.
9. Closing remarks by the charged student.
10. Deliberation (in confidential executive session).
11. Announcement of the finding(s) and recommended sanctions, if any.



**d. Case Record for Formal Hearing**

The case record shall consist of the following items:

1. A copy of the formal charges in writing.
2. A recording of the formal hearing.
3. All staff memoranda submitted.
4. All items of physical or written documentation submitted, provided such items are not returned to a rightful owner. In that case, photographs or other facsimiles shall be made before return.
5. The finding(s) and recommended sanction(s) by the hearing panel or administrator, if any.
6. The Director of the OSRR's decision.

**4. Student Rights in the Student Conduct Review Process**

**a.** The following rights shall be explained to each charged student prior to the commencement of any formal disciplinary hearing:

1. The charged student shall be afforded reasonable written notice at least five (5) business days prior to the formal hearing, unless waived in writing. Written notice sent to the charged student's electronic and/or physical address listed in the Registrar's records shall constitute full and adequate notice.

Written notice shall include:

- i. The student's name and address.
- ii. Date, time and location and nature of the proceeding of the formal hearing.
- iii. The rule(s) of conduct allegedly violated as known at the time formal charges are prepared.
- iv. Names of potential witnesses known at the time formal charges are prepared.
- v. A description of any written or physical documentation known at the time charges are prepared.

2. The student may have, at his or her own expense and initiative, an advisor present at the hearing. It is the student's responsibility to make appropriate arrangements for the advisor to attend the hearing, and the hearing shall not be delayed due to scheduling conflicts of the chosen advisor. The advisor may be present to advise the student but shall not speak for or present the case for the student or otherwise participate directly in the proceeding. The Office of Student Conduct shall maintain a list of impartial advisors and resources available to the student.
3. All hearings shall be conducted on the basis that the charged student is not in violation until the preponderance of evidence proves otherwise. The burden of proof in a student conduct hearing is not on the student charged with a violation of the Rules of Conduct.
4. The student may inspect any information presented in support of the charges. Information may be presented in support of the student.
5. The University cannot compel any person to attend a student disciplinary hearing. However, all parties to the student conduct hearing may arrange for witnesses to voluntarily present relevant information during the proceeding. Pertinent information may be accepted as information for consideration by the person or body conducting the hearing. The student may hear and question adverse witnesses who testify at the hearing.
6. The student shall not be forced to present self-incriminating information; however, the University is not required to postpone disciplinary proceedings pending the outcome of any civil or criminal case.
7. The finding of "in violation" or "not in violation" on the charges shall be based solely on the information presented at the hearing.
8. Should the finding of the hearing body be in violation, prior conduct history will then be reviewed and may affect sanctioning.
9. The results of any formal hearing shall be made available to the student within two (2) business days following the hearing (deadline can be extended by mutual agreement of the charged student and the Director of the OSRR or designee).
10. The student's enrollment status shall remain unchanged pending the University's final decision in the matter, except in cases where the VP of SDES or designee determines that the safety, health, or general welfare of the student, any individual, or any part of the University may be involved.

**5. Sanctions**

- a. Disciplinary Warning:** An official warning that the student's behavior is in violation of the UCF Rules of Conduct, and that if the student is subsequently found in violation of a rule while on disciplinary warning; subsequent action may be more severe.
- b. Disciplinary Probation:** Disciplinary probation status shall be for a specific length of time. Restrictive conditions may be imposed and vary according to the severity of the offense. Restrictive conditions may include, but may not be limited to, the following: loss of good standing, which may become a matter of record; ineligibility to receive any University award, scholarship, loan, honorary recognition, or initiation into any local or national organizations; and denial of the privilege to occupy a position of leadership or responsibility in any University student organization, publication, or activity, or ability to represent the University in an official capacity or position. Under disciplinary probation, the student may continue to attend classes and is given a chance to show capability and willingness to live in accordance with University rules. However, if the student is subsequently found in violation of a rule while on disciplinary probation, the University may suspend or expel the student from the University. While on disciplinary probation, a hold will be placed on a student's record for record keeping purposes.



- c. Disciplinary Suspension:** A student involved in an offense warranting consideration of action more serious than disciplinary probation or one involved in repeated misconduct may face suspension. During the period of suspension, a student may not attend classes, participate in University-related activities, whether they occur on or off campus. A student under disciplinary suspension may not otherwise be present on University premises unless authorized in writing in advance under conditions approved by the Director of the OSRR. In determining if and to what extent suspended students shall be authorized to be on University premises, the Director of the OSRR or designee shall consider whether the suspension creates an undue hardship on the suspended student in regard to considerations that include, but are not limited to, the medical needs of the student. An overlay will be placed on a student's record during the period of suspension. Further, while on disciplinary suspension, a hold will be placed on a student's record for record keeping purposes. All assigned educational sanctions must be completed prior to the conclusion of disciplinary suspension; otherwise the disciplinary suspension will remain in effect.
- d. Disciplinary Expulsion:** Expulsion is a sanction which removes the student from his/her academic program and permanently separates a student from UCF without opportunity to graduate or re-enroll at the University in the future. An overlay will be permanently placed on the student's record. Further, a hold will be permanently placed on a student's record for record-keeping purposes.
- e. Educational Sanctions:** In conjunction with an administrative sanction, a student found to have been in violation of any of the Rules of Conduct will be assigned educational sanctions such as, but not limited to, reflective/research papers, classes/seminars, community service, interviews, etc. If a student has any outstanding educational sanctions at the conclusion of disciplinary probation or suspension, a student's disciplinary probation or suspension status and hold will remain in effect pending the completion of the educational sanctions.

**UCF-5.010****STUDENT CONDUCT APPEALS****1. Appeals Within the Student Conduct Review Process**

- a.** Students found in violation as a result of a hearing may appeal the finding(s) and sanction(s) imposed. The appeal must be made in writing to the appellate officer (VP of SDES or designee) within seven (7) business days after the date the student was notified of the decision by the Director of the OSRR.
- b.** Students may appeal the finding and sanction(s) imposed on the basis of one or more of the following:
1. Irregularities in fairness and stated procedures of the hearing that could have affected the outcome of the hearing.
  2. Discovery of new and significant information that could have affected the outcome of the hearing and that was not known or could not reasonably have been discovered and/or presented at the time of the initial hearing.
  3. The sanction(s) are extraordinarily disproportionate to the violation(s).
- c.** On the appeal form, the student must state the reason(s) for appeal, the supporting facts, and the recommended solution. This is not a re-hearing of the conduct case. An appeal cannot be filed simply because a student is dissatisfied with the decision. Failure to describe the nature of the information in full detail in the appeal letter will result in the denial of an appeal.
- d.** The appellate officer shall first determine if sufficient grounds for appeal exist and then, if so, may either deny the appeal, thus sustaining the initial decision and sanction(s), or do one of the following:
1. If the student alleges that the sanction was inappropriate and the appellate officer finds the sanction to be inappropriate, the appellate officer may reduce the sanction.
  2. If the student alleges that there was a defect in procedure or new information is presented and the appellate officer finds that there was a defect in the procedure or new information was presented which was sufficiently substantial to have affected the outcome, the appellate officer will order a new hearing.
- e.** The student shall receive a written decision to the appeal. There is no definitive timeline for receiving an appeal response. It depends on many factors including the complexity of the case and the information mentioned in the appeal, as well as the appellate officer's appeal load at that particular time. Decisions of the VP of SDES or designee reflect final agency action.
- f.** OSC cannot place an overlay on the student's record until the appeal decision is completed or if the student chooses not to appeal. At such time, if appropriate, a hold and/or overlay is placed on the student's record. If the appellate officer upholds the original findings, the effective date of any disciplinary sanction(s) imposed will revert back to the date of the Director of the OSRR's final decision letter.



## 2. Disciplinary Sanction Review Request (Probation/Suspension)

- a. Upon completion of one semester of disciplinary probation and one semester of disciplinary suspension (not applicable for one semester suspensions) and upon completion of all educational sanctions/requirements, a student has the opportunity to request a review of their disciplinary probation or suspension status.
- b. Requests must be submitted to the Director of the OSRR or designee via an online Disciplinary Sanction Review request form available at [www.osc.sdes.ucf.edu](http://www.osc.sdes.ucf.edu). This request can only be submitted once a semester.
- c. This request is intended to provide a student with the opportunity to discuss in writing what they have done to proactively address their behavior while on disciplinary probation/suspension.
- d. In considering this request the student should provide information showing how they have been going above and beyond the basic requirements of their sanction(s). Students that simply fulfill the minimum requirements of their sanction(s) will not be subject for a disciplinary sanction review.
- e. A request for disciplinary sanction review should include, but is not limited to, information such as the following:
  1. Positive change in ethical decision making and personal accountability
  2. Proof of counseling and/or assessment (if applicable)
  3. Involvement in educational programs and academic progress
  4. Community involvement/service
- f. Upon receipt of the request it will first be reviewed by the Director of the OSRR or designee to determine whether or not the student meets criteria for review. If the Director of the OSRR or designee agrees that the student's request meets any/all of the above mentioned criteria, the student will be contacted within fourteen (14) business days to schedule a "disciplinary sanction review meeting" with a committee appointed by the Director of the OSRR or designee, comprised of an equal number of faculty, staff and students.
- g. At this meeting, the student will have the opportunity to further discuss with the committee why their disciplinary probation and/or suspension status should be altered or terminated. No alterations shall be made to include new or increased sanctions.
- h. After the meeting, the committee will issue a recommendation to the Director of the OSRR or designee. The Director of the OSRR or designee will provide a decision to the student in writing within two (2) business days of receiving the recommendation.
- i. If the request is denied by the Director of the OSRR or designee the decision shall include a concise and explicit written statement that explains the basis for that decision.
- j. There is no appeal process for a Disciplinary Sanction Review

## 3. Sealing of Records

- a. A student's conduct record is eligible to be sealed if the incident(s) in question are minor and do not result in suspension or expulsion and where further violations would not likely result in suspension or expulsion from the university. Students may submit a request to have their records sealed during their last year at the university. If a student's record is sealed, any additional violation(s) committed after the record sealing shall not be sealed and a separate request must be made if the violation(s) are eligible to be sealed.
- b. A student conduct record may be sealed upon the successful submission and review of appropriate paperwork to the Office of Student Rights and Responsibilities. Requests should be submitted to the Director of the OSRR or designee via an online Sealing request form available at [www.osc.sdes.ucf.edu](http://www.osc.sdes.ucf.edu).
- c. After the director of OSRR verifies that a records sealing request is in compliance with subsection (a), the record sealing request will be reviewed by the Sealing of Records Review Committee to determine if it meets the criteria for a sealing of records review.

- d. The Sealing of Records Review Committee will be appointed by the Director of OSRR, or a designee, and will be comprised of an equal number of staff/faculty and students
- e. The factors influencing the decision by the Sealing of Records Review Committee for sealing are the severity of the violation, effect of the violation on the University community, sanctions applied, completion of sanctions, and ethical development demonstrated by the student.
- f. After the meeting, the committee will issue a recommendation to the Director of OSRR or designee. The Director of the OSRR or designee will provide a decision to the student, in writing, fourteen (14) business days of receipt of the sealing request.
- g. If the recommendation is denied by the Director of OSRR or designee the decision shall include a concise and explicit written statement that explains the basis for their decision.
- h. There is no appeal process for a Sealing of Records Review.

## PARENTAL NOTIFICATION POLICY

- a. In the fall of 2000, the Board of Regents of the State University System of Florida instructed each University to include provisions for parental notification of dependent students under the age of 21 if the student is found to be in violation of University policies regarding alcohol and other drugs. The purpose of the Parental Notification Policy at the University of Central Florida is to comply with the Board of Regents' instructions and to promote the health and well being of students. This policy will provide parents an opportunity to partner with their student and the University to address behaviors that could place students at risk of harming themselves or others. The University of Central Florida will notify parents or guardians of dependent students, defined in F.S. 228.093 under the age of 21, when the student is found responsible for violating University alcohol or other drug policies as found in the student handbook, The Golden Rule.
- b. Parents will be notified if:
  1. The student has been found for the second or more time(s) in violation of the University policy regarding the use, possession, sale, or distribution of alcoholic beverages.
  2. The student has been found for the second or more time(s) in violation of the University policy regarding public intoxication.
  3. The student has been found in violation of the University policy that prohibits driving a vehicle while under the influence of alcoholic beverages or a narcotic or other controlled substance not expressly permitted by law.
  4. The student has been found in violation of the University policy regarding belligerent and/or aggressive behavior while under the influence of alcoholic beverages or a narcotic or other controlled substance not expressly permitted by law.
  5. The student has been found in violation of the University policy regarding the attempt to obtain or the use, possession, sale, or distribution of any narcotic or other controlled substance not prescribed by law.
  6. The student has required professional treatment in a medical facility for a condition associated with the use of alcoholic beverages or a narcotic or other controlled substance not expressly permitted by law.
  7. These guidelines do not preclude the University's contacting parents or guardians for other policy violations that may endanger the health and well being of a student or other individuals in the community.
- c. Parents or guardians will be notified in writing by the Office of Student Rights and Responsibilities and, whenever possible, students will be informed in advance that their parents or guardians will be notified.

**UCF-5.011****SCOPE; AUTHORITY; DEFINITIONS; PRINCIPLES OF GROUP RESPONSIBILITY; VIOLATIONS OF LAW AND RULE OF CONDUCT VIOLATIONS; STUDENT ORGANIZATIONAL CONDUCT RECORDS****1. Scope**

- a. The organizational conduct regulations (UCF-5.011, 5.012, and 5.013) shall apply to all student organizations of the University, including those at its regional campuses and/or at off campus instructional sites, and shall be deemed a part of the terms and conditions of student organization registration.
- b. The Organizational Rules of Conduct apply to all student organizations for conduct that occurs:
  1. On or off University premises; or
  2. While participating in University and/or organization sponsored or related activities; or
  3. During school sessions, holidays, breaks, and University closures; or
  4. Against students or non-students
- c. The University reserves the right to pursue any violation of the Organizational Rules of Conduct when the alleged conduct adversely affects the interest(s) of any part of the University community.

**2. Authority**

- a. The Florida Board of Governors Regulation 6.0105 requires each university to establish a Student Disciplinary System, including a code of conduct, to apply to student disciplinary proceedings.
- b. These regulations shall ensure a fair and impartial process in student organizational disciplinary proceedings and guarantee the integrity of the University.
- c. Generally, authority necessary to enforce the organizational student conduct regulations is vested in the Vice President for Student Development and Enrollment Services or designee. Selected functions of this authority are shared with faculty, staff and students. Some functions of student conduct administration are assisted through review boards.

**3. Definitions**

- a. The term “Advisor” refers to the one person of the charged student organization’s choice who may assist and/or accompany the charged student organization throughout the Student Organization Conduct Review Process. An advisor shall not speak for or present the case on behalf of the charged student organization.
- b. The term “Charged Student Organization” means any student organization that is charged with a violation of the Organizational Rules of Conduct.
- c. The term “Director of the OSRR” refers to the Director of the Office of Student Rights and Responsibilities.
- d. The term “Member of the University community” refers to any person who is a student, faculty member, staff member, University official or other employee or agent of the University.
- e. The term “Off campus” refers to any location not defined as University premises.
- f. The term “Preponderance of Evidence” means that evidence, considered as a whole, shows that the fact sought to be proved is more probable than not. This is the standard used in resolving all disciplinary cases within the Student Conduct Review Process.
- g. The term “Sanction” refers to outcome(s) imposed on student organizations found in violation of the Organizational Rules of Conduct.

- h. The term “Student” means any person continuously enrolled in one or more classes at the University, either full-time or part-time, including study abroad, and pursuing undergraduate, graduate or professional studies.
- i. The term “Student Conduct Board” means any person or persons authorized by the Director of the OSRR or designee to determine whether a student organization has violated the Organizational Rules of Conduct and, if so, to recommend sanctions that may be imposed. Board members are selected through an annual application and interview process with the exception of the justices from the Student Government Association Judicial Council. All Student Conduct Board members, including justices, receive extensive training from the Office of Student Conduct.
- k. The term “University” means the University of Central Florida.
- l. The term “University Official” is any person employed by the University (i.e. faculty, staff, administration, and residence hall staff) acting within the scope of their job duties.
- m. The term “University Premises” includes all land, buildings, facilities, and other properties in the possession of or owned, used, or controlled by the University.
- n. The term “VP for SDES” refers to the Vice President of Student Development and Enrollment Services.

**4. Principles of Group Responsibility**

- a. Any student organization can be held responsible for its actions or the actions of one or more of its members (active or inactive). There is no minimum number of group members who must be involved in an incident before disciplinary action may be taken against the organization. In some instances, the conduct of a single member may provide sufficient grounds for action against the entire organization. Misconduct on the part of the organization may be addressed when:
  1. Members of the organization act together to violate University standards of conduct.
  2. One or more officers or members of an organization have knowledge of an incident, behavior, etc., by any individual at an organization-sponsored, financed, or otherwise supported activity and fails to take corrective or prohibitive action before such incident behavior, etc. occurs or fails to stop such incident, behavior, etc. while it is occurring.
  3. A violation occurs on premises and/or transportation owned, operated, or rented exclusively by the student organization.
  4. A pattern of individual violations has occurred and/or continues to occur without adequate control, response, or sanction on the part of the student organization or its leaders.
  5. The student organization or related activities provided the context for the violation or
  6. The student organization chooses to protect one or more individual offenders who are members, alumni, former members, or guests of the student organization from official actions.

**5. Alcohol Emergencies**

- a. The University of Central Florida highly encourages student organizations to call for medical assistance whenever an individual experiences severe intoxication or serious injury after consuming alcohol. Student organizations may be reluctant to call for help for themselves or others due to potential involvement from the UCF Police Department or the Office of Student Conduct. Due to the serious or life-threatening nature of these medical emergencies, the University of Central Florida urges students to contact emergency medical services or the UCF police department if alcohol-related medical emergencies arise. The university’s primary goal is to create a safe environment for its

student organizations. Procedures and expectations regarding these incidents have been outlined in the Organizational Rules of Conduct Alcoholic Beverages section of the Office of Student Conduct section of this handbook.

#### 6. Violations of Law and Rule of Conduct Violations

- a. Members of the University community who commit offenses against the laws of municipalities, states, or the United States are subject to prosecution by those authorities and may be subject to disciplinary action by the University when their conduct violates institutional standards. Students shall not be forced to present self-incriminating evidence; however, the University is not required to postpone disciplinary proceedings pending the outcome of any civil or criminal case.

#### 7. Student Organizational Conduct Records

- a. Maintenance of Records. A student organizations conduct case record will be maintained in the Office of Student Conduct. The case record of a student organization found responsible for charge(s) against them, with sanctions less than suspension or revocation, will generally be maintained in the Office of Student Conduct for seven years from the calendar year of record, after which they are destroyed. The case record of a student organization that has been suspended or whose registration has been revoked will be permanently maintained by the Office of Student Conduct.
- b. Release of Records. The release of student organization disciplinary records will be governed by applicable federal and state laws regarding the privacy of educational records.



### UCF-5.012

#### ORGANIZATIONAL RULES OF CONDUCT

Student organizations are expected to abide by these Organizational Rules of Conduct, and administrators and faculty are expected to enforce them. These rules should be read broadly and are not intended to define prohibited conduct in exhaustive terms. These rules may be revised during the year; announcements will be made on adoption of changes or additions. The following is a non-exhaustive list of prohibited conduct for which disciplinary action may be taken at the University of Central Florida. The following offenses, or the aiding, assisting, condoning, or attempting to commit these offenses, constitute violations of the Organizational Rules of Conduct.

##### 1. Theft, Disregard for Property

- a. Malicious or unwarranted damage or destruction of another's property;
- b. Taking, attempting to take, or keeping in its possession property or services not belonging to the student organization.
- c. Misuse or mishandling of organizational funds by any officer, member, or other individual.

##### 2. Possessing and/or Providing False and Misleading Information and/or Falsification of University Records

- a. Deliberately and purposefully withholding related information, or furnishing false, misleading, incomplete, or incorrect information (oral or written) to University officials, non-University law enforcement officers, faculty or staff, or failing to take reasonable action to present accurate information to University officials, non-University law enforcement officers, faculty or staff.
- b. Possession, use or attempted use of any form of fraudulent identification.
- c. Forgery, alteration or misuse of any University document, material, file, record or instrument of identification.
- d. Deliberately and purposefully providing false or misleading verbal or written information about another person.
- e. Falsification, distortion, or misrepresentation of information during the Student Conduct Review Process, including knowingly initiating a false complaint.

##### 3. Disruptive Conduct

- a. An act that impairs, interferes with, or obstructs the orderly conduct, processes, and functions of the University or any part thereof or the rights of other members of the University community.
- b. Obstructing the free movement of other students around the campus, interfering with the use of University facilities, preventing the normal operation of the University; or conducting any event that interferes with the normal progress of academic events on campus.
- c. Engaging in obscene or indecent conduct.
- d. Failure to comply with the administrative policies as enacted by the University.
- e. Failure to comply with the directions of University officials or authorized agents acting in the performance of their duties. Student organization officers and members shall comply with all directions or requests of University officials, University police officers or authorized agents in a timely manner.
- f. Hindering or interfering with the Organizational Conduct Review Process by failing to obey the notice from a University official to appear for a student conduct meeting or hearing and/or attempting to discourage an individual's proper participating in, or use of, the Organizational Conduct Review Process.
- g. Failure to comply with the student organization's constitution.

- h. Knowingly participating in an event or participating in an event and failing to take reasonable actions to determine that the student organization is currently on disciplinary probation with restrictive conditions, has been suspended, or has had their UCF registration revoked.

#### 4. Harmful Behavior

- a. Physical violence towards another person or group.
- b. Harassment: Defined as behavior (including written or electronic communication) that could cause severe emotional distress, intimidation, or coercion to another person or could place another person in the victim's position in fear of bodily injury or death.
- c. Bullying: Defined as behavior (including written, visual, electronic or oral means) that is intentional and repeated, or meant to be done in humor or in jest, that results in the intimidation, injury, or distress of another individual physically, mentally, or socially. Bullying, however, is not speech or conduct otherwise protected by the 1st Amendment of the United States Constitution and any other applicable law.
- d. Verbal or written abuse, threats, intimidation, coercion and/or other conduct that endangers the health, safety or well-being of another person or group.
- e. Failure to respect the privacy of other individuals.
- f. Retaliation against or harassment of complainant(s) or other person(s) alleging misconduct.
- g. Condoning or encouraging acts of harmful behavior as defined above or failing to stop an act of harmful behavior while it is occurring.

#### 5. Sexual Misconduct

- a. Any nonconsensual sexual conduct or attempted nonconsensual sexual conduct which occurs on or off the UCF campus.
  1. Consent, to be valid, must be freely and actively given and in mutually understandable words or actions.
  2. Consent to one form of sexual activity can never imply consent to other forms of sexual activity.
  3. Consent is not the lack of resistance; there is no duty to fight off a sexual aggressor.
  4. Consent can be withdrawn at anytime, as long as the withdrawal is clearly communicated by the person withdrawing consent through words or actions.
  5. 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. Further, 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.
- b. Obscene or indecent behavior, which includes, but is not limited to, exposure of one's sexual organs or the lewd display of sexual behavior.
- c. Conduct of a sexual nature that creates an intimidating, hostile, or offensive campus, educational, or working environment for another person. This includes unwanted, unwelcome, inappropriate, or irrelevant sexual or gender-based activities, comments or gestures.
- d. Condoning or encouraging acts of sexual misconduct as defined above or failing to stop an act of sexual misconduct while it is occurring.

#### 6. Alcohol Related Misconduct

- a. Use and/or possession of alcoholic beverages, except as expressly permitted by law and University regulations/policies.
- b. Sale and/or distribution of alcoholic beverages, except as expressly permitted by the law and University regulations/policies.
- c. Furnishing or causing to be furnished any alcoholic beverage to any person under the legal drinking age.
- d. Behavior under the influence of alcohol.
- e. Furnishing or causing to be furnished any alcoholic beverage to any person in a state of noticeable intoxication.
- f. Failure of a student organization to take all necessary steps to see that no person under the legal drinking age possesses alcoholic beverages at functions it sponsors or within any property or transportation it owns, operates, and/or rents.

##### Note:

##### **ALCOHOL EMERGENCIES: University Expectations for Student Organizations**

Student organizations may be eligible for exemptions from disciplinary action when a representative of an organization at a student organizational event calls for emergency assistance on behalf of a person experiencing an alcohol related emergency. Student organizations that seek medical assistance for alcohol emergencies may receive exemption for violations of the Organizational Rules of Conduct Section 6 subsections a through f; however, exemption for other Organizational Rule of Conduct violations may not be granted. Student organizations may be eligible for this exemption on a case by case basis at the discretion of the Director of the Office of Student Rights and Responsibilities.

Additional information regarding alcohol emergencies can be found at the Office of Student Rights and Responsibilities website: [www.osrr.sdes.ucf.edu](http://www.osrr.sdes.ucf.edu).

#### 7. Drug Related Misconduct

- a. Use and/or possession of any narcotic or other controlled substances, and possession and/or use of drug paraphernalia, except as expressly permitted by law.
- b. Sale and/or distribution of any narcotic or other controlled substances, except as expressly permitted by law.
- c. Cultivation and/or manufacture of any narcotic or other controlled substances, except as expressly permitted by law.
- d. Attempt to obtain any narcotic or other controlled substances, except as expressly permitted by law.
- e. Violate the organization rules of conduct while under the influence of narcotics or other controlled substances.

#### 8. Unauthorized Entry

Unauthorized entry, attempted entry, or loitering in private or restricted areas that are owned and/or operated by the University.

#### 9. Gambling

- a. Play or sponsor of an unlawful game of chance for money or for anything of value on University premises or at any affair sponsored by a student organization.
- b. Unlawful sale, barter, or disposition of a ticket, order, or any interest in a scheme of chance by whatever name on University premises or at any activity sponsored by a student organization.
- c. Wagering on a University team or organization in a competition, with or without intent to have a direct influence in the success of the competition.

**10. Hazing**

The University does not condone hazing in any form and defines hazing to include but not limited to:

- a. Any action or situation which recklessly or intentionally endangers the mental or physical health and/or safety of a student for the purpose of initiation or admission into, or association with, any organization. Hazing may result in felony charges.
- b. Brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements; forced consumption of any food, liquor, liquid, drug, or other substances; or other forced elements; or other forced activity which could adversely affect the mental or physical health or safety of the individual.
- c. Any activity that could subject the individual to mental or physical stress such as sleep deprivation, forced exclusion from social contact, forced contact which could result in embarrassment, or any other activity that could adversely affect the mental or physical health or dignity of the individual.
- d. Forcing or requiring the violation of University policies, federal, state, or local law.
- e. Any activity, as described above, upon which the initiation or admission into or association with a student organization may be directly or indirectly conditioned, shall be presumed to be a “forced” activity, the willingness of an individual to participate in such an activity notwithstanding.

**11. Outstanding Debt**

Failure to pay on and off campus vendors in a timely manner. Groups shall not knowingly enter into purchase or rental agreements that are beyond the resources of the organization’s ability to pay. The University will not cover outstanding debts of student organizations.

**12. Use of Facilities**

Failure to comply with University regulations and procedures for campus events and/or use of campus facilities or grounds. Those individuals acting on behalf of an organization that reserve facilities should check with the University department or office responsible for the facility to guarantee that all procedures have been followed.

**13. Fire Safety and Sanitation**

- a. Tampering with or damage to fire safety equipment.
- b. Causing, condoning, or encouraging the creation of any situation involving incendiary or other chemicals or substances, explosives, or fire that reasonably may result in danger to another’s person or property.
- c. Possession or use of illegal fireworks, incendiary devices, or dangerous explosives.
- d. Failure to properly maintain a student organization’s facilities or property (or surrounding property) such that a potential danger to the health and safety of the occupants or members of the University and surrounding community is created.

**14. Advertising**

- a. Origination or circulation of any advertising media that contains matter that violates federal, state and/or local laws.
- b. Origination or circulation of any advertising media containing false or misleading information or obscene language or patently offensive material.

**15. Solicitation and Fundraising**

Failure to comply with applicable law and University regulations and procedures for solicitation and fundraising activities on campus.

**16. University Wordmark Violations**

Unauthorized use of the University’s name, abbreviation, trademarks or wordmarks, including the Pegasus, monograms, seal, or other graphic identity symbols. The phrases “UCF” or “University of Central Florida” (or some form thereof) cannot precede the title of the organization. This section refers to but is not limited to, the student organization’s: domain name, web address, promotional materials, and uniforms/shirts.

**17. Academic Misconduct**

- a. Unauthorized academic assistance: Using or attempting to use unauthorized materials, information or study aids in any academic exercise unless specifically authorized by the instructor of record.
- b. The unauthorized possession of examination or course related material.
- c. Commercial Use of Academic Material: Selling notes, handouts, etc., without authorization or using them for any commercial purpose without the express written permission of the University and the Instructor.
- d. Knowingly helping any student violate academic behavior standards.

**18. Violation of Local, State, and/or Federal Laws**

Violation of any local, state and/or federal law that may result in a felony or misdemeanor.



**UCF-5.013****ORGANIZATION CONDUCT REVIEW PROCESS; SANCTIONS; APPEALS****1. Violation Reports**

- a. Alleged violations of the UCF Organizational Rules of Conduct shall be reported in writing to the Director of the OSRR or designee. Incident reports can be submitted for information purposes only, for information purposes with the requirement that the student organization attend an academic integrity seminar, or to initiate the student conduct review process. Upon receiving an incident report, the Director of the OSRR or designee may review relevant information and consult with relevant parties regarding the incident in question. In unusual cases which dictate a decision for the health and safety of any individual, the student body, or any part of the University or its community, the Director of the OSRR or designee, upon notifying the VP of SDES, may take immediate action to resolve the situation by placing the student organization on interim suspension. Such action is subject to review at a hearing within 10 business days by the VP of SDES or designee to determine the status of the interim suspension. The outcome of an interim suspension hearing shall remain in effect until the final disposition of formal charges resulting from the circumstances of the case, unless the VP of SDES or designee shall decide otherwise.
- b. The Director of the OSRR will refer all information warranting disciplinary action to the Office of Student Conduct. The Office of Student Conduct will send written notification to the chief officer of the student organization at their UCF mailing address indicating the nature of the activity in question and what Organizational Rules of Conduct were allegedly violated. The chief officer of the student organization shall serve as the organization's representative in the organization conduct review process. The student organization may not designate an advisor as their representative in the conduct review process.
- c. Upon receipt of an incident report the Office of Student Conduct has six (6) months to charge a student organization with a violation of the Organizational Rules of Conduct. The Office of Student Conduct may exercise discretion when applying the time provision to account for circumstances that warrant a waiver of the six (6) month time limit from the date the violation report was filed.
- d. A student organization charged with alleged violations of the Organizational Rules of Conduct (see UCF-5.012) will receive notice to attend a mandatory preliminary conference with the Office of Student Conduct. If the student organization fails to attend the mandatory preliminary conference without providing a satisfactory reason for the absence, the student organization may be placed on immediate social probation until such time as the student organization completes the mandatory preliminary conference. During the mandatory preliminary conference the student organization will receive information regarding the Student Organization Conduct Review Process, including the student organization's rights during the process; an opportunity to inspect and/or review the information known at the time charges were prepared and how to contact the Student Government Association Judicial Advisor. At the conclusion of the mandatory preliminary conference, one of the following will occur: case dismissal, mediation, informal hearing, or formal hearing.
- e. Social probation includes but is not limited to the prohibition of the following: any on or off campus fundraisers, socials, intramural competitions, receptions, service projects, conferences, retreats, etc. The organization may also not be able to update its registration until such time that it appears before a hearing. Groups under social probation may gather at regularly scheduled business meetings.

**2. Options for Resolution of Disciplinary Charges**

- a. **Case Dismissal:** The Director of OSRR or designee may dismiss a case if it is found to not have sufficient facts or evidence to substantiate the claim of misconduct or the misconduct is not a violation of the organizational rules of conduct.
- b. **Mediation:** Depending on the nature and severity of the alleged violation, the Office of Student Conduct may recommend formal mediation through the Office of Student Rights and Responsibilities as an alternative to disciplinary action. The involved parties must each agree to mediation. Mediation is a confidential process where the parties voluntarily meet with an impartial mediator to communicate their concerns and needs to each other and to reach their own agreement on the resolution of the case. The participants in mediation are responsible for keeping their agreement or renegotiating it, if necessary. In the event that the participants do not agree to mediate or mediate but do not reach a full and final resolution, the case will be referred back to the Office of Student Conduct for disciplinary action through an informal or a formal hearing. Breach of a mediated agreement may result in a follow up mediation session or the matter may be referred back through the conduct process at the discretion of the Office of Student Conduct.
- c. **Informal Hearing:** At the discretion of the Office of Student Conduct, violations found not to warrant a formal hearing may be referred to an informal hearing. At the informal hearing the charged student organization has the opportunity to meet with an Office of Student Conduct staff member and accept responsibility for the charges of violation of the Organizational Rules of Conduct. At the informal level the matter will be settled by the following outcomes: punitive sanction (warning, probation, or restrictive probation) as well as educational sanctions (papers, seminars, community service, etc.). If the matter is not settled informally, the case will be resolved through a formal hearing.
- d. **Formal Hearing:** If an alleged violation of the Organizational Rules of Conduct is not dismissed or otherwise resolved, then the Office of Student Conduct shall present in writing formal charges to the student organization. The charged student organization may request either a panel or administrative hearing. In cases of alleged Harmful Behavior or Sexual Misconduct (see Organizational Rules of Conduct, UCF-5.012) the student organization is required to have a panel hearing. The charged student organization's hearing shall only be open to the charged student organization's chief officer, their advisor, the hearing body, witnesses (when called upon), a representative from the Office of Student Conduct, and a University staff member from an appropriate office (Office of Student Involvement, Office of Fraternity and Sorority Life, Recreation and Wellness Center, etc.).

**3. Formal Hearings**

There are two types of formal hearings – panel hearings and administrative hearings.

**a. Panel Hearings**

1. A panel to consider an organizational case shall be comprised of members from the Office of Student Conduct Student Conduct Board. The panel shall consist of two (2) faculty and administrative staff members combined and two (2) student members that have been trained by the Office of Student Conduct to hear organizational cases. One panel member shall be selected by the Office of Student Conduct to chair the hearing and report the finding(s) and recommended sanction(s), if any, to the Director of the OSRR or designee.
2. At hearings conducted by a panel, an Office of Student Conduct staff member shall act as an advisor to the panel. The Director of the OSRR shall receive the panel's finding(s) as to "in violation" or "not in violation" of the Organizational Rules of Conduct and consider any recommended sanctions by the panel.

3. The Director of the OSRR or designee may accept the finding(s) of “in violation” or “not in violation” or remand the case for rehearing. If the Director of the OSRR or designee accepts the finding of “in violation,” they may approve, mitigate or increase the sanctions recommended by the panel.
4. Any decision by the Director of the OSRR or designee to alter sanctions or return a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.

**b. Administrative Hearings**

1. Administrative hearings shall be conducted by a faculty or staff member from the Student Conduct Board trained by the Office of Student Conduct to hear organizational cases. The charged student organization shall be informed of the hearing officer assigned to its case and shall have the opportunity to challenge the impartiality of the individual within three (3) business days of notification. The charged student organization shall state in writing the basis for such challenge. A hearing officer so challenged will be excused; however, indiscriminate challenges shall not be permitted. In the event that a charged student organization has opted not to challenge the impartiality of a hearing officer prior to the allotted three (3) business days, the assigned hearing officer shall remain as scheduled. Administrative hearings are not an option in cases of alleged Harmful Behavior or Sexual Misconduct (see Organizational Rules of Conduct, UCF 5.012).
2. At hearings conducted by an administrative hearing officer, an Office of Student Conduct staff member shall act as an advisor to the administrative hearing officer. The Director of the OSRR or designee shall receive the administrative hearing officer’s finding(s) as to “in violation” or “not in violation” of the Organizational Rules of Conduct, and consider any sanctions recommended by the administrative hearing officer.
3. The Director of the OSRR or designee may accept the finding(s) of “in violation” or “not in violation” or remand the case for rehearing. If the Director of the OSRR or designee accepts the finding(s) of “in violation,” they may approve, mitigate or increase the sanctions recommended by the administrative hearing officer.
4. Any decision by the Director of the OSRR or designee to alter sanctions or return a case shall be accompanied by a concise and explicit written statement that explains the basis for that decision.

**c. Conduct of Formal Hearings**

The following is furnished as a guide to the events in a formal hearing:

1. Reading of charges.
2. Student organization response of “in violation” or “not in violation.”
3. Presentation of information in support of the charges.
4. Opening statement by the charged student organization.
5. Questioning of the charged student organization by the hearing body.
6. Presentation and questioning of witnesses in support of the charges.
7. Presentation and questioning of witnesses by the charged student organization.
8. Final questions of the charged student organization by the hearing body.
9. Closing remarks by the charged student organization.
10. Deliberation (in confidential executive session).
11. Announcement of the finding(s) and recommended sanction(s), if any.

**d. Case Record for Formal Hearing**

The case record shall consist of the following items:

1. A copy of the formal charges in writing.
2. A recording of the formal hearing.
3. All staff memoranda submitted.

4. All items of physical or written documentation submitted, provided such items are not returned to a rightful owner. In that case, photographs or other facsimiles shall be made before return.
5. The finding(s) and recommended sanction(s), if any, by the hearing panel or administrator.
6. The Director of the OSRR’s decision.

**4. Student Organization Rights During the Formal Conduct Review Process**

- a. The following rights shall be explained to the charged student organization before the commencement of a formal disciplinary hearing:
  1. The charged student organization shall be afforded written notice, at least five (5) business days prior to a formal hearing, unless waived in writing. Written notice sent to the chief student officer of the charged student organization’s electronic and/or physical address shall constitute full and adequate notice. Written notice shall include:
    - i. The name of the organization, the chief student officer’s name and organization’s address, if applicable.
    - ii. Date, time and location of the formal hearing.
    - iii. Alleged Organizational Rule of Conduct Violation(s) known at the time formal charges are prepared.
    - iv. Names of potential witnesses known at the time that formal charges are prepared.
    - v. A description of any physical or written documentation known at the time charges are prepared.

Provided that the required notice stated above has been given to the student organization along with its representative(s) but a representative failed to attend a scheduled formal hearing without providing a satisfactory reason for the absence, the organization may be placed on immediate social probation until such time as the organization completes the formal hearing and any further steps in the conduct process. The organization will also not be able to update its registration while on social probation.

2. The student organization may have, at their own expense and initiative, an advisor present at the hearing. It is the student organization’s responsibility to make appropriate arrangements for the advisor to attend the hearing, and the hearing shall not be delayed due to scheduling conflicts of the chosen advisor. The advisor may be present to advise the student organization but shall not speak for or present the case for the student organization or otherwise participate directly in the proceeding. A student organization may consult with their advisor at any time during the hearing. This consultation must take place in a manner that does not disrupt the proceedings. A student organization’s advisor must not be connected to the actual conduct case or a related case. In addition, an advisor may not serve as a witness. If the advisor does not adhere to their defined role in the student conduct review process, they may be removed from the hearing. The Office of Student Conduct shall maintain a list of impartial advisors and resources available to the student organization.
3. All hearings shall be conducted on the basis that the charged student organization is not in violation until the preponderance of evidence proves otherwise. At a student conduct organizational hearing, the technical rules of evidence applicable to civil and criminal cases shall not apply. The burden of proof in a student conduct hearing is not on the student organization charged with a violation of the Organizational Rules of Conduct.

4. The student organization's chief officer may inspect any information presented in support of the charges. Information may be presented in support of the charged student organization.
5. The University cannot compel any person to attend a student organizational hearing. However, all parties to a student organizational conduct hearing may arrange for witnesses to voluntarily present relevant information during the proceeding. Pertinent information may be accepted as information for consideration by the person or body conducting the student organizational formal hearing. The student organization may hear and question adverse witnesses who testify at the student organizational formal hearing.
6. The student organization shall not be forced to present information that incriminates its individual members; however, the University is not required to postpone disciplinary proceedings pending the outcome of any civil or criminal prosecution.
7. The finding(s) of "in violation" or "not in violation" on the charges shall be based solely on the information presented at the student organizational formal hearing.
8. Should the finding(s) of the hearing body be in violation, prior conduct history that has occurred within three academic years of the incident will then be reviewed and may affect sanctioning.
9. The final decision shall be furnished in writing to the student organization within two (2) business days following the hearing (the deadline can be extended by mutual agreement of the charged student organization and the Director of the OSRR or designee).
10. The student organization's registration status shall remain unchanged pending the University's final decision in the matter except in cases where the VP of SDES or designee determines that the safety, health, or general welfare of any individual, or any part of the University may be involved.

### 5. Sanctions for Student Organizations

- a. **Disciplinary Warning:** An official warning that the organization's behavior is in violation of the Organizational Rules of Conduct and that if the organization is subsequently found in violation of a rule, subsequent action may be more severe.
- b. **Disciplinary Probation:** A period of time during which any further violation of the Organizational Rules of Conduct puts the student organization's status with the University in jeopardy. Restrictive conditions may also be imposed as part of disciplinary probation and will vary according to the severity of the offense. Restrictive conditions may include barring or limiting some or all of the organization's activities and/or privileges (including, but not limited to: social activities; intramural competition; organizational competition; Homecoming; eligibility to receive any University award or honorary recognition; privilege to occupy a position of leadership or responsibility in any University student organization governing body, publication, or activity; or ability to represent the University in an official capacity or position). If a student organization is found "in violation" for another violation of the Organizational Rules of Conduct while on disciplinary probation, more severe sanctions may be imposed.
- c. **Suspension:** While on suspension the student organization loses its University recognition and/or registration for a temporary period of time. While an organization is suspended, it may not use University resources or participate as an organization in any University activities or events.
- d. **Revocation of UCF Registration:** Permanent severance of the organization's relationship with UCF.
- e. **Recommendation for Charter Revocation:** An official request to a national office that the local chapter's charter be revoked.

- f. **Educational Sanctions:** In conjunction with any sanction listed above, a student organization found to have been in violation of any of the Organizational Rules of Conduct will be assigned educational sanctions such as, but not limited to: reflective/research papers, classes/seminars, community service, restitution, interviews, etc. If a student organization has any outstanding educational sanctions at the conclusion of disciplinary probation or suspension, the disciplinary probation or suspension will remain in effect pending completion of the educational sanctions.

### 6. Appeal Within the Student Organization Review Process

- a. A student organization found in violation as a result of a hearing may appeal the finding(s) and sanction(s) imposed. The appeal must be made in writing to the Appellate Officer (VP of SDES or designee) within seven (7) business days after the date the student organization was notified of the decision by the Director of the OSRR.
- b. Student organizations may appeal the finding(s) and sanction(s) imposed on the basis of one or more of the following:
  1. Irregularities in fairness and stated procedures of the hearing that substantially affected the outcome of the hearing.
  2. Discovery of new and significant information that would be likely to change the outcome of the hearing and that was not known or could not reasonably have been discovered and/or presented at the time of the initial hearing.
  3. The sanction(s) are extraordinarily disproportionate to the violation(s).
- c. On the appeal form, the student organization must state the reason(s) for appeal, the supporting facts, and the recommended solution. This is not a re-hearing of the conduct case. An appeal cannot be filed simply because a student organization is dissatisfied with the decision. Failure to describe the nature of the information in full detail in the appeal letter will result in the denial of an appeal.
- d. The Appellate Officer shall first determine if sufficient grounds for appeal exist and then, if so, may either deny the appeal, thus sustaining the initial decision and sanction(s), or do one of the following:
  1. Reduce the sanction; or
  2. Order a new hearing.
- e. The student organization shall receive a written decision to the appeal. There is no definitive timeline for receiving an appeal response. It depends on many factors including the complexity of the case and the information mentioned in the appeal, as well as the Appellate Officer's appeal load at that particular time. Decisions of the VP of SDES or designee reflect final agency action.
- f. If the Appellate Officer upholds the original findings, the effective date of any disciplinary sanction(s) imposed will revert back to the date of the Director of the OSRR's final decision letter.



### 3. Procedures for Academic Misconduct for Undergraduate and Graduate Studies

#### UCF-5.015

#### STUDENT ACADEMIC BEHAVIOR STANDARDS

1. The Office of Undergraduate Studies, College of Graduate Studies, and the Office of Student Conduct will review this regulation periodically.
2. UCF is committed to a policy of honesty in academic affairs. Conduct that comprises a breach of this policy may result in academic action and/or disciplinary action. Academic action affects student assignments, examinations or grades. Disciplinary action affects student enrollment status.
3. Academic misconduct includes but is not limited to cheating, plagiarism, assisting another in cheating or plagiarism, and commercial use of academic materials. The violations of student academic behavior standards on the undergraduate and graduate level are listed and defined in the Rules of Conduct (UCF-5.008)
4. **Procedures**
  - a. When an instructor becomes aware of an alleged violation of student academic behavior standards and before any academic action is taken, the instructor must decide if the behavior warrants formal documentation through the Alleged Academic Misconduct Report Form (AAMR) by identifying the alleged misconduct violations and proposing course sanctions. Proposed sanctions may be discussed with the department chair prior to student notification. The instructor should notify and attempt to meet the student within 10 business days of becoming aware of the alleged violation of academic misconduct. The instructor must meet with the student in person or virtually, to discuss the incident, proposed course sanctions, and to complete the remainder of the form. Report forms are available at <http://osc.sdes.ucf.edu>.
  - b. The form may be signed with the following options:
    - i. The student accepts responsibility for the violation and accepts the academic course sanction(s).
    - ii. The student does not accept responsibility for the violation, although the instructor or, in the instructor's absence, the chair or unit head, or designee identified by the chair or unit head believes a violation occurred.
    - iii. The student accepts responsibility for the violation but does not accept the academic sanction(s) and requests a hearing.
  - c. In all cases where an AAMR form is completed by the instructor, the form and all supporting documentation will be submitted to the department chair or unit head. The instructor will then forward the form to the Office of Student Rights and Responsibilities. Should an alleged violation of academic behavior standards arise before the withdrawal deadline in a term, the student shall not be permitted to withdraw from the course in question. Only a written release from the instructor, or the authorized party deciding a student appeal, will permit withdrawal. Should the student withdraw after an alleged incident, the withdrawal will be reversed pending the resolution of the process.
  - d. If the student accepts responsibility for the alleged academic misconduct and accepts the proposed sanction(s) by signing the completed form, the instructor carries out the agreed upon sanction(s). The instructor files the AAMR form with the Director, Office of Student Rights and Responsibilities or designee for documentation. Once the instructor submits documentation to OSRR and the Director of OSRR concludes the student does not have any previous academic misconduct and the violation is not especially egregious, the undergraduate student will receive the Z designation for the

*For questions regarding this section contact:*  
 Office of Student Rights & Responsibilities  
 Ferrell Commons, Room 227  
 407-823-6960  
[www.osrr.sdes.ucf.edu](http://www.osrr.sdes.ucf.edu)

course, be required to complete the Academic Integrity Seminar, and receive an Office of Student Conduct hold on record until the OSC requirements are completed. For more information about removing the Z Designation, see Z Designation for Academic Dishonesty (UCF-5.015, Section 5).

- e. If a student has been previously documented for an academic misconduct violation, the violation is deemed especially egregious and/or the student and instructor are unable to resolve the alleged academic misconduct violations through academic course sanctions, the instructor will still complete the AAMR form with the Director, Office of Student Rights and Responsibilities in order to document the incident and propose course sanction(s). The Office of Student Rights and Responsibilities will convene a hearing of the Academic Integrity Panel to consider alleged academic misconduct violations and recommend action. The Academic Integrity Panel meets in the presence of the student, by means of the Student Conduct Review Process (UCF-5.009).
- f. Students found “in violation” of academic misconduct will be prescribed conduct sanctions appropriate to the findings of the panel. OSRR will report hearing outcomes back to the instructor, department chair and college dean. The student’s undergraduate program will be notified of recommended sanctions and will determine, in consultation with the college, if program sanctions should be imposed. The Office of Student Rights and Responsibilities will be notified by the college, with notification to Academic Services, if the undergraduate program recommends additional program sanctions. OSRR shall provide the student with the results of any formal hearing and/or program action(s) should be available for the student within fourteen (14) business days. Students found “not in violation” of academic misconduct may have their proposed course sanctions removed and the instructor will determine a new grade since no violation was found.
- g. For graduate students found in-violation of academic misconduct, the OSRR notifies the Dean of the Academic College in which the graduate program resides. They will in turn notify the graduate program that a student was found in-violation and asks if the program wishes to invoke any program-level academic sanction(s). The student’s graduate program will determine if program sanctions are necessary. If they are deemed necessary, recommendation of program sanction(s) will be made using the Probation/Dismissal Form and/or Conditional Retention Plan. This information will be forwarded to the College of Graduate Studies. The OSRR will be notified if the graduate program recommends additional program sanctions. The results of any formal hearing and/or program action(s) should be available for the student within fourteen (14) business days.
- h. Graduate students found “not in violation” of academic misconduct may have their proposed course sanctions removed and the instructor will determine a new grade since no violation was found.
- i. Students found “in violation” as a result of a hearing may appeal the finding(s) and sanction(s) imposed by the Director of the OSRR. Graduate students may appeal program sanctions provided by the student’s graduate program, per UCF-5.017. The appeal must be made in writing to the appellate officer (Provost or designee) within seven (7) business days after the date the student was notified of the decision by the Director of the OSRR. Students may appeal the finding and sanction(s) imposed on the basis of one or more of the following:
  - i. Irregularities in fairness and stated procedures of the hearing that could have affected the outcome of the hearing.
  - ii. Discovery of new and significant information that could have affected the outcome of the hearing and that was not known or could not reasonably have been discovered and/or presented at the time of the hearing.
  - iii. The sanction(s) are extraordinarily disproportionate to the violation(s).

- j. The student shall receive a written decision on the appeal. There is no definitive timeline for receiving an appeal response. It depends on many factors including the complexity of the case and the information mentioned in the appeal, as well as the appellate officer’s appeal load at that particular time. Decisions of the Provost or designee reflect final agency action.
- k. Alleged academic misconduct claims are not eligible for review through the academic grade appeal process.

## 5. Z Designation for Academic Misconduct

- a. As a result of academic misconduct in an undergraduate course, an appropriate grade will be assigned to a student that is preceded by the letter Z.
- b. The faculty member’s syllabus shall state the impact that violating academic behavior standards has on the grade for the course (may provide a zero for the assignment, resulting in the lowering of the final grade (e.g. ZA, ZB, etc...), or award an F in the course (ZF)).
- c. The student shall remain enrolled in the course. If the student has withdrawn from the class to avoid the disciplinary action, s/he will be added back to the roster and assigned the appropriate grade, as described in Regulation UCF-5.015.
- d. When submitting final grades, the faculty member will inform the Registrar’s Office of the Z designation via the change of grade of form. The Registrar’s Office will record the submitted grade, affix a Z in front, and flag the audit such that the grade cannot be changed until the student completes the required Academic Integrity Seminar.
- e. Student Recourse for Removal of Z Designation (first violation)
  - 1. If the student has not previously used both grade forgiveness opportunities permitted in a student’s academic lifetime, s/he may repeat the course for forgiveness the next semester it is offered. If the class is satisfactorily completed, the Z designation will be removed from the transcript as long as the student also completes the Academic Integrity Seminar, or;
  - 2. If the student is satisfied with the grade assigned, but wants the Z designation removed, the student must satisfactorily complete a mandatory Academic Integrity Seminar (non-credit) within one year after the violation, at which time the Z designation will be removed from the transcript.
  - 3. If the student is satisfied with the grade assigned, but wants the Z designation removed, the student must satisfactorily complete a mandatory Academic Integrity Seminar (non-credit) within one year after the violation, at which time the Z designation will be removed from the transcript.
- f. A grade change, whether removal of the Z and/or designation of forgiveness, must occur within one academic year following the initial enrollment. Only the faculty member initially assigning the grade, or if s/he is unavailable, the department chair is able to change the grade.
- g. Z Designation (second violation)
  - 1. Second violation Z designations are not removable; all Z designations awarded stay on the transcript (the Z is explained on the reverse side of the transcript).
  - 2. No grade change will occur and the Z designation will be calculated into the GPA in the same way as the grade awarded.
- h. Please note that the Z designation is separate from the Student Conduct Review Process, which may include additional sanctions.

## 4. Office of Undergraduate Studies

### UCF-5.016

#### STUDENT ACADEMIC APPEALS

##### 1. Scope

This regulation shall apply to:

- a. Undergraduate and graduate student appeals of grades (typically limited to final grades) resulting from an instructor's:
  1. Alleged deviation from established and announced grading policy;
  2. Alleged errors in application of grading procedures; and
  3. Alleged lowering of grades for non-academic reasons, including discrimination.
- b. The professional judgment exercised by an instructor in assigning a specific grade or in conducting a class is excluded from the provisions of this rule except as noted above.
- c. Actions taken by an instructor pursuant to the Student Academic Behavior provisions (see Regulation UCF-5.015).
- d. Appeals of graduate programs actions or decisions by a faculty member, program, or college, including termination from an academic program, are discussed in the following section.

##### 2. General Policy

The following assumptions are adopted:

- a. Students are entitled to a fair, timely and open resolution of academic appeals.
- b. Faculty members and administrators are entitled to a fair, timely, and open forum in defense of their action.
- c. Students have access to published materials and student government representatives to help them become familiar with and understand procedures for handling academic appeals.
- d. Faculty members and administrators have access to published materials and University staff to help them be aware of and understand procedures to address academic appeals.
- e. Resolution of student academic appeals should be made as informally as possible.
- f. The University as an institution and its faculty are entitled to procedures that ensure the maintenance of academic standards.
- g. The appropriate forum for discussion or alteration of academic matters is the academic unit responsible for these matters.

##### 3. Resolution of Student Appeals at Informal Level

- a. STEP 1: All student academic appeals of allegedly wrongful academic action(s) by an instructor or administrator shall first be brought to the attention of the person whose action is being appealed. (The instructor of the course or administrator whose action is being appealed will be referred to in this regulation as the Responding Party.) This action must be initiated within one semester of the alleged wrongful action or grade. The parties should attempt to resolve the problem in a timely and satisfactory manner. If dissatisfied with the decision of the Responding Party, or if that person is not available, the student must first continue to pursue an informal solution with the unit head, usually the chair or director of the unit.
- b. STEP 2: The unit head or supervisor, in consultation with the Responding Party, should make every effort to communicate with the student and resolve the problem. When classes are in session, this communication shall normally take place within 10 school days of the complaint being brought to the unit head or supervisor. Between semesters and during the summer term, this communication may be

*For questions regarding this section contact:*

Office of Undergraduate Studies  
 Millican Hall, Room 218  
 407-823-2373  
[www.undergrad.ucf.edu](http://www.undergrad.ucf.edu)

extended 10 days into the new semester. The unit head or supervisor will provide the student with a written decision that includes reference to student academic appeals procedures.

1. When the Responding Party is not available to discuss the problem, if at all possible, the resolution should wait until such time as the Responding Party can return to the campus, but not more than six (6) months.
2. If the unit head or college dean or designee determines that an emergency exists requiring that the problem be solved prior to the availability of the Responding Party (e.g. in a case of probable delayed graduation), the unit head or dean or designee shall make every reasonable effort to inform the Responding Party of the situation. The Responding Party may elect to submit a written statement and/or to designate a replacement to aid in solving the problem.
3. If the Responding Party cannot be reached or does not designate a replacement, and the complaint must be dealt with promptly, then the unit head or dean or designee shall act on behalf of the Responding Party.

#### 4. Resolution of Student Academic Appeals at the College Level

- a. STEP 3: If not satisfied with the resolution of the complaint proposed by the unit head or supervisor, the student should consult with Student Government Association's Judicial Advisor or designee, who shall furnish advice to the student's rights and responsibilities with respect to this policy.
- b. STEP 4: Within 10 school days of receipt of the unit head's or supervisor's decision, if the student wishes to file a formal appeal, the student must contact the dean's office of the college in which the action occurred and schedule an appointment with the dean or a designee. That individual will informally review the student's concerns, counsel the student on his/her options, and explain the formal Student Academic Appeals process.
- c. STEP 5: If the student is not satisfied with the outcome of the consultation with the administrator, within 10 days of their meeting or conversation, the student may appeal in writing to the Student Academic Appeals Committee. This committee will determine the legitimacy of the awarded grade and if appropriate, suggest a resolution. The student's written appeal shall include the basis of the original complaint, the dates when the instructor, unit head, administrator or supervisor discussed the problem with the student, and the suggested resolution at that time.

#### 5. Composition of the Student Academic Appeals Committee

- a. Each college shall establish a Student Academic Appeals Committee whenever required.
- b. The committee shall be made up of at least three (3) and no more than five (5) tenure-earning or tenured faculty members and an equal number of students.
- c. Student members shall be selected by the dean of the college or designee from a panel of no less than 30 students. This panel shall be appointed by the Vice President of Student Development and Enrollment Services from a list recommended for this purpose by the Student Body President.
- d. Any member may be challenged for cause by either party. The validity of such challenges shall be decided by the Office of Student Rights and Responsibilities. If a challenge is upheld, the college dean or designee shall appoint a replacement from the college's tenured and tenure-earning faculty or the student panel.
- e. The college dean or designee shall assemble the Student Academic Appeals Committee to conduct a formal review of the student academic appeal.

#### 6. Formal Review of a Student Academic Appeal

- a. In conducting a formal review, the Student Academic Appeals Committee shall adhere

to the following guidelines:

1. The time limits specified in the following review procedure may be extended by mutual agreement of the parties.
  2. The committee shall not be officially convened to review the appeal until the Responding Party or substitute/replacement has received a copy of the appeal and has had at least five (5) school days to submit, if desired, a response or additional information. The student will be provided with a copy of any material submitted by the Responding Party at least five (5) school days before the committee meets to review the case.
  3. The committee should make every reasonable effort to meet for review of the case within 20 school days after receipt of the student's written appeal and any information provided by the Responding Party and/or unit head.
  4. The committee will function as an objective, fact-finding body when examining all available and relevant information concerning the student's appeal of academic action by the Responding Party. Such information shall include the student's written appeal, written and/or oral information provided by the Responding Party, statements made by both parties before the committee, and any other information the committee may deem relevant.
  5. The college dean or designee will convene the committee, establish procedural rules for conducting the meeting, serve as its chair, and will vote in the case of a tie. The meeting is not covered by Sunshine laws, and is thus closed to outside parties.
  6. The student and Responding Party shall be invited to meet with the committee. Each shall be allowed adequate time to respond to the appeal and material as submitted, to answer any questions from committee members, and to present additional information needed to clarify the issues involved.
  7. After meeting with both parties, the committee shall vote on the validity of the student's appeal and, if appropriate, develop its recommendations. The committee chair will ensure that the committee's majority opinion is recorded and forwarded to the college dean.
- b. The college dean shall render a decision within 10 school days of the conclusion of the committee hearing. Copies of the committee's recommendations and the dean's decision shall be made available to both parties concerned, to the provost, and all other involved parties and departments.

#### 7. Final Appeal

- a. STEP 6: If dissatisfied with the college dean's decision, the student may, within 10 school days, file a written request for review with the dean of undergraduate studies or the dean of graduate studies (depending upon the classification of the student), stating the basis for review and the resolution sought by the student.
- b. Acting as the University president's representative, the dean of undergraduate studies or the dean of graduate studies shall make a final decision on the matter within 10 school days of receipt of the student's request for review. Copies of the dean's written decision shall be sent to the student, the college dean, the chair, the Director of the OSRR, the Responding Party, and other involved parties.



## 5. College of Graduate Studies

### UCF-5.017

#### APPEALS OF GRADUATE PROGRAM ACTIONS OR DECISIONS

##### 1. Review of Academic Performance

- a. The primary responsibility for monitoring a student's progress to degree rests with the degree program, although the College of Graduate Studies may also monitor a student's progress and take appropriate actions if performance standards as specified by the program and University are not maintained. Satisfactory progress to degree requires an ongoing evaluation of a student's performance in a program as indicated by satisfactory grades within courses, successful performance on program competency exams, progress in thesis and dissertation research, the maintenance of the standards of academic and professional integrity expected in a particular discipline or program, and any other measures of progress as customarily used in the program. Academic probation or even dismissal of the student from the program may occur when the individual is not making satisfactory progress to degree.
- b. A degree program may also recommend dismissal if the student fails to maintain the standards of academic and professional integrity, as well as competence necessary for the welfare of patients, clients or others encountered in internships, externships or other classes required by the degree program.
- c. However, it is incumbent on the degree program to give the student an opportunity to discuss the pending action with the program director prior to making a recommendation of dismissal. The Dean and Vice Provost of the College of Graduate Studies has final authority over dismissal recommendations and will execute them accordingly. Once dismissed, a student may apply to UCF as a student in another degree program, or as a non-degree student who is prohibited from taking courses in the program from which he/she was dismissed. However, a student can only be reinstated to his/her previous degree program by either submitting a new application to the program with a new admissions decision, or through a formal grievance process. (See Grievance Procedures in following section.)

##### 2. Grievance Procedures

Graduate students disputing the evaluation of their progress to degree, as described above, have several routes of appeal depending on the nature of the grievance.

- a. In the appeal of a grade in a specific course (excluding thesis or dissertation courses) students are referred to Regulation UCF-5.016 for the appeals procedures.
- b. For issues resulting from a failure to maintain academic behavior standards such as cheating, plagiarism, etc., students are referred to 5 (and, as appropriate, student conduct review procedures).
- c. Misconduct associated with research will follow procedures determined by the Office of Research and Commercialization.
- d. All other grievances follow the Procedure for Other Grievances of Graduate Students as outlined on the next page.

*For questions regarding this section contact:*

College of Graduate Studies  
Millican Hall, Room 230  
407-823-2766  
[www.graduate.ucf.edu](http://www.graduate.ucf.edu)

### 3. Procedure for Other Grievances of Graduate Students

This procedure is intended for graduate students having complaints regarding specific actions or decisions by a faculty member, program or college, including termination from an academic program for reasons that are not covered in Section 2. The graduate student should first discuss the matter within the academic unit of the grievance and attempt to resolve the grievance informally. If the informal resolution fails, the formal procedure is as follows:

- a. The graduate student requesting consideration of a grievance, must state the nature of the grievance in writing to the graduate program director, within six (6) months of the date of the occurrence of the aggrieved action. The statement should include a brief narrative of the grievance, the parties involved, and a statement of the remedy being requested.
- b. Dependent on the nature of the grievance, the graduate program director will in 10 business days following receipt of the grievance either make a recommendation about the grievance to the unit head or refer the grievance to the unit/program graduate committee to examine the issue at their next scheduled meeting. The unit/program graduate committee may invite the aggrieved student and others having information about the case to attend the meeting and present information and arguments about the grievance. If so invited, the graduate student can have a personal advisor at the meeting, but the advisor can only confer with the student and not participate in the committee meeting. The unit/program graduate committee will make a recommendation about the grievance to the graduate program director.
- c. The graduate program director will consider the input of the unit/program graduate committee and make a recommendation to the unit head about the grievance. The unit head will then make a final decision about the grievance at the program/unit level and inform the student of the decision within 10 business days after receiving the recommendation from the graduate program director.
- d. Should the graduate student disagree with the decision of the unit head, the student has 10 business days to file a written appeal of the decision with the academic college graduate coordinator (or the Associate Dean of the College of Graduate Studies in the case of interdisciplinary programs with no academic college assigned to oversight of the program). It is incumbent on the student to explain in the appeal why the unit/program decision is in error and should be re-examined. Dependent on the grievance, the academic college graduate coordinator will in 10 business days following receipt of the appeal, either make a recommendation to the college dean about the grievance, or refer the grievance to the college graduate committee to examine the issue at their next scheduled meeting. The college graduate committee may invite the aggrieved student and others having information about the case to attend the meeting and present information about the grievance. If so invited, the graduate student can have a personal advisor at the committee meeting, but the advisor can only confer with the student and not participate in the committee meeting. The college graduate committee will make a recommendation about the grievance to the college graduate coordinator.
- e. The academic college graduate coordinator after considering the input of the college graduate committee will make a recommendation to the college dean about the grievance. The college dean will then make the final decision about the grievance at the academic college level, and inform the student of the decision within 10 business days after receiving the recommendation from the college graduate coordinator.

- f. Should the graduate student disagree with the decision of the academic college dean, the student has 10 business days following receipt of the college decision to file a written appeal of the decision at the University-level with the Vice Provost and Dean of the College of Graduate Studies. It is incumbent on the student to explain in the appeal why the academic college decision is in error and should be reexamined. Dependent on the appeal, the Vice Provost and Dean will within 10 business days following receipt of the appeal either make a decision about the grievance or refer the appeal to the Appeals Subcommittee of the Graduate Council to examine the issue at a scheduled meeting. The Appeals Subcommittee may invite the aggrieved student as well as others having information about the grievance to attend and present information about the grievance. If so invited, the graduate student can have a personal advisor at the meeting, but the advisor can only confer with the student and not participate in the committee meeting. The Appeals Subcommittee will submit a recommendation to the Vice Provost and Dean concerning the grievance.
- g. The Vice Provost and Dean of the College of Graduate Studies will consider the input of the Appeals Subcommittee of the Graduate Council and make a final decision about the grievance for the University. There is no appeal beyond the level of Vice Provost and Dean as this person is vested with the final authority by the President of the University.





*For questions regarding this section contact:*

Office of Student Involvement  
 Student Union, Room 208  
 407-823-6471  
[www.getinvolveducf.com](http://www.getinvolveducf.com)

## 5. Office of Student Involvement

### 1. Student Activities and Organizations

The University supports a variety of student organizations as a belief in their co-curricular value, their role in the general education of students, and their being an asset to the University community. Opportunities for student involvement in student organizations include student government, academic, honorary, athletics, religious, special interests, cultural, international and service groups. Student organizations play an important role in the total University life and must, therefore, exercise judgment and responsibility in the planning and implementation of their activities. This judgment and responsibility extends to individual members and officers of organizations. Organizations and individuals must also observe certain regulations for rational and effective operation in the University community.

#### a. Student Organizations

1. Benefits of involvement: UCF recognizes the importance of active and effective student organizations. Research clearly shows that those students who choose to become involved in some form of organized activity do better academically, persist through graduation, and gain valuable career-related and life skills, and experience greater personal development when compared to those students who choose not to get involved. These benefits are even more enhanced for those students who take on leadership roles within student organizations.
2. The ability to organize: The University encourages students to organize themselves and to pursue personal and/or professional interests. Further, the University supports the choice to form and affiliate with an organization and strives to remove administrative barriers that would hinder such involvement.
3. University oversight: The University has the responsibility to exercise appropriate oversight over student organizations and their related activities. This includes the official registration of all student organizations through the Office of Student Involvement as well as oversight for the appropriate time, place and manner of all activities, events, etc. Policies and procedures related to the conduct of student organizations are presented below.

#### b. Registration of Student Organizations

Any student association, group, or organization other than the Student Government Association whose objectives are consistent with the organizational goals and mission of the University is eligible for active registration. Registration is permitted and completed upon the recommendation of the Student Government Association, the review and concurrence of the Office of Student Involvement, and the approval of the Associate Vice President for SDES or designee. The Office of Student Involvement will have copies of The Golden Rule available for student organizations when they submit their registration and officer update reports.

##### 1. Registration Process

To be considered for registration, a student organization must submit in writing to the Office of Student Involvement a list of UCF student members and their UCF PID numbers, a list of all officers and their UCF PID numbers, the signature of all officers and the faculty/staff advisor(s), and the organization's constitution. Proposed student organizations must have a minimum of twelve UCF student members, exceptions to this rule can be requested and approved by the director of the Office of Student Involvement or designee for Regional Campus Organizations, College of Medicine Organizations, Organizations affiliated with a National Governing Body, and Organizations classified as Graduate. Proposed student organizations, whose mission/purpose appears to

be a duplication of an existing organization, may not be recognized. No student organization may be set up so that any individual benefits monetarily from its existence. In seeking, securing, and maintaining the privilege to be registered, each student organization must agree in writing to abide by all university policies, procedures, and regulations and to hold harmless the University for any actions or activities of the organization.

2. Privileges of Registration: Student organizations registered by the University may be granted the following privileges:
  - i. The privilege to use University facilities depending on availability, program and guidelines.
  - ii. The privilege to request Student Government Association activity and service fees provided said organization adheres to the Student Body Constitution, the Student Body Statutes, and all Student Government financial regulations.
  - iii. The privilege to establish dues and sponsor money-raising projects.
  - iv. The privilege to use the University's name as part of the organization's name (Office of Student Conduct 9, 15).
  - v. The privilege to invite guest speakers to campus.
  - vi. The privilege to grant awards and honors to organization members.
  - vii. The privilege of access to campus for recruiting, fundraising, and publicity.
  - viii. The privilege of a free organizational e-mail address and Web site.
  - ix. The privilege of access to resources provided by University departments and offices.
  - x. The privilege of free or low-cost banking.
  - xi. The privilege of an on-campus mailbox.
  - xii. The privilege to apply for cubicle space on campus.
  - xiii. The privilege to program with SGA agencies.
  - xiv. The privilege to participate, as a group, in University-sponsored events.
3. Registration of student organizations by the University shall not imply support for any student organization's purpose, philosophy or activities. The University will not assume any legal liability for any student organization's activities per Florida Administrative Code.

#### c. Update Reports and Inactive Organizations

At the beginning of each semester, and following organization elections, all registered student organizations must file an updated report with the Office of Student Involvement. The report must include a current listing of the organization's membership and officers, the signature of at least two (2) current officers and the faculty/staff advisor(s), and the organization's contact information. Organizations shall annually attend a mandatory orientation. Organizations that do not turn in an update form or do not meet any of the other informational requirements listed above will be considered inactive. Complete membership and officer lists and financial statements should be made available to the Office of Student Involvement upon request. Any change in the information indicated above during the academic year should be reported to the Office of Student Involvement. Changes made to an organization's existing constitution must be submitted and approved by the Office of Student Involvement. Should an inactive organization fail to reactivate within one calendar year, that organization shall be considered dissolved. Dissolved organizations may only be reformed by following the aforementioned organization registration process.

#### d. Funds and Expenditures

Registered organizations may receive operating and programming funds from Student Government Association through an application process. All approved Student Government Association funding will be disbursed and expended through the Student Government Association accountant. Student organizations receiving funds must comply with Student Government and Office of Finance and Accounting Guidelines. Organizations that do not receive funding from Student Government Association may deposit or expend funds through an off-campus account or through an account established with the Office of Finance and Accounting.

#### e. Membership

Membership in any student organization is limited to any student who is currently paying activity and service fees and is enrolled at UCF. Organizational membership requirements must also be satisfied. UCF employees may be non-voting members if the organization's national constitution and by-laws allow for it. In order to comply with the University's commitment to non-discrimination, all students who enroll at the University will be assured equal access to educational programs and related opportunities without regard to race, sex, age, religion, disability, national origin, marital or parental status, veteran's status, sexual orientation, gender expression, or gender identity.

#### f. Student Eligibility for Leadership Positions

1. The University has established the following minimum requirements for service in student leadership positions. Such positions may be elected or appointed and shall include without limitation, only as the University deems appropriate in its sole discretion, student government officials, officers of active registered student organizations, members of University department-sponsored groups, and members of University committees. These minimum requirements may be reviewed for waiver only under extraordinary circumstances as deemed appropriate by the University in its sole discretion.
  - i. During fall and spring semesters, a student leader must be continually enrolled as an activity and service fee-paying half-time student (currently defined as at least six credit hours as an undergraduate degree-seeking student or a post-baccalaureate student, or at least five credit hours in a graduate degree-seeking program or at least three credit hours if registered for dissertation or thesis hours). The student is not required to be enrolled during summer term; however, the student must be continuously enrolled during preceding spring semester and following fall semester. Exceptions shall be made, upon appeal, for students in their last semester prior to graduation.



- ii. A student leader must have a minimum institutional grade point average for their current academic career (i.e., undergraduate or graduate). This is a grade point average of 2.5 for undergraduate students and 3.0 for post-baccalaureate or graduate students, for all hours earned:
    - a. Toward UCF classes (i.e., UCF cumulative GPA), or
    - b. At a previous educational institution, if the student is in their first semester (within their current academic career) at UCF.
  - iii. A student leader must be in good academic and disciplinary standing, defined as not being on academic or disciplinary probation.
  - iv. A student leader must be free of financial or disciplinary holds on University records.
2. Upon notification of ineligibility, students have two weeks to gain eligibility before removal from leadership position. Students who do not meet these minimum requirements may submit a written appeal to the Eligibility Appeals Board through the Office of Student Involvement within two weeks from the first day of being alerted of their eligibility delinquency by the Office of Student Involvement. The appeal should address the causes for ineligibility and reasons for believing that the problems have been resolved. The Eligibility Appeals Board is made up of students (three) appointed by the Student Body President and faculty (one) and staff (two) appointed by the Director of the OSSR. The board elects their chairperson, who votes only in case of a tie. The Eligibility Appeals Board shall resolve the issue within four weeks time. The Eligibility Appeals Board is the deciding body that, upon hearing the appeal may waive the eligibility requirements for that semester. Students may only be granted one appeal per criteria every two consecutive semesters (excluding summer). The Eligibility Appeals Board may review the academic record of students in those positions of leadership or responsibility. The decisions of the Eligibility Appeals Board are final. The Student Government Association has established eligibility requirements for selected positions within student government. These requirements and governing procedures are presented in their election and eligibility statutes, which are made available to any student upon request, as well as to all candidates filing for office.



#### g. Faculty or Staff Advisor

All organizations shall have a UCF faculty or staff advisor in order to be considered for active registration. Additionally, a faculty or staff advisor is required in order to receive Student Government Association funding.

### 2. Event Management

#### a. Event Management for Registered Events

1. General Policy
  - i. This regulation applies to the holding of potentially hazardous events on University controlled property. Excepted from this regulation are official events which are scheduled annually in University publications (classes, orientation, registration, etc.).
  - ii. The provisions of this regulation are in addition to the provisions of other University regulations and University policies related to campus events.
  - iii. A potentially hazardous event is defined as any activity that could reasonably be expected to create a risk of harm to persons or of defacement or damage to public or private property. Examples of potentially hazardous events include, but are not limited to:
    - a. Bonfires.
    - b. Use of firearms, explosives or munitions.
    - c. Lighting of fireworks.
    - d. Events involving helicopters or other aircraft.
    - e. Motor vehicle races.
    - f. Gatherings in excess of 200 persons, including unregistered campus athletic events.
    - g. Marches and parades.
    - h. Any event involving the distribution of alcohol.
    - i. Any outdoor event requiring electricity.
2. Procedure
  - i. Scheduling
    - a. The Student Union Event Services office coordinates the event planning process for events for registered student organizations. Contracts, vending agreements, purchasing of items, and any other arrangements may be offered only after prior consultation with the Office of Student Involvement and/or the Activity and Service Fee Business Office. To schedule an event, a representative of a student organization must first schedule an event location and then complete a SAFE form which can be obtained through the Office of Student Involvement. The event will not be confirmed until the submission of the completed form to the Student Union Event Services office. All required signatures from special support services such as Police, Physical Plant, and Insurance must be completed to obtain approval for the event(s) to occur.
    - b. If the organization desiring to schedule an event does not complete a SAFE form 15 calendar days prior to the date of the scheduled event, the organization may be denied use of University facilities and may not be able to conduct the event. The form shall be signed by an officer of the student organization and the faculty/staff advisor.
  - ii. Approval of Facilities for Events
    - a. A request by a registered student organization to schedule facilities will only be considered when handled through appropriate University channels.
    - b. Requests from registered student organizations for the use of University facilities may be denied for the following reasons:

1. Adequate or appropriate facilities are not available.
  2. Failure to comply with any of these procedures.
  3. Inadequate arrangements for presentation of the program, including finances.
  4. The proposed event constitutes a clear and present danger to the University by advocacy or promotion of disruptive conduct described by The Golden Rule
  5. Inadequate liability insurance.
- c. Denial of approval for the use of University facilities may be appealed by the sponsoring organization upon written application to the Vice President for Student Development and Enrollment Services or designee.
- iii. Required Approvals
- a. Except as otherwise provided in paragraph (1)(a) above, any organization, employee, or student must secure approval in advance before conducting or publicly announcing intent to conduct a potentially hazardous event on campus. In the case of a University employee, concurrence of the individual's supervisor is required in advance.
  - b. Applications for approval shall be made in writing to the Office of Student Involvement on Form OSI-40 (effective 11/06) entitled "Safety Action for Event Approval", at least 15 calendar days in advance of the proposed event, unless this time limit is waived by any University official required to approve the event (see below). The Environmental Health and Safety Office (EH&S), the Office of Student Involvement (OSI), or the Public Safety Office will, upon request, furnish the applicant with blank copies of this form. The form is also available at [www.getinvolveducf.com](http://www.getinvolveducf.com).
  - c. Each application shall be accompanied by proof of insurance, as specified in section (2.)(a.)(2.)(viii.)(a.-c.), and circulated among the following University officials:
    1. UCF Police Department.
    2. Director of Environmental Health and Safety.
    3. Insurance Officer (if insurance is required).
    4. Director of Physical Plant.
  - d. When the application has been circulated among the specified University officials, the application will be returned to the Office of Student Involvement. The Director of Student Involvement must approve events proposed by student organizations and students. For all other event applicants, the Director of Student Involvement will receive the application for information and processing only. The Office of Student Involvement or a designee will advise the applicant of the University's approval or disapproval of the event, and, if applicable, any conditions.
- iv. Cancellations and Terminations
- a. Application or approval for conducting a registered event may be cancelled without penalty by either the applicant or the University upon giving written notice to the other party.
  - b. Any event may be terminated at any stage by the University Police Department or any University official whose approval is required for the event if it is determined that the event is not being conducted strictly in accordance with the terms of the approved application, the event is or has become disruptive or unsafe, there are emergency circumstances, or the event is interfering with other events or with University operations.

- v. Applicant's Responsibilities
- In addition to securing University approval to conduct the event, applicants shall be responsible for ensuring that:
- a. The event is conducted as described in the approved application including any requirements thereon for clean-up, extra security, etc.
  - b. All restrictions placed on the event by the University are followed.
  - c. The event does not become disruptive or unsafe.
  - d. The event does not interfere with other events or University operations.
  - e. All other procedures applicable to campus events are followed (i.e., no damage to property, displays of proper size, etc.).
- vi. University Assistance
- If facilities and personnel are available, the University may be able to assist applicants by providing security, clean-up crews, etc., at cost. However, there is no assurance that such assistance will be available for any specific event.



## vii. Insurance Requirements

- a. All potentially hazardous events must be covered by liability insurance in amounts appropriate for the event as determined by the University. The University may also require that the applicant make security arrangements for the event. The costs of such insurance or security shall be the responsibility of the applicant.
- b. University departments acting as applicants shall contact the University's insurance officer to determine if the current UCF liability coverage provides the required protection or if a special rider must be obtained. Cost of such rider shall be charged to the applying department's account.
- c. All other applicants must furnish at their own cost appropriate proof of adequate insurance from a surety firm licensed to do business in the state of Florida by the Florida Department of Insurance.

## viii. Responsibility

The sponsoring organization is responsible for implementation of this procedure.

## a. Loud Speakers and Sound Equipment

1. Active registered organizations must secure in writing permission to use amplified sound on the Orlando campus (including Research Pavilion) for the purpose of engaging in any activity to benefit either their own organization directly or a program that their organization may sponsor, as follows:
  - a. Student Union and inside the Pegasus Circle—Director of the Student Union or designee (see Student Union Amplified Sound Policy); Outdoor area immediately adjacent to any building—officially designated building manager for that facility.
  - b. Other outdoor open spaces on the campus—designated sponsors i.e., Lake Claire—Director of Student Union.

- c. Inside any building—officially designated building manager for that facility.
- d. Permission by active registered student organizations to use any space on each regional campus or its host institution's campus for the purpose of such fundraising must be secured in writing in advance from the Director of Campus Life on each regional campus. All registered student events must be in compliance with local, state, and federal law.

## b. Admission Fees

Student organizations wishing to charge admission to an event should receive prior approval from the Office of Student Involvement. No admission fees may be charged to students for activity and service-fee funded events pursuant to applicable Florida statutes.

## c. Contracts

No student is permitted to represent the University as a signatory on contracts.

## d. Student Organization Contests, Campaigns or Petitions

Any student organization sponsoring a fundraising campaign, contest, competition or petition must register with the Office of Student Involvement. This does not pertain to Student Government Association elections.

**3. Campus Demonstrations and Other Outdoor Events**

- a. Subject to the limitations of this and related regulations, University grounds may be used for demonstrations and other exercises of free speech and assembly by University and University-related organizations. Such use must be on a noninterference basis with the conduct of classes or other normal activities of the University and must not infringe on the rights of other members of the University community. All general requirements for use of the University buildings and grounds set forth in University regulations 6C7-4.NEW1 and NEW2 apply to uses of University grounds under this regulation.
- b. No campus buildings, other indoor facilities, or athletic or recreational facilities may be used for demonstrations or assemblies unless specifically permitted in writing by the campus authority specifically responsible for the building or facility.
- c. University organizations and University-related organizations may organize, conduct, or participate in demonstrations and other exercises of free speech and assembly on University grounds, except:
  1. Grounds immediately adjacent to University residential facilities.
  2. Grounds associated with the Burnett House.
  3. Athletic and recreational fields, including any facilities operated by the recreation and Wellness Center.
  4. Grounds immediately adjacent to University buildings where such use could impair entrance to or exit from the building or interfere with activities within the buildings.
  5. Grounds within 200 feet of the Creative School for Children.
- d. Non-University organizations may organize or conduct demonstrations and other exercises of free speech and assembly only as specifically permitted in this and related regulations. Non-University organizations and persons are limited to the locations identified in section (j.) for purposes of organizing and conducting demonstrations and other exercises of free speech and assembly on campus. Non-University organizations and persons may use other University facilities if specifically sponsored by a University organization or University-related organization. Such sponsorship requires the University organization or University-related organization serving a sponsor to be a participant in the activity of the non-University organization, including being physically present throughout the activity.



- e. All organizations and persons that organize or conduct demonstrations and other exercises of free speech and assembly on University grounds, or otherwise conduct activities or events in University facilities, must abide by the general requirement that no such uses may interfere with, disrupt, or impede the normal operations of the University or otherwise interfere with or infringe on the rights of others. In order that demonstrations and other exercises of free speech and assembly not interfere with the operation of the University or the rights of others, any person or organizations organizing, conducting, leading, or participation in a demonstration, assembly, or activity using University grounds or other facilities shall not:
1. Obstruct vehicular, bicycle, pedestrian, or other traffic.
  2. Obstruct entrances or exits to buildings or driveways or impede entry to or exit from any building or parking lot or vehicular path.
  3. Interfere with educational or administrative activities inside or outside any building.
  4. Violate a law, rule, or ordinance.
  5. Threaten passersby or use fighting words, which are those words that by their mere utterance inflict violence or would tend to incite a reasonable person to violence or other breach of the peace.
  6. Obstruct, disrupt, or attempt to physically force the cancellation or continuance of a speaker.
  7. Interfere with scheduled University ceremonies or events.
  8. Interfere with or disrupt normal University operations.
  9. Damage property, including grass, shrubs, trees, or other landscaping.
  10. Utilize sound amplification, including bullhorns, except as approved in advance and within sound limits that will not disrupt normal University operations.
- f. If a demonstration is disrupting normal University operation or infringing on the rights of other members of the University community contrary to the requirements of this and related regulations, the President or his/her representative may:
1. Identify himself/herself to the demonstrators, giving name and official position.
  2. Inform the demonstrators that they are in violation of the University policy and/or in violation of the law and specify the nature of the violation.
  3. Request that the violation cease (which could include relocation of the activity to avoid the disruption).
  4. In the event of non-compliance with this request, enlist the assistance of the University Police in restoring order and enforcing the law.
- g. In the event of a disruption, the University Police have a responsibility to:
1. Declare a demonstration or assembly to be disruptive, disorderly, or in violation of law and request all participants to cease and desist and to disperse and clear the area or be subject to arrest and/or University disciplinary action.
  2. Arrest any participants observed to be in violation of the law.
  3. Enlist the assistance of outside law enforcement agencies, if necessary.
- h. In the event of disruptive action, University employees and students involved in the demonstration or activity shall identify themselves by presenting appropriate documents such as ID cards when requested to do so by the police or by the President or his/her designated representative. When requesting that persons identify themselves, the University representative making the request will identify him/herself verbally. Demonstrators not officially related to the University will be directed to leave the campus immediately or be subject to arrest for a violation of the law forbidding the disruption or interference with the administration or functions of an educational institution.
- i. The areas designated in section (j.) below may be used by University students and employees, University organizations, University-related organizations, or non-University organizations and persons on a space-available basis.
- j. Subject to requirements of the University regarding the assembly of large numbers of people, the use of sound amplification equipment, and maintenance of access to University facilities, eight areas shall be deemed "Free Assembly Areas" for the conduct of political activity and other exercises of free speech:
1. The open grass area between the kiosk near Millican Hall and the Math and Physics building as bounded by Apollo Circle and the sidewalks leading to the southwest entrance of the Math and Physics building;
  2. The brick mall area between the John T. Washington Center and the Student Union sidewalk as bounded on the west side by the Student Union loading dock and east by the sidewalk crossing the brick mall near the entrance to the Student Union;
  3. The triangle formed by the sidewalks bordering Colbourn Hall, the John T. Washington Center, and the Colbourn Hall Faculty parking lot.
  4. The area behind the Health and Public Affairs II building bordering the sidewalks and road adjacent to the Engineering II building.
  5. The open area southwest of the Fairwinds Alumni Center building between the Fairwinds Alumni Center parking area and the Psychology Building.
  6. The open area southwest of the Convocation Center entrance bound by West Plaza Drive to the west and Gemini Boulevard to the south.
  7. At the Rosen College of Hospitality Management, the grass area north of, and adjacent to, the Rosen College Library bounded by the sidewalks on the north, east, and west, and by the Library on the south. At the Rosen College of Hospitality Management, a portion of the great lawn directly adjacent to the UCF Rosen College shuttle stop bounded on two (2) sides by the sidewalk of the shuttle stop and the sidewalk running north/south from the campus entrance gate.
- k. Non-University organizations and persons who intend to use the areas identified in section (j.) must notify the University at least twenty-four hours in advance of the assembly. Notification must be provided in writing to the Office of Student Involvement. Notification must include: name of the non-University organization or person, date and time of the intended use of University assembly area, general nature of use, and expected attendance at event. If the event qualifies as a potentially hazardous event, the documents provided to meet the requirements of University Regulation 6C7-4.0292 will suffice to notify the University of intent to use the identified assembly area.
- l. Campus demonstrations that will take the form of or involve a parade or march on campus must follow the requirements of University Regulation 6C7-4.0292, "Potentially Hazardous Events." This is required so that necessary safety precautions can be taken, particularly where the parade or march route will cross lanes of vehicular or pedestrian traffic.



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## Other

For Information pertaining to the following portions of The Golden Rule, please see The Golden Rule Student Handbook online at [www.goldenrule.sdes.ucf.edu](http://www.goldenrule.sdes.ucf.edu).

- 7. Office of the General Counsel**
- 8. University Registrar**
- 9. Wellness & Health Promotion Services**
- 10. Physical Plant**
- 11. Student Union**





**Stands For Opportunity**

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UNIVERSITY OF CENTRAL FLORIDA  
OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES  
FERRELL COMMONS, ROOM 227

PHONE 407.823.6960  
FAX 407.823.4544

**[www.osrr.sdes.ucf.edu](http://www.osrr.sdes.ucf.edu)**

MAILING ADDRESS:  
OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES  
P.O. BOX 163655  
ORLANDO, FLORIDA 32816-3655

*Division of Student Development and Enrollment Services*

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