

Table of Contents

1. Office of Student Rights and Responsibilities http://www.osrr.sdes.ucf.edu	2
A. The Golden Rule Review Committee.....	2
B. Student Rights and Responsibilities.....	3
2. Office of Student Conduct http://www.osc.sdes.ucf.edu	12
A. Introduction.....	12
B. Scope.....	12
C. Authority.....	12
D. Violations of Law and Rule of Conduct Violations.....	13
E. Definitions.....	13
F. Rules of Conduct.....	15
G. Student Conduct Review Process.....	20
H. Conduct of Formal Hearings.....	23
I. Case Record for Formal Hearing.....	24
J. Student Rights During the Student Conduct Review Process.....	24
K. Sanctions.....	25
L. Disciplinary Sanction Review Request.....	26
M. Appeals Within the Student Conduct Review Process.....	28
N. Student Conduct Records.....	29
O. Evaluation of Student Conduct Review Process.....	29
P. Parental Notification Policy.....	29
Q. Conduct Regulations for Student Organizations.....	30
R. Student Organization Conduct Review Process.....	34
S. Student Organization Rights During the Student Conduct Review Process.....	38
T. Sanctions for Student Organizations.....	39
U. Appeals Within the Student Organization Conduct Review Process.....	40
V. Special Student Hearing Panels.....	41
3. Office of Undergraduate Studies http://www.undergrad.ucf.edu	43
A. Student Academic Behavior.....	43
4. College of Graduate Studies http://www.graduate.ucf.edu	50
A. Appeals of Graduate Program Actions or Decisions.....	51
5. Office of the General Counsel http://www.generalcounsel.ucf.edu/	53
A. Student Grievance Procedure.....	53
6. University Registrar http://registrar.ucf.edu	56
A. Student Record Guidelines.....	56
B. Student Communication Responsibility Policy.....	58
7. Alcohol and Other Drug Prevention Programming http://www.aod.sdes.ucf.edu	59
8. Office of Student Involvement http://www.osi.sdes.ucf.edu	63
A. Student Activities and Organizations.....	63
B. Event Management.....	68
C. Campus Demonstrations and Other Outdoor Events.....	72
9. Physical Plant http://www.pp.ucf.edu	76
A. Advertising and Signs.....	76
B. In-line Skating, Skateboarding and Scooters Procedure.....	76
10. Student Union http://www.studentunion.ucf.edu	78
A. Solicitation on Campus.....	78

For questions regarding this section contact:
Office of Student Rights and Responsibilities
Ferrell Commons, Room 142
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1. Office of Student Rights and Responsibilities

A. The Golden Rule Review Committee

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 7 students, 4 of which shall be appointed by the Student Body President and 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.
2. Ex-Officio
 - a. Any student enrolled at the University shall be permitted to attend GRRC meetings.
 - i. These students shall be considered ex-officio
 - ii. 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.
 - i. At the beginning of each semester, a message shall be sent through appropriate distribution channels inviting all students to attend committee meetings.
 - ii. The committee shall maintain a webpage 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 Student Rights and Responsibilities. 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.
 - i. Within one month of receiving a proposal submitted in this manner, the appropriate administrator shall notify committee in writing of the decision regarding the proposal.
 - ii. 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 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 E.
- 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
 - i. All members of the committee shall be notified of the time and place of each meeting.
 - ii. 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

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

B. 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 Rules.
 - 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:
 - i. 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 Office of Student Involvement, is permissible for student organizations provided, steps have been taken to preserve the orderliness of the campus.
 - ii. 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.
 - iii. 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 rules.
- g. Fair and impartial hearing. These matters shall include, but not be limited to:

- i. Disciplinary proceedings involving alleged violation of academic and nonacademic rules and regulations.
 - ii. 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.”
- i. Provisions for Victims/Survivors of Acts of Violence. To ensure fairness to victims/survivors of acts of violence throughout the disciplinary process, the University has established the following policy on victims/survivors:
 - i. 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.
 - ii. 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.
 - iii. 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.
 - iv. 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.
 - v. 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, 99.31.13. 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 final outcome of the student conduct review process without a commitment to protect the confidentiality of the information, pursuant to the Clery Act

Regulations, 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.

2. Student Responsibilities

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.

Students and organizations are responsible for the observation of all University policies and rules.

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.

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.

When University rules are judged to no longer serve the best interests of all, the consideration for change should be introduced through appropriate channels.

Within the University, emphasis is placed on the development of each individual's recognition and acceptance of personal and social responsibilities. 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. University Crisis Committee

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.

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.

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 OSRR. The Director of 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.

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.

4. Mandated Assessment Policy

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 which have resulted in a student's involuntary examination of imminent danger to self or others via the Baker Act (**Statute 394.463, Florida Mental Health Act**) or Marchman Act (**Chapter 397, Florida Statute**). Whenever Police (UCF, Orange County, etc.) provide transportation of a UCF student to the hospital for involuntary examination, the Police will file a report with the Office of Student Rights and Responsibilities (OSRR). Once the report is received, the Director of OSRR may notify and consult with a designated representative of the UCF Counseling Center or Student Health Service and/or the UCF crisis committee to review the severity of the student's behavior related to the involuntary examination for potential of continued risk to the campus community. A determination will be made whether a mandated interview which includes education about resources and steps needed to help the students in their specific situations is adequate or whether some other more stringent, protective action is appropriate to protect both the welfare of the student and the community. In either case, the Director of OSRR will contact the student in a timely manner (upon release from the

hospital and return to UCF) and require an initial meeting between an OSRR representative and the student to inform the student of their rights and responsibilities regarding the incident involving imminent risk to self or others.

In cases where a mandated assessment which includes education about resources and steps needed to help the students in their specific situations is deemed adequate, the Director of OSRR will require such students to complete an interview with a licensed mental health professional. The required interview must occur within two weeks following release from the hospital. Examples of a licensed mental health professional include a UCF Health Service psychiatrist, a UCF Counseling Center counselor, or a community based counselor or psychiatrist of the student's choice. The Director of OSRR will require proof of participation for the required interview with the licensed mental health professional. Failure to comply may result in the initiation of the UCF Involuntary Withdrawal Procedure.

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 disruptive to community), the Director of OSRR director may initiate a 1) summary suspension followed by a student conduct review and due process, 2) involuntary withdrawal procedure, or 3) required interview with a mental health professional and counseling education.

5. Involuntary Withdrawal Policy

a. **Introduction-** 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 Office of Student Rights and Responsibilities (OSRR) upon appropriate notification and consultation from the University Crisis Committee.

b. **Process**

- i. This notification is received in the form of an incident report to the Office of Student Rights & Responsibilities, or a psychiatric evaluation filed with the UCF Police Department. The student will be withdrawn if the Director of OSRR 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.

- ii. The Director of the Office of Student Rights & Responsibilities 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 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 healthcare provider of their choice who has conducted a proper assessment.
- iii. The Director of the Office of Student Rights & Responsibilities 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 Office of Student Rights & Responsibilities whether to withdraw the student, reinstate the student, or reinstate the student with conditions.
- iv. The Director of the Office of Student Rights & Responsibilities 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.
- v. 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.

- vi. In the event a student disagrees with the decision of the Director of the Office of Student Rights & Responsibilities, the student may appeal the finding. The appeal must be made in writing to the Associate Vice President for Campus Life, or designee, within three (3) business days after the date of the notification to the student of the decision. The Associate Vice President for Campus Life, or designee, shall, within three (3) business days, sustain the initial decision or remand the case to the Crisis Committee for re-consideration.
- vii. Further administrative appeal may be made in writing by the student to the Vice President for Student Development and Enrollment Services. Such appeal must be made within three (3) business days after the date that the student was notified of the Associate Vice President's decision. The Vice President may, within three (3) business days, approve, modify, or reject the original decision, or approve or reject the Associate Vice President's decision. The Vice President's decision will be considered final agency action.
- viii. 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.
- ix. Students who are involuntarily withdrawn from the University shall have a hold placed on their records, which will prevent them from being readmitted or reenrolled in the institution except as stated in this paragraph. A student may request readmission or reenrollment at the University and provide the Director of the Office of Student Rights & Responsibilities with documentation from an appropriate healthcare 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 has imposed other conditions for readmission, it is the responsibility of the student to provide documentation of compliance with such conditions.
- x. 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 Office of Student Rights & Responsibilities, or will be subject to charges through the University's Student Conduct Review Process for failure to comply.

- xi. 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 a mental health issues present. The procedures and specifications given in this rule 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.

For questions regarding this section contact:
Office of Student Rights and Responsibilities
Ferrell Commons, Room 142
(407)823-4638

2. Office of Student Conduct

A. Introduction

The mission of the University of Central Florida, Office of Student Conduct is to educate students on their rights and responsibilities as University community members, to facilitate an understanding of the balance between individual and community rights, and to promote a safe and inclusive atmosphere conducive to student learning and student success. Integrity, scholarship, community, creativity, and excellence are the core values that guide our conduct, performance, and decisions. The UCF Office of Student Conduct goals are to:

1. Educate students, faculty and staff on issues related to student conduct, community responsibilities, and behavioral expectations in the Rules of Conduct in The Golden Rule student handbook.
2. Protect the rights of students and the University community.
3. Provide fair and impartial review for students charged with violating University policies.
4. Educate students who have violated University policy by assigning purposeful sanctions that foster learning, ethical development, and personal integrity.
5. Encourage respect for members of the University community, The Golden Rule and the Office of Student Conduct.

B. Scope

The UCF Rules of Conduct shall apply to all undergraduate students, graduate students, students pursuing professional studies, and student organizations of the University, whether attending its regional campuses and off campus instructional sites and shall be deemed a part of the terms and conditions of admission and enrollment of all students. These rules apply to all students for 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.

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.

Failure to comply with duly established laws or University regulations may subject violator(s) to appropriate civil authorities.

C. Authority

According to Florida Administrative Code (6C-6.0105), “In furtherance of the educational mission of the universities, each university president shall establish university rules that ensure fairness and due process in student disciplinary proceedings and that guarantee the academic integrity of the university. This rule applies to all student disciplinary proceedings conducted by a university.”

Generally, authority necessary to enforce 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 councils.

D. 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. Student 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.

E. Definitions

The term “Advisor” refers to the person of the charged students or organizations 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.

The term “Charged student” means any student that is charged with a violation of the Rules of Conduct.

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).

The term “Director, OSRR” refers to the Director, Office of Student Rights and Responsibilities.

The term “Disciplinary Sanction Review Committee” is a committee composed of an equal number of faculty/staff and students appointed by the Director, OSRR to review the disciplinary probation/suspension status of a student.

The term “Hold” refers to a service indicator placed on a student’s record.

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.

The term “Off campus” refers to any location not defined as University premises.

The term “Overlay” refers to a notification on a student’s university transcript that states the student is not in good standing.

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.

The term “Record Sealing” refers to when a student’s disciplinary record cannot be examined except by a court order or designated officials.

The term “Sanction” refers to outcome(s) imposed on students found in violation of any Rules of Conduct of this University.

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.

The term “Student Conduct Board” means any person or persons authorized by the Director, 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

The term “University” means the University of Central Florida.

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.

The term “University premises” includes all land, buildings, facilities, and other properties in the possession of or owned, used, or controlled by the University.

The term “VP, SDES” refers to the Vice President, Student Development and Enrollment Services.

F. 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 and student organizations are expected to abide by these regulations and administrators are expected to enforce them. These regulations 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: whereby another's work is used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student's own.
- f. 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, fire fighting 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 participating 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. Verbal or written abuse, threats, intimidation, coercion and/or other conduct that endangers the health, safety, or wellbeing 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.
 - d. Failure to respect the privacy of other individuals.

- e. 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:
 - i. Freely and actively given.
 - ii. In mutually understandable words or actions.
 - iii. Consent to one form of sexual activity can never imply consent to other forms of sexual activity.
 - iv. Consent is not the lack of resistance; there is no duty to fight off a sexual aggressor.
 - v. Consent can be withdrawn at anytime, as long as the withdrawal is clearly communicated by the person withdrawing consent through words or actions.
 - vi. A person shall not knowingly take advantage of another person who is under 18 years of age, mentally defective, under the influence of prescribed medication, alcohol or other chemical drugs, or who is not conscious or awake, and thus is not able to give consent as defined above. 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
 - vii. 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.

Note: UCF will use discretion in accommodating the victim as well as protecting the rights of the accused violator(s). UCF will not attempt to shelter students from federal, state, and/or local laws pertaining to sexual misconduct. For further information see "Provisions for Victims/Survivors" in the Office of Student Rights and Responsibilities section under Student Rights.

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 University of Central Florida 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. Unauthorized use of Keys, and/or Entry
- a. Unauthorized possession, duplication or use of keys to any University premises.
 - b. Unauthorized entry or attempted entry.
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. Unlawful Possession, Use, or Sale of any Controlled Substance
- Use, possession, sale, distribution, cultivation, manufacture or attempt to obtain any narcotic or other controlled substances, and possession and/or use of drug paraphernalia, except as expressly permitted by law.
11. Alcoholic Beverages Violation
- Use, possession, sale and/or distribution of alcoholic beverages except as expressly permitted by the law and University rules, and behavior under the influence of alcoholic beverages.
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 non-lethal weapons such as air soft guns. The use of any item as a weapon.

- 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- Theft or other abuse of computer facilities and resources, including but limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose
 - b. Unauthorized transfer of a file.
 - c. Use of another individual's identification and/or password.
 - d. Use of computing facilities and telecommunications resources to interfere with the work of another student, faculty member or University Official
 - e. Use of computing facilities and telecommunications resources to send obscene or abusive messages
 - f. Use of computing facilities and telecommunications resources to interfere with normal operation of the University computing system
 - g. Use of computing facilities and telecommunications resources in violation of copyright laws.
 - h. Any violation of the University of Central Florida [Use of Information Technology and Resources Policy](#)
 - i. Any violation of the University of Central Florida ResNet Acceptable Use 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 Designated Student Residence Violations
Repeated or flagrant violations of regulations governing University student residences.
- 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.

G. Student Conduct Review Process

1. Violation Reports

Alleged violations of the UCF Rules of Conduct shall be reported in writing to the Director, 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, OSRR or designee may review relevant information and consult with relevant parties regarding the incident in question. If the information warrants disciplinary action, 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. The written complaint of violation of the UCF Rules of Conduct shall be made no later than six months following discovery of the alleged violation.

The student is given the opportunity to meet with the Director, OSRR or designee to discuss the charges. If the student fails to attend that meeting 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. At the conclusion of the meeting with the Director of OSRR or designee, the Director of OSRR or designee may do any of the following listed below.

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 information to substantiate the claim of misconduct, the accused person is not a student or the misconduct is not a violation of the rules of conduct.
- b. **Interim Suspension:** 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, OSRR or designee, upon notifying the VP, 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, 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, SDES or designee shall decide otherwise.
- c. **Mediation:** Depending on the nature and severity of the alleged violation, the Director, OSRR or designee may refer the case to the Dispute Resolution Services Office for mediation as an alternative to disciplinary

action. Mediation is a confidential process whereby two or more 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 reach a full and final resolution, the case will be referred back to the Director, OSRR or designee for disciplinary action.

- d. Preliminary Conference Meeting: Students charged with alleged violations of The Rules of Conduct will receive notice to attend a required preliminary conference. At the preliminary conference meeting the student will receive information regarding the Student Conduct Review Process, student's rights during the process, an opportunity to inspect and/or review the evidence known at the time charges are prepared that likely could be presented at the hearing, and notice on how to contact the Student Government Association Judicial Advisor.
- e. Informal hearing: At the discretion of the Director, OSRR or designee, 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 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 settled informally, the case will be resolved through a formal hearing.
- f. Formal hearing: If an alleged violation of the Rules of Conduct is not handled through other appropriate channels, is not dismissed, or is not settled informally, then the Director, OSRR or designee shall present in writing formal charges to the student. This written notification shall include:
 - i. The student's name and address.
 - ii. Date, time and location of the formal hearing.
 - iii. Brief description of the alleged violation 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 evidence known at the time charges are prepared.

The charged student may request either a panel or administrative hearing. The charged students hearing shall only be opened to the charged student,

his/her advisor, the hearing body, witnesses, and a representative from the Office of Student Conduct. In cases of alleged violations of the Harmful Behavior or Sexual Misconduct policy, the student is required to have a panel hearing.

3. **Student Conduct Board:** The Student Conduct Board shall consist of no less than twenty five (25) persons. The Student Conduct Board shall be made up of not less than five (5) faculty members and/or five (5) administrative staff members representing the various administrative divisions of the University, and the remainder shall be student members, twelve (12) of whom shall be the justices from the Student Government Association Judicial Council. All conduct board members shall be appointed by the Director, OSRR, or designee, through an annual application and interview process except the justices who shall be appointed by the President, Student Government Association and approved by Student Government Association Senate. Board members appointed by the Director, OSRR, or designee, shall serve annual terms beginning and ending in August of each academic year. Board members who are justices shall serve concurrent to their terms of office as outlined by the Student Body Constitution. When a vacancy occurs from a member not on the SGA Judicial Council, the Director, OSRR or designee, shall make new appointments to fill unexpired terms. Vacancies on the board from justices on the SGA Judicial Council shall be filled pursuant to the procedures outlined in the Student Government Constitution. Whenever the number of board members available to serve in a particular disciplinary hearing is reduced, the Director, OSRR, or designee may appoint additional members on an ad hoc basis. All conduct board members receive training through the Office of Student Conduct.
4. **Panel Hearing:** A panel hearing to consider an individual cases shall be randomly selected by the Director, OSRR or designee from the Student Conduct Board and shall consist of two (2) faculty and administrative staff members combined, and two (2) student members. Each panel shall elect from among its number an individual to conduct that hearing and to report its recommendations to the Director, OSRR or designee. At hearings conducted by a panel, an Office of Student Conduct Staff member shall act as an advisor to the panel. The Director, OSRR shall receive the panel's recommendation as to "in violation" or "not in violation" of the Rules of Conduct, and consider any sanctions recommended by the panel. The Director, OSRR or designee may accept the recommendation of "in violation" or "not in violation" or remand the case for rehearing. If the Director, OSRR or designee accepts the recommendation of "in violation," they may approve, mitigate or increase the sanctions recommended by the panel, based on standards set forth in the Disciplinary Sanctions section of the Student Conduct Review Process.

Any decision by the Director, 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.

5. **Administrative Hearings:** Administrative hearings shall be conducted by a faculty or staff member randomly selected by the Director, OSRR or designee 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) school 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) school days, the assigned hearing officer shall remain as scheduled. Administrative Hearings are not an option in cases of Harmful Behavior or Sexual Misconduct.

At hearings conducted by an administrative hearing officer, an Office of Student Conduct Staff member shall act as an advisor to the panel. The Director, OSRR or designee shall receive the administrative hearing officer's recommendation as to "in violation" or "not in violation" of the Rules of Conduct, and consider any sanctions recommended by the administrative hearing officer.

The Director, OSRR or designee may accept the recommendation of "in violation" or "not in violation" or remand the case for rehearing. If the Director, OSRR or designee accepts the recommendation of "in violation," they may approve, mitigate or increase the sanctions recommended by the administrative hearing officer, based on standards set forth in the Disciplinary Sanctions section of the Student Conduct Review Process.

Any decision by the Director, 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.

H. 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 on behalf of the University 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 recommendation.

I. Case Record for a 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 evidence 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 recommendation by the hearing panel or administrator, if any.
6. The Director, OSRR's decision.

J. Student Rights During the Student Conduct Review Process- 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) calendar days prior to the formal hearing, unless waived in writing. A letter sent to the charged student at the address listed in the Registrar's records shall constitute full and adequate notice. Written notice shall include:
 - a. The student's name and address.
 - b. Date, time and location and nature of the proceeding of the formal hearing.
 - c. Brief description of the alleged violation known at the time formal charges are prepared.
 - d. Names of potential witnesses known at the time formal charges are prepared.
 - e. A description of any written or physical documentation known at the time charges are prepared.

If the University is unable to state the behavior in detail at the time notice is served, the initial statement may be limited to an explanation of the general issues involved. Thereafter, upon request by the student, a more detailed and definitive statement will be furnished prior to the commencement of any formal hearing.

2. The student may have an advisor of the student's choice present at the hearing. The Director, OSRR shall maintain a list of impartial advisors and resources available to the student for preparing his/her defense. The advisor shall assist the student in the disciplinary process but shall not speak for or present the case on behalf of 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.
4. The student may inspect any evidence presented in support of the charges. Evidence may be presented in defense of the student.
5. The student may hear and question adverse witnesses who testify at the hearing.

6. The student 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. The decision of “in violation” or “not in violation” on the charges shall be based solely on the evidence presented at the hearing.
 8. Should the recommendation 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, 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, 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.
- K. Sanctions-** The sanctions which may be imposed on students for violation(s) of any of the Rules of Conduct of this University shall include the following:
1. 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.
 2. 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.
 3. 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, OSRR. In determining if and to what extent suspended students shall be authorized to be on University premises, the Director, 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.

4. **Disciplinary Expulsion:** Expulsion is a sanction which removes the student from his/her academic program and permanently separates a student from the University of Central Florida 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.
5. **Educational Sanction(s):** 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.

NOTE: If a student has any overdue 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.

L. Disciplinary Sanction Review Request

1. Disciplinary Probation

After a student has completed a semester of their disciplinary probation they have the opportunity to request a review of their probation status. A written request should be submitted the Director, OSRR or designee. This request can only be submitted once a semester. Such a review shall allow the student the opportunity to discuss what he/she has done to proactively address their behavior. In considering this request a student's good behavior shall assume that the student is performing above and beyond the basic requirements of their sanction(s). Students that simply fulfill the minimum requirements of their sanction(s) will not have their probation re-evaluated. If the student decides to use this procedure they must submit a written statement to the Disciplinary Sanction Review Committee explaining why they feel their probation should end early. Such a written statement should include but is not limited to:

- Involuntary and or voluntary psychological testing
- Counseling
- Educational programs

- Community involvement/service
- Occupational growth

This statement will then be reviewed by the Disciplinary Sanction Review Committee. The committee will first determine whether or not the student meets criteria for review. If the committee agrees that the student's request meets the above mentioned criteria, the committee will then contact the student within 14 business days to schedule a "sanction review meeting." At this meeting, the student will have the opportunity to further discuss with the committee why his/her disciplinary probation status should be changed. After the meeting, the committee will issue a recommendation to the Director, OSRR or designee. The Director, OSRR, or designee will provide a decision to the student in writing within two (2) business days of receiving the recommendation. If the request is denied by the Director, OSRR or designee the decision shall include a concise and explicit written statement that explains the basis for that decision. There is no appeals process for a Disciplinary Sanction Review.

2. Disciplinary Suspension

After a student has completed half of their disciplinary suspension they have the opportunity to request a review of their suspension status. A written request should be submitted the Director, OSRR or designee. This request can only be submitted once a semester. Such a review shall allow the student the opportunity to discuss what he/she has done to proactively address their behavior. In considering this request a student's good behavior shall assume that the student is performing above and beyond the basic requirements of their sanction(s). Students that simply fulfill the minimum requirements of their sanction(s) will not have their suspension re-evaluated. If the student decides to use this procedure they must submit a written statement to the Disciplinary Sanction Review Committee explaining why they feel their suspension should end early. Such a written statement should include but is not limited to:

- Involuntary and or voluntary psychological testing
- Counseling
- Educational programs
- Community involvement/service
- Occupational growth

This statement will then be reviewed by the Disciplinary Sanction Review Committee. The committee will first determine whether or not the student meets criteria for review. If the committee agrees that the student's request meets the above mentioned criteria, the committee will then contact the student within 14 business days to schedule a "sanction review meeting." At this meeting, the student will have the opportunity to further discuss with the committee why his/her disciplinary suspension status should be changed. After the meeting, the

committee will issue a recommendation to the Director, or designee. The Director, OSRR will provide a decision to the student in writing within two (2) business days of receiving the recommendation. If the request is denied by the Director, OSRR or designee the decision shall include a concise and explicit written statement that explains the basis for that decision. There is no appeals process for a Disciplinary Sanction Review.

M. Appeal Within the Student Conduct Review Process

1. Requests- Students found in violation as a result of a hearing may appeal that finding and sanction(s) imposed. The appeal must be made in writing to the appellate officer (VP, SDES or designee) within seven (7) calendar days after the date the student was notified of the decision by the Director, OSRR.
2. Criteria- Students may appeal the finding and sanction(s) imposed on the basis of one or more of the following:
 - a. Irregularities in fairness and stated procedures of the hearing that could have affected the outcome of the hearing.
 - b. Discovery of new and significant evidence 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.
 - c. The sanctions are extraordinarily disproportionate to the violation(s).
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 evidence in full detail in the appeal letter will result in the denial of an appeal.
3. Review- The appellate officer (VP, SDES or designee) 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:
 - a. If the student alleges that the sanction was inappropriate and the Appellate Officer (VP, SDES or designee) finds the sanction to be inappropriate, the Appellate Officer (VP, SDES or designee) may reduce the sanction.
 - b. If the student alleges that there was a defect in procedure or new evidence is presented and the Appellate Officer (VP, SDES or designee) finds that there was a defect in the procedure or new evidence was presented which was sufficiently substantial to have affected the outcome, the Appellate Officer (VP, SDES or designee) will order a new hearing.
4. Decision- 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 appeal officer's appeal load at that particular time. Decisions of the VP, SDES or designee reflect final agency action.

Note: For Disciplinary Suspension or Disciplinary Expulsion, OSC will not place an overlay on a student's record until an appeal decision is rendered, unless a 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 (VP, SDES or designee) upholds the original findings, the effective date of any disciplinary sanction(s) imposed will revert back to the date of the Director, OSRR's final decision letter.

N. Student Conduct Records

1. Maintenance of Records- A student's conduct case record will be maintained in the Office of Student Conduct. The case record of students found responsible for charges against them, with sanctions less than suspension or expulsion, will generally be maintained in the Office of Student Conduct for seven (7) 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.
2. Sealing- 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. A student conduct record may be sealed upon the successful submission and review of appropriate paperwork to the Office of Student Conduct. The factors influencing the decision by the Director, OSRR 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. There is no appeals process regarding student conduct record sealing.
3. Release of Records- The release of student disciplinary records will be governed by applicable federal and state laws regarding the privacy of educational records.

O. Evaluation of Student Conduct Review Process

The student conduct review process will be evaluated not less than every three (3) calendar years by a University committee composed of three (3) student members appointed by the Student Body President to the Vice President for Student Development and Enrollment Services and three (3) faculty and/or staff members appointed by the Vice President for Student Development and Enrollment Services, one of who shall be an attorney within the General Counsel's Office.

P. Parental Notification Policy

1. 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.

2. Parents will be notified if:
 - a. 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.
 - b. The student has been found for the second or more time(s) in violation of the University policy regarding public intoxication.
 - c. 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.
 - d. 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.
 - e. 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.
 - f. 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.

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.
3. 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.

Q. Conduct Regulations for Student Organizations

1. Theft, Disregard for Property
 - a. Malicious or unwarranted damage or destruction of another's property is prohibited.
 - b. No student organization shall take, attempt to take, or keep in its possession property or services not belonging to their organization. Misuse or mishandling of organizational funds by any officer, member, or other individual is prohibited.
2. Disorderly Conduct- No Student Organization shall:

- a. Act in a manner which can reasonably be expected to disturb the academic pursuits or infringe upon the privacy, rights, privileges, health, or safety of students or the University community or local community.
 - b. Obstruct the free movement of other students around the campus, interfere with the use of University facilities, or prevent the normal operation of the University.
 - c. Condone or encourage such acts of physical assault, including sexual assault.
 - d. Engage in obscene or indecent conduct.
 - e. Fail to comply with the administrative policies as enacted by the University.
 - f. Fail 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.
3. Alcohol Related Misconduct
- Florida law prohibits possession or consumption of alcoholic beverages by those under the legal drinking age and prohibits making alcoholic beverages available to persons under the legal drinking age (see Alcohol Policy section for more information).
- a. No organization shall furnish or cause to be furnished any alcoholic beverage to any person under the legal drinking age.
 - b. The sale of alcohol is prohibited.
 - c. No organization shall furnish or cause to be furnished any alcoholic beverage to any person in a state of noticeable intoxication.
 - d. Each student organization shall take all necessary steps to see that no person under the legal drinking age possesses alcoholic beverages at functions it sponsors as well as within any property or transportation it owns, operates, and/or rents.
4. Drug Related Misconduct
- The unlawful possession, use, sale, and/or distribution of controlled substances is prohibited. Each organization shall take all necessary steps to see that this regulation is not violated at functions it sponsors as well as any property it owns, operates, and/or rents.
5. Unauthorized Entry
- Unauthorized entry, attempted entry, or remaining in private or restricted areas of the University, Greek Park, or community facilities is prohibited.
6. Gambling
- Student organizations are prohibited from the following:
- 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. 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 organization.
- c. Wage on a University team or organization in a competition, with or without an intent to have a direct influence in the success of the competition.

7. 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.

8. Outstanding Debt

All student organizations are responsible for ensuring that all bills are paid to both 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.

9. Use of Facilities

Student organizations planning events in University facilities are responsible for knowing any applicable policies and are expected to be in full compliance with them. 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.

10. Fire Safety and Sanitation

- a. Tampering with or damage to fire safety equipment is prohibited. 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 is prohibited.
 - b. Possession or use of illegal fireworks, incendiary devices, or dangerous explosives is prohibited.
 - c. Failure to properly maintain a student organization's facilities or property (or surrounding property) so as to create a potential danger to the health and safety of the occupants or members of the University and surrounding community is prohibited.
11. Advertising
- a. Origination or circulation of any advertising media that contains matter that violates federal, state and/or local laws is prohibited.
 - b. Origination or circulation of any advertising media containing false or misleading information or obscene language or patently offensive material is prohibited.
12. Falsification of Information
- a. Causing, condoning, or encouraging the alteration or creation of any official University record, document or form to include incorrect or misleading information is prohibited.
 - b. Reporting or providing false, misleading, incomplete, or incorrect information to any official is prohibited.
13. Social Events
- a. Allowing crowd size that exceeds such limits so as to infringe upon the rights and/or property of others and/or endanger those in attendance is prohibited. Student organizations should refer to other national parent organizations or University policies for specific information on crowd size.
 - b. Failing to provide adequate parking so that vehicles are impeding the normal flow of traffic, parked illegally or parked on private property without proper authorization is prohibited.
 - c. Failure to provide adequate security personnel or other security measures in order to ensure the safety of those in attendance at an organization-sponsored event is prohibited.
 - d. Conducting any event that interferes with the normal progress of academic events on campus is prohibited.
 - e. Failure to register any potentially hazardous event with the Office of Student Involvement and/or Office of Fraternity and Sorority Life 15 days before the event is prohibited and may result in penalty through the Office of Student Involvement and Office of Fraternity and Sorority Life.

- f. Failure to adhere to specific time limits and other restrictions required of all outdoor events involving bands or other forms of amplified music is prohibited.
 - g. Outdoor events must cease by the time determined by the Office of Administration and Finance. Outdoor events taking place on property not owned by the University must end at the time determined by the governing agency for that property.
14. Solicitation and Fundraising
- All student organizations shall conduct any solicitation and fundraising activities in a manner that does not violate or is contrary to the policies of the University or its Office of Student Involvement, the Student Union, and/or federal, state and/or local law. See Section 15; I; 6 for more information.
15. Misuse or Infringement of University's names or Marks etc.
- Student Organizations are prohibited from the 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 organizations: domain name, web address, promotional materials, and uniforms/shirts.

R. Student Organization Conduct Review Process

1. Violation Reports
- Alleged violations of the UCF Rules of Conduct shall be reported in writing to the Director of the OSRR or designee. The written complaint of violation of the Student Organization Guidelines shall be made no later than one year following discovery of the alleged violation. After hearing a case involving individual students, a student hearing panel deems that the offense was an organizational offense in nature and not just the actions of an individual member, then the case will be handled as such. The Director of the OSRR or designee shall make appropriate inquiries into the circumstances of the case to determine one of the following dispositions:
- Case Dismissal
 - Administrative Action
 - Mediation
 - Informal Disposition
 - Formal Disposition

The chief officer of the student organization or another student member designated by a majority of the voting members of the organization is the sole representative of an organization when the organization is charged with a violation. This student member will be sent all notices and will appear at all

hearings to represent the organization. A lawyer cannot be designated as the organization's representative for purposes of these guidelines. A lawyer can only be an advisor to the organization or its representatives.

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 conduct regulations.

b. Administrative Action

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 OSRR or designee may take immediate and summary action to resolve the situation. This summary action may include any of the disciplinary sanctions (warning, restrictions, probation, suspension, or removal) or any lesser sanction that the Director of OSRR or designee determines necessary to protect the interests of any or all concerned. Such action is subject to review within ten (10) business days by the Vice President for Student Development and Enrollment Services or designee. In the instance of organizational suspension or removal, there will be a scheduling of a hearing within ten (10) business days to determine the status of the organizational suspension or removal. Sanctions taken through administrative action shall remain in effect until the final disposition of formal charges resulting from the circumstances of the case, unless the Vice President for Student Development and Enrollment Services or designee shall decide otherwise.

c. Mediation

Depending on the nature and severity of the alleged violation, the Director of OSRR or designee may refer the case to the Dispute Resolution Services Office for mediation as an alternative to disciplinary action. Mediation is a confidential process whereby two or more 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 organizational participants in mediation are responsible for keeping their agreement or renegotiating it, if necessary. In the event that the organizations do not reach a full and final resolution, the case will be referred back to the Director of the OSRR or designee for disciplinary action.

d. Informal Disposition

At the discretion of the Director of OSRR or designee, violations found not to warrant formal disposition may be referred to an appropriate forum for proper disposition and/or settled by one or more of the following outcomes: warning; probation; restitution; community service; or other educational sanctions.

e. Formal Disposition

If an alleged violation of the Student Organization Regulations and/or Rules of Conduct is not handled through other appropriate channels, is not dismissed, or is not settled informally, the Director of OSRR or designee shall present in writing formal charges to the student organization. This written notification shall include:

- i. The name of the organization, the chief student officer name, and address if applicable.
- ii. Brief description of the alleged violation including date(s), time(s), and place(s) known at the time formal charges are prepared.
- iii. Names of potential witnesses known at the time formal charges are prepared.
- iv. A description of any written or physical evidence known at the time charges are prepared.
- v. An invitation to attend an information session during which the organization's representatives will receive instructions regarding the conduct review process and the organization's rights, confirmation of the forum in which the case will be heard, and an opportunity to inspect and/or copy the evidence known at the time charges are prepared that likely could be presented at the hearing.

The charged student organization may request a hearing either before a panel of the Student Organization Conduct Board or before an Administrative Hearing Officer appointed by the Vice President for Student Development and Enrollment Services or designee.

f. Student Organization Hearing Board

The Student Organization Hearing Board shall consist of no less than twenty-five (25) persons appointed by the Office of Student Rights and Responsibilities. The Student Organization Hearing Board shall consist of not less than five (5) faculty members and/or five (5) administrative staff members representing the various administrative divisions of the University, and ten (10) student members. Board members shall serve annual terms beginning and ending in August of each academic year. When a vacancy occurs, the Director of the Office of Student Rights and Responsibilities or designee shall make new appointments to fill unexpired terms. Whenever the number of board members available to serve in a particular disciplinary hearing is reduced, the Director of the Office of Student Rights and Responsibilities or designee may appoint additional members on an ad hoc basis.

g. Student Organization Hearing Panel

A student organization hearing panel to consider individual cases shall be randomly selected by the Director of the OSRR or designee from the Student

Organizational Hearing Board and shall consist of two (2) faculty or administrative staff members combined, and two (2) student members. Each panel shall elect from among its number an individual to conduct that hearing and to report its decisions to the Director of OSRR or designee. At hearings conducted by a student organization hearing panel, the Director of OSRR or designee shall act as an advisor to the panel, receive the panel's recommendation as to "in violation" or "not in violation" of the Rules of Conduct and/or Student Organization Guidelines, and consider any sanctions recommended by the panel.

The Director of the OSRR or designee may accept the recommendation of "in violation" or "not in violation" or remand the case for rehearing. If the Director of the OSRR or designee accepts the recommendation of "in violation," they may approve, mitigate or increase the sanctions recommended by the panel, based on standards set forth in the Sanctions for Student Organizations section of the Student Conduct Review Process.

h. Administrative Hearings

Administrative hearings shall be conducted by a faculty or staff member randomly selected by the Director of the OSRR or designee. The charged student organization shall be informed of the hearing officer assigned to the case and shall have the opportunity to challenge the impartiality of the individual within three (3) business days of notification. The 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.

The Director of the OSRR or designee may accept the recommendation of "in violation" or "not in violation" or remand the case for rehearing. If the Director of the OSRR or designee accepts the recommendation of "in violation," they may approve, mitigate or increase the sanctions recommended by the panel, based on standards set forth in the Sanctions for Student Organizations section of the Student Conduct Review Process.

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.

2. Conduct of Hearings

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

- a. Reading of charges.
- b. Organization plea of "in violation" or "not in violation."
- c. Presentation of evidence against the charged student organization.
- d. Presentation of evidence in defense of the charged student organization.

- e. Presentation of witnesses by the hearing body.
 - f. Presentation of witnesses by the charged student organization.
 - g. Deliberation (In executive session).
 - h. Announcement of the recommendation.
3. Case Record
- The case record shall consist of the following items:
- a. A copy of the formal charges in writing.
 - b. A recording of the hearing.
 - c. All staff memoranda and/or data submitted.
 - d. All items of physical evidence submitted, provided such items are not returned to a rightful owner. In that case, photographs, or other facsimiles shall be made before return.
 - e. The recommendation by the hearing body, if any.
 - f. The Director of OSRR's decision.

S. Student Organization Rights During the Conduct Review Process

The following rights shall be explained to each charged student organization before the commencement of any formal disciplinary hearing:

1. All parties shall be afforded reasonable written notice, at least five (5) calendar days before the hearing. A letter sent to the chief student officer of the charged student organization at the address listed in the registrar's records shall constitute full and adequate notice.
 Provided, however, that the required notice stated above has been given to the group along with its representative(s) but a representative failed to attend a scheduled hearing without providing a satisfactory reason for the absence, the group will be placed on immediate social probation until such time the group appears before a hearing. 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. Groups under social probation may gather at regularly scheduled business meetings. The organization will also not be able to update its registration until such time that it appears before a hearing. Written notice shall include:
 - a. A statement of the time, place, and nature of the proceeding hearing.
 - b. A statement of the nature of the case and of the forum under which it is to be heard.
 - c. A brief statement of the behavior of the accused organization that serves as the basis for the violation(s) being charged. If the University is unable to state the behavior in detail at the time notice is served, the initial statement may be limited to an explanation of the general issues involved. Thereafter, upon request by the student organization, a more detailed and definitive statement will be furnished prior to the commencement of any formal hearing.

2. The student organization may have an advisor of the group's choice present at the hearing. The Director of OSRR shall maintain a list of impartial advisors and resources available to the student organization for preparing the defense. The advisor shall assist the organization in the disciplinary process but shall not speak for or present the case on behalf of the student.
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.
4. The organization's member representative(s) may inspect any evidence presented in support of the charges. Evidence may be presented in defense of the group.
5. The organization's member representative(s) may hear and question witnesses upon request if that witness is available. The representative(s) may hear and question witnesses testifying at a hearing.
6. The organization 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 prosecution.
7. The decision of "in violation" or "not in violation" on the charges shall be based solely on the evidence presented at the hearing.
8. The results of any formal hearing shall be furnished in writing to the student organization within two (2) working days following the hearing (the deadline can be extended by mutual agreement of the charged student organization and the Director of OSRR or designee).
9. The organization's registration status shall remain unchanged pending the University's final decision in the matter except in cases where the Vice President for Student Development and Enrollment Services or designee determines that the safety, health, or general welfare of any individual, or any part of the University may be involved.

T. Sanctions for Student Organizations

The following sanctions may be imposed against a student organization for the violation of a UCF conduct regulation. This list is neither exhaustive nor in order of severity and may be enlarged upon or modified to meet the particular circumstances of any given situation.

1. Recommendation for Charter Revocation: An official request to a national office that the local chapter's charter be revoked.
2. Revocation of UCF Registration: Permanent severance of the organization's relationship with UCF.
3. Suspension of UCF Registration: Temporary severance of the organization's relationship with UCF for a specific period of time. The period of time and any requirements that must be satisfied before re-registration must be specified in the recommendation of the hearing body.

4. Probation: Temporary restrictions of certain activities on the part of the organization as defined by the hearing body and/or an officially sanctioned status of the organization whereas further violations of UCF policy could result in suspension, revocation of registration, etc.
5. Warning: An official warning that the organization's behavior is in violation of UCF policies and that if the organization is subsequently found in violation of this policy, subsequent action may be more severe.
6. Restitution: Reimbursement for a loss caused by the organization's actions.
7. Community Service: Assignment to work a specific number of hours at a community service agency or project.
8. Mediation: Official mediation between the organization and any offended parties.
9. Restrictions: Restriction of some or all of the organization's activities or privileges, including, but not limited to, social activities, intramural competition, organizational competition, Homecoming, etc.
10. Organizational Suspension: Suspension of all organization activities with the exception of regular business meetings.
11. Required Educational Programs: Alcohol awareness programs, risk management programs, etc. for a specified percentage of organizational membership.

U. Appeals within the Student Organization Conduct Review Process

1. **Requests-** Student Organizations found in violation as a result of a hearing may appeal that finding and sanction(s) imposed. The appeal must be made in writing to the appellate officer (VP, SDES or designee) within seven (7) calendar days after the date the student was notified of the decision by the Director, OSRR.
2. **Criteria-** Student Organizations may appeal the finding and sanction(s) imposed on the basis of one or more of the following:
 - a. Irregularities in fairness and stated procedures of the hearing that could have affected the outcome of the hearing.
 - b. Discovery of new and significant evidence 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.
 - c. The sanctions are extraordinarily disproportionate to the violation(s).

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 evidence in full detail in the appeal letter will result in the denial of an appeal.
3. **Review-** The appellate officer (VP, SDES or designee) 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:
 - a. If the student organization alleges that the sanction was inappropriate and the Appellate Officer (VP, SDES or designee) finds the sanction to be

inappropriate, the Appellate Officer (VP, SDES or designee) may reduce the sanction.

- b. If the student organization alleges that there was a defect in procedure or new evidence is presented and the Appellate Officer (VP, SDES or designee) finds that there was a defect in the procedure or new evidence was presented which was sufficiently substantial to have affected the outcome, the Appellate Officer (VP, SDES or designee) will order a new hearing.
4. **Decision-** 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 appeal officer's appeal load at that particular time. Decisions of the VP, SDES or designee reflect final agency action.
Note: If the appellate officer (VP, SDES or designee) upholds the original findings, the effective date of any disciplinary sanction(s) imposed will revert back to the date of the Director, OSRR's final decision letter.

V. Special Student Hearing Panels

Certain other Special Student Hearing Panels function to hear specified charges of misconduct as defined below. The Director of the OSRR or designee may refer cases to the appropriate hearing panel after consideration of the facts. The Director of the OSRR or designee serves as a general advisor to these boards. Designated advisors may be assigned to each of these boards as well.

1. Student Organizational Rules of Conduct Violations- For violations of the rules of conduct on the part of a student organization, please see the section regarding Student Activities and Organizations.
2. Greek-Letter Hearing Panels- There are several hearing panels for social, Greek-Letter organizations. These panels deal specifically with and are limited to constitutional violations of their respective governance councils, which includes the following:
 - a. Diversified Greek Council Judicial Board;
 - b. Interfraternity Council Judicial Board;
 - c. National Pan-Hellenic Council Judicial Board;
 - d. National Panhellenic Council Judicial Board;
 - e. GAMMA Council

Any hearing panels organized and administered by the OSRR to deal with issues of organizational misconduct will supersede any actions, recommendations, and decisions produced by the aforementioned boards. These Greek hearing panels do not fall under the supervision of the Office of Student Rights and Responsibilities.

3. Student Government Judicial Council

The Student Government Judicial Council hears cases involving interpretation of the Constitution of the Student Body of UCF and other powers as specified in the Student Government Association Statutes. The Judicial Council, when acting under the scope of the Student Body Constitution does not fall under the supervision of the Office of Student Rights and Responsibilities.

For questions regarding this section contact:
Office of Undergraduate Studies
Millican Hall, Room 210
(407)823-2373

3. Office of Undergraduate Studies

A. Student Academic Behavior

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.

1. Academic Behavior Standards

- a. Violations of student academic behavior standards on the undergraduate and graduate level include, but are not limited to, the following:
 - i. Cheating whereby non-permissible written, visual, electronic or oral assistance including that obtained from another student or another source is utilized on examinations, course assignments or projects. The unauthorized possession or use of examination or course related material shall also constitute cheating.
 - ii. Plagiarism whereby another's work is used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student's own.
 - iii. A student who has assisted another in any of the aforementioned breach of standards shall be considered equally culpable.
 - iv. 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.
 - v. The actions described here do not apply to alleged violations arriving from the production of theses or dissertations. Such alleged violations are handled by the Office of Graduate Studies.
- b. Academic Action- Action by the instructor:
 - i. When an instructor becomes aware of an alleged violation of student academic behavior standards and before any academic action is taken, the instructor shall inform the student of the violation, citing the information on which the allegation is based. The instructor shall give the student the opportunity to respond in defense. If the instructor continues to believe a violation of academic behavior has occurred, the instructor in consultation with the unit head shall duly inform the student in writing of the academic action being taken and the reason for such action. Reports of the initial violation and the final academic action

report shall also be sent to the Director of the Office of Student Rights and Responsibilities (OSRR) or designee. Report forms are available at <http://www.goldenrule.sdes.ucf.edu/cgiform.html>

- ii. In response to an alleged violation of the student academic behavior standards, the instructor, along with the unit head, shall take appropriate measures ranging from counseling to an academic action (loss of credit in a specific assignment, examination or project; failure of the course) to a recommendation for disciplinary action forwarded to the Director of the OSRR or designee. If a student is found to have multiple infractions, OSRR may recommend additional action.
 - iii. Should an alleged violation of academic behavior standards arise before the withdrawal deadline in a term, the instructor shall notify the unit head who will notify the registrar that the student shall not be withdrawn from the course in question. Only a written release from the instructor, or the authorized party deciding a student appeal, will permit withdrawal. However, if the student appeals the academic action and desires to withdraw from the course, the withdrawal must be initiated prior to the withdrawal deadline, but will be held in abeyance until a ruling on an appeal is obtained. If resolved in favor of the student, the withdrawal request will be processed at the time. The individual empowered to rule on the student appeal shall appropriately notify both the registrar and the Director of the OSRR or designee of the outcome. Should the student withdraw after an alleged incident, the withdrawal will be reversed pending the resolution of the above process.
- c. Coordination of Academic and Disciplinary Action
- i. When an instructor initiates academic action as the result of the student's alleged violation of academic behavior standards, the academic action will be processed before any disciplinary action is sought. At the time of the final academic action report, the instructor can recommend, through the unit head and college dean or designee to the Director of the OSRR or designee, that disciplinary action should be pursued by means of the Student Conduct Review Process. Please note: If a student has decided to initiate the grade appeal process, the Office of Student Conduct will wait until the grade appeal process is complete before concluding the Student Conduct Review Process (see section 2. Student Academic Appeals for information regarding the appeals process).
 - ii. When information concerning an alleged violation of academic standards is received by the Director of the OSRR or designee from somewhere other than instructional sources (e.g. other students, University police, etc.), the Director or designee shall inform the dean or

designee of the college in which the violation allegedly took place. The college dean or designee shall inform the unit head, who in turn, will notify any affected instructor. The instructor, in consultation with the unit head, will then determine if an academic action is appropriate. At the time of the final academic action report, the instructor can recommend through the unit head and college dean or designee to the Director of the OSRR or designee, that disciplinary action should be pursued by means of the Student Conduct Review Process.

- iii. In the case of multiple or aggravated violations of academic behavior standards, the Director of the OSRR or designee shall initiate disciplinary action based on information contained in University records upon consultation with the college dean or designee.

2. Student Academic Appeals

a. Scope

- i. This rule shall apply to 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.
- ii. 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.
- iii. This rule also applies to actions taken by an instructor pursuant to the provisions of the UCF policy on "Student Academic Behavior"
- iv. 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

b. General Policy – The following assumptions are adopted:

- i. Students are entitled to a fair, prompt, and open resolution of complaints.
- ii. Faculty members and administrators are entitled to a fair, prompt, and open forum in defense of their action.
- iii. Students have access to published materials and student government representatives to help them become familiar with and understand procedures for handling complaints.
- iv. Faculty members and administrators have access to published materials and University staff to help them be aware of and understand procedures through which charges against them will be addressed.

- v. Resolution of student appeals should be made as speedily and informally as possible.
 - vi. The University as an institution and its faculty are entitled to procedures that ensure the maintenance of academic standards.
 - vii. The appropriate forum for discussion or alteration of academic matters is the academic unit responsible for these matters.
- c. Resolution of Student Appeals at Informal Level
- i. 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 instructor of the course or administrator perpetuating the action. This action must be initiated within one semester of the alleged wrongful action or grade, or as soon thereafter as the student becomes aware of such action. The parties should attempt to resolve the problem in an expedient and satisfactory manner. If dissatisfied with the decision of the person whose action is being appealed, 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, in which the action occurred.
 - ii. Step 2: The unit head or supervisor, in consultation with the instructor or administrator, 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 extended ten days into the new semester. The unit head or supervisor will provide the student with a written decision that includes reference to section 11 of the Golden Rule in case the student chooses to appeal.
 - 1. When the instructor or university official is not available to discuss the problem, if at all possible, the resolution should wait until such time as the person whose action is being appealed can return to the campus, typically one semester.
 - 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 instructor or official (e.g. in a case of probable delayed graduation), the unit head or dean or designee shall make every reasonable effort to inform the instructor or administrator of the situation. The person whose action is being appealed may elect to submit a written statement and/or to designate a replacement to aid in solving the problem.

3. If that person 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 instructor or administrator.
- iii. 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
 - iv. 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.
 - v. 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.
 - vi. Composition of the Student Academic Appeals Committee
 1. Each college shall establish a Student Academic Appeals Committee whenever required.
 2. The committee shall be made up of at least three and no more than five tenure-earning or tenured faculty members and an equal number of students.
 3. Student members shall be selected by the dean of the college or designee from a panel of no less than thirty (30) students. This panel shall be appointed by the Vice President of Student Development and Enrollment Services from a list furnished for this purpose by the Student Body President.
 4. 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.

- vii. The college dean or designee shall assemble the Student Academic Appeals Committee to conduct a formal review of the student appeal.
- viii. 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 faculty member involved, or replacement, has received a copy of the appeal or complaint and has had at least 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 instructor at least 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 faculty member 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 instructor. Such information shall include the student's written appeal, written and/or oral information provided by the instructor, 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 faculty member 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.
- ix. 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.

d. Final Appeal

- i. 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.
- ii. 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 instructor involved (if any), and other involved parties.

For questions regarding this section contact:

College of Graduate Studies

Millican Hall, Room 230

(407)823-2766

4. College of Graduate Studies

A. Appeals of Graduate Program Actions or Decisions

1. Review of Academic Performance. The primary responsibility for monitoring academic performance standards rests with the degree program. However, the college and university may monitor a student's progress and may revert any student to non-degree status if performance standards as specified by the program, college or university are not maintained. Satisfactory academic performance in a program also involves maintaining the standards of academic and professional integrity expected in a particular discipline or program. Failure to maintain these standards may result in termination of the student from the program.

A degree program may revert any graduate student to non-degree status at any time, when, in its judgment, the individual is deemed incapable of successfully performing at required standards of excellence. Once reversion to non-degree status has occurred, a student will not be allowed to enroll in graduate courses in that major and will be removed from courses currently being taken. If a student is reverted to non-degree status, reinstatement to graduate student status can occur only through a formal grievance process. (See Academic Grievance Procedure in following section).

2. Academic Grievance Procedure. The Office of Graduate Studies follows the procedures for academic grievances as outlined below. Academic matters are those involving graduate instruction, graduate research, or decisions involving graduate instruction or affecting academic freedom of graduate students.
The Appeals Subcommittee of the Graduate Council is the committee that has jurisdiction for issues involving graduate students enrolled for graduate credit, with the exclusion of the following:
 - a. grade appeals for individual courses (not thesis or dissertation requirements).
 - b. non-academic issues of a disciplinary nature
3. The Academic Grievance Procedure is designed to provide a fair means of dealing with graduate student complaints regarding a specific action or decision by a faculty member, program or college, including termination from an academic program. Academic misconduct complaints associated with sponsored research will invoke procedures determined by the Office of Research.
4. Students who believe they have been treated unfairly, with the previous exceptions, may initiate a grievance. The procedure provides several levels of review, and at each level of review the participants are further removed and have a broader outlook than where the grievance originated.

- a. The graduate student should discuss the matter within the academic unit of the grievance and attempt to resolve the grievance informally.
- b. If an informal resolution fails, the procedure is as follows:
 - i. The graduate student requesting consideration of a grievance, must state the nature of the grievance in writing to the graduate program coordinator, within one year of the date of the occurrence of the grievance. The statement should include a brief narrative of the grievance, the parties involved, and a statement of what remedy is requested.
 - ii. The graduate program coordinator may ask the unit graduate committee responsible for hearing graduate student grievances to examine the necessary information. The unit graduate committee may invite the grievant as well as others who may provide useful information to a scheduled meeting to present arguments for the grievance. The unit graduate committee will recommend a response to the grievance to the graduate program coordinator.
 - iii. The graduate program coordinator will consider the input of the unit graduate committee and make a recommendation to the unit head about the grievance. The unit head will then make a final unit decision about the grievance at that level.
 - iv. Should the graduate student wish to appeal the decision of the unit head, the student or unit head may request in writing to the college graduate coordinator (if this is the next most appropriate unit) or the Office of Graduate Studies (if this is the next most appropriate unit) that the grievance be considered at this level. The college graduate coordinator may ask the college graduate committee to examine the information and consider the grievance at a scheduled meeting. The college graduate committee may request that the graduate student attend and present information and arguments about the grievance and invite others who may provide useful information to do the same. The college graduate committee will recommend a response to the grievance to the college graduate coordinator.
 - v. The college graduate coordinator will consider the input of the college graduate committee and make a recommendation to the college dean about the grievance. The college dean will then make a final decision about the grievance at that level.
 - vi. Should the graduate student wish to appeal the decision of the college or unit (whichever is appropriate), the student may request in writing to the Vice Provost and Dean of Graduate Studies that the grievance be considered at the university level. The Vice Provost and Dean may ask the Appeals Subcommittee of the Graduate Council of the Faculty Senate to examine the information and consider the grievance at a scheduled meeting. The Appeals Subcommittee may request that the graduate student attend and present information and arguments about the grievance and invite others who may provide useful information to do the same. Graduate students who would like to invite advisors or others to the committee meeting may do so, but the advisor is only there to provide consultation with the student and not to

participate in the committee meeting. The Appeals Subcommittee solicits information and then dismisses any invited parties to consider the recommendation that it will make, either at a continuation of the meeting or at a future meeting.

- vii. The Vice Provost and Dean 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.

For questions regarding this section contact:

Office of the General Counsel

Millican Hall, Room 360

(407)823-2482

5. Office of the General Counsel

A. Student Grievance Procedure

1. General

- a. The intent of this rule is to provide a procedure whereby student grievances are processed promptly and resolved fairly. Students shall be given adequate opportunity to bring complaints to the attention of the University with the assurance that the proper University officials will promptly investigate the facts of the case and evaluate these facts in an objective manner.
- b. Student problems should be resolved, wherever possible, before the filing of a formal written grievance, and open communication is encouraged so that resorting to formal grievance procedures will not be necessary. Informal resolution of grievances may be continued throughout the process.
- c. Time limits contained in this rule may be extended by mutual agreement of the parties. Upon failure by the University or its representatives to provide a decision within the time limits provided in this rule or any extension thereof, the grievant may appeal to the next appropriate step. Upon failure of the grievant or counsel to finalize an appeal, or take prescribed action, within the time limits provided in this rule, the grievance shall be deemed to have been resolved at the prior step.

2. Exclusions

Grievances pertaining to the following matters shall not be processed under this rule:

- a. Disciplinary actions taken or academic sanctions imposed under UCF conduct rules;
- b. The professional judgment exercised by an instructor in assigning a grade;
- c. Undergraduate program requirements of departments, schools, or colleges;
- d. Graduate program actions or decisions by a faculty member, program or college, including termination from an academic program;
- e. Traffic and Parking Violations;
- f. Professional judgment of licensed practitioners in health-related professions; or
- g. Arrest or prosecution for criminal activity.

3. Definitions

- a. "Day" means a calendar day. When any deadline incorporated in this procedure falls on a holiday recognized by the university or on a Saturday or Sunday, the document or action due on that deadline shall be considered timely if done by the close of business on the following business day.
- b. "Grievance" means a dispute or request for redress of the interpretation or application of a rule, regulation, or procedure of the University or the Board of Trustees.

- c. "Grievant" means any enrolled or admitted student who presents a grievance under this rule.
 - d. "Respondent" means the UCF faculty or staff member who (or, if no individual may be identified, the UCF department which) is alleged to have caused the grievance by identifiable act(s) or omission(s).
4. Informal Resolution of Student Grievances
- a. It is the University's policy to encourage the informal resolution of grievances directly between the student and the respondent. If this cannot be accomplished, the student is encouraged to continue informal resolution by presenting the problem orally through appropriate administrative channels up to, but not including, the office of the vice president in whose area the respondent is employed.
 - b. Upon request, the Director of the OSRR will inform the student as to the administrative channels to be followed in an attempt to secure informal resolution.
5. Formal Resolution of Grievances
- a. If informal resolution attempts do not succeed, the student may present the grievance in writing in the form indicated in (2) below. This written grievance shall be mailed or delivered to the clerk of the University (University General Counsel's Office) no later than 25 days following the date on which the alleged act or omission causing the grievance occurred; or not later than 25 days from the date the student acquired knowledge, or could be reasonably expected to have acquired knowledge, of the alleged act or omission unless the time limit has been extended by mutual agreement.
 - b. A formal grievance shall be presented in this [format](#).
 - c. Upon receipt of a formal student grievance, the clerk of the University will review the grievance to determine whether or not action under this rule is appropriate or is excluded under the provisions of paragraph 2 above. If action under this rule is appropriate, the clerk of the University will notify the student of receipt of the grievance. If action under this rule is not appropriate, the clerk will inform the student that proceedings under this rule are not appropriate and that the grievance is not accepted for action. Regardless of the disposition, such notice will be mailed to the student within seven (7) days after the clerk's receipt of the written grievance.
 - d. Within twenty-one (21) days of receipt of notification of the grievance, the respondent (or in case of absence of an individual respondent, the respondent's supervisor) shall prepare a written response to the allegation(s) made by the student and shall furnish copies of this response to the grievant and the clerk of the University.
 - e. If the grievant is not satisfied with the written response, he or she may present the grievance in writing to the next level supervisor within ten (10) days of receipt of the response. The grievant may attach or provide any evidence he or she feels is relevant to the grievance at this step. The next level supervisor or designee should conduct an informal investigation as warranted to solve any factual disputes. The supervisor or designee may also take testimony, receive evidence, and provide other affected persons the opportunity to submit written statements and make or receive offers of settlement, stipulations and adjustments.

- f. The supervisor or designee shall prepare a written response to the grievant within fourteen (14) days from the date the supervisor received the written grievance. The supervisor or designee's response should inform the student of the right to seek review by the appropriate Vice President.
- g. Grievance Appeal
 - i. Any grievant who is not satisfied with the disposition provided by the respondent's supervisor, may present the grievance in writing, together with the supervisor or designee's written response to the grievance, within ten (10) days of receipt thereof to the appropriate Vice President. The grievant may include or discuss evidence relevant to the grievance but should not present new information or evidence at this stage.
 - ii. The Vice President's action will be limited to a review of the basis for the supervisor or designee's disposition and will not involve a de novo factual investigation.
 - iii. Notwithstanding the above, the Vice President may, but is not required to, direct that further facts be gathered or that additional remedial action be taken.
 - iv. The Vice President shall inform the grievant of his or her decision in writing within fourteen (14) days of receipt of the appeal. The Vice President's action shall constitute final agency action.

For questions regarding this section contact:
University Registrar
Millican Hall, Room 161
(407)823-3100

6. University Registrar

A. Student Record Guidelines

Student records submitted become the property of the University and cannot be returned to the student or released to a third party. Copies of student records will be released only upon receipt of a written request signed by the student. Student records are stored in paper form or are digitally scanned. Once the student has been absent from the University for three academic years, all records are transferred to optical disk storage and the paper copies destroyed.

1. Family Educational Rights and Privacy Act (FERPA)

The procedures for protecting the confidentiality of student records are based on state regulations and the federal Family Educational Rights and Privacy Act of 1974. FERPA affords students certain rights with respect to their education records. They are:

- a. The right to inspect and review the student's education records within 30 days of the day the University receives a written request for access. Students should submit to the University Registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they desire to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed;
- b. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. The student may ask the University to amend a record that he or she believes is inaccurate or misleading. The student should write the University official responsible for the record, clearly identify the part of the record to be changed, and specify why the current record is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing;
- c. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official

is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility;

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington DC , 20202-4605

- e. Directory Information

FERPA authorizes the University to classify certain information concerning students as “directory information,” which means that it may be released to anyone upon request. In accordance with Florida Statutes Section 228.093, the University is required to release student directory information to independent vendors upon request. Directory information at UCF includes:

- Name
- current mailing address
- telephone number
- e-mail address
- date of birth
- major field of study
- dates of attendance
- enrollment status
- degrees and awards received
- participation in officially registered activities and sports
- - athletes height and weight.

All other student information will be released in accordance with FERPA; in most cases this requires the student’s prior written and signed consent. The University extends to students the opportunity to withhold any or all information, including “directory information.” To do this, students must complete the “Directory Disclosure/ Release Authorization” form available at the Registrar’s Office (MH 161) or online at <http://registrar.ucf.edu>, requesting that this information be withheld. The Golden Rule outlines the University procedures for confidentiality. For additional information

describing FERPA policy, enter the Department of Education Family Policy Compliance Office website at <http://www.ed.gov/offices/OM/fpco/>.

B. Student Communication Responsibility Policy

1. To communicate in a more expedient manner, UCF uses e-mail as the primary means of notifying students of important university business and information dealing with registration, deadlines, financial assistance, scholarships, tuition and fees, etc.
2. To avoid missing important communications from the university, students must ensure that the university has an up-to-date “preferred” e-mail address, as well as both a permanent and mailing (local) address.
3. It is critical that students maintain and regularly check their “preferred” e-mail account for official announcements and notifications. Communications mailed to a student’s “preferred” email address are considered official notice. The university does not accept responsibility if official communication fails to reach a student who has not notified the university of a change of e-mail or mailing address.
4. Please ensure that your e-mail address, as well as your permanent and mailing (local) address and telephone number are current with the university at all times.
5. Students can update their contact information on the web at:
<http://my.ucf.edu>

For questions regarding this section contact:
Alcohol and Other Drug Prevention Programming
Counseling Building
(407)823-0879

7. Alcohol and Other Drug Prevention Programming

A. Drug-Free Workplace/Drug-Free Schools Policy Statement

This is a statement of the standards of conduct and disciplinary sanctions to be imposed for the unlawful possession, use or distribution of illicit drugs and alcohol by UCF students and employees on UCF property or as part of any of its activities. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or the unlawful possession or use of alcohol is prohibited in and on UCF owned and controlled property or as part of any of its activities. Any UCF employee or student determined to have violated this policy shall be subject to disciplinary action for misconduct, action which may include termination or expulsion and referral for criminal prosecution. No employee or student is to report to work, class or any University activity while under the influence of illegal drugs or alcohol. Violation of these policies by an employee or student will be reason for evaluation and possible intervention or treatment for alcohol and other drug abuse or dependency disorders. The University's alcoholic beverages policy is stated below.

B. Campus Alcoholic Beverages Policy

1. Policy- The sale, service, possession, and consumption of alcoholic beverages shall comply with state and federal laws, city and county ordinances, and the licensing agreement with on-campus distributors which allows for the sale and service of alcoholic beverages. In addition, the University has formulated the following policies governing the sale, service, possession, and consumption of alcoholic beverages on campus.
2. Guidelines- The sale or service of alcoholic beverages to persons younger than 21 years of age is prohibited.
 - a. Possession or consumption of alcoholic beverages is prohibited by persons younger than 21 years of age.
 - b. Possession or consumption of alcoholic beverages in open or unsealed containers is prohibited, except in designated areas or as approved with special events.
 - c. Individuals are responsible for their actions, regardless of whether or not their mental or physical state may be affected by mind-altering chemicals such as alcohol and other drugs.
 - d. Student organizations may develop more stringent regulations regarding alcohol use.
3. Location- The sale of alcoholic beverages on the University campus may be permitted only in licensed areas by licensed on-campus distributors.

- a. The sale or service of alcoholic beverages to individuals of legal age will be permitted at other select campus locations for catered functions by properly authorized distributors.
 - b. The serving, possession or consumption of alcohol by individuals of legal age may be permitted in private residential rooms in the residence halls and other on-campus housing, unless otherwise prohibited by the governing organization. Consumption of alcoholic beverages in public or common areas within on-campus residential units shall follow guidelines provided by their governing organization.
4. Approval Procedure for Student Groups- Prior approvals for students or student organizations to host an event where alcoholic beverages are present in non-licensed campus locations must be obtained from the associate Vice President for Campus Life or designee.
- a. The following information must be supplied by the student organization and approved by the appropriate University officials, no less than 15 calendar days prior to the event(s). The required form may be obtained from the Office of Student Involvement. These arrangements include but are not limited to:
 - i. Sponsoring organization and nature of event;
 - ii. Date, beginning and ending times and location of event;
 - iii. Number in attendance and method of registering guests;
 - iv. Method of designation for those of age/underage;
 - v. Contained area where alcohol consumption is permitted;
 - vi. Type of alcohol along with food and alternative non-alcoholic beverages to be provided;
 - vii. Method of security including number of campus police officers;
 - viii. Person to be contacted at event in case of questions or problems.
 - b. When an event is properly scheduled to take place in a location for which a campus concession holds a license, alcoholic beverages are to be sold through the concession and their license. Groups or organizations that seek to sell beer or wine along with a non-alcoholic choice at other locations on campus must obtain approval to secure a beer or wine license from the Director of Business Services prior to making application for the license. With approval, the license is then to be obtained by the organization from the Alcoholic Beverages and Tobacco Division of the Department of Business Regulations.

C. Student Organizations

1. Active registered student organizations must secure in writing permission to serve or consume alcoholic beverages on property owned or operated by the University of Central Florida 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 and Recreation and Wellness Center or designee
 - b. Outdoor area immediately adjacent to any building - officially designated building manager for that facility
 - c. Other outdoor open spaces on the campus - designated sponsors, i.e. Lake Claire - Director of the Student Union and Recreation and Wellness Center or designee.
 - d. Inside any building - officially designated building manager for that facility
2. Permission by active registered student organizations to use any space on each regional campus or its host institution's campus for the purpose of providing or consuming alcoholic beverages must be secured in writing in advance by the Director of Campus Life on each regional campus.

D. Drug/Alcohol Counseling, Treatment, or Rehabilitation and/or Re-entry Programs Available to UCF Student and Employees

1. A broad range of student services provided through UCF's Division of Student Development and Enrollment Services are available to assist students with non-academic problems that negatively affect their performances.
The Alcohol and Other Drug (AOD) Prevention Programming Office coordinates programs, activities and services related to making healthy life choices regarding substance use. The REAL Project is the programming entity of the AOD Office. The REAL Project offers education, prevention, intervention, assessment, counseling, re-entry and referral services designed to enhance students' personal and academic success. Qualified staff is available to assist students with these services; including BASICS (Brief Alcohol Screening and Interventions for College Students) for sanctioned and non-sanctioned students who are interested in determining if their substance use can be categorized as misuse, abuse or dependency. Peer led programming is also an important element of the REAL Project. Professional health educators and trained Peer Educators provide a wide variety of college health related programming to inform students how to make low risk, healthy choices.

E. Applicable Legal Sanctions Under Federal, State and Local Law for the Unlawful Possession or Distribution of Illicit Drugs and Alcohol

1. In the U.S. Department of Justice, Drug Enforcement Agency 1989 edition of Drugs and Abuse the following statement is provided regarding applicable legal sanctions under federal law for the unlawful possession or distribution of illicit drugs.
"The foundation of the federal fight against drugs is Title II of the Comprehensive Drug Abuse Prevention and Control Act of 1970, commonly known as the Controlled Substance Act (CSA). The basic Provisions of that law were strengthened by the Congress in 1984 and again with the Anti-Drug Abuse Act of

1986. The CSA provides penalties for unlawful manufacturing, distribution, and dispensing of controlled substances. The penalties are basically determined by the schedule of the drug or other substance, and sometime are specified by drug name, as in the case of marijuana. As the statute has been amended since its initial passage in 1970, the penalties have been altered by Congress.”

Florida laws (directed to discourage persons from driving under the influence of drugs or alcohol) have severe penalties including mandatory minimum incarceration sentences. Other sanctions include:

- Suspension or revocation of driver’s license;
- Suspension of vehicle registration and return of license plates, in the case of a multiple offender;
- Mandatory blood testing to determine alcohol or drugs levels;
- Mandated assessment and counseling, and fines.

F. Biennial Review by UCF of its Drug-Free Workplace/Drug-Free School Policy Compliance

1. The Division of Student Development and Enrollment Services and Human Resources office will review, on a biennial basis, the effectiveness of the programs stated in its Drug-Free Workplace/Drug-Free Schools Policy Statement and will implement changes to the programs if they are needed in accordance with the Drug-Free Schools and Communities Act amendments of 1989 (Public law 101-226). This review will also be conducted to ensure that the disciplinary sanctions stated in the UCF Policy Statement are consistently enforced.

For questions regarding this section contact:

Office of Student Involvement

Student Union, 208

(407)823-6471

8. Office of Student Involvement

A. 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.

1. Student Organizations

a. Benefits of Involvement

The University of Central Florida (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.

b. 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.

c. 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.

2. General Principles of Group Responsibility

Any student organization can be held responsible for its actions or the actions of a collection of its members acting together. It is recognized that occasional misconduct on the part of individual members may not be attributed to and/or be cause to penalize the organization; however, misconduct on the part of the organization may be addressed when:

- a. Members of the organization act together to violate University standards of conduct.
 - b. A violation arises out of an organization-sponsored, financed, or otherwise supported activity.
 - c. The organization's leadership has knowledge of the incident, behavior, etc. 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.
 - d. A violation occurs on premises and/or transportation owned, operated, or rented exclusively by the organization.
 - e. A pattern of individual violations has occurred and/or continues to occur without adequate control, response, or sanction on the part of the organization or its leaders.
 - f. The organization or related activities provided the context for the violation.
 - g. The organization chooses to protect one or more individual offenders who are members, former members, or guests of the organization from official action.
3. 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 Campus Life 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.

a. 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, except at regional campus (which need a minimum of eight), and on a case by case basis, when affiliated with a national governing body (which needs a minimum of four). 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.

b. 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
- c. 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.

4. Update Reports and Inactive Organizations

At the beginning of each semester, and following organization elections, all registered student organizations must file an update 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 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 (1) calendar year, that organization shall be considered dissolved. Dissolved organizations may only be reformed by following the aforementioned organization registration process.

5. 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.

6. Membership

Membership in any student organization is limited to any student who is currently paying activity and service fees and is enrolled with the University of Central Florida. 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, or veteran's status, or sexual orientation.

7. Student Eligibility for Leadership Positions

a. 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 (6) credit hours as an undergraduate degree-seeking student or a post-baccalaureate student, or at least five (5) credit hours in a graduate degree-seeking program or at least three (3) 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 of 2.5 for Undergraduate or Post-Baccalaureate Students and 3.0 for Graduate Students for all hours earned while enrolled at UCF and/or previous educational institution if student is a transfer student in their first semester 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.
- b. 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 2 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 (3) appointed by the Student Body President and faculty (1) and staff (2) appointed by the Director of the Office of Student Rights and Responsibilities. 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.

8. 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.

B. Event Management

1. Event Management for Registered Events

a. 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:
 1. Bonfires;
 2. Use of firearms, explosives or munitions;
 3. Lighting of fireworks;
 4. Events involving helicopters or other aircraft
 5. Motor vehicle races;
 6. Gatherings in excess of 200 persons, including unregistered campus athletic events
 7. Marches and parades
 8. Any event involving the distribution of alcohol;
 9. Any outdoor event requiring electricity
 10. Any event in the immediate vicinity of a pool, lake or pond.

b. Procedure

i. Scheduling

1. 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.

2. If the organization desiring to schedule an event does not complete a SAFE form fifteen (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

1. A request by a registered student organization to schedule facilities will only be considered when handled through appropriate university channels.
2. Requests from registered student organizations for the use of university facilities may be denied for the following reasons:
 - i. Adequate or appropriate facilities are not available.
 - ii. Failure to comply with any of these procedures.
 - iii. Inadequate arrangements for presentation of the program, including finances.
 - iv. The proposed event constitutes a clear and present danger to the University by advocacy or promotion of disruptive conduct described by The Golden Rule
 - v. Inadequate liability insurance.

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 his or her designee.

iii. Required Approvals

1. 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.

2. 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.
3. Each application shall be accompanied by proof of insurance as specified in subsection (6) below.
 - i. UCF Police Department
 - ii. Director of Environmental Health and Safety
 - iii. Insurance Officer (if insurance is required)
 - iv. Director of Physical Plant

When the application has been circulated among the above 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
 1. 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.
 2. 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:

1. The event is conducted as described in the approved application including any requirements thereon for clean-up, extra security, etc...
 2. All restrictions placed on the event by the university are followed
 3. The event does not become disruptive or unsafe
 4. The event does not interfere with other events or university operations
 5. 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
1. 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.
 2. 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.
 3. 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.
- c. Responsibility
- The sponsoring organization is responsible for implementation of this procedure.
- i. Loud Speakers and Sound Equipment
- 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:
1. Student Union and inside the Pegasus Circle - Director of the Student Union or designee (see Student Union Amplified Sound Policy);

2. Outdoor area immediately adjacent to any building—officially designated building manager for that facility;
 3. Other outdoor open spaces on the campus - designated sponsors, i.e., Lake Claire - Director of Student Union;
 4. Inside any building - officially designated building manager for that facility.
 5. 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.
- ii. 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.
- iii. Contracts
No student is permitted to represent the University as a signatory on contracts.
- iv. 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.

C. Campus Demonstrations and Other Outdoor Events

1. 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.
2. 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.

3. 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:
 - a. Grounds immediately adjacent to University residential facilities;
 - b. Grounds associated with the Burnett House;
 - c. Athletic and recreational fields, including any facilities operated by the recreation and Wellness Center
 - d. 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;
 - e. Grounds within 200 feet of the Creative School for Children
4. 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 (10) below 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.
5. 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:
 - a. Obstruct vehicular, bicycle, pedestrian, or other traffic;
 - b. Obstruct entrances or exits to buildings or driveways or impede entry to or exit from any building or parking lot or vehicular path;
 - c. Interfere with educational or administrative activities inside or outside any building;
 - d. Violate a law, rule, or ordinance;

- e. 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;
 - f. Obstruct, disrupt, or attempt to physically force the cancellation or continuance of a speaker
 - g. Interfere with scheduled University ceremonies or events;
 - h. Interfere with or disrupt normal University operations;
 - i. Damage property, including grass, shrubs, trees, or other landscaping;
 - j. Utilize sound amplification, including bullhorns, except as approved in advance and within sound limits that will not disrupt normal University operations
6. 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:
 - a. Identify him/herself to the demonstrators, giving name and official position;
 - b. 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;
 - c. Request that the violation cease (which could include relocation of the activity to avoid the disruption);
 - d. In the event of non-compliance with this request, enlist the assistance of the University Police in restoring order and enforcing the law.
 7. In the event of a disruption, the University Police have a responsibility to:
 - a. 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;
 - b. Arrest any participants observed to be in violation of the law;
 - c. Enlist the assistance of outside law enforcement agencies, if necessary
 8. 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.
 9. The areas designated in paragraph (10) 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.

10. 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:
 - a. 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;
 - b. 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;
 - c. The triangle formed by the sidewalks bordering Colbourn Hall, the John T. Washington Center, and the Colbourn Hall Faculty Parking Lot.
 - d. The area behind the Health and Public Affairs 2 building bordering the sidewalks and road adjacent to the Engineering 2 building.
 - e. The open area southwest of the Fairwinds Alumni Center building between the Fairwinds Alumni Center parking area and the Psychology Building.
 - f. The open area southwest of the Convocation Center entrance bound by West Plaza Drive on the west and Gemini Boulevard to the south.
 - g. 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.
 - h. 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 sides by the sidewalk of the shuttle stop and the sidewalk running north/south from the campus entrance gate.
11. Non-university organizations and persons who intend to use the areas identified in paragraph (10) above 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.
12. 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.

For questions regarding this section contact:
Physical Plant
(407)823-2471

9. Physical Plant

A. Advertising and Signs

Exterior signage is allowed for students sponsored activities, clubs and events to promote student participation.

1. Student organizations may use exterior signs to advertise activities, clubs, and events three times per semester.
2. All signs must be registered and properly “stickered”. Stickers may be applied for at the Office of Student Involvement and are issued by the director or his/her designee. Stickers may only be issued for 5 days increments, with provisions for renewal.
3. A maximum of three wood signs may be posted for advertising an activity, club or event.
4. All signs must be removed by the posting organization within 24 hours after the registered event or immediately after the fifth day if the signs are not renewed. Signs not removed within the specified timeframe will be removed by Physical Plant and a \$50.00 per sign charge levied. The sign will be released after the fine has been paid at the “Cashiers” office, and credited to the appropriate account.
5. The placement of printed materials on vehicles, light posts, benches, trees and exterior doors are not permitted.
6. Signs must adhere to the following standards:
 - a. The maximum size of a sign is 4 feet by 8 feet.
 - b. Signs must be free standing and not staked into the ground or hung, fastened or attached to shrubbery, trees, and light posts. Signs are not permitted in any street median.
 - c. All signage must be placed in a minimum of 50 feet from any motor vehicle intersection.
 - d. Signs can only be placed in locations designated on the UCF Signage Location Map.
 - e. Any signs in violation of any of the above stated regulations will be removed by Physical Plant and a \$50.00 per sign charge levied. The sign will be released after the fine has been paid at the “Cashiers” office, and credited to Account # 2421000, object code #499000.
7. These posting rules do not apply to Student Government elections.

B. In-line Skating, Skateboarding, and Scooters Procedure

1. Each building of the University will have properly posted signs prohibiting in-line skating, skateboarding, and scooters within or adjacent to building structures. The

building manager is responsible for posting the signs with the assistance of the Physical Plant.

2. Any staff or faculty member shall discourage anyone from in-line skating, skateboarding, or using scooters within the confines of each building or adjacent to the property, the disruptive individual will be referred to the Division of Student Development and Enrollment Services or Human Resources as applicable. In the case of a person not affiliated with the University, University Police will issue a Trespass Warning according to policy. The University Police will assist the reporting party as necessary.
3. This procedure applies to all hallways within University buildings and stairways and entranceways adjacent to the exterior of each building.
4. In-line skating, skateboarding, and scooters are prohibited on the roadways and in parking garages/lots.
5. The University Police Department is responsible for enforcing this procedure.
6. Scooters used by persons with disabilities to aid in their mobility are exempt from this policy.

For questions regarding this section contact:

Student Union

Student Union, Room 312

(407)823-2117

10. Student Union

A. Solicitation on Campus

1. General Policy

- a. All business entities and all natural and legal persons (hereinafter referred to as "Vendor(s)") wishing to solicit business or otherwise engage in any form of commerce on the Orlando campus of the University of Central Florida ("UCF") must coordinate such activities through UCF's Director of Student Union or designee. The conduct of all such activities shall be confined to that area of campus situated within the boundaries of Pegasus Circle from Centaurus Drive to Aquarius Agora Drive.
- b. Vendors wishing to utilize the free speech area must secure permission from the Director of Office of Student Involvement or designee.

2. Procedure

Vendors must comply with the following guidelines to reserve and allocate space for the conduct of solicitation: Market Day Guidelines

- a. Contact UCF's Student Union Event Services to request space. Space is limited. Reservations must be made in advance at UCF's Student Union Office, Room 312. All fees for the reservation of space must be paid at the time the reservation is made. (See Student Union Event Services for current fee schedule.) UCF reserves the right to require any Vendor to submit proof of insurance coverage for comprehensive and general liability insurance in amounts deemed acceptable by UCF.
- b. Placement of Vendors within the bounds of Pegasus Circle will be at the sole discretion of UCF's Student Union Event Services staff.
- c. Vending space will be clearly designated for Vendors upon their arrival at set up time. Displays may not extend beyond the allotted space.
- d. UCF's Student Union reserves the right to restrict the participation of any Vendor or Vendors.
- e. If a Vendor is not set up by 10:00 a.m., UCF may, but is not obligated to, remove the Vendor's equipment, if any, and will consider such Vendor a NO SHOW. This information will be noted in Vendor's file and could impact future reservations.
- f. The market will end promptly at 5:00 p.m. UCF's Student Union patio will be open to load merchandise and equipment from 5:00 p.m. - 6:00 p.m. Vendors must completely vacate UCF's Student Union patio by 6:00 p.m.

- g. In case of inclement weather, the market may be canceled at the sole discretion of Student Union staff. If the market is canceled, reservation fees will be refunded to UCF's Vendors who paid the fees. No prorated refunds will be issued if the market is held and inclement weather occurs during the day.
 - h. Vendors are to purchase a parking pass on the days they will be on campus. Parking is available in Lot T-600 after the vendor unloads the materials and merchandise at UCF's Student Union.
 - i. UCF is not responsible for any loss, theft, or damage to Vendors' equipment or goods. Vendors are responsible for the security of their property.
 - j. Vendors must adhere to the requirements established by UCF's Student Union for the safety of the event and any rules as may be mandated by UCF's Department of Environmental Health and Safety.
 - k. UCF shall not tolerate the placement of tables, displays, tents, or other activities for solicitation purposes outside Pegasus Circle. UCF's Police will be responsible for monitoring all such activities outside Pegasus Circle. Those violating this policy will be instructed to leave immediately and may be issued a no-trespass warning by UCF Police.
3. Campus Locations for Solicitation
- a. Posted materials should not be fastened to or hung from shrubbery or trees; drawn, taped, painted or otherwise displayed on sidewalks, walls, glass and painted surfaces, or building exteriors. No holes may be dug into the ground (except for wood stakes) nor nails or tacks hammered into trees.
 - b. Solicitors and tradesmen, including students, faculty and other University personnel, are prohibited from conducting business transactions with individuals or organizations on campus unless a permit has been issued. Permits to conduct such business with students and student organizations may be issued by the Director of the Student Union or for all others by the Director of Business Services.
4. Exception to Policy
- Officially registered, active student organizations of UCF desiring an exception to the above policy must secure, in advance, the written permission of either the Director of the Student Union or other individual listed below to use, free of charge, space on UCF property to conduct a solicitation to benefit only the student organization. No person or entity outside of the student organization shall participate in the solicitation or receive any financial or other benefit or thing of value from the solicitation. Examples of such solicitations include but are not limited to, bake sales and similar fundraising activities, distribution of literature, speakers, giveaway promotions, or signing of petitions. On UCF's Orlando campus, permission must be secured as follows:

- a. Student Union and inside the Pegasus Circle and Ferrell Commons Courtyards from the Director of the Student Union or designee.
- b. Residence Halls and outside areas immediately adjacent thereto - from the Director of Housing or designee.
- c. Greek Park area from the Director of Office of Fraternity and Sorority Life or designee.
- d. UCF Arena and areas immediately adjacent thereto - from the Director of the UCF Arena or designee.
- e. Inside any other building and outside areas immediately adjacent thereto - from the officially designated building manager of that facility or designee (identification of the building manager for a particular facility may be obtained from the Office of the Vice President for Administration and Finance.
- f. Recreation and Wellness Center and Intramural Sports area – from the Director of Recreation and Wellness Center.

On the regional campuses or their host institutions, permission to use space to conduct solicitations must be secured from the Director of Campus Life on that regional campus and, as may be required, from the appropriate official of that host institution.

Failure of active student organizations to comply with this solicitation policy and procedure may result in student disciplinary action taken against such organizations, including the loss of the privilege to engage in solicitations on UCF property, the loss of the privilege to register as a student organization, as well as other disciplinary action.

5. Responsibility

The Associate Vice President for SDES or designee shall be responsible for implementing this policy.