

RIGHTS AND REGULATIONS*

**The process of revising and updating rules and policies is always under way. Several of the policies and/or rules published in this handbook were in effect at the time of publication but were in the process of being revised. Please visit www.unf.edu/unfinfolpolicies-regsl to obtain information concerning revised and updated rules/policies. When revisions are finalized, copies of the updated rules/policies will be available in the related office.*

Academic Integrity Code

In order to protect the integrity of the teaching, learning, and evaluation process, the University of North Florida expects all members of the academic community to respect the principle of academic freedom, and to behave with academic integrity. Briefly stated, academic misconduct shall consist of any attempt to misrepresent one's performance on any exercise submitted for evaluation. The primary responsibility for insuring adherence to the principle of academic integrity rests with students and faculty.

Any infraction which comes to the attention of any person should be brought to the attention of the faculty member to whose course it pertains.

****Violations of Academic Integrity***

Violations of the principle include, but are not limited to:

- **Cheating:** Intentionally using or attempting to use unauthorized materials, information, notes, study aids, or other devices in any academic exercise. This definition includes unauthorized communication of information during an academic exercise.
- **Fabrication and Falsification:** Intentional and unauthorized alteration or invention of any information or citation in an academic exercise. Falsification is a matter of inventing or counterfeiting information for use in any academic exercise.
- **Multiple Submissions:** The submission of substantial portions of the same academic work for credit (including oral reports) more than once without authorization.
- **Plagiarism:** Intentionally or knowingly presenting the work of another as one's own (i.e., without proper acknowledgment of the source). The sole exception to the requirement of acknowledging sources is when the ideas, information, etc., is common knowledge.

- **Abuse of Academic Materials:** Intentionally or knowingly destroying, stealing, or making inaccessible library or other academic resource materials.
- **Complicity in Academic Dishonesty:** Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

Possible Faculty Actions in a Case of Suspected Academic Misconduct

- academic counseling or referral to the appropriate support service (e.g., referral to the Counseling Center);
 - reprimand (oral or written);
 - a grade of F or reduction of grade on the specific piece of work;
 - reduction of grade in the course; or the consequences of a breach of academic integrity may result in an F which is non-forgivable, regardless of withdrawal status.
 - referral of the charges to the dean/director of the academic unit in which the student is enrolled if the faculty member deems the offense so serious as to warrant a more stringent penalty than those listed above.
- (For appeals, see page S 61.)

AIDS Policy

In keeping with the University's mission of establishing an educational and caring environment it is the policy of the University of North Florida to protect the education and employment rights of University students and employees who are, or may become, infected with HIV. It is also the policy of UNF to provide University students and employees with an environment in which they are protected from contracting HIV. In the belief that education will better enable the University community to engage in informed, responsible, and healthy decisions regarding HIV, the University provides a wide range of HIV education and prevention activities. The UNF Department of Health Promotion provides the majority of HIV education, prevention, and counseling/testing services on-campus. For more information on HIV or HIV-related services on-campus, please contact the Department of Health Promotion at (904) 620-1570 or visit us in the UNF Arena (Bldg. 34)/Room 2003A.

You can review the HIV Policy in its entirety by visiting the University's web page. The HIV Policy covers information in each of the following areas: Medical Background, Legal Background/Confidentiality and Privacy Issues, Educational Guidelines, Employee Guidelines, Universal Precautions and Evaluation.

Alcohol and Other Drugs Policy

I. OBJECTIVE & PURPOSE

As an educational institution, the University of North Florida is committed to providing an environment that enhances and supports intellectual and individual development. The University community - including faculty, administrators, staff and students - has the collective responsibility to ensure that this environment is conducive to healthy intellectual growth. The use of harmful and addictive chemical substances poses a threat to the educational environment and the University's mission. Thus, it is necessary to promulgate this Alcohol and Other Drug Policy to assist members of the University community in:

- A. Their understanding of:
 1. The harmful and addictive potential associated with the use of alcohol and other drugs
 2. The consequences of the use, possession, manufacture or sale of illicit drugs
 3. The consequences of the use, possession, manufacture or sale of drug paraphernalia
 4. The consequences of the possession of prescription drugs unless dispensed pursuant to Chapter 893 of the Florida Statute
 5. The consequences of the alteration or sale of prescription drugs
 6. The unlawful use and possession of alcohol; and
- B. Their role as:
 1. Resources in the prevention of alcohol and other drug abuse
 2. Resources in the creation and monitoring of a safe and drug-free environment

II. DEFINITIONS

For the purposes of this policy, the following definitions (as per Florida Statutes) shall apply:

- A. Alcohol (or alcoholic beverage): means distilled spirits and any beverage containing 0.5 percent or more alcohol by volume.
- B. Illicit Drug: means a controlled substance or "designer drug" under provisions of Chapter 893, Florida Statutes.

III. STATEMENT OF POLICY

The University of North Florida expressly prohibits the following by students and employees in or on property owned and controlled by the University of North Florida or off campus when a student or employee is acting as a representative of the University:

- A. Unlawful manufacture, alteration, distribution, dispensing, possession, or use of any illicit drug

- B. Unlawful possession or use of a prescription drug regulated under the provisions of Chapter 893, Florida Statutes (controlled substances and "designer drugs") unless dispensed and used pursuant to prescription or otherwise authorized by law. Manufacture, alteration, delivery, distribution, dispensing, and/or sale of such substances are prohibited unless authorized by law.
- C. Unlawful purchase, possession, distribution and/or use of alcohol

The use of alcoholic beverages and/or use, possession, manufacture, sale, or attempted sale of any illicit drug or prescribed drug by members of the University community is at all times subject to federal, state, and county laws, ordinances, and statutes governing these substances.

Anyone found guilty of violating this policy is subject to specific sanctions and penalties as described herein.

IV. STATEMENT OF PROCEDURES

The successful implementation of this policy is contingent on providing education, services and regulation in the following six areas:

- A. Guidelines for Alcohol Consumption
- B. Alcohol and Other Drug Education and Prevention Services
- C. Evaluation
- D. Rehabilitation
- E. Parental Notification
- F. Sanctions

A. Guidelines for Alcohol Consumption

1. Overview of Guidelines

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.

Due to the concern for the health and safety of individuals at UNF, the University has formulated the following general guidelines governing the sale and consumption of alcohol on campus:

- a. Alcoholic beverages may be served at approved events as an amenity to a well-planned and structured program, not as the indispensable and essential program element.
- b. The sale or service of alcoholic beverages to persons younger than 21 years of age and the possession or consumption of alcoholic beverages by persons younger than 21 years of age is prohibited.
- c. Possession or consumption of alcoholic

beverages is prohibited, except in designated areas or as approved with special events.

- d. The sale of alcoholic beverages on the University campus may be permitted only in approved areas and only by licensed distributors.
- e. The sponsor of the event is responsible for providing food and non-alcoholic beverages at any event where alcohol is served.
- f. Individuals are responsible for their actions regardless of the mental or physical effects of alcohol.

Specific rules covering the sale, distribution, consumption and location of alcoholic beverages on campus are discussed below. At all times these rules must comply with federal, state and county laws and ordinances.

2. Areas

- a. The following are areas where alcoholic beverages may be served and/or consumed:
 1. Private rooms of students or individuals over 21 years of age residing in the Osprey Village area of University housing
 2. The Boathouse. Due to license requirements at the Boathouse, the serving or consumption of alcoholic beverages must be approved by the license holder
 3. University gallery
 4. Public reception areas, for example, Library Atrium, Robinson Theatre Atrium, President's Conference Room, Foundation Board Room
 5. Classrooms where no academic instruction is scheduled.
 6. Robinson Student Life Center (except Theatre)
 7. The Arena
 8. The Osprey Nest
 9. Fine Arts Center
 10. Hayt Golf Learning Center
 11. Soccer/Track Stadium
 12. Other areas approved by the President or designee
- b. Alcoholic beverages may not be served or consumed in the following areas, including but not limited to:
 1. University Nature Trails and Lakes
 2. Robinson Theater (except Atrium)
 3. Thomas G. Carpenter Library (except Atrium)
 4. Campus parking lots and roads
 5. All areas of Housing except Osprey Village

3. Sale of Alcoholic Beverages

Only those groups holding the appropriate state license for the sale of alcoholic beverages may sell alcoholic beverages. Individuals and University groups that sponsor events where alcoholic beverages are served are prohibited from charging for the beverages either directly or indirectly without the proper state license. The University controller must approve the obtaining of a license in advance.

4. Approval

The sponsor of any event where alcoholic beverages will be served or consumed must have the event registered and approved in advance and will be held responsible for the event.

- a. The approval authorities are as follows:
 1. Faculty Association and faculty-sponsored events are approved by the Vice President for Academic Affairs.
 2. University Support Personnel Association, and Administrative and Professional Association events are approved by the Vice President for Administration and Finance.
 3. Alumni Association and Foundation Board events are approved by the Vice President for Institutional Advancement.
 4. Osprey Club and Student Government and other student-sponsored events or student organization events are approved by the Vice President for Student and International Affairs.
 5. Off-campus groups using University facilities are approved by the UNF sponsor and the appropriate Vice President.
 6. Other groups or individuals are approved by the appropriate Vice President.
 7. The President or designee also has the right to approve any area.

5. Responsibility

If alcoholic beverages are served for any University function, party, or event, the group or individual responsible for the event must adhere to the following:

- a. Precautionary measures such as checking I.D.s must be made to ensure that alcoholic beverages are not served to persons who are under 21 years of age or to persons who appear intoxicated.
- b. A person or persons must be designated as the server(s) and the alcoholic beverage(s) must be placed in such a manner and location that access to it is restricted except through the designated server(s). Server(s)

must receive training to be made aware of their responsibilities and the legal consequences for violating these responsibilities and specific server actions to limit the use of alcohol.

- c. The only alcoholic beverages that may be possessed or consumed at campus events are those served at the event. All such alcoholic beverages must be consumed within the facility or space designated for the event.
- d. Nonalcoholic beverages must be available.
- e. Food must be served concurrently with the serving of alcoholic beverages. Adequate portions will be considered as criteria for event approval.
- f. An effort should be made to ensure that the amount of alcohol approved for any event must be proportionate to the expected attendance and duration of that event.
- g. Advertising (including flyers, ads, notices, posters, banners, etc.) must note the availability of nonalcoholic beverages and food as prominently as the alcohol being served.
- h. Promotional material for any University function, party or event (including those to be held off campus) shall not make reference to the amount of alcoholic beverage available at the event nor feature the alcoholic beverage as the predominant aspect of the event.
- i. Appropriate measures for adequate cleanup of the facility used are required.
- j. The faculty/staff adviser (or his/her designee) of a student organization must be present throughout the duration of the activity to ensure that the above guidelines are observed and must be made aware of his/her responsibilities and the legal consequences of violating these responsibilities.

6. Violation of Rules

Violation of these rules will result in disciplinary sanctions. The University sanctions imposed range from written warnings to expulsion from the University (including expulsion from enrollment for students and termination of employment for faculty, administrators, and staff, if appropriate). Disciplinary action against an employee or student by the University does not preclude the possibility of criminal charges against that individual.

7. Reference

If any member of the University community has questions regarding this policy or its application, these questions may be addressed to the Office of the Vice President for Student and International Affairs.

B. Alcohol and Other Drug Education and Prevention Services

As part of the educational process, the University, via the Campus Alcohol and Drug Information Center (CADIC), will provide on a regular basis, a wide range of activities for the University community to increase their understanding of the harmful effects and addictive potential caused by inappropriate use of alcohol and other drugs. These activities are centered on primary prevention (i.e., education), secondary prevention (i.e., intervention) and tertiary prevention (i.e., support and coping).

Specific primary prevention activities will include:

- Education efforts by the Campus Alcohol and Drug Information Center
- Participation in national, state, and regional alcohol and other drug prevention events
- Regular dissemination of alcohol and other drug educational literature to the University community
- Presentations on alcohol and other drugs information to residence halls, academic classes, and faculty and staff
- The maintenance of a computerized drug and alcohol information database

Specific secondary prevention activities (i.e., intervention) will include:

- Intervention counseling and education
- Confidential referrals to treatment and counseling centers

Specific tertiary prevention activities (i.e., support and coping) will include:

- Sponsorship of Alcoholics Anonymous, Al-Anon meetings and/or other substance-related support groups

Specific efforts in the areas of evaluation and research shall focus on each tier of prevention (i.e., primary, secondary, tertiary) and shall be conducted regularly.

The Campus Alcohol and Drug Information Center promotes prevention and education to better enable students, faculty and staff to engage in informed, responsible and healthy decisions regarding the role of alcohol and other drugs in their lives. To assist with this prevention and educational mission, specific information about the most commonly used drugs is presented in Table 1.

C. Evaluation

The purpose of the evaluation component is to ensure the successful achievement of the policy/program objectives. The evaluation component will consist of process and outcome evaluations.

1. Process Evaluation

The purpose of the Process Evaluation is to monitor the progress of the policy and program implementation to indicate whether or not revisions are necessary in either the policy or program in order to meet stated objectives. Process evaluation data will include: (1) the number and type of prevention activities provided by various campus departments/units to the University community (2) the number and type of disciplinary sanctions levied on students and campus employees and (3) the number of students and campus employees provided with a written description of the alcohol and other drug policy and prevention programs. These data will be documented in the appropriate campus department and units assigned with the responsibility for implementing the respective alcohol and drug policy and prevention program components.

2. Outcome Evaluation

The purpose of the Outcome Evaluation is to determine the effectiveness of the campus alcohol and other drug policy and prevention program components, and to determine alcohol and other drug-related trends to provide suggestions for enhancing the efficacy of policy and programming. Outcome evaluation data will include: (1) annual survey of alcohol and other drug-related habits, beliefs, consequences, and perceptions of alcohol and illicit drug use, (2) quarterly campus police reports of alcohol and other drug-related infractions on campus and (3) follow-up measures on sanctions levied against students.

A final aspect of the evaluation process will include the regular convening of the University of North Florida President's Council on Substance Abuse, and the Campus Alcohol and Drug Information Center Advisory Board. The purpose of the President's Council on Substance Abuse is to make recommendations to the President concerning policy and prevention; the purpose of the Campus Alcohol and Drug Information Center Advisory Board is to review alcohol and other drug prevention programs and make recommendations to the Vice President for Student and International Affairs on prevention programming. The President's Council on Substance Abuse, and the Campus Alcohol and Drug Information Center Advisory Board, therefore serve as a feedback mechanism ensuring the continual assessment and, when necessary, revision and improvement of the campus alcohol and other drugs policy and prevention programs.

D. Rehabilitation

Notwithstanding the promulgation of rules governing the use of alcohol and other drugs on campus, it is recognized that there will be individuals who may have more extensive alcohol or other drug abuse or dependency problems. Thus, this policy encourages and allows these individuals to obtain help from a number of internal (i.e., on-campus) and external (i.e., off-campus) sources. Every effort will be made to protect the individual's confidentiality, according to applicable laws, and to foster successful pursuit of academic and/or professional goals in accordance with the University's mission.

1. Students

The Counseling Center, Campus Alcohol and Drug Information Center (CADIC) and Student Medical Center are the primary facilities available to students who have alcohol or other drug abuse or dependency problems. These students are identified through:

- a. self-referrals
- b. faculty and staff referrals
- c. student conduct system referrals

Once identification is made, an assessment of the student's condition is made through the appropriate campus resource (i.e., Counseling Center, The Campus Alcohol and Drug Information Center, or Student Medical Center) to determine the level of intervention and treatment necessary to ameliorate the situation. If this assessment reveals that the scope of the problem is beyond the capability of these centers, the student will be referred to the appropriate community agency

2. Employees

Since the Counseling Center, Campus Alcohol and Drug Information Center (CADIC), and Student Medical Center are primarily for students, employees are treated in these facilities only on an emergency basis. Employees with a chemical dependency may be identified through:

- a. self-referrals
- b. supervisors
- c. involvement in the criminal justice system

They will be required to either take advantage of the Employee Assistance Program (EAP), made available through the Office of Human Resources, or to seek help from community agencies. A comprehensive list of these agencies, including names and telephone numbers, is available through the Campus Alcohol and Drug Information Center. The employee may choose to use one of these agencies rather than the EAP. Rehabilitation is the preferred goal for employees or students who exhibit chemical dependency problems, and every effort will be made to assist with rehabilitation. However, if any subsequent work performance or disruptive behavior adversely affects the overall well being of the University community, then sanctions may be applied as explained under section IV. F. Sanctions.

Table 1

DRUG	OTHER TERMS	IDENTIFICATION	HEALTH EFFECTS
DEPRESSANTS			
Alcohol	booze, shot, shooter, liquor, whiskey, hooch, wine, beer, ale, porter	liquid, bottles or cans	<ul style="list-style-type: none"> • loss of judgment • loss of coordination • slurred speech • possible nausea • inability to operate a vehicle • liver damage • memory loss • nutritional deficiencies • dependency
Benzodiazepines (Sedatives)	Includes: Valium, Ativan, Xanax, Versed, Restoril	pills or capsules of various shapes and colors	<ul style="list-style-type: none"> • sedation • sleepiness • loss of judgment • loss of coordination • disorientation • paranoia • respiratory failure • heart failure • dependency
Gamma-hydroxybutyrate (GHB)	liquid E, scoop, liquid X, GHB, date rape drug, Georgia Home Boy	odorless, clear liquid that has a salty taste that is masked when mixed in solution	<ul style="list-style-type: none"> • sedation • loss of coordination • loss of judgment • confusion & disorientation • possible rape • memory impairment • coma • amnesia
Rohypnol	roofies, ruffies, roche, R-Z, shays, date rape drug	usually pills or capsules	<ul style="list-style-type: none"> • sedation • loss of coordination • loss of judgment • confusion & disorientation • possible rape • memory impairment • coma • amnesia
STIMULANTS			
Amphetamines	crank, bennies, speed, uppers, dexies, ice, meth, crystal spirit, crystal meth	pills and capsules, colorless pellets resembling ice, powder of various colors	<ul style="list-style-type: none"> • hyperactivity and insomnia • high blood pressure • high body temperature • anxiety • delirium • depression • weight loss • dependency
Cocaine/Crack	coke, snow, rock, blow, flake, toot, crack, freebase	white powder often with yellow tint, may look like pellets or rocks	<ul style="list-style-type: none"> • euphoria • hyperactivity and insomnia • paranoia • runny nose and watery eyes • high blood pressure and heart rate • seizures and convulsions • stroke or heart attack • depression • dependency
Tobacco	cigarettes, butts, snuff, chew, chop	dried leaves, brown powder, stringy brown leaves	<ul style="list-style-type: none"> • bad breath • increased heart rate • decreased appetite • stained teeth • dependency • smoker's cough • emphysema • cancer • stroke or heart attack

Table 1: continued

DRUG	OTHER TERMS	IDENTIFICATION	HEALTH EFFECTS
NARCOTICS			
Heroin	crap, big H, brown, china white, chip, brown sugar, chasing the dragon, smack	white yellowish or light brown powder with a bitter taste, can be dark brown or black	<ul style="list-style-type: none"> • low respiration • intense euphoric rush • disorientation • decreased respiration rate • slow, slurred speech • constipation • drowsiness • low blood pressure • malnutrition • hepatitis or HIV infection • depression • dependency
Oxycontin	poor man's heroine, oxy, oxycotten, oxy 80's, hillbilly heroine	small white pills but can be any variety of colors, most commonly blue and yellow	<ul style="list-style-type: none"> • drowsiness • constipation • slow respiration • muscle spasms • insomnia • diarrhea • anxiety • malnutrition • depression • dependency
HALLUCINOGENS			
Lysergic Acid Diethylamide (LSD)	acid, purple haze, blotter, blot, trip, window pane	usually small squares (called blotters) on large piece of paper but can be liquid that is dropped in the eye	<ul style="list-style-type: none"> • hallucinations • anxiety or panic • confusion • memory problems • flashbacks • depression • psychosis • paranoia
Mescaline (Peyote Cactus)	buttons, cactus, dry whiskey, mescal, topi, tops, mescaliney	green or brown round plants, possible capsules, fine translucent needle shaped crystals	<ul style="list-style-type: none"> • increased blood pressure • anxiety • possible hallucinations • lack of coordination • nausea • muscle spasms • dizziness and headache
Psilocybin (Mushrooms)	food of the gods, shrooms, funny mushrooms, magic mushrooms, blue halo	brown or orange in color but can look like chopped bark, can be mixed in liquid (i.e., shroom tea)	<ul style="list-style-type: none"> • increased blood pressure • anxiety • possible hallucinations • lack of coordination • nausea • muscle spasms • dizziness and headache
ENTACTOGENS			
Methylenedioxy-methylamphetamine (MDMA) (Ecstasy)	MD, X, sex, rolls, rolling, XYZ, beans	small round (usually white) pills but can be any shape or color	<ul style="list-style-type: none"> • mild euphoria • mild hallucinations • hot flashes and high body temp. • muscle tension & muscle spasms • emotional breakdown • anxiety and paranoia • depression • high blood pressure • neural damage • dehydration • seizures • cognitive impairments

Table 1: continued

DRUG	OTHER TERMS	IDENTIFICATION	HEALTH EFFECTS
CANNABIS			
Marijuana	pot, grass, weed, joint, reefer, herb, roach, mary jane, crippy, crip	green or brown dried plant leaves, buds or stems, cigarette rolling paper or "roach" clips	<ul style="list-style-type: none"> • lethargy • sleepiness • increased appetite • red, watery eyes • lack of motivation • stunted emotional growth • attention/memory deficits
OTHER			
Anabolic Drugs	roids, muscle, HGH, stack	pills or capsules, liquid & syringes	<ul style="list-style-type: none"> • cancer • liver damage • impotence • loss of appetite • insomnia • irritability
Inhalants	poppers, rush, snappers, sniffers, whippets, NOX	glue, paint, gasoline, cleaning fluids, amyl & butyl nitrates	<ul style="list-style-type: none"> • nausea and vomiting • nosebleeds • cough • bad breath • memory problems • respiratory failure • heart failure • stroke • brain damage

For more information on these and other drugs contact the Campus Alcohol and Drug Information Center (CADIC) at extension 2557.

E. Parental Notification Policy

This policy is for alcohol offenses committed by students under the age of 21.

1. Minor Alcohol Offenses

Minor alcohol offenses include but are not limited to) underage possession and or consumption: open container of alcohol in public; hosting a party involving the illegal use of alcohol; dispensing alcohol to a minor; intoxication (to be determined by physical observation or BAC test, if available).

a. Sanctions for Minor Alcohol Violations

1. First offense sanctions include: mandatory alcohol education program through CADIC; possible disciplinary probation up to one year; community service. Does not result in parental notification for students under the age of 21.
2. Second Offense sanctions include: mandatory participation in a comprehensive substance abuse assessment and educational program; possible disciplinary probation throughout University stay; community service. Will consistently result in parental notification for students under the age of 21.
3. Third Offense sanctions include: suspension from the University, either immediately or at the close of the current semester, for a minimum of one subsequent semester (not to include summer terms); disciplinary probation throughout University stay; permanent removal from residence halls at the time of suspension. Will consistently result in parental notification for students under the age of 21.

2. Serious Alcohol Offenses

Serious alcohol offenses are those determined to be life threatening to the student, threatening to the community, or involving other significant violations of the Student Code of Conduct or the law (i.e. felony violations of the law involving alcohol).

a. Sanctions for Serious Alcohol Violations

1. Any Offense will consistently result in suspension from the University; either immediately or at the close of the current semester; disciplinary probation upon return; removal from Housing; possible expulsion from the University. If permitted to return to the University, the student may be required to complete a variety of educational programs.

Note: Notification will be handled according to State and Federal laws governing confidentiality of student records.

F. Sanctions

The unlawful manufacture, distribution, dispensing,

possession or use of an illicit drug, or prescription drug regulated under the provisions of Chapter 893, Florida Statutes, or the unlawful use or possession of alcohol is wrong, harmful, and prohibited in and on UNF owned and controlled property or as part of any of its activities. No employee or student is to report to work, class or any University function while under the influence of alcohol or other drugs. Violation of this policy will subject the individual not only to University sanctions but also to potential criminal prosecution by the appropriate authorities. Additionally, a violation of this policy may result in a referral for evaluation and possible treatment for a substance related disorder, or referral for prosecution consistent with local, state, and federal law.

Disciplinary action against an employee or student by the University does not preclude the possibility of criminal charges against that individual. The filing of criminal charges similarly does not preclude action by the University.

1. Penalties

The penalties imposed for violating this policy range from written warnings with probationary status to expulsion from enrollment and termination of employment. The choice of sanction will depend on the individual circumstances of the case, including any extenuating circumstances. Specific penalties for faculty, administration, staff, and students can be found within the areas responsible for each constituency:

- a. For faculty: The Office of Academic Affairs
- b. For administrators and staff: The Office of Human Resources
- c. For students: The Office of the Vice President for Student and International Affairs / Student Conduct Office

2. Suspension Pending Final Disposition

The University reserves the right to suspend a faculty member, administrator, staff or student between the time of the initial charges and the impending hearing. This suspension action will be subject to the applicable personnel rules and will be invoked only if in the opinion of campus administrators the continued presence of this individual poses a clear and immediate danger to himself/herself and/or other members of the University community. Under such circumstances a formal hearing must be held within a requisite number of school/working days, determined by the areas responsible for each constituency, to lift the suspension or impose more severe sanctions.

V. CONCLUSION

The University has an obligation to educate its community regarding the harmful effects and legal consequences associated with alcohol and other drug use. Special attention has been paid to providing a balance between educational and punitive components. A series of educational and prevention programs are offered to the University community, while at the same time alerting members to the consequences of noncompliance. It is hoped that all members of the University community will strive to promote behaviors that are compatible with the educational mission of the University, including the establishment of healthy and responsible norms.

****Appealing an Academic Decision***

- (1) The University of North Florida operates on the commitment that all members of its community should be treated fairly in regard to their rights and responsibilities and in accordance with the UNF Constitution, the Florida and U.S. Constitutions, and the United Faculty of Florida/Florida Board of Regents Contract. These documents uphold a faculty member's right to control the content of the syllabus and reading material, to determine the content of examinations, and right to free speech. These rights constitute the faculty member's guarantee of academic freedom. Therefore, the following procedures have been developed to provide an impartial arena for resolution of conflicts that cannot be resolved successfully between the primary parties involved. Students may appeal grades {See (2) and (4)} they believe have been assigned (a) arbitrarily or capriciously; (b) contrary to the criteria announced in the course; or (c) for constitutionally and/or legally impermissible reasons. Students may appeal a penalty for academic misconduct {See (3)}. They also may petition {See (4)} for variances from University academic policies with regard to application for graduation deadline, course enrollment within two weeks after the drop/add deadline, course withdrawal deadline, reinstatement into courses, and to change from one course to another related course. (See online Academic Policies: www.unf.edu/registrar/ or page S 69 in this handbook.) Requests not reconciled at lower levels may be appealed to the University Appeals Committee. The Appeals Committee shall confine itself to appeals enumerated in this document and Article V, Section 3 of the UNF Constitution.
- (2) As specified in the University's Academic Catalog, student appeals relating to individual course grades shall be limited to a period of one (1) year from the date of awarding the grade(s)

(all grades except “Incomplete”) for the course(s) in question. If, however, the student wishes to change a grade which is more than one year old, the student must FIRST petition to extend the one-year appeals deadline. If approved, he or she can then petition to have the grade changed.

(3) Appealing a grade penalty for academic misconduct: (See Academic Integrity Code, for definitions, page S 53)

(a) The student first appeals to the faculty member involved. The student must make the appeal in writing within five (5) school days* from the time she/he is informed of the penalty

(b) A written response from the faculty member involved must be made within ten school *days.

If there is no resolution...

(c) The student should appeal in writing to the academic department chairperson involved within ten (10) school days* after receiving a response from the faculty member. A copy of this appeal must be sent to any involved faculty.

(d) A written response from the chairperson to the student and any involved faculty must be made within twenty (20) school* days.

If there is no resolution...

(e) The student should appeal in writing to the dean of the college through which the course is offered within ten (10) school days* after receiving a response from the chairperson. A copy of this appeal must be sent to any involved faculty member.

(f) A written response from the dean to the student and any involved faculty must be made within twenty (20) school days.*

(g) A written appeal may be made within ten (10) school days* to the University Appeals Committee, the structure of which is defined in the University of North Florida Constitution. All involved parties also must receive a copy of this request for appeal.

- The Presiding Officer of the University Appeals Committee will promptly review the appeal, determine whether a hearing is warranted and advise all involved parties within five (5) school days* of the review.
- In the event a hearing is warranted, the appealing party is entitled to a prompt hearing before the University Appeals Committee. This Committee meets Fall and Spring terms only.
- The University will mail written notice to affected parties (and in the case of alleged academic misconduct, explanation of the specific charges

being brought against the student) at least seven (7) calendar days in advance of the hearing, including date, time and location. This notice will be mailed to University officials involved in the appeal by campus mail or by personal delivery on campus. The student’s notice will be mailed to the official address.

- Once a hearing date is scheduled and communicated, it may not be rescheduled by either involved party unless there is a documented emergency. If either the appealing party or the College Representative should fail to appear at the scheduled hearing, the hearing may proceed in his/her absence. A hearing must be rescheduled if at anytime the Committee fails to reach quorum.
- The hearing normally will be closed and confidential. An open hearing may be held, at the discretion of the presiding officer, if requested by the appealing party in her/his correspondence initiating the Appeals Committee hearing.
- Both the appealing party and the College Representative are entitled to inspect all documentary evidence which will be presented during the hearing.
- Each involved party may bring an advisor of her/his choice to be present at the hearing. The advisor only has the right to talk to the advisee and may not question or cross-examine witnesses or members of the panel.
- Each involved party will be allowed equal time to present evidence (not to exceed 30 minutes each).
- Each involved party is entitled to hear and question witnesses.
- Each involved party may present physical evidence on her/his own behalf. This evidence must be in the Office of the Vice President for Academic Affairs within 72 hours in advance of the scheduled hearing.
- All evidence will be available for review by either party at least 24 hours before the hearing.
- The burden of proof in these matters rests on the appealing party.
- The decision made by the Appeals Committee shall be based solely on the evidence presented at the hearing.
 - (h) The recommendation made by the Appeals Committee will be forwarded to the Academic Vice President in writing within ten (10) school days* following the hearing. The recommendation will be based on a majority vote by the Committee.
 - (i) The decision of the Academic Vice President or designee will be forwarded to all involved parties in writing within twenty (20) school days* of the hearing.
 - (j) Any parties involved may appeal the decision in writing to the President or her designee within five (5) school days* after receipt of the written decision. At the

conclusion of the appeals process, the written decision of the President shall be final, and will be forwarded to all involved parties.

(4) All other academic appeals (except those relating to admission to the University) are to be made as follows:

(a) If a faculty member is involved, then the student must first make a written appeal to the involved faculty member within one (1) year from the time she/he is informed of the decision in question. If applicable, the student must also complete a Request for Waiver of University Policy or Extension of Deadline form.

If there is no resolution...

Follow steps outlined in 3 (b)-(g)

(b) If no faculty member is involved, then the student must complete a Request for Waiver of University Policy or Extension of Deadline form within one (1) year from the time s/he is informed of the decision in question.

(c) A University decision concerning the petition must be made within thirty (30) school days* from the time the form is received and the student will be sent notification of that decision within an additional ten (10) school days*.

(d) If the student has not received a response within forty-five (45) school days* or the response is not acceptable to the student then:

(e) Follow steps outlined in 3 (g).

*“School days” are defined as days when classes are in session, except Saturdays. A brochure entitled “Petitioning University Policies and Appealing Academic Decisions” is available at the UNF One Stop Services Center.

Bicycles (Abandoned) or Other Non-Motorized Vehicles

If a bicycle or other non-motorized vehicle appears to be abandoned on the University campus, the University Police may place a tag on the vehicle notifying its owner that s/he has ten (10) days to remove the vehicle or it will be confiscated. Confiscated non-motorized vehicles subsequently will be auctioned with the proceeds from the sale of the vehicle being utilized on behalf of the University for scholarship funds or loan purposes.

Campus Facilities Usage

University facilities, which include equipment and technology resources, are to be used to support University programs. The following priorities are established to

ensure that facilities are used in the best interest of the University:

1. First Priority - Normally scheduled activity for that facility (i.e., Athletic event scheduled in the Arena)
2. Second Priority - Normal maintenance and custodial operations as scheduled for that facility
3. Third Priority - Those activities and programs scheduled by members of the University community
4. Fourth Priority - Non-University groups or organizations.

To request the use of University facilities, please contact one of the following facilities managers:

Academic Facilities	(904) 620-2620
Aquatic Center	(904) 620-2854
Arena and Sports Facilities	(904) 620-2763
Auxiliary Services	(904) 620-2875
Fine Arts Center	(904) 620-1895
Housing	(904) 620-4663
Dining Services	(904) 620-2547
Robinson Student Life Center	(904) 620-1496
University Center	(904) 620-4222

The University may refuse use of facilities to applicants based upon a lack of suitable facilities, current or previous failure of the applicant to abide by the terms and conditions of facilities use, or lack of substantial contribution of the proposed activity to the mission and purpose of the University.

See Chapter 6C9-7 of the Florida Administrative Code for further information on appropriate uses of campus facilities and approval procedures.

College Level Academic Skills Test (CLAST)

CLAST measures college-level attainment of communication and computation skills via four subtests: Essay, Reading, English Language Skills, and Mathematics. Students seeking an associate in arts or a baccalaureate degree are required to pass or exempt all four CLAST subtests. Students with 18 credit hours are eligible to take CLAST and must meet CLAST prior to admission to upper division. However, those otherwise qualified for admission to upper division (60 hours) who have met three out of four CLAST subtests may enroll in additional upper division courses, up to a total of 36 upper level hours, before meeting the fourth.

Students with 60 hours of credit and who have not satisfied the CLAST requirement will incur a course registration hold. Students with fewer than 36 upper level hours may have their hold released by completing

a CLAST Plan in the Office of Academic Testing. However, students lacking more than one subtest, as well as those who have registered for 36 upper level hours without meeting all four subtests, will be unable to register for upper level courses without an approval from the Office of Academic Testing. Upper level students transferring from institutions where CLAST is not available may enroll for one semester before being required to meet CLAST. CLAST scores and exemptions will become part of the student's permanent record and will appear on official transcripts and unofficial online transcripts.

Students intending to major in teacher education are required to satisfy the CLAST requirement and have passing scores on either the FTCE General Knowledge Test, CLAST, or Praxis I prior to completing 14 hours of upper level education courses. Education majors are encouraged to contact an advisor to learn about requirements of their major.

CLAST is available on paper and on computer, but the Essay is available only on paper. The paper-based version is administered only three times per year, on one Saturday per semester in October, February, and June (see page S 97). The computer-based version is available by appointment in the Office of Academic Testing, and students may register for it there during the semester. There is no charge for the first attempt on the paper-based CLAST. Retakes, except for the Essay, are only available on computer and incur a \$25 fee that is non-refundable and non-transferable. Each subtest may be retaken once every 31 days until passed. Students should register for CLAST when registering for classes; however, those needing the computer version should also contact Academic Testing when ready to schedule their test. Students who need the paper version must register by the deadline published in the UNF Undergraduate Catalog and in this Handbook (page S 97), and they will be mailed an admission ticket one week before their test date. Students are responsible for learning about and understanding CLAST policies, included in the UNF Undergraduate Catalog, prior to registering for CLAST.

CLAST Exemptions

CLAST exemptions are based on documented SAT/ACT admissions test scores and grade point averages in designated courses even if credit was granted through AP, IB, or CLEP. A 2.5 GPA in at least six hours of college-level English or math Courses will exempt corresponding CLAST subtests. Students seeking a second baccalaureate degree are exempt from CLAST requirements.

Accommodations for Students with Disabilities

Students with disabilities may request reasonable accommodations for taking CLAST provided they are registered with the Disability Resource Center and contact the Office of Academic Testing no later than the CLAST registration deadline published in the Undergraduate Catalog and this Handbook (page S 97).

CLAST Holds

A registration hold will be placed on students who have 60 semester hours of credit and who also have not met all four subtests. This hold will require an approved CLAST Plan in order to complete upper level course registration, and future registration will not be allowed unless the CLAST plan is up-dated each semester. At 60 hours and lacking only one subtest, a student may register for a maximum total of 36 upper level hours. At 36 upper level hours, a student cannot register for upper level courses unless the entire CLAST requirement has been met. Students may file a CLAST Petition in the Office of Academic Testing to grant a one-semester reprieve of the hold at the 36 upper level hours.

CLAST Waivers

CLAST waivers may be requested under extreme circumstances. Requests are limited to (1) students with specific learning disabilities and (2) other students who have made at least four unsuccessful attempts at any one of the subtests but otherwise have a minimum 2.0 GPA in all college credit in that same subject area, including those for whom English is a second or foreign language. To apply for a waiver, students must;

- (1) document their learning disability with the Disability Resource Center,
- (2) have attempted CLAST a sufficient number of times with appropriate adaptations and administrative adjustments,
- (3) document sufficient effort to pass the subtest and satisfactorily complete remediation studies (see Academic Center for Excellence),
- (4) complete a form, Request for Waiver of CLAST Subtest(s), submit the completed form and required documentation, including transcripts of all college coursework, to the Office of Academic Testing.

The UNF CLAST Waiver Committee reviews each request on a case-by-case basis and may conduct a student interview before deciding whether to grant a waiver or making a favorable recommendation to the President for his decision. The student may appeal the President's decision directly to the President, but the President may not approve a request which the Committee has disapproved.

Community College Transfer Policy

Students who graduate from Florida community colleges with an AA degree are guaranteed the following rights under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024):

- Admission to one of the state universities, except to limited access programs. Admission to limited access programs is competitive and has additional admissions requirements.
- Acceptance of at least 60 semester hours by the state universities.
- Adherence to University requirements and policies, based on the catalog in effect at the time the student first enters a community college, provided the student maintains continuous enrollment.
- Transfer of equivalent courses under the Statewide Course Numbering System.
- Acceptance by the state universities of credit earned in accelerated programs (e.g., CLEP, AP, Dual Enrollment, Early Admission, International Baccalaureate, and AICE).
- No additional General Education Core requirements.
- Advance knowledge of selection criteria for limited access programs.
- Equal opportunity with native university students to enter limited access programs.
- The state universities will honor all grade forgiveness awarded under the AA degree.

Should any guarantee be denied, students have the right of appeal. Contact UNF's Admissions Office, (904) 620-2624, for details.

Course Withdrawals

A student may withdraw from a course or the University after the end of the drop/add period through the last day to withdraw listed in the Academic Calendar online, the Web Guide, or this Handbook's "Very Important Dates" on page S 97. Students may withdraw at myWings from the One Stop Student Services channel under the Academics tab or complete an official withdrawal request or send a letter postmarked no later than the deadline. A grade of W will be assigned and no refund is given. If a student stops attending class and does not officially withdraw, a final grade of F will be assigned. Withdrawals are not permitted once grades have been posted for the term. If a student has documentable, extenuating circumstances (Call to active duty, with copy of orders; Death in immediate family, with obituary or certificate; Incapacitating illness, with physician's memo; Administrative related issue, with memo from responsible department; Personal or sensitive, see Ombudsman), a petition may be submitted (only through the end of

the semester in which the course was taken) for review.

After the close of the drop/add period, students who completely withdraw from all courses for the semester and have paid tuition in full will receive a 25% refund (less repeat assessment, excess hour assessment, and building and capital improvement fees). This refund is dependent upon meeting the deadline date indicated in the University Calendar as the last day to receive a 25% refund. The 25% refund applies only to fall, spring and cross term courses.

Withdrawing from class(es) does not relieve the student from financial liability. Please refer to the UNF online refund policy to determine eligibility for a refund (or consult the "Refunds and Conditions (Tuition)" section of this Handbook, page S 6).

Disruptive Behavior (6C9-1.013)

- (1) All members of the University community, including faculty, staff, volunteers, students, independent contractors, and guests who commit any of the enumerated acts in paragraph (2) below, and/or who are impairing, interfering with or obstructing the mission, purpose, order, operations, processes and functions of the University are subject to appropriate disciplinary action and potential criminal prosecution.
- (2) Disruptive conduct shall include, but not be limited to, the following:
 - (a) Violence or threat of violence to others or against one's self; against any member or guest of the University community;
 - (b) Theft, conversion, misuse, unauthorized use, damage or willful destruction of University property or of the property of members of the University community;
 - (c) Unauthorized interference with the freedom of movement of any member or guest of the University;
 - (d) Unauthorized interference with or impeding the rights of others to enter, use or leave any University facility, service, or scheduled activity, or carry out their normal functions or duties; or
 - (e) Deliberate interference with academic freedom and freedom of speech of any member or guest of the University;
 - (f) Non-compliance with written or oral requests or orders of authorized University officials in the performance of their official duties;
 - (g) Providing false information to University officials, withholding required information from University officials or others, or misusing University documents;
 - (h) Possession or use of fireworks, explosives,

- dangerous chemicals, ammunition, or weapons on campus without the written approval of the appropriate University officials;
- (i) Creating or in any way imitating a false alarm;
 - (j) Misuse of, or interference with, fire-fighting equipment;
 - (k) Disturbing the peace;
 - (l) Violation of the University Alcohol and Other Drugs Policy;
 - (m) Illegal possession or misuse of other controlled substances;
 - (n) Endangering the health, safety, and welfare of members or guests of the University;
 - (o) Actions or statements which by design or intent amount to intimidation or hazing;
 - (p) Sexual harassment or other forms of illegal discrimination toward a member or guest of the University;
 - (q) Unauthorized solicitation of funds;
 - (r) Misuse or unauthorized duplication of any University key;
 - (s) Violation of the University Smoking and Smokeless Tobacco policy;
 - (t) Fabrication, falsification, plagiarism, misrepresentation of findings or other deviation from accepted practices in carrying out research, or failure to comply with legal requirements governing research.
- (3) This rule shall apply to acts conducted on or off campus when relevant to the orderly conduct, processes, and functions of the University.

Final Exam Policy

This policy statement articulates the official position of the University of North Florida regarding final examination requirements and the times at which such examinations will be given. Final examinations, other than “take-home” examinations, may be given only during the officially scheduled periods for such examinations listed in the University’s official academic calendar. If a “take-home” final is given, students shall not be required to return the completed examination prior to the scheduled final examination period for the course.

No comprehensive examinations may be given during the seven calendar days immediately preceding the first day of the scheduled final examination period. Tests or quizzes on components of the course, scheduled on the syllabus, may be given during this time period.

Professors are not obligated to give final

examinations in courses where they deem such examinations unnecessary. However, they must inform students by at least one week prior to the withdrawal date if a final exam will not be given. If a final exam is not required, the final exam meeting time should be used for other course-related activities.

Student evaluations of instruction shall not be conducted during the final examination period.

Firearms, Weapons or Destructive Devices: Prohibited on Campus

The UNF Student Conduct Code, (see page S 84) prohibits the possession and/or use of a firearm, weapon or other destructive device on campus. This prohibition is subject to the limited exceptions for those permitted to carry firearms contained in the University’s regulation, Possession and Use of Firearms, and Florida law (see section 790.115, Florida Statutes). Accordingly, any student, resident or commuter, who possesses or uses a firearm, weapon or other destructive device on campus in violation of the applicable regulation or law, will be subject to discipline in accordance with the Student Conduct Code. Questions may be directed to the University Police Department, (904) 620-4UPD.

Hazing, Prohibition Against (6C9-3.3002)

- (1) Statement of Policy—Actions or conduct which by design or intent amount to hazing are prohibited, and shall be prevented and adjudicated by the University whenever possible. This policy shall apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing.
- (2) “Hazing” means any group or individual action or activity which recklessly or intentionally inflicts or intends to inflict physical or mental harm or discomfort, or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s). The actions of either active, associate or prospective members of an organization may be considered hazing. For purposes of this section, any activity as described herein upon which the initiation or admission into or affiliation with a University organization is directly or indirectly conditioned shall be presumed to be a “forced” activity, the willingness of an individual to participate in such activity not withstanding.

However, it is not necessary to have direct proof that a person’s initiation or continued membership is

contingent upon participation in the activity for a charge of hazing to be upheld.

For the purposes of this policy, "hazing" includes, but is not limited to:

- (a) Reckless or intentional interference with a student's academic performance.
 - (b) Forced consumption or intake of any food, alcohol, drug or any other substance.
 - (c) Brutality: any brutality of a physical nature such as whipping; beating; branding; forced exclusion from social contact; exposure to the elements; or any activity which could adversely affect the physical and/or mental health or dignity of the individual.
 - (d) Deprivation of food or sleep.
 - (e) Kidnapping.
 - (f) Any activity or conduct that would subject an individual to extreme embarrassment, humiliation or potential harm.
 - (g) Forced physical activity that could adversely affect the physical health or safety of an individual. However, "hazing" does not include customary athletic events or other similar contests or competitions, or any activity or conduct that furthers a legal or legitimate objective.
 - (h) Pressuring or coercing an individual into violating state or federal law.
- (3) Any person having knowledge of any activity or conduct which may constitute hazing should contact the Student Life Office, Greek Life Coordinator or Office of the Vice President for Student and International Affairs. Actions to enforce the University's prohibition against hazing shall be conducted pursuant to the Student Conduct Code.
- (4) Penalties - The penalties described below may be imposed for violation of the prohibition, regardless of whether the violation occurred on or off campus, and shall be in addition to any other penalty to which a student may be subject for violations of the criminal laws of Florida or any other applicable University rule or policy.
- (a) Individuals subject to University jurisdiction found guilty of hazing violations may receive penalties including imposition of fines, the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines, and the imposition

of reprimand, probation, suspension, or dismissal.

- (b) Organizations subject to University jurisdiction which authorize hazing in blatant disregard of these rules may be penalized by revocation of permission for the organization to be registered, to meet on campus and to use campus facilities, and, in the case of fraternities and sororities, the right to exist at the University of North Florida.
 - (c) All penalties imposed under the authority of this subsection shall be in addition to any penalty imposed for violation of any of the criminal laws of this state or for violation of any other rule of this institution to which the violator may be subject.
- (5) Copies of this policy, and rules concerning violations, penalties, and process for enforcement will be distributed to students enrolled in the University, and shall be incorporated in the bylaws of every organization operating under the sanction of the University.

Specific Authority: 1001.74(10)(d) 1006.63, F.S.
Law Implemented: 1006.63(2) F.S.

Immunization Policy

Students born before January 1, 1957 are exempt from this policy. However, those students are still required to fill out a health history and request permanent clearance from Medical Compliance. Forms are available at the Medical Compliance Office.

Students born on or after January 1, 1957 need to show proof of immunization to one dose of German Measles (Rubella) or a Positive Rubella Titer result with the specific dates on an official UNF form, and proof of two doses of Measles (Rubeola) or positive Rubeola Titer results with the specific dates on an official form. (If the student has no documentation of any dose of Measles or Rubella vaccine, vaccine should be given now and the second dose no less than 28 days later.)

Immunization shots that you may have received in the past should have been given on or after the first birthday. Immunization shots given before 1969 for German Measles (Rubella) and before 1968 for Measles (Rubeola) are not acceptable. An official stamp with the doctor's name and address must appear on the form. All immunization information or blood titer results must be submitted to Medical Compliance Office before you may register for class.

The MMR vaccine is recommended for both doses. Student Medical Services offers the MMR vaccine

and blood titer. Also, **The Center for Disease Control reports that risk of meningococcal meningitis is four to six times greater in freshmen living on campus.** We suggest that you give this immunization and Hepatitis B Vaccines the utmost consideration. If you have questions, please contact the Office of Medical Compliance at (904) 620-2175 and fax # (904) 620-2901 or visit our web page:
www.unf.edu/dept/medcom/UNFImmunitz.htm

Medical Withdrawal (Administrative)

I. Objective & Purpose

- 1.) To make a judicious decision that protects the health, safety, and welfare of the student and the University community; 2.) To allow the student to leave school to undergo treatment; 3.) To provide the University with an opportunity to evaluate the student's readiness to re-enroll when he/she requests to do so. This policy is designed to allow for an administrative withdrawal when the student is either physically or mentally incapable of going through the regular withdrawal process, or the illness is of such a confidential nature that disclosure to a doctor or mental health professional is more appropriate.

II. Statement of Policy

Definition:

Students who pose a significant danger of imminent or serious physical harm to themselves or others and/or present with a medical condition that renders them incapable of functioning in the academic environment will be withdrawn from the University, upon a review by appropriate University personnel.

III. Statement of Procedures

A. Withdrawal Initiated by University

1. If a faculty member or University official encounters a student who poses a danger of imminent harm to themselves or others and/or presents with a medical condition that renders them incapable of functioning in the academic environment, he or she should contact University Police at (904) 620-2801. If the student is not in imminent danger, but is in need of medical or psychiatric assistance, a referral should be made to Student Medical Services (Robinson Center, Rm. 1501; tel: (904) 620-2900) or the Counseling Center (Founder's Hall, Rm. 2068; tel: (904) 620-2602). Faculty may also bring a student to either office for immediate attention.
2. The student may be subject to an immediate temporary withdrawal, pending a further determination. A student subject to such a

withdrawal shall be offered an opportunity to meet with the Vice President for Student and International Affairs or his/her designee.

3. Upon a review of all available documentation and consultation with the Director, the Director of the Counseling Center, a designated Faculty Member, and the Associate Vice President for Student and International Affairs or their respective designees, the Vice President for Student and International Affairs and the Provost will make a decision regarding withdrawal from classes and conditions for re-enrollment.
4. The Director of the Counseling Center will complete the Administrative Medical Withdrawal Request Form and will forward it to the Vice President for appropriate action. The Student and International Affairs Vice President (or designee) will furnish the student with the following: a) notice of intent to withdraw the student from classes, issue trespass after warning and/or remove him/her from University Housing, stating the reasons for these actions; b) a possible advisor designated by the Associate Vice President for Student and International Affairs; c) an opportunity to appeal the decision by presenting relevant information to the Office of the Vice President for consideration. The Vice President (or designee) will determine if a refund of tuition or fees is appropriate based on the circumstances of the medical withdrawal and will inform the student of the decision in writing.
5. A letter from the Provost and the Vice President will stipulate the conditions for re-enrollment (including length of academic leave) and that the student will be blocked from re-enrollment until those conditions are met. The University reserves the right to require appropriate documentation, including, but not limited to, a report from a medical provider and other evidence of compliance with re-enrollment conditions.
6. A notation will be placed on the student's record indicating a registration hold for medical reasons. This hold will require that the student contact the Student and International Affairs Vice President before re-enrollment. A notation of "WM" will be put on the student's transcript for all courses from which the student is withdrawn.
7. If appropriate, copies of the Medical Withdrawal Request Form will be hand-delivered by the Enrollment Services Processing Center to the following offices: Financial Aid, Veteran Affairs, Athletics,

International Center, Housing Operations, and Academic Advising Services. These offices will provide the student with information regarding the impact of the withdrawal on his/her current and future status, as well as avenues of appeal.

8. Invoking this policy does not mean that the student necessarily will be exempt from regular disciplinary action according to the University Student Code of Conduct.
9. The Office of the Vice President for Student and International Affairs will contact the Enrollment Services Processing Center to lift the hold on the student's registration upon appropriate completion of re-enrollment conditions.

B. Withdrawal Initiated by Student

1. If a student incurs a serious medical condition that prevents him/her from independently completing the withdrawal (or petition for a late withdrawal) process, the student may initiate contact with the Director of Medical Compliance for medical problems of a physical nature or Counseling Center for mental health or emotional issues as appropriate.
2. Upon review of all available documentation and information, the Director of Medical Compliance or Counseling Center, in consultation with a designated faculty member (without student identification), will make a recommendation as to whether a medical withdrawal is appropriate.
3. The Director of Medical Compliance or Counseling Center will complete the Administrative Medical Withdrawal Form and forward it to the Vice President for Student and International Affairs and Provost for approval. The Vice President (or designee) will determine if a refund of tuition or fees is appropriate based on the circumstances of the medical withdrawal.
4. The Enrollment Services Processing Center will receive a copy of the approved form and will place a "WM" on the transcript for the designated term. If appropriate, the Director of Medical Compliance or Counseling Center may also request a registration hold which would require the student to contact Medical Compliance or the Counseling Center prior to re-enrollment.
5. The Director of Student Medical Services or Counseling Center will notify the student of the decision in writing. Included in this documentation will be the decision regarding any tuition or fees refund as well as any

conditions for re-enrollment (if appropriate).

6. If appropriate, copies of the Administrative Medical Withdrawal Request Form will be hand-delivered by the Enrollment Services Processing Center to the following: Financial Aid, Veterans Affairs, Athletics, International Center, Housing Operations, and Academic Advising Services. These offices will provide the student with information regarding the impact of the withdrawal on his/her current and future status, as well as avenues of appeal.
7. Invoking this policy does not mean that the student will necessarily be exempt from regular disciplinary action according to the University Student Code of Conduct.
8. The Student and International Affairs Vice President will contact the Enrollment Services Processing Center to lift the hold (if applicable) on the student's registration upon appropriate completion of re-enrollment conditions.

Parking Citations: Right to Appeal

Parking regulations are strictly enforced to protect the rights of those who paid for their permits and abide by the rules. Citations are written at \$30 for most infractions up to \$250 for illegal parking in a disability space. If you get a citation, you must either pay it or appeal it within 14 calendar days or a \$10 late fee will be added to the citation amount, and you will no longer have the right to appeal. Unpaid citations may result in grades being withheld and other administrative actions. If you believe you received a citation unjustly and wish to appeal within the 14 calendar-day time limit, you must complete an appeal form available on the UNF web site www.unf.edu/parking or from the Parking Services Office in the Martin Garris Police Building (Bldg. 41). The appeal form will give you the option of appearing before the Appeals Board in person or submitting a written statement. The appeal may be filed with Parking Services, located in the Martin Garris Police Building (Bldg. 41), at any hour of the day or night. During the appeal process, all penalties and/or administrative actions are withheld pending the outcome of the appeal.

Petitioning University Academic Policies and Regulations

Students seeking variances from University academic policies and regulations may petition select policies. Completing a petition does not guarantee that a particular policy will be waived, as petitions are considered

exceptions and are evaluated on a case-by-case basis. Some information follows.

Petitioning for Extension of University Deadlines

There are three types of University Deadlines that may be petitioned:

1. Petition to Extend the Deadline to Apply for Graduation
 - a. A student may petition to extend the deadline to submit an application for graduation. Late applicants will not have their names printed in the commencement program and may not receive commencement ceremony tickets for guests. Please see <http://www.unf.edu/registrar/forms/PetitioningAcademPol&Proced.pdf> for procedure.
2. Petition to Extend the Course Enrollment Deadline
 - a. A student may petition to extend the deadline to add a course up to two weeks after the drop/add deadline. The student will be charged a late registration fee and a late payment fee. Please see <http://www.unf.edu/registrar/forms/PetitioningAcademPol&Proced.pdf> for procedure.
3. Petition to Extend the Deadline to Withdraw
 - a. A student may petition to extend the deadline to withdraw from a course through the end of the semester in which the course was taken only when extenuating circumstances clearly prevented all conceivable means of complying with the established deadline. Student are not permitted to petition to withdraw from a course, if they have committed a violation of the University's Academic Integrity Policy, regardless of when they have been informed of the violation. Having a passing grade in a class at the time of petition does not guarantee the right to withdraw after the deadline. Please see <http://www.unf.edu/registrar/forms/PetitioningAcademPol&Proced.pdf> for procedure.

Petitioning to Waive University Policy

A student may petition the following University Policies:

1. Petition to be Reinstated into Courses
 - a. Students who have been administratively purged because of non-payment of fees may, through the third week of classes, petition to be reinstated into all courses for which they originally registered. A student cannot be reinstated into any closed course section without the approval of the Chairperson of the Department in which the course is taught. A student may not request to extend the three-

week deadline. Please see <http://www.unf.edu/registrar/forms/PetitioningAcademPol&Proced.pdf> for procedure.

2. Petition to change from One Course to Another Related Course
 - a. A student may petition to change from one course to another related course within two weeks after the drop/add deadline, if and only if, both faculty members recommend the change. There are two types of changes permitted:
 - i. A change between sections of the same course
 - ii. A change to a related course that will provide the student with the necessary preparation for the currently enrolled course. Please see <http://www.unf.edu/registrar/forms/PetitioningAcademPol&Proced.pdf> for procedure.

Policies and Regulations That May Not Be Petitioned

The following items are considered variances from University academic policies, which may not be petitioned under any circumstances:

- (1) A student may not drop a course(s) after the drop/add deadline date. The student is fee liable and must withdraw.
- (2) A student may not request to withdraw from a course after grades are posted.
- (3) A student may not add a course(s) beyond 2 weeks after the end of the drop/add deadline.
- (4) A student may not receive a W after the withdrawal deadline. After the withdrawal deadline, a WP or WF will be assigned.
- (5) A student may not request to extend the three-week deadline to reinstate into classes from which the student has been removed due to non-payment of fees.
- (6) A student may not request to change from audit to credit or credit to audit after the drop/add deadline.
- (7) A student may not request to extend a grade change deadline beyond 90 days from the end of the term the grade was assigned.
- (8) A student may not request grade forgiveness or term forgiveness be removed or exchanged once applied.
- (9) A student may not request to apply a previous attempt of a repeated course toward graduation requirements. The student's last attempt of a course will be the one used to determine degree completion.
- (10) A student may not request that original and/or repeated grades be excluded from GPA

calculations without using grade forgiveness.

(11) A student may not request calculations for Latin Honors Distinction exclude forgiven attempts at courses. GPA calculations for Latin Honors are based on all credits earned at UNF.

(12) A student may not request to receive a designation of Latin Honors for which the student does not meet the qualifications.

(13) A student may not request release from suspension without approval from the appropriate academic officers. Reinstatement procedures vary by college.

(14) A student may not request that academic probationary status be removed from an academic record for any given term in which the student was placed in that status.

(15) A student may not petition grades and/or grade-related penalties. These are to be appealed in writing rather than by University petition under either the University's policy for Appealing Academic Misconduct Decisions (See Academic Integrity Code and Violations, page S 53, and Appealing an Academic Decision, page S 61) or Appealing Academic Grades Unrelated to Academic Misconduct (also page S 61).

Approved March 1, 2007 by UNF Faculty Association

Approved by Academic Affairs, March 30, 2007

Privacy Rights: Your Student

Information (See Student Records, page S 95.)

Public Speaking Policy

6C 9-7.014 Use of University Facilities; Outdoor Areas; Demonstrations and other Outdoor Events

- (1) The freedoms of speech and assembly are basic and essential freedoms that the University strives to protect. However, these personal freedoms are subject to well-established rights of the University to regulate time, place, and manner so that the activities do not intrude upon or interfere with the academic programs and administrative processes of the University.
- (2) Events in outdoor areas of the campus are to be scheduled and approved as follows:
 - (a) Academic areas are areas near classrooms, libraries, laboratories, auditoria, and research facilities.

Non-academic use of such areas is to be scheduled through Office of Student Life.

- (b) Residential areas are outdoor areas in the vicinity of the residence halls and apartments. Events in these areas are scheduled by the residential unit.

- (c) University athletic facilities, including playing fields, the Arena, stadiums, courts, and so forth must be scheduled with the Office of Campus Recreation.

- (d) The Sawmill Slough Preserve is open to the public and can be used without prior scheduling, but events taking place on the Nature Trails and Wildlife Sanctuary must be scheduled with the Campus Recreation.

- (e) Approval and scheduling of events in the areas above must follow applicable University rules. As a condition of approval, the University may impose safety, security, and liability requirements consistent with the use to be made of the area, and the area to be used must be adequate for the nature of the event.

- (3) **Informal Use of Outdoor Areas.** Outdoor areas on the campus which are not committed to a specific use or assigned to a specific University entity, such as the area located adjacent to the Robinson Student Life Center, are free to be used for informal, unscheduled, and unamplified expressions of opinion or musical events by persons participating as individuals without registration or approval. These impromptu speakers or musical performers will be held responsible for orderly behavior and for no disruption of academic activities, scheduled public functions, or pedestrian or other traffic, and they must follow University rules governing those areas.
- (4) **Booths:** In this rule, "booths" are tables or temporary structures installed for distributing petitions, handbills, or literature, or for displaying signs, or for other forms of expression.

- (a) People and groups may install booths in outdoor areas of the campus that are not committed to a specific use or assigned to a specific University entity, after reserving space with the Office of Student Life. In order to reserve space, the person or group is encouraged to contact the Office of Student Life at least seven days before the first day the person or group plans to set up the booth. When it is not practicable to contact the Office of Student Life seven days before the person plans to set up a booth, the Office of Student Life will expedite the reservation process.
- (5) Demonstrations may be held anywhere on the campus, so long as they do not disrupt the normal operations of the University or infringe on the rights of other members of the University community, except that no demonstrations are permitted inside University

buildings. Demonstrations using a public address system or other electronic amplification and/or involving a substantial outdoor area of the campus and/or a large number of people must be scheduled in accordance with Section 6 of this rule. In the event of disruptive action, the procedures set forth in Section 8-10 of this rule will apply.

- (6) Formal Use of Outdoor Areas: Events using public address systems or other electrical amplification and/or events involving a substantial outdoor area of the campus and/or a large number of people are permissible when approved and scheduled as set forth below. Any person or organization may apply to use areas of campus for an event, but priority will be given to applications from University personnel, students, and student organizations. People and groups are encouraged to contact the Office of Student Life at least two weeks before the planned event, and they must receive prior approval of their applications from the Office of Student Life. When it is not practicable for the applicant to submit his/her application two weeks in advance, such as in the case of a demonstration, the Office of Student Life, with the applicant's assistance will expedite the application process. In order to receive Office of Student Life approval, applicants will fill out an Event Approval Form providing:
- (a) The applicant's name;
 - (b) The proposed location, date, and time for the event;
 - (c) The anticipated number of participants;
 - (d) The purpose of the event;
 - (e) The signature of the applicant or, if an organization, its authorized representative; and
 - (f) A statement indicating whether or not the person or group intends to use a public address system or other amplification device, including megaphones.

Student Life will approve an application properly made under this paragraph after determining that:

- (a) The proposed location is available and appropriate at the time requested;
- (b) The proposed date is reasonable;
- (c) There are no reasonable grounds to believe that the event would obstruct pedestrian or other traffic;
- (d) There are no reasonable grounds to believe that the event would prevent, obstruct, or unreasonably interfere with regular academic and institutional activities, or other approved activities, of the University;

- (e) There are no reasonable grounds to believe that the event would constitute an immediate and actual danger to University students, faculty, or staff, or to the peace or security of the University; and
- (f) There are no reasonable grounds to believe that the applicant is under a disciplinary penalty or probation prohibiting public assembly or demonstration.

If an application under this section is refused, upon request, Office of Student Life will give the applicant a written statement of the grounds for refusal.

- (7) In order that participants not interfere with the operation of the University or the rights of others, all events conducted pursuant to this rule shall not:
- (a) obstruct vehicular, pedestrian, or other traffic;
 - (b) obstruct entrances or exits to buildings or driveways;
 - (c) interfere with educational activities inside or outside any building;
 - (d) harass passersby or otherwise disrupt normal activities;
 - (e) interfere with or preclude a scheduled speaker from being heard;
 - (f) interfere with scheduled University ceremonies or events; or
 - (g) damage property, including lawns, shrubs, or trees.
- (8) In the event of disruptive action, University employees and students involved in the event shall identify themselves by presenting appropriate documents such as I.D. cards when requested to do so by the President or his/her designated representative. And such representative will identify him/herself when making this request. Participants not officially related to the University of North Florida 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) If, in the opinion of the President or his/her designated representative, an event is disrupting normal University operations or infringing on the rights of other members of the University community, the President or his/her representative may:
- (a) identify him/herself to the participants, giving name and official position;
 - (b) inform the participants 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; and
 - (d) in the event of noncompliance with this request, enlist the assistance of the University Police in restoring order and enforcing the law.
- (10) The University Police have a responsibility to:
- (a) declare an event to be 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 the participants observed to be in violation of the law; and
 - (c) enlist the assistance of outside law-enforcement agencies, if necessary.
- (11) Contact the University Police Department to report violations of this rule.
- (12) Scope of this rule: This rule does not govern the scheduling of official University functions that are not sponsored by students and student organizations, such as public speaking events and assemblies sponsored by University departments or colleges. The distribution of printed material is governed by Rule 6C 9-7.015, not this rule. This rule does not govern or restrict University colleges, schools, divisions, departments, agencies and other corporate organizational units (aside from student organizations) from setting up booths on campus. Tables set up for the purpose of conducting commercial activity and fundraising shall be governed by Rule 6C 9-7.010, not paragraph 3 of this rule.

Specific Authority 1001.74 (4) FS.

Law Implemented 1001.74 (6) FS.

History — Formerly 6C 9-7.007, Amended 8-28-88; 6C 9-7.008, Amended 8-28-88; 6C 9-7.014 New 11-25-82, Formerly 6C 9-7.14, Amended 9-26-88.

Religious Observances

The University of North Florida advocates the concept of religious freedom. In recognition of the plurality of individual students' religious beliefs, the University sets forth in the following the framework within which it accommodates the religious observance, practice and belief of those students in regard to admissions, class attendance, and the scheduling of examinations, major class events, major University activities, and work assignments.

Admissions

The University of North Florida shall not deny admission to any student because of the religious practice or belief of the student.

Class Attendance

Any student shall, upon notifying the instructor, be excused from class to observe a religious holy day of his faith. Such notification shall be made no later than one week prior to the holy day, or as prescribed by the instructor at the beginning of the term.

Work Assignments

Each student excused from class for the purpose of observing a religious holy day will be responsible for the material covered in his/her absence, but shall be permitted a reasonable amount of time to make up any missed work. Missed work shall be made up prior to the end of the term or as prescribed by the instructor at the beginning of the term.

Examinations, Major Class Events, Major University Activities

No major test, major class event, or major University activity shall be scheduled on a major holy day. A major religious holy day shall be a significant day of religious observance as recognized by the highest governing body of that particular religious faith. Evidence of such recognition shall be provided by the student unless previously designated by the Office of Academic Affairs.

Non-penalization

Professors and University administrators shall in no way penalize students absent from academic or social activities because of religious observances.

Appeals

Any student who believes he/she has been unreasonably denied an educational benefit due to his/her religious belief or practices may seek redress by contacting the Director of Equal Opportunity Programs, Room 2337, Building 1, (904) 620-2507, to obtain information, discuss their options or file a complaint.

Sexual Battery/Rape Policy Statement of Policy

Sexual battery/rape is a serious crime which has a major impact on the campus community as well as on the women and men who are victimized. It is the intent of the University to create and maintain a work, study, and living environment that is safe from sexual battery/rape. Therefore, the University of North Florida will not tolerate sexual battery/rape in any form. Where there is probable cause to believe that the University's regulations prohibiting sexual battery/rape

have been violated, the University will pursue disciplinary action through its own channels. This policy applies to all members of the University Community.

The University is committed to establishing policies and procedures that are responsive to victims of sexual battery/rape. This policy includes:

- Definitions and enforcement;
- Rights that shall be accorded by the University to victims of campus-related sexual batteries;
- Services that shall be provided by the University and community to assist victims of sexual batteries and to prevent sexual batteries from occurring; and
- Procedures for monitoring and reporting statistical data on campus-related sexual batteries.

I. DEFINITIONS AND ENFORCEMENT

A. Definitions

Sexual battery/rape is a felony under the criminal laws of the State of Florida [Florida Statutes Chapter 794]. Sexual battery is defined as the “oral, anal or vaginal penetration by, or union with, the sexual organ of another or by the anal or vaginal penetration of another using any other object,” without the person’s consent. This includes those who are physically helpless (i.e., unconscious, asleep, or physically unable to communicate their unwillingness); or persons to whom narcotics or other intoxicating substances have been administered rendering the person unable to give consent to such activity. Sexual battery does not include procedures done for bona fide medical purposes. Other related crimes are: sexual battery by multiple perpetrators (F.S. 794.023); failure of certain witnesses to report sexual batteries (F.S. 794.027); and unlawful sexual activity with certain minors (F.S. 794.05). The University is also bound by State Statute 794.03 which prohibits publishing or broadcasting information identifying victims of sexual assault. These laws apply to female and male students, staff, and faculty of the University—on and off campus.

For the purpose of this notice, students and employees should understand that forced intercourse or other unwanted sexual contact is defined as rape or sexual battery regardless of whether the assailant is a stranger or acquaintance of the complainant. The University makes no distinction between sexual battery/rape committed by strangers and those committed by acquaintances. The same criminal and University sanctions will apply to all cases of sexual battery. On college campuses, the most prevalent form of sexual battery is acquaintance/date rape. The acquaintance may be a date or friend of the victim, or

someone whom the victim knows only casually—from the residence halls, a class, or through a mutual friend. Acquaintance rape is forced or coerced sexual battery by a friend or an acquaintance. The type of force employed in sexual battery/rape may involve physical violence, coercion, or threat of harm to the victim. Frequently, alcohol and/or drugs are involved in these incidents; however, intoxication of the assailant and/or the complainant shall not diminish the assailant’s responsibility for sexual assault.

B. Enforcement

1. Criminal

As law enforcement officers of the State with jurisdiction over crimes occurring on property or facilities which are under the University’s supervision, the UNF Police Department is responsible for the investigation of campus sexual battery/rape incidents. The UNF Police Department provides immediate assistance to the victim and initiates investigative processes to apprehend the perpetrator of the crime. The UNF Police Department promptly informs the State Attorney’s Office of the Fourth Judicial Circuit of sexual battery complaints, and is guided by the State Attorney in the investigation and handling of complaints. Medical attention and the forensic examination are handled by the Sexual Assault Response Center of Jacksonville.

The Sexual Assault Response Center of Jacksonville is the only agency authorized to perform the medical and evidence-gathering examination.

2. Student Conduct Code

Campus sexual battery/rape is both a criminal violation under Florida law and a violation of UNF’s Student Conduct Code. Thus, the offense can lead to two proceedings: (1) a criminal court case against the accused which is filed with the State Attorney’s Office by the UNF police and/or (2) a UNF disciplinary proceeding. Students charged with sexual battery/rape are subject to disciplinary proceedings under the UNF Student Conduct Code regardless of whether or not criminal justice authorities choose to move forward with criminal prosecution. The University of North Florida’s jurisdiction regarding discipline is generally limited to conduct of any student or registered student organization that occurs on UNF premises, including University housing. However, the University reserves the right to impose discipline based on any student conduct, regardless of location, that may adversely affect the University Community.

All alleged violations of the Student Conduct Code should be referred to the Office of the Vice President for Student and International Affairs.

The rights afforded each University student who is accused of a crime are listed in the Student Handbook, general Student Conduct Code. In all proceedings, the complainant and the accused are entitled to the same opportunity to have an advisor present during a campus disciplinary hearing. In addition to the rights afforded each University student who brings an action against a fellow student under the Student Conduct Code, the student bringing sexual battery/rape charges against a fellow student is granted a number of additional protections. Included among these are:

- Evidence of the victim's past sexual history, including opinion evidence, reputation evidence, and evidence of specific instances of the complainant's sexual conduct, will not be admissible by the accused student. Under no circumstances is past sexual history admissible to prove consent.
- The complainant and the accused will be notified of the outcome of the hearing.
- All reasonable efforts will be made by the University to accommodate special requests by the victim relating to campus housing and course enrollment when proximity of residence or enrollment in a course section has the potential to cause discomfort or embarrassment to the victim.
- The University has the right to impose sanctions following the final determination of an on-campus disciplinary hearing that a sexual battery/rape has occurred. These sanctions may include suspension or expulsion from the University.

3. Employee Disciplinary Action

Campus related sexual battery/rape committed by employees is misconduct as provided by applicable University Rules, Florida Board of Education Rules and Collective Bargaining Agreements. Employee perpetrators are subject to institutional disciplinary action up to and including termination as provided by such rules/agreements in addition to those stated above in accordance with State law.

II. RIGHTS OF VICTIMS OF CAMPUS-RELATED SEXUAL BATTERIES

A. General Information

The University encourages victims of sexual battery/rape to report incidents of sexual battery/rape to the University Police Department. Procedures for reporting such incidents to the police are described in this section.

While the University encourages the reporting of incidents to the police, the University recognizes that victims have the right to determine whether or not they wish to report an incident of sexual battery/rape to the police. The University remains committed to empowering

victims of sexual assault by insuring their anonymity and encouraging them to exercise a choice of action.

University support services are available regardless of whether or not the victim chooses to report to the police.

In some cases where imminent danger or a threat to the community exists (that is, when the assault forms a pattern or cluster of assaults, is a stranger or sadistic assault, and/or is gang rape), the University may release information about the assault in order to warn and protect the University community without the victim's permission. However, to protect the victim's privacy and minimize the possibility of retaliation from the offender(s), the confidentiality of the victim will be protected and the University will not act without the cooperation of the law enforcement authority involved.

In cases involving alleged employee perpetrators, victims' rights in connection with disciplinary proceedings shall be determined in accordance with applicable University Rules, Florida Board of Education Rules and Collective Bargaining Agreements.

B. If a Victim Chooses to Make a Formal Report to Authorities

1. Call the University Police from a safe place at (904) 620-2800 or 911 from any campus telephone or, "Code Blue" phone. If the sexual battery/rape has occurred off campus, you should notify law enforcement officials in the jurisdiction in which the incident occurred by dialing "911" for any emergency and 630-0500 for non-emergency service. University Police have professionally trained personnel to assist with securing medical care. The University Police provide the necessary legal processes required in the reporting and documentation of such incidents. Individual rights, including those of confidentiality, will be fully protected. It is important that the crime scene and evidence of the incident be preserved by not showering or washing until after a medical examination is performed.
2. Through a coordinated response with the University Police, the UNF Victim Advocacy Program will be notified of the incident and an advocate will assist in assessing the victim's options and serve as a liaison with services both on and off the University campus.
3. The University Police will assist with transportation to the Sexual Assault Response Center for the forensic and medical exam.
4. If the alleged perpetrator is a student, a confidential police report will be forwarded to the Office of the Vice President for Student and International Affairs for appropriate action in accordance with the Student Code of Conduct.
5. If the alleged perpetrator is an employee, a

confidential police report will be forwarded to the appropriate Vice President.

C. If a Victim Chooses Not to Report the Incident to the Police

1. Call the UNF Victim Advocacy Program at (904) 620-1010 to receive confidential assistance. Advocates are available 24 hours a day, 7 days a week, to provide confidential crisis intervention services. It is not necessary to report the crime to receive assistance. The Victim Advocacy Program provides an advocate to assist victims in the exploration of their rights and options. The Victim Advocate represents and supports the victim's decisions. The advocacy role begins with the initial contact and continues throughout the entire process of the medical examination, the criminal investigation, and the prosecution should the victim choose to report the incident to the police. The Victim Advocate acknowledges the victim's right to confidentiality, to medical and emotional support, to academic intervention, to redress through law enforcement authorities and/or the University's Student Conduct Code, to physical protection, and to have support from significant people in the victim's life.

For statistical and planning purposes an anonymous third party report will be filed by the advocate with the UNF Police Department and Vice President for Student and International Affairs. No action will be taken by the Police or the University due to this report.

2. If a victim chooses to inform a University faculty member or staff member of a sexual battery/rape and does not wish to report the incident to the police, the faculty or staff person contacts the Victim Advocacy program. An advocate will respond to assist with crisis counseling and provide information and referrals for the victim.

For statistical and planning purposes an anonymous third party report will be filed by the advocate with the UNF Police Department and Assistant Vice President for Student Affairs. No action will be taken by the Police or the University due to this report.

3. If a victim chooses to inform a University Housing Resident Assistant (R.A.) of a sexual battery/rape, the R.A. is obliged to report the incident to the appropriate supervisor who will in turn notify the University Police Department. The University Police Department will notify the Victim Advocate and the Vice President for Student and International Affairs. For statistical and planning purposes an anonymous third party report will be filed by the advocate with the UNF Police Department and the Vice President for Student and International Affairs

or his or her designee. No action will be taken by the Police or the University due to this report.

III. VICTIM SERVICES

A. Victim Services - ON CAMPUS

1. The Victim Advocacy Program

The Victim Advocacy Program is based on the premise that victims of crime, including victims of sexual battery/rape, need to have access to an individual who will provide immediate crisis intervention services and information regarding victims' rights and options. The Victim Advocacy Program is committed to providing effective intervention assistance to students, male and female, who have experienced actual and/or threatened violence. Confidential support services include: 24 hour crisis helpline, emotional support, evaluation of options, the assistance through criminal justice and/or student judicial process, assistance with academic concerns resulting from victimization, and any other assistance required to aid students to rebuild their lives. For assistance or additional information, contact the Victim Advocacy Program.

UNF Victim Advocacy Program
(904) 620-1010 (24 hours/7 days)

2. Counseling

The Counseling Center provides professional counseling services to currently enrolled UNF students. The direct services that are offered to students include: intake evaluation, short-term personal counseling, psychiatric consultation, group counseling and referral services. For more information or to make an appointment call (904) 620-2602. The offices are located in Founders Hall, Room 2068.

Counseling Center

Monday & Thursday 7:30 a.m. - 7 p.m.
Tuesday & Wednesday, 7:30 a.m. - 5 p.m.
Friday, 8 a.m. - 5 p.m.
(904) 620-2602

3. Women's Center

The Women's Center, which sponsors the Victim Advocacy Program, (see entry on this office, pg. S 22, in this Handbook) promotes and maintains an environment for victims built upon trust, safety, and confidentiality in which to begin to address the issues associated with sexual battery/rape. The Women's Center serves as a resource for information and referrals for women and men seeking assistance. The Center offers a

variety of direct services to students. The Center also provides rape awareness education to the campus community. For assistance or information, call or visit the Women's Center in the Andrew A. Robinson Student Life Center, Room 2623.

Women's Center

Monday – Thursday 8 a.m. - 6 p.m.
Friday, 8 a.m. - 5 p.m.
(904) 620-2528

4. UNF Police Department

The University Police Department provides the victims of a sexual battery/rape with investigative services and access to the Florida criminal justice system. Investigative services include evidence collection, investigative interviews and case preparation for court presentation. The University Police may be reached 24 hours a day.

University Police Department

(904) 620-2800 or 911

5. Campus Ministry Department

Campus Ministry provides personal prayer, crisis intervention, individual and group counseling, cooperative programs with University helping agencies, training and service opportunities to support and assist those who are sexually assaulted, and literature relevant to sexual battery/rape. The office is located in the Andrew Robinson Student Life Center (Bldg. 14) Rooms 2612-2613.

Campus Ministry Department

(904) 620-2837

6. Student Medical Services

Student Medical Services provides medical services to sexual battery/rape survivors. These services include assessment by a physician or nurse practitioner, laboratory testing, and gynecological exams. The number for Student Medical Services is (904) 620-2900 and our office hours are 8 a.m. to 6 p.m. Monday through Friday and 9 a.m. -

12:30 p.m. Saturday. *Examinations for the purpose of collecting evidence are referred to the off-campus Sexual Assault Center, which requires a police report in order to conduct the forensic examination. The phone number for the Sexual Assault Center is 244-4600.*

Student Medical Services

(904) 620-2900

B. Victim Services - OFF CAMPUS

1a. Sexual Assault Response Center

The Sexual Assault Response Center, Victim Services Division of the City of Jacksonville, provides crisis counseling for both the rape victim and the victim's family, forensic medical examination if the crime is reported to law enforcement, medical referrals if the victim chooses not to file a police report. Contact may be made directly to the Center Office or by police transport.

Sexual Assault Response Center

(904) 244-4600

1b. Rape Crisis Hotline

This 24-hour hotline is answered by crisis counselors. Referrals for individual, group therapy and support groups are provided in addition to crisis intervention.

Rape Crisis Hotline

(904) 355-RAPE (355-7273)

2. Victim Services Center - City of Jacksonville

The Victim Services Division provides quality, comprehensive services to crime victims and survivors, and their significant others throughout Duval County. Services are designed to reduce victims' trauma and facilitate their recovery from the impact of victimization while advocating for their welfare and rights to fair treatment. Services provided include emergency funds, community education, crisis response, information and referral, support through the criminal justice system, support groups and counseling.

Victim Services Center -

City of Jacksonville

(904) 630-6300

3. Rape Recovery Team

The Women's Center of Jacksonville's Rape

Recovery Team provides 24 hour services to victims of sexual assault regardless of whether or not the incident has been reported to law enforcement. Advocates provide crisis intervention and emotional support to victims at any stage of their recovery process, information, referrals and follow-up services to family and friends, counseling to rape survivors and their loved ones. All services are free and confidential. Contact the Rape Recovery Team for information or assistance.

**The Women's Center of Jacksonville's
Rape Recovery Team**
(904) 722-3000

4. Counseling for Faculty and Staff

The Employee Assistance Program provides a 24-hour helpline for all faculty, staff and their families. Counseling services also are available. The Employee Assistance Program offered through UNF's Human Resources (904-620-2903) may be reached round the clock by calling the Employee Assistant Program.

UNF Employee Assistance Program
(904) 296-9436
1-800-327-9757 (or EAP-WORKS)

IV. PREVENTION SERVICES EDUCATION PROGRAMS - ON CAMPUS

A. Educational Programs

1. UNF Police Department

The UNF Police Department offers a variety of programs designed to educate students on protection and personal safety.

2. The Rape Awareness Education Program

The Rape Education Program which is sponsored by the Women's Center offers a variety of rape education and risk reduction programs and events to promote awareness to students, clubs, classes, faculty and staff. The Women's Center also provides information, referrals, and educational materials through their Victim Advocacy Program.

3. The Campus Alcohol and Drug Information Center

The Campus Alcohol and Drug Information Center, a part of the Office of Health Promotion, sponsors National Collegiate Alcohol Awareness

Week in the fall and National Collegiate Drug Awareness Week in the spring, both of which include programming on sex under the influence and focus on the relationship between sexual battery/rape and alcohol/drug consumption.

B. Prevention Services

1. Emergency Notification System

Elevator phones and Code Blue phones make up the Campus Emergency Notification System. The emergency telephones on campus can provide immediate access to assistance. By pressing the red button of a blue-topped emergency telephone, a direct call is automatically placed to the University Police Department. Elevator phones can also be used for emergencies by lifting the receiver. Also, campus courtesy telephones can be used in emergencies by dialing 911.

V. STATISTICAL REPORTING

It is the University's policy to provide to the public at any time, upon request, the number of sexual battery cases that have been reported to University Police within a specified time period. In accordance with the State law, crime statistics are reported semi-annually to the Florida Department of Law Enforcement. This information also is forwarded to the Federal Bureau of Investigation and included in the National Crime Report published by the U.S. Department of Justice. In addition, for statistical purposes, a report is made to the Florida Board of Education on a case-by-case basis. Likewise, in compliance with the Campus Safety Act and for statistical purposes, a count of the number of anonymous reports is kept and will be made available upon request.

Sexual Harassment Regulation

Regulation Number: 1.0050R

Effective October 27, 2006

I. OBJECTIVE & PURPOSE

The University of North Florida is committed to providing all members of the University community, including students, faculty, staff, vendors, visitors or others, an environment where they can work, study and interact with each other free from any form of sexual harassment.

II. STATEMENT OF REGULATION

A. Definition of Sexual Harassment

For the purposes of this regulation, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal (including written and electronic communications) or physical conduct of a sexual nature from any person when:

1. Submission to such conduct or request is made either explicitly or implicitly a term or condition of a student's status in a course, program, or activity; or of academic achievement; or
2. Submission to such conduct or request is made either explicitly or implicitly a term or condition of an individual's employment, salary increase, position advancement, or other employment-related benefits; or
3. Submission to or rejection of such conduct or request by an individual is used as the basis for an academic decision or employment decision affecting such individuals; or
4. Such conduct is sufficiently serious (i.e., severe, persistent or pervasive) to deny or limit a student's ability to participate in or benefit from the University's educational programs or activities or such conduct is sufficiently severe or pervasive so as to alter the conditions of, or have the purpose and effect of substantially interfering with, a faculty or staff member's employment by creating an intimidating, hostile or offensive working environment.

In determining whether alleged conduct constitutes sexual harassment in violation of this regulation, the conduct will be evaluated from the perspective of a reasonable person in the alleged victim's position considering the totality of the circumstances, such as the nature of the alleged conduct and the context in which the alleged conduct occurred. Accordingly, consideration will be given to free speech and academic freedom within an academic context. For example, expression that is intended to facilitate discourse or debate in a classroom setting or open debate forum may be considered appropriate, but similar expression in the workplace may be unwelcome and inappropriate in the context of communications between employees.

B. Examples of Sexual Harassment

Sexual harassment can take many forms, but common examples of unwelcome conduct which can be found to be sexually harassing include:

- Inappropriate touching or brushing against the body of another including, but not limited to patting, fondling, massaging, caressing, pinching, attempted or actual kissing.
- Requesting sex or sexual acts in exchange for an occupational or educational benefit.
- Repetitive propositions, invitations, or

pressure for sexual activity.

- Suggestive or inappropriate communications, notes, letters, e-mail, or other written materials.
- Displaying, transmitting or sending suggestive or inappropriate photographs, videos, computer images, slides, calendars, cartoons or drawings.
- Sexual innuendo, comments, or remarks about a person's clothing, body, or activities.
- Making suggestive or obscene gestures or making suggestive or insulting sounds.
- Whistling in a suggestive manner.
- Attempts at humor or the telling of jokes about sex that denigrate either gender.
- Actual or implied sexual threats.

C. Actions that do not Constitute Sexual Harassment

A postsecondary educational environment is unique in that there must be the freedom to express ideas and to foster communication on subjects that enhance the University's educational mission. Accordingly, while the University is committed to providing a learning environment that is free from sexual harassment, the purpose of this regulation is not intended to abridge academic freedom or to interfere with free speech as guaranteed by the First Amendment. As such, pursuant to this regulation sexual harassment does not include:

- The expression of ideas in an academic context to provoke thought or discussion on topics germane to the course and advancement of the University's educational mission.
- Engagement in debate or discourse over issues that society may find to be unpopular, offensive or disagreeable.
- Discussing, using or displaying views, words, symbols or thoughts in an academic setting which are germane to the course and which some persons may find to be offensive.

Faculty must, however, be mindful that the courts have placed restraints on academic freedom at public institutions, such as UNF, and that conduct in the classroom cannot deny or limit a student's ability to participate in or benefit from the University's educational programs or activities. Further, while there is no "bright line" test regarding the appropriateness of the content of expression in an academic setting, all students, faculty and staff have an obligation pursuant to this regulation to conduct himself or herself in a "reasonable" manner in their interactions with other members of the University community.

III. REGULATION REQUIREMENTS

A. Responsibility to Comply with the Sexual

Harassment Regulation.

All members of the University community are responsible for ensuring that their conduct does not sexually harass any other member of the University community. This same responsibility extends to, vendors, contractors (including the employees of third parties), visitors or others on the University's campus or at any University sponsored or University related function or activity.

B. Responsibility to Report Perceived or Actual Violations of the Sexual Harassment Regulation.

1. **Required Reporting:** All supervisors (defined for purposes of this Regulation as supervising one or more employees) are required to promptly report to the Office of Equal Opportunity Programs (EOP) (either verbally or through written communications) allegations, reports or instances of alleged sexual harassment by or against any person covered by this regulation. Additionally, all faculty with instructional responsibilities are required to promptly report to the EOP or alternatively to their department chair, dean or applicable academic administrator allegations, reports or instances of alleged sexual harassment by or against a student in violation of the University's Sexual Harassment Regulation. As supervisors, all academic administrators must then report the matter to the EOP (either verbally or through written communications).
2. **Responsibility of Community members:** To maintain an environment free from sexual harassment, the responsibility for reporting incidents of sexual harassment rests with all members of the University community. Thus, any employee, staff or faculty member, or student who believes another community member is being subjected to sexual harassment in violation of this Regulation is strongly encouraged to report any incident of sexual harassment they believe to be in violation of University's Sexual Harassment Regulation to their supervisor or directly to the EOP (As discussed above, all supervisors must report alleged incidents of conduct in violation of the University's Sexual Harassment Regulation to the EOP).

C. Amorous and Sexual Relationships

It is not uncommon for University community members who study, work or interact together to develop caring relationships. However, when persons in positions of unequal power engage in amorous or sexual relationships (e.g., between a supervisor and an employee, faculty member and student, or staff member and student) the person of greater power places himself or herself at risk of being accused of sexual harassment, either during the relationship or after the relationship ends. Accordingly, the

University has adopted a policy prohibiting amorous or sexual relationships where one individual in the relationship is in a position to exercise authority such that it would impact the educational or work performance of the other individual. (see Amorous and Sexual Relationships Policy).

IV. REGULATION PROCEDURES

A. Seeking Guidance Regarding this Regulation.

Any member of the University community who believes that he or she has been subjected to sexual harassment; any member of the community who believes that he or she has been subjected to retaliation related to an allegation of sexual harassment; or any member of the community who believes that others have been subjected to sexual harassment in violation of this regulation, may seek guidance, counseling or file a complaint in accordance with this regulation by contacting: **Director, Office of Equal Opportunity Programs**, University of North Florida, J. J. Daniel Hall, Room 2400, 4567 St. Johns Bluff Road South, Jacksonville, Florida 32224-2645, (904) 620-2507 Voice & TDD and (904) 620-1004 Fax.

B. Complaint Procedure.

Allegations of violation of this regulation including the actual filing of a complaint of sexual harassment will be addressed by the Director in accordance with the EOP Complaint and Investigation Procedures.

V. WHERE TO GET HELP

In addition to contacting the EOP office, any of the following offices at the University of North Florida may be contacted for information or assistance regarding matters involving sexual harassment:

UNF Counseling Center

UNF Counseling Center
Founders Hall (Building 2), Room 2068
(904) 620-2602

UNF Women's Center

Andrew A. Robinson Student Life Center
(Building 14), Room 2623
(904) 620-2528

Office of Human Resources

J.J. Daniel Hall (Building 1), Room 1000
(904) 620-2903

Office of Student Affairs

Founders Hall (Building 2) Room 2091
(904) 620-2600

Office of the General Counsel

J.J. Daniel Hall (Building 1), Room 2100
(904) 620-2828

Employee Assistance Program

Corporate Care Works
8665 Baypine Road, Suite 100
Jacksonville, Florida 32256
(904) 296-9436 (800) 327-9757
www.corporatecareworks.com

If fear of physical safety, threats, or assault is involved contact:

University Police Department

Police Station (Building 41)
(904) 620-2801

or

University's Office of the Victim Advocate

(located within the Women's Center)
Andrew A. Robinson Student Life Center (Building 14)
Room 2623
(904) 620-2528

Complaint and Investigation Procedures

I. OBJECTIVE AND PURPOSE

The University has established the following guidelines and procedures to address complaints of discrimination, harassment and retaliation in violation of the University's Equal Opportunity and Diversity Regulation and its Sexual Harassment Regulation. The purpose of these procedures is to ensure compliance with the University's EOP regulation to enable the University to address circumstances that may conflict with its commitment to provide an inclusive and welcoming environment for all members of the University community, including students, faculty, staff visitors, prospective employees or other individuals interacting in our community.

II. STATEMENT OF DELEGATION

The President has delegated to the Director of the Office of Equal Opportunity Programs (hereafter the "Director") the authority and responsibility to receive, investigate and conciliate complaints, or investigate situations that are brought to the Director's attention, of conduct alleged to be in violation of the University's Equal Opportunity and Diversity Regulation and Sexual Harassment Regulation. Accordingly, any member of the University community who

believes he or she has been subjected to discrimination or harassment based on race, color, religion, national origin, sex, sexual orientation, age, disability, and/or veterans status or any individual who believes he or she has been subjected to retaliation related to an allegation of discrimination or harassment based on the aforementioned categories, may seek guidance, counseling or file a complaint by contacting: Director, Office of Equal Opportunity Programs, University of North Florida, J. J. Daniel Hall, Room 2400, 4567 St. Johns Bluff Road South, Jacksonville, Florida 32224-2645, (904) 620-2507 Voice & TDD and (904) 620-1004 Fax.

Any individual seeking guidance from the Director may contact the Director to informally discuss his or her concerns regarding a potential violation of the University's Equal Opportunity and Diversity Regulation or Sexual Harassment Regulation. However, if the individual desires that the Director take action to address his or her concerns, the individual will be advised of the University's formal procedures and requirements for addressing alleged violations of these regulations including the requirement of filing an EOP intake form pursuant to this procedure.

III. STATEMENT OF REQUIREMENTS

The following requirements and procedures apply to the EOP complaint and investigation process:

Requirements and Scope of Process.

1. **Required Reporting** -- All supervisors are required to promptly report to the Director (either verbally or through written communications) allegations, reports or instances of alleged discrimination and/or harassment, including sexual harassment by or against any person covered by this process. Additionally, all faculty with instructional responsibilities are required to promptly report to the Director (either verbally or through written communications) allegations, reports or instances of alleged discrimination and/or harassment by or against a student in violation of the University's Equal Opportunity and Diversity Regulation.
2. **Timeliness of Complaint** -- Any complaint filed under this section must be filed with the Director within one hundred twenty (120) calendar days after the alleged incident of discrimination.
3. **Available Remedies** -- The filing of a complaint under this procedure shall not affect a complainant's right to file a timely charge of discrimination pursuant to an appropriate federal or state statute, including the filing of a timely charge with the Florida Commission on Human Relations or the Equal Employment Opportunity Commission.
4. **Participation of Students, Faculty and Staff** -- All members of the University community are

expected to cooperate with the Director in the investigation of allegations of discrimination, harassment or retaliation in violation of the University's Equal Opportunity and Diversity Regulation or Sexual Harassment Regulation. Should a member of the community fail to cooperate with the Director, such conduct would constitute reasonable grounds for discipline.

5. **Confidentiality** -- Confidentiality will be maintained to the extent possible. The fact that an individual has sought guidance from the Director or that a complaint has been filed, including the grounds for which the individual seeks assistance from the Director, will only be communicated to those who require such information to fulfill their responsibilities. Additionally, the documents related to an EOP investigation are not public record during a pending investigation and in the case of alleged sexual harassment the names of the complainant and any witnesses are exempt from disclosure even after the EOP investigation is completed.
6. **False Claims or Statements** -- Any person who knowingly or fraudulently files a false or fraudulent EOP complaint will be referred for discipline. Similarly, any person who knowingly making false statements in any investigation, proceeding, or hearing regarding alleged discrimination and/or harassment and/or retaliation pursuant to this procedure will be referred to the appropriate University representatives for disciplinary action.
7. **Standard of Proof** -- The standard of proof will be that, based upon a preponderance of the evidence, the Director's investigation resulted in a finding that there was reasonable cause to believe that Complainant was subjected to adverse treatment in violation of the University's Equal Opportunity and Diversity Regulation or Sexual Harassment Regulation.
8. **Not a Disciplinary Proceeding** -- The Director's processing, review and investigation of an EOP complaint alleging violation of the University's Equal Opportunity and Diversity Regulation and/or Sexual Harassment Regulation is a fact finding process and does not constitute a disciplinary proceeding. Therefore, any discipline that may flow from the Director's findings is a distinct and separate process not subject to these procedures.

IV. STATEMENT OF PROCEDURES

A. The Complaint and Investigation Process.

Intake Process: An individual seeking assistance from the Director will first be asked to complete an EOP complaint

form that describes the manner in which the individual believes he or she has suffered adverse treatment in violation of the University's Equal Opportunity and Diversity Regulation or Sexual Harassment Regulation and on what grounds the individual suffered discrimination, harassment or retaliation. (The EOP complaint form may be obtained from the Office of Equal Opportunity Programs or downloaded from the Office website at http://www.unf.edu/dept/equalop/eop_statement.htm) The Director will then meet with the individual to discuss the EOP Complaint and his or her concerns and allegations that they suffered adverse treatment in violation of the University's Equal Opportunity and Diversity Regulation or Sexual Harassment Regulation.

Informal Resolution: After the intake process is completed, the Director will first explore with the individual (hereafter the "Complainant") the opportunity to resolve the complaint prior to invoking the formal review and resulting investigatory procedures set forth below. The specific role of the Director in such instances is to determine the position of each party, to ascertain in what respect and on what issues each party may be prepared to make an adjustment, and to assess the possibilities of resolving the matter amicably through mediation, conciliation, and persuasion.

Complaint Procedures: If the Complainant's concerns cannot be resolved informally and the individual desires to proceed with the formal complaint procedure, or if the Complainant wishes to bypass the informal resolution process, then the Director will:

1. Determine whether the EOP complaint contains sufficient information to review the Complainant's allegations or whether additional or supplemental information is needed from the Complainant for the Director to adequately review and/or investigate the Complainant's allegations of discrimination, harassment or retaliation in violation of the University's Equal Opportunity and Diversity Regulation or Sexual Harassment Regulation.
2. Review the specific allegations raised by the Complainant to determine whether the Complainant has articulated sufficient grounds to believe that the Complainant suffered adverse treatment in violation of the University's Equal Opportunity and Diversity Regulation or Sexual Harassment Regulation. Should the Director find that after reviewing the complaint and meeting with the Complainant that he or she has failed to allege sufficient facts where it could reasonably be found that there had been a violation of the applicable regulation, the Director will terminate the investigative process and provide Complainant a memorandum that discusses the Director's determination why the Complainant has failed to allege sufficient grounds to investigate whether there was a violation of the applicable regulation.

3. Notify the alleged offender (hereafter the "Respondent") of the complaint, of the allegations contained therein and have the Respondent provide a written response to Complainant's allegations. At all times during the investigatory process, the Complainant and Respondent shall be kept informed of the status of the Director's investigation.
4. Conduct a full and complete investigation of the allegations contained in the complaint by interviewing witnesses, gathering documentation or taking whatever other action the Director believes is necessary to evaluate Complainant's allegations of discrimination, harassment or retaliation.
5. Prepare a written decision outlining the pertinent portions of the Director's investigation that details the Director's findings regarding whether the Complainant was subjected to adverse treatment in violation of the University's Equal Opportunity and Diversity Regulation or Sexual Harassment Regulation. A copy of the Director's written decision will be provided to both the Complainant and the Respondent. If the Director concludes that there is reasonable cause to believe that Complainant was subjected to discrimination, harassment or retaliation in violation of the University's Equal Opportunity and Diversity Regulation or Sexual Harassment Regulation, the Director's written decision, and recommendation (if applicable) will be submitted to the appropriate Vice President for appropriate action.

B. Request for Reconsideration

Either party, the Complainant or Respondent, may request that the Director reconsider his or her decision by filing a written request for reconsideration with the Director within ten (10) business days after the receipt of the Director's written decision. The request for reconsideration shall specify the basis for the request. Upon receipt of a request for reconsideration, the Director will forward a copy of the request to the other party who may respond, if applicable, to the request for reconsideration. **Significantly, the Complainant or Respondent may not request reconsideration based solely on the fact that the party does not agree with the Director's decision.** Rather, grounds for seeking reconsideration of the Director's decision are limited to the following:

There is newly discovered or other relevant evidence that was not relied upon by the Director in reaching his/her decision.

The Director will issue a response to the request for reconsideration within twenty (20) business days after receipt of the request.

C. Request for Review: Either party, the Complainant or

Respondent, may appeal the Director's decision by filing a written request for review to the Office of President within ten (10) business days after the receipt of the Director's decision. This 10 day period is applicable to both those who have gone through the Request for Reconsideration process in step B above or for those who are appealing the Director's decision on other grounds (i.e. – those who do not agree with the Director's interpretation of the evidence presented in reaching his/her decision regarding whether there was a violation of the Sexual Harassment or Equal Opportunity and Diversity Regulation). *However, if the request for review is based upon there being new or other relevant evidence that should have been considered by the Director in reaching his/her decision, to be eligible for review at this level, the party seeking review must have followed the Request for Reconsideration process.*

The party requesting a review of the Director's decision, or reconsideration decision, shall specify the basis for the requested review and will have the opportunity to meet with the President, or his/her designee, within twenty (20) business days of filing the request for review to discuss the appealing party's basis for contesting the Director's decision. Within ten (10) business days following the request for review meeting, the appellant will be provided a letter of final determination from the President, or his/her designee, setting forth the University's final position regarding the Equal Opportunity and Diversity Regulation complaint or Sexual Harassment Regulation.

D. Compliance Audit

If the Director is made aware of a potential violation of the University's Equal Opportunity and Diversity Regulation or Sexual Harassment Regulation, despite an actual complaint not being filed, the Director may conduct a review of a department or unit's compliance with these regulations utilizing the same investigatory procedures as outlined above. However, such compliance audit will not focus on the allegations of one particular person; rather, the compliance audit will be based on unit or department's general compliance with Equal Opportunity and Diversity or Sexual Harassment regulations. Accordingly, if a person covered under these regulations has specific complaints that he or she desires the Director to investigate, the covered person should avail him or herself of the individual complaint procedure as the individual's specific concerns may not be addressed in the compliance audit.

After completion of the Compliance Audit, the Director will then prepare a written report of his/her findings to be shared with the appropriate University administrators and where applicable, suggest corrective action to have the unit or department be in compliance with the University's Equal Opportunity and Diversity Regulation or Sexual Harassment Regulation. The compliance Audit will not include the request for reconsideration or request for review portions on the investigation process as the audit will not be focused upon one individual, or respondent's conduct, but on a department or unit's compliance with the University's Equal Opportunity and Diversity and its Sexual

Non-Discrimination

UNF is committed to achieving equality of opportunity in education, professional training, career advancement and University employment. Specifically, the University's Equal Opportunity and Diversity Regulation prohibits discrimination or harassment on the basis of race, color, religion, age, disability, gender, sexual orientation, marital status, national origin or veteran status in any educational, employment, social or recreational program or activity offered by the University. Similarly, we will not commit or permit retaliation against an individual who complains of discrimination or harassment or an individual who cooperates in an investigation of an alleged violation of this regulation.

The Office of Equal Opportunity Programs

J.J. Daniel Hall (Bldg. 1)/Room 2400,
(904) 620-2507 Voice/TDD
Office hours: Monday - Friday, 8 a.m. - 5 p.m.

Non-Motorized Vehicles: Prohibited Use

Those who operate or use a non-motorized vehicle (including but not limited to skates, rollerblades, skateboards, scooters, and bicycles) on University campus in a manner described below, may be charged with a traffic violation, or where applicable, a Non-Moving University Parking/Traffic citation. The prohibitions include:

- Failing to yield to pedestrians while operating or using a non-motorized vehicle;
- Operation or use of a non-motorized vehicle on the paved portions of the University campus roadways or use of a non-motorized vehicle on the University's designated nature trails;
- Operation or use of a non-motorized vehicle on the University campus covered walkways, in parking garages, in interior portions of buildings, within 10 feet of doorways or stairways, and in areas congested with pedestrians or vehicles. Visitors in violation of this section may be ordered to leave University property. Failure to obey could result in arrest for criminal trespass. Properly trained police officers assigned to bicycle patrol are exempt from the prohibitions of this section;
- Operating a vehicle in violation of the State Uniform Traffic Code, Chapter 316, Florida Statutes; and
- Any other careless, reckless or unsafe use of a non-motorized vehicle in a marked or prohibited area or in a manner that has the potential to cause harm to the operator, members of the University community, or damage to University property or

other property. Examples of such conduct include, but are not limited to, trick riding, stunts, jumps or other unsafe maneuvers. (10-20-05)

Student Attendance Policy

Students are required to attend the first class meeting of courses for which they registered. Registered students not attending the first day of the term may be dropped from the course at the discretion of the instructor. Students having extenuating circumstances beyond their control and who are unable to attend the first class meeting must notify the instructor or the department prior to the first class meeting. Students who add courses or late-register during the add-drop period will not be dropped for non-attendance by the instructor during this period.

Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, who reserves the right to deal with individual cases of nonattendance.

It is the student's responsibility to give the instructor notice prior to any anticipated absence, and within a reasonable amount of time after an unanticipated absence. Instructors must allow each student who is absent due to a university-sponsored activity the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence. However, in special cases the instructor may establish specific attendance requirements in addition to those covered by this policy. These special attendance requirements must be published on the course syllabus and disseminated at the first class. (FA 03-06: 2/6/03)

The University of North Florida (UNF) Student Conduct Code

Contents

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(A) Introduction

The Student Conduct Code is designed to promote responsible behavior for all students consistent with the welfare of the UNF community. In order to function effectively and to provide a climate in which all members can fulfill their personal, social, and academic obligations, the University has established this Code for defining behavioral rights and responsibilities within this community. The responsibility for this Code shall be administered through the Division

of Student Affairs.

(B) Scope

The University of North Florida's jurisdiction regarding discipline is generally limited to conduct of any student or registered student organization that occurs on UNF premises, including University Housing. However, the University reserves the right to impose discipline based on any student conduct, regardless of location, that may adversely affect the University community.

The right of all students to seek knowledge, debate ideas, form opinions and freely express their ideas is fully recognized by UNF. This Student Conduct Code applies to student conduct and will not be used to discipline the lawful expression of ideas.

The processes for adjudicating violations of State and Federal law and of the Student Conduct Code are separate and may be pursued independently of one another.

(C) Authority

1. Authority for student discipline ultimately rests with the University President. The President delegates this authority to the Vice President for Student and International Affairs, or his designee. The Vice President may take direct jurisdiction of any case.
2. The Vice President (or designee) also has the authority to notify the person listed at the student's emergency contact (or other appropriate person) in case of an emergency involving that student.
3. All internal Pan-Hellenic matters will be heard according to the conduct process as set forth in the National Pan-Hellenic Conference Manual of Information available in the office of Greek Life. Internal Interfraternity Council and Greek Standards Board disciplinary matters will be heard according to the processes outlined in these councils' respective bylaws. Decisions of the Greek Standards Board, Interfraternity Council Judicial Board, National Pan-Hellenic Council Judicial Board and Pan-Hellenic Judicial Boards are appealable to the Greek Life Coordinator. Greek-letter organizations charged with violations of the Student Conduct Code will fall under the authority of the University conduct system and be handled in consultation with the Greek Life Coordinator.
4. Non Greek organizations and clubs charged with violating the Code will also fall under the authority of the University conduct system. Cases may be referred directly to the Student Activities Coordinator by the Hearing Administrator as appropriate.

All matters falling under the University conduct system are appealable to the Vice President for Student and International Affairs (or designee).

(D) Definitions

1. **Student.** For purposes of the Student Conduct Code, the term "student" is defined as any person who is currently admitted and/or enrolled in classes at UNF or maintains student status based on the Continuous Enrollment Policy. UNF defines continuous enrollment as being enrolled in classes at UNF without a break of three or more consecutive semesters. Also included in this definition are individuals who have been enrolled in classes and continue to be associated with the University because they have not completed the course or program requirements in which they were enrolled. In cases of dual enrollment, jurisdiction over a student's conduct will be determined in consultation with appropriate officials at the student's other institution. The term "student" also means any student organization that is officially registered with the University.
2. **Guest.** The term "guest" means any person visiting campus who is not affiliated with the University. Students may assume responsibility for the actions of their guests.
3. **University Community.** The term "University community" means any person who is a student, faculty member, University official, or any other person employed by the University or a guest of the University.
4. **On-Campus.** The term "on-campus" means all land, buildings, facilities and other properties (including equipment and vehicles) in possession of or owned, used or controlled by the University, including adjacent streets, sidewalks and parking lots.
5. **University Official.** The term "University official" means any person employed by the University to perform assigned teaching, research, administrative, professional or other responsibilities. University Police also fall under this definition.
6. **Charged Student.** The term "charged student" means any student who has been formally charged with an alleged violation of the Student Conduct Code.
7. **Advisor.** The term "advisor" means any one person chosen by the charged student or the alleged victim to assist him/her throughout the disciplinary process.
8. **Hearing Body.** The term "hearing body" in this Code means any person or persons authorized by the Vice President for Student

and International Affairs to conduct hearings to determine whether a student has violated the Student Conduct Code and to impose sanctions. This includes individuals serving as a Conduct Hearing Administrator or individuals serving on the Conduct Board.

9. **Preponderance of Evidence.** The term “preponderance of evidence” means the evidence, as a whole, shows the fact sought to be proved is more probable than not. This is the standard used in determining responsibility (responsible or not responsible) in all disciplinary cases within this Student Conduct Code.
10. **Policy.** The term “policy” means the written regulations of the University as found in, but not limited to, the Student Conduct Code, the UNF Student Handbook, the Resident Handbook, the UNF catalog (undergraduate and graduate), the Official UNF Website, the Alcohol and Other Drugs Policy, and Information Technology Services Policies and Procedures.
11. **Conduct Board.** The Student Conduct Board is a body of students, faculty, and staff selected by the Vice President for Student and International Affairs (or designee) to review student conduct violations. This Board is trained and overseen by the Hearing Administrator. Only current students who are actively enrolled at the University, in good academic and disciplinary standing and subject to this Student Code of Conduct are eligible to serve on this Board.
12. **Hearing Administrator.** Any individual in the Division of Student Affairs assigned to hear conduct cases by the Vice President for Student and International Affairs. A Hearing Administrator also serves as a facilitator in panel hearings.
13. **Administrative Hearing.** A conduct hearing where a Hearing Administrator reviews information, determines if a student is “responsible” or “not responsible,” and if found “responsible,” determines sanctions accordingly.
14. **Panel Hearing.** A conduct hearing where individuals drawn from the Conduct Board make decisions related to the case. A panel must be comprised of at least 50% student representation.
15. **Panel Appeal Hearing.** A panel consisting of at least 50% student representation convened to hear Immediate Suspension appeals. (Please refer to Section F, Immediate Suspension.)
16. **Class days.** The term “class days” is defined as days when either classes or final exams are

officially scheduled by the University, with the exception of Saturdays and Sundays.

17. **Notice.** The term “notice” refers to the written notice given to a student that contains the Student Conduct Code charge and the allegations of misconduct. (Please refer to Section J, Procedures.)
18. **Disciplinary Hold.** A “disciplinary hold” is one placed on a student’s University record that prohibits that student from conducting business with the University (i.e., registering for classes, obtaining transcripts, etc.).
19. **Unauthorized.** The term “unauthorized” refers to actions that are not allowed or sanctioned by the university (such as unauthorized access to buildings or land on campus that is designated as such).

(E) Violations

The following violations, or the aiding, abetting, or inciting of, or attempting to commit these violations, represent violations of the Student Conduct Code:

1. Sexual Misconduct
2. Endangerment
3. Harassment
4. Weapons
5. Hazing
6. Fire and Safety
7. Illegal Drugs
8. Alcohol
9. Smoking and Tobacco Use
10. Gambling
11. Computer Misuse
12. Vehicles/Transportation
13. Disruptive Behavior
14. Identification/Falsification
15. Property
16. Participation
17. Disregard for the Conduct System
18. Unauthorized Entry or Use of University Facilities
19. Conspiracy
20. Violations of University Regulations
21. Other Violations

1. Sexual Misconduct

- 1.0 Any sexual act that occurs without the consent of the victim, or that occurs when the victim is unable to give consent.
- 1.1 Obscene or indecent behavior, which includes, but is not limited to, exposure of one’s sexual organs or the display of sexual behavior that would reasonably be offensive to others.
- 1.2 Conduct of a sexual nature that creates an intimidating, hostile, or offensive campus, educational, or working environment for another person. This includes unwanted, unwelcome, inappropriate or irrelevant sexual or gender-based activities or comments that are sexual in

nature.

- 1.3 Voyeurism: to trespass, spy, or eavesdrop for the purpose of personal sexual arousal.

2. Endangerment

- 2.0 Physical violence towards another person or group.
- 2.1 The threat of physical violence towards another person or group.
- 2.2 Action(s) that endanger the health, safety, or well being of another person or group.
- 2.3 Action(s) that serve the purpose of endangering one's own health or safety.
- 2.4 Interference with the freedom of another person to move about in a lawful manner.

3. Harassment

- 3.0 Conduct (not of a sexual nature), that creates an intimidating, hostile, or offensive campus, educational, living, or working environment for another person.
- 3.1 Action(s) or statements that threaten harm or intimidate another person.
- 3.2 Acts that invade the privacy of another person.
- 3.3 Stalking: to follow or otherwise contact another person repeatedly, so as to put that person in fear for their life or personal safety.
- 3.4 Taking deliberate and consistent actions which cause another person discomfort.
- 3.5 Sexual Harassment (as defined in the Sexual Harassment section of this Handbook under Rights and Regulations).

4. Weapons

- 4.0 On-campus possession or use of firearms, explosives (including fireworks), dangerous articles or substances, weapons (including non-lethal weapons such as pellet guns, bb guns, paintball guns, swords, including decorative swords, axes, pocket knives that are larger than the legal size defined by law or items that resemble weapons), or the use of any item used as a weapon.

5. Hazing

- 5.0 Hazing: Any group or individual conduct or activity in violation of UNF's Anti-hazing Policy (see UNF Policy in this handbook).

6. Fire and Safety

- 6.0 Inappropriate activation of any emergency warning equipment or the false reporting of any emergency.
- 6.1 Removal, damage, or tampering with fire safety or any emergency warning equipment.
- 6.2 Failure to evacuate a University building or facility when a fire alarm is sounded.
- 6.3 Arson: setting or causing a fire.

7. Illegal Drugs

Refer to the Alcohol and Other Drugs Policy section of this Handbook under Rights and Regulations.

- 7.0 Possession or use of illegal drugs.

- 7.1 Possession or use of drug paraphernalia.

- 7.2 Distribution, delivery, and/or sale of illegal drugs.

- 7.3 Conspiracy to distribute, deliver, and/or sell illegal drugs.

8. Alcohol

Refer to the Alcohol and Other Drugs Policy section of this Handbook under Rights and Regulations.

- 8.0 Possession, use and/or consumption of alcohol when under the legal drinking age as defined by law.

- 8.1 Dispensing, selling, and/or supplying alcoholic beverages to an individual who is under the legal drinking age as defined by law.

- 8.2 Use or possession of beer kegs, party balls, and/or other common sources of mass volume alcohol on campus, with the exception of University approved functions.

- 8.3 Possession of open containers of alcohol or consumption of alcohol in non-approved public areas. (refer to The Alcohol and Other Drugs Policy section of this Handbook under Rights and Regulations under Areas).

- 8.4 Public intoxication: observable disruptive behavior resulting from excessive consumption of alcoholic beverages (to be determined by physical observation or BAC test, if available).

- 8.5 Violating other University or Housing policies while under the influence of alcohol. Students who choose to drink alcohol will be held fully responsible for their behavior while under the influence of alcohol.

- 8.6 Misrepresenting or misstating one's age or using altered identification in order to prove legal drinking age.

- 8.7 Devices designed for the rapid consumption of alcohol such as beer bongs and funnels.

9. Smoking and Tobacco Use

(Refer to the Tobacco Policy section of this Handbook).

- 9.0 Smoking or using smokeless tobacco in any campus building (including the residence halls).

- 9.1 Improper disposal of cigarettes.

- 9.2 Smoking in a non-designated area.

10. Gambling

- 10.0 Engaging in an unlawful game of chance for money or for anything of value on University premises (including the residence halls) or at any non-sanctioned affair sponsored by a student or student organization.

- 10.1 Placing an unlawful wager on a University or non-University team or organization in a competition, with a direct influence in the success of the competition.

11. Computer Misuse

Theft or other abuse of computer resources includes, but is not limited to:

- 11.0 Unauthorized entry into a file, to use, read, or

- change the contents, or for any other purpose.
- 11.1 Unauthorized transfer of a file.
- 11.2 Unauthorized use of another individual's identity or password.
- 11.3 Use of computing facilities to interfere with the work of another student, faculty, or staff member of the University.
- 11.4 Use of computing facilities or technology to send or receive obscene or abusive material.
- 11.5 Use of computing facilities or services which interferes with the normal operation of the University system.
- 11.6 Altering, destroying, disclosing, or taking information resource property (including data, programs, and supporting documents) as well as modifying equipment or supplies without proper authorization.
- 11.7 Using the UNF computing system/services for any illegal activity such as hacking. Students must comply with all rules and regulations of Information Technology Services as indicated at www.unf.edu/compserv. Hard copies are available in (Bldg. 15) Room 3101.

12. Vehicles/Transportation

(Refer to the Skateboarding, Roller-Skating, Roller-Blading and Bicycling: Pedestrian Traffic Safety Policy section of this Handbook).

- 12.0 Riding Skateboards, Roller-skates, Roller-blades, bicycling, and other similar transportation devices in prohibited areas (including, but not limited to, covered walkways, parking garages, and interior building spaces).

13. Disruptive Behavior

- 13.0 Failure to comply with an appropriate order of a University Official or any non-University law enforcement official.
- 13.1 Violations that occur by a guest on campus. Students hosting guests are responsible for their guests while they are visiting the university community, and may be held accountable for the actions of their guests.
- 13.2 Acts that impair, interfere with, or obstruct the orderly conduct, processes, and functions of the University or the rights of other members of the University community. This includes acts that occur both inside and outside the classroom setting.
- 13.3 Commercial solicitation on campus without prior approval from University officials.
- 13.4 Acts that disrupt the University disciplinary process, including attempting to coerce or influence a person in order to discourage their participation in any disciplinary proceeding.
- 13.5 Any act that deliberately causes false alarm.
- 13.6 Conduct that is meant to be done in humor or

in jest, but results in a loss, inconvenience, or otherwise damages the property or well being of another.

- 13.7 Verbal abuse (written and oral), coercion, and/or other conduct that intimidates, threatens, or endangers another.
- 13.8 Lewd, indecent conduct.

14. Identification/Falsification

- 14.0 Possession or use of falsified or altered identification.
- 14.1 Permitting another person to use his/her identification.
- 14.2 Inappropriate use of another person's identification.
- 14.3 Failure to show proper identification to a University official (Students are required to carry their identification card while on campus. Refer to the OspreyCard I.D. section of the University of North Florida Student Handbook).
- 14.4 Forgery, alteration, or misuse of identification.
- 14.5 The furnishing of false or misleading information to a University official or others, and/or withholding required information from University officials or others.
- 14.6 Misuse, alteration, or forgery of any documents, records, keys, or property.
- 14.7 Impersonation or misrepresentation. Acting on behalf of another person, group, or the University without authorization or prior consent.

15. Property

- 15.0 Damage or destruction of public or private property.
- 15.1 Attempted damage, destruction, or theft of public or private property.
- 15.3 Theft: knowingly and without authorization removes or uses the property or services of the University or of another person, company or organization.
- 15.4 Possession or sale of property or services that are known to have been stolen.

16. Participation

- 16.0 Involvement in any violation as outlined by the Student Conduct Code. This includes failure to remove oneself from the incident or area where the violation is being committed.

17. Disregard for the Conduct System

- 17.0 Failure to obey a Hearing Body directive(s) or order(s).
- 17.1 Improper actions during a conduct hearing.
- 17.2 Failure to respond to a request to appear before a Hearing Body when notified to do so.
- 17.3 Knowingly withholding, falsifying, or misrepresenting information before a Hearing Body.
- 17.4 Violation of the terms of the Hearing

Decision.

18. Unauthorized Entry or Use of University Facilities

- 18.0 Unauthorized entry into any University building, office, or facility.
- 18.1 Unauthorized use of any University facility or equipment.

19. Conspiracy

- 19.0 Planning alone or with others to commit violations of the Student Conduct Code.

20. Violations of all UNF Regulations: Including, but not limited to, those contained in official University Handbooks.

- 20.0 Violation of the Resident Handbook.
- 20.1 Violation of the National Pan-Hellenic Conference Manual of Information; Constitution and Bylaws for the Pan-Hellenic Council, Interfraternity Council, Pan-Hellenic Council and Greek Council.
- 20.2 Violation of the UNF Student Club & Advisor Handbook.
- 20.3 Violation of Information Technology Services Policies and Procedures.
- 20.4 Violation of University policies directly related to departments, organizations, or clubs.
- 20.5 Violation of any other University regulations as described in the most up-to-date copies of the UNF catalog (undergraduate and graduate), official UNF Web Page, or the UNF Student Handbook.

21. Other Violations

- 21.0 Violation of Federal or State law or local ordinance.
- 21.1 Aids or abets any other violation of Federal or State law or local ordinance.

(F) Immediate Suspension

In certain circumstances involving a student's actions that may affect the safety, health, or general welfare of the student or University community, (including, but not limited to violations of drug possession and/or intent to distribute, sexual misconduct, endangerment, harassment, and weapons possession) the Vice President for Student and International Affairs may impose an immediate University suspension prior to the student's hearing with a hearing body. An immediate suspension means a student cannot be on University property, cannot attend classes, and cannot use University facilities.

- A. An immediate suspension requires the student be notified in writing. Notice may be delivered to any campus location if prior attempts to notify the student at his/her residence fail.
- B. The student has the opportunity for a prompt panel appeal hearing regarding whether the immediate suspension should continue until a hearing is held on the actual violations of the Code. This panel appeal hearing will be held

within three class days of receipt of the notice of immediate suspension letter unless a later time is agreed upon by both parties. The appeal must be based on one of the following:

1. An egregious error pertaining to the student's involvement.
 2. Contention that the violation, even if proven, does not pose a threat to the safety, health, or general welfare of the University community and thus does not warrant a suspension.
- C. A panel may consist of any number of individuals as long as it maintains 50% representation from the student population. The decision resulting from the panel appeal hearing is final.
 - D. Formal disciplinary charges will normally be filed at the completion of all investigations or as soon thereafter as possible.
 - E. Student organizations may be suspended by the Vice President for Student and International Affairs in circumstances involving actions related to that group that may affect the safety, health, or general welfare of its members, the University community, or others. The affected group has the right to a prompt administrative appeal hearing as described in subsection B above. An immediate suspension of a student organization means all activities, programs, social events, funding requests, and budget expenditures are suspended. One exception is that Greek organizations may be allowed to conduct business meetings provided they notify and receive permission from the Greek Life Coordinator in advance and the meeting is attended by an advisor recognized by the University.

(G) Removal from University Housing

The Director of Housing Operations, in consultation with the Director of Residence Life, has the authority to immediately remove a resident from his/her University Housing assignment and prohibit the resident from visiting the housing areas prior to the student's hearing with a hearing body or cancel a student's University Housing contract under a separate process.

(H) Student Rights*

- A. **Notice.** Students will be given written notice of the Student Conduct Code charge and the allegations upon which the charge is based.
- B. **Hearing.** Students will be given an opportunity to present information during a fair and impartial hearing.
- C. **Appeal.** Students have the right to appeal a decision by a hearing body based on established appeal guidelines.

***Note:** A more detailed description of the procedures

utilized to implement these rights is found in Section J, Procedures. A complete description of Appeal rights can be found in Section L, Appeals.

(I) Victim's Rights

Refer to Victim Services section of this Handbook.

Victim's rights apply to the following types of cases:

1. Sexual Misconduct
2. Endangerment
3. Harassment
4. Hazing

Victims have the following rights in accordance with all Federal and State laws regarding these types of violations:

- A. To have an advisor of the alleged victim's choice accompany him/her when presenting information to the hearing body and to any other relevant meetings held throughout the disciplinary process.
- B. To submit a victim impact statement to the hearing body. This information would be used only in the sanctioning phase of deliberations. If the charged student is found responsible for the charge(s). If the charged student appeals the decision on the basis of severity of the sanction imposed, he/she will have the right to view the victim impact statement upon request.
- C. To have unrelated past behavior excluded from the hearing. The Conduct Hearing Administrator will decide if such information is unrelated. The past sexual history of the alleged victim is not usually considered relevant.
- D. To submit questions to the Hearing Administrator two class days prior to the hearing. The Hearing Administrator will then consider posing these questions to the charged student.
- E. At the request of a victim in cases involving sexual misconduct, physical violence or stalking charges, the alleged victim may request to present his/her side of the story in a separate room from the charged student so long as the process does not unduly compromise the charged student's right to question the witness.
- F. To be present throughout the hearing, or portions thereof. This option will be offered only by the Hearing Administrator.
- G. To have any personal property returned to them if in current possession of the University. The determination of when this property is to be returned is left to the discretion of the Hearing Administrator.
- H. To be notified of the outcome in writing, including both the decision and the sanctions

of the disciplinary process within two class days of student notification.

(J) Procedures

Under the authority of the Board of Trustees, the President has designated the Vice President for Student and International Affairs to implement the Student Conduct Code. The procedures implemented by this office will be consistent with all appropriate rights accorded to students in university disciplinary decisions.

- A. **Charges.** Reports should be submitted to either law enforcement or the appropriate administrator within one calendar year of discovery of the alleged violation, except in extraordinary cases (e.g. hospitalization of a student).

In the event that a student is charged with a violation of (E) 20, the general statute or law will be described. In the event that a student is charged with (E) 21, the specific policy as pertaining to the handbook will be cited.

A review of possible charges may be initiated in the following ways:

1. Receipt of a police report, either initiated by the police or filed by any person or entity (including University departments, offices, officials, staff, faculty, students, community members, etc.). Also included are reports requested of (or received by) another law enforcement agency.
 2. Any individual may provide a signed written statement to the Student Conduct Office. All information will then be reviewed by an appropriate staff member in the Student Conduct Office to determine whether Student Conduct Code charges will be filed or if alternative action is appropriate.
 3. Any information that comes to the attention of the University that is a violation of the Code of Conduct and has the potential to impact the safety and well being of the University community may result in a student being charged with a Code of Conduct violation.
- B. **Notice.** The notice given to any charged student will include the following:
 1. Sufficient detail to prepare a defense, including sources of information, alleged violation(s), and specific Code charges and the availability of impartial advisors.
 2. An opportunity to attend a pre-hearing information session as a result of notification to resolve issues, adjust charges, and clarify rights and procedures. Students have the opportunity to schedule and attend a pre-hearing or waive the

pre-hearing. Information gathered at the pre-hearing will be used at the subsequent administrative or panel hearing and can be shared accordingly.

During this time the student may review all materials to be used in his/her case and subsequently have an opportunity to select the forum in which the case will be heard. A hearing appointment will be scheduled at the conclusion of the pre-hearing (if a pre-hearing is chosen), and will be no sooner than 3 class days after the pre-hearing and generally no later than 14 class days after the pre-hearing at the discretion of the Hearing Administrator. It is the student's responsibility to schedule an appointment for a pre-hearing prior to the formal hearing. The pre-hearing (or hearing, if student chooses to waive the pre-hearing) must be held within 5 class days from the date on the notice or at the discretion of the Hearing Administrator.

3. An opportunity to choose the forum in which the case will be heard (see E, Types of Hearings and F, Choice of Hearing Type).

If a student fails to attend a scheduled hearing, and five class days have expired since the date of the notice, the student waives his/her right to a hearing. At that time, a formal hearing (either administrative or panel) to be determined by the Hearing Administrator may be scheduled in the student's absence at the discretion of the Hearing Administrator. The student will be notified of date and time. If the student fails to appear at the scheduled formal hearing and failed to provide notice to this effect, the hearing will be held in the student's absence and he/she may be charged with additional violations of the Code.

- C. **Holds.** The Student Conduct Office may place a disciplinary hold on the records and registration of any student who fails to respond to a notice. Any pending disciplinary matters must be resolved prior to the awarding of any degree or certificate. Disciplinary notices will be sent to students electronically, using their Osprey e-mail account. If correspondence needs to be sent to an alternative address, the student's permanent address as contained in the University's Student Records will be used.

- D. **Hearing.** Hearings will follow these guidelines:

1. All hearings will be fair and impartial.
2. The charged student will have an opportunity to have an informational session about the conduct process before the

hearing if they waive the pre-hearing.

3. A student charged with violation(s) will have the opportunity to present information on his/her behalf, including presenting witnesses and/or signed, written statements.
4. The charged student may be accompanied during the hearing by an advisor of his/her choice. Students are required to address the hearing body in person, on their own behalf, although they may consult with their advisor during the hearing. This consultation must take place in a manner that does not disrupt the proceedings. The advisor shall not speak on behalf of the student unless expressly authorized to do so by the hearing body. If an attorney is to be the advisor, the Hearing Administrator assigned to the case must be notified in writing at least two class days prior to the hearing. The advisor may be removed from the hearing if it is determined that his/her presence is disruptive. The charged student should notify the Student Conduct Office of the advisor's name at least two class days prior to the hearing.
5. A student may choose not to answer any and all questions posed by a hearing body. However, the University is not required to postpone disciplinary proceedings pending the outcome on any criminal prosecution. The Hearing Body may proceed with a hearing and base its decision on all available information.
6. The burden of proof rests with the complainant. The standard of proof at a hearing will be the preponderance of the evidence. This means that the evidence, as a whole, shows that the fact sought to be proved is more probable than not.
7. In cases involving multiple students charged, information provided at one hearing may be used as evidence in the related case(s).
8. Information obtained in a hearing may result in the adjustment of the original charges and sanctions may be imposed accordingly.
9. **Closed Hearings.** A closed hearing may include the person(s) bringing charges against a student, the charged student, advisors, Hearing Administrators, Residence Life staff (including RAs), alleged victim(s), and any witness who can give a first hand account of the incident. Witnesses may only be present during the time they are testifying, even if the hearing is open. Character witnesses may only provide

testimony in the form of a written statement. All hearings are closed unless the Hearing Administrator receives a request for the hearing to be open.

10. **Open Hearings.** If either party requests the hearing be open, a petition must be received by the Student Conduct Office at least three class days prior to the scheduled hearing. Both the charged student(s) and the alleged victim(s) must agree for the hearing to be open. An open hearing is completely open to the public, and may include family members, members of the University community, or the community at large (including the media both on- and off-campus). The Hearing Administrator will attempt to notify (by telephone, e-mail, mail and/or in person) the other party(ies) involved of the request immediately upon receipt of the petition. If after four attempts the other party(ies) cannot be directly reached, the petition will be denied and the hearing will remain closed. The decision to have an open hearing will be finalized by the Hearing Administrator one class day prior to the hearing and will not be reversed on the day of the hearing. It is the responsibility of each party to contact the Hearing Administrator prior to the day of the hearing to confirm whether the hearing is opened or closed.
11. All hearing decisions will be communicated in writing to the charged student and will include the rationale, the hearing decision, and sanctions imposed (if applicable).
12. Appropriate witnesses will be called by the University when necessary to support charges. Witnesses who appear may be questioned by the charged student in accordance with the procedures set forth in 1.a and 2.a below. Appropriate witnesses may also be called by the charged student to all formal hearings.
13. If the charged student fails to appear at the scheduled hearing after proper notice (see Procedures, section J, subsection B.2.), the hearing may be held in the charged student's absence.
14. Prior records of disciplinary action and victim impact statements are considered by the hearing body only in the sanctioning phase of deliberations. Past criminal convictions also may be considered if relevant to the proceedings.
15. The hearing body's determination of "responsible" or "not responsible" will be based solely on the information presented at

the hearing.

- E. **Types of Hearings.** Two distinct types of hearings (administrative and panel) are provided for by this Code. Administrative hearings typically can be scheduled more quickly than Panel hearings.

- 1. Administrative Hearings:**

- a. The Hearing Administrator does not automatically call witnesses to support the charges, although he/she may gather any additional information needed, including calling witnesses. The charged student will be informed of any additional information gathered by the Hearing Administrator and have an opportunity to respond at the hearing. The charged student will have the opportunity to question adverse witnesses by submitting their questions in writing to the Hearing Administrator two class days prior to the Administrative Hearing. The Hearing Administrator will pose the questions to the witness. The charged student may call witnesses and present evidence.
- b. Will be no sooner than three class days from the pre-hearing (unless requested by the student), no later than fourteen class days, or at the discretion of the hearing Administrator.
- c. May be recorded. If the student does not contest the charges, the hearing does not need to be recorded. If the student and/or Hearing Administrator requests the hearing be recorded, or if the case may result in removal from housing, suspension, or expulsion, or the charges are serious, the hearing will be recorded. This recording will serve as the official record of the proceedings.
- d. A decision letter will be sent to the student within ten class days from the conclusion of the hearing process. This time limit may be extended if necessary where additional consideration of evidence and deliberation is required by the Hearing Administrator. The student will be informed (by phone, e-mail, mail or in person) of the estimated duration of this extended time period.

- 2. Panel Hearings:**

- a. Appropriate witnesses may be called to provide information to support the charges. Charged students who wish to question adverse witnesses will be given the opportunity to do so by submitting their questions in writing two class days

prior to the Panel Hearing to the Hearing Administrator. The Hearing Administrator will pose the questions to the witness.

- b. Will be no sooner than three class days after notice is received by the charged student (unless a hearing is requested sooner).
- c. Will be recorded. This recording will serve as the official record of the proceedings.
- d. A decision letter will be sent to the student within ten class days from the conclusion of the hearing process. This time limit may be extended if necessary where additional consideration of evidence and deliberation is required by the panel. The student will be informed (by phone, e-mail, mail or in person).
- e. The following order of presentation is recommended for use in Panel hearings. The hearing body may change the order if necessary:
 1. Presentation of charges.
 2. Opening statements (if any) by the University followed by the opening statement of the charged student.
 3. Presentation of evidence and witnesses by the University, followed by questioning of those witnesses. Each witness is dismissed after questioning.
 4. Presentation of evidence and witnesses by the charged student, followed by questioning of those witnesses. Each witness is dismissed after questioning.
 5. Questions directed to the charged student by the hearing body.
 6. Closing statements (if any) by the University, followed by the closing statement (if any) of the charged student.

F. Choice of Hearing Type.

1. Students may choose between an administrative or panel hearing. However, the Hearing Administrator may determine that it is in the best interest of both the student and the University that a case be heard by a panel based on the seriousness of the violation or in the interest of fairness.
2. When two or more individual cases stem from the same incident, those cases may be heard jointly if the students waive the right to individual hearings. In these situations, sanctions (if any) will be communicated separately.

(K) Sanctions

- A. In light of the facts and circumstances of each case, the following sanctions, or combination of sanctions (with or without appropriate modifications) may be imposed upon any student found to have violated the Student Conduct Code:
 1. **Reprimand.** An oral warning or written statement placed in a student's disciplinary file.
 2. **Community Service Hours.** Assignment to perform tasks or services under the supervision of a University department or community service agency.
 3. **Educational Activities.** Attendance at educational programs, interviews with appropriate officials, planning and implementing educational programs, writing research papers, or other educational activities.
 4. **Counseling Assessment and Compliance.** Referral for assessment (at the student's expense) to a licensed mental health professional or counseling center for general mental health or other counseling issues. Students found responsible for alcohol and/or drug violations will normally be referred to the Campus Alcohol and Drug Information Center (CADIC) for alcohol and/or drug education and assessment, but may be referred to an outside agency or counselor based on the seriousness of the violation. Students must comply with all recommendations established as a result of any assessment.
 5. **Restitution.** Payment of actual damages or loss of services to the University or victim.
 6. **Fees.** May not be levied in excess of \$200.00.
 7. **Disciplinary Probation.** A period of time during which any further violation of the Student Conduct Code puts the student's status with the University in jeopardy. If the student is found "responsible" for another violation of the Code during the period of Disciplinary Probation, serious consideration will be given to imposing a sanction of Suspension or Expulsion from the University.
 8. **Restrictions.** Some of the restrictions that may be placed on a student include, but are not limited to:
 - a. Participation in student clubs, groups, activities or events.
 - b. Representation of the University on athletic teams.
 - c. Holding leadership positions (e.g. Student Government or Resident Assistant).

- d. Entrance to University Housing areas or any other areas on campus.
 - e. Contact with another specified person(s).
9. **Change in University Housing assignment.**
 10. **Parental Notification.** (per the UNF Alcohol and Other Drugs Policy) Parental notification may occur for both alcohol and drug policy violations, based on this policy and the discretion of the Conduct Hearing Administrator.
 11. **Removal from the classroom.**
 12. **Exclusion from University Housing** (either temporary or permanent).*
 13. **Suspension.** Separation from the University for a specified period of time.*
 14. **Expulsion.** Separation from the University without the possibility of re-admission.*
 15. **Withholding** of registration, diplomas, transcripts or other records.
 16. **Transcript Notations.** A written notation indicating that disciplinary action was taken.
 - ***Note:** Students will normally forfeit tuition, Housing rent and fees, and other University fees if found responsible for a Student Conduct Code violation resulting in suspension or expulsion. A student may also forfeit academic credit accordingly and must see his/her professor to determine the impact on grades based on the withdrawal. Students who are excluded from living in University Housing must contact the Director of Housing Operations to determine the financial impact of the canceled contract.
- B. The following sanctions may be imposed upon groups or organizations found to have violated the Student Conduct Code:
 1. Those sanctions listed in Section A above. Suspension or Expulsion of student organizations includes temporary or permanent loss of recognized status with the University.
 2. Additional sanctions specific to student organizations are found in Greek and other organizational constitutions, and in the Office of Greek Life and the Office of Student Organizations' policies, which are hereby incorporated by reference.
 - C. Any sanction that separates a student from the University will be noted on that student's academic transcript. A lesser sanction may not be noted on the transcript.
 - D. Decisions regarding falsification of admission or re-admission information may be forwarded to the appropriate office for review of the

application and appropriate action regarding admission.

- E. Any student who fails to complete sanctions will have a disciplinary hold placed on their records and may receive additional charges.

(L) Appeals

- A. **Appeal Requests.** A student *choosing* to appeal the outcome of a Student Conduct Hearing must do so in writing to the Vice President for Student and International Affairs within five class days of the date on the decision letter. Supporting documentation should accompany all appeals. An appeal must be based on one or more of the following grounds:
 1. Due process errors involving violations of the charged student's rights (see Section H) that substantially affected the outcome of the hearing.
 2. The sanction(s) is (are) extraordinarily disproportionate to the violation committed.
 3. New information that was not available at the time of the original hearing.

B. Appeal Hearings

1. Appeals will be heard by the Vice President for Student and International Affairs (or designee).
2. The appeals will be scheduled within ten class days of receiving the written request for appeal.
3. The necessity for an Appeal Hearing will be at the discretion of the Vice President for Student and International Affairs, or his designee.
4. The student may bring an advisor to the appeal hearing.
5. On appeal, the burden of proof rests with the student to clearly show that an error has occurred during the original hearing.

C. Appeal Decisions.

1. The Vice President for Student and International Affairs (or designee) may affirm, modify, reverse or remand the original hearing decision, or order that a new hearing will be held.
2. Are communicated within twenty class days of the appeal hearing unless notification is given that additional time is necessary for consideration of the record on appeal.
3. Except in the case of an immediate suspension, the student's status will remain unchanged during the appeal process.
4. Are final and not appealable to another official.

(M) Records

- A. Records of all disciplinary cases will be

- maintained in the Division of Student Affairs.
- B. Records containing a sanction of expulsion will be maintained in a permanent file and the Office of the Registrar will be notified of the expulsion for notation to the student's permanent academic record.
 - C. Suspensions will be noted on a student's academic record only during the period of suspension.
 - D. Records of all disciplinary cases (with the exception noted in B. above) will be kept on file for five years following the student's matriculation at the University, in accordance with the State's Record Retention Schedule.
 - E. A student's prior disciplinary record will be considered only during the sanctioning phase of deliberations, not to determine whether or not to find a student "responsible" or "not responsible" for the alleged violation.
 - F. The release of student disciplinary records will be governed by applicable Federal and State laws regarding the privacy of educational records.

(Revised April 2007)

Student Records

The Family Educational Rights and Privacy Act (FERPA), commonly known as the Buckley Amendment, is intended to protect the accuracy and privacy of student educational records. UNF adheres to the policy that a student's academic record is confidential and cannot be released without his/her written consent. Exceptions to the written consent rule include, but are not limited to, other post-secondary educational institutions; certain federal, state, local, and independent agencies; University officials who have a legitimate educational interest in the information, such as members of the University Appeals Committee and academic advisors and may be released to parents of dependent students; and the dissemination of "Directory Information" (see below).

Students' rights to access, release, and correction of academic records under the Buckley Amendment are more specifically explained in the Student Records brochure, which is available in One Stop, located on the first floor of Founders Hall (Bldg. 2). Picture identification is required when picking up copies of information related to student files. If someone other than the student is picking up requested information, written authorization from the student and picture identification is required.

Directory Information

The University of North Florida defines directory information as name, address, telephone number, dates of attendance, admitted College, degree(s) received, full-time or part-time status, and classification (freshman, sophomore, junior, or senior).

Requests for Non-disclosure of Directory Information

Directory information (as described above) may be released without the student's written consent unless a request for non-disclosure form has been completed and received by the One Stop by the end of the first scheduled week of classes as noted in the University Calendar. Non-disclosure shall remain in effect until the student gives the One Stop a written request to remove said non-disclosure. Forms are available in the One Stop, or requests may be submitted electronically via myWings portal. Students requesting non-disclosure must consider the ramifications of non-disclosure prior to making said request. A non-disclosure request will prevent the University from responding to inquiries received from potential or current employers, external organizations requesting enrollment verification (except as required under FERPA), publications (i.e., student directory), nominations for scholarships or national dean's lists and other such requests for items defined as directory information.

The University will honor a student's request to not release directory information, but cannot assume responsibility for contacting the student for subsequent permission to release this information. If a non-disclosure request is completed, the University will require documentation from the individual or organization requesting such information that the student has given written permission prior to the University's releasing said information. Regardless of the effect on the student, the University assumes no liability for honoring a student's instructions that such information be withheld.

Tobacco Policy

The purpose of the University of North Florida Tobacco Policy is to protect people from the health hazards of secondhand tobacco smoke and to maintain compliance with the Florida Health Initiative in Section 20, Article X of the Florida State Constitution. In general, all tobacco users will be restricted to outside areas generally located at least 25 feet away from buildings, including all covered walkways. Enforcement of this policy will be community based (i.e., self-governing). Tobacco users are expected to act responsibly by complying with this policy. Both tobacco users as well as non-tobacco users have the collective responsibility to ensure the compliance of this policy – e.g., tobacco users and non tobacco users point out the designated smoking areas when someone is not in compliance. Repeat offenders of this policy shall receive further appropriate enforcement action (e.g., contacting Student Conduct Office for student violators; contacting appropriate Vice President, Dean, Chair or Supervisor for faculty/staff). The University community shall be notified of the Tobacco Policy through the following mechanisms, including but not limited to: catalogs, University's web page, Student Handbook, Faculty Association

**UNIVERSITY OF NORTH FLORIDA
 CAMPUS CRIME AWARENESS INFORMATION
 THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY
 AND CAMPUS CRIME STATISTICS ACT**
 (Formerly, the "Student Right to Know and Campus Security Act," Public Law 101-542)

**CRIME STATISTICS
 OFFENSES AND ARRESTS THAT HAVE
 OCCURRED ON UNF CAMPUS**

Offense Type Reported	2002	2003	2004	2005	2006
Aggravated Assault	1	1	3	6	3
Arson	2	1	0	1	0
Burglary	17	24	18	6	10
Forcible Sex/Rape	2	1	0	0	0
Non-Forcible Sex/Rape	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Motor Vehicle Theft	2	2	4	0	5
Murder/Homicide	0	0	0	0	0
Robbery	0	0	1	0	1
Hate Crimes	0	0	0	0	0
Arrests on Campus					
*Drug Law Violations	15	13	29	68	48
(Referral to conduct-no arrest)			(14)	(18)	(12)
*Liquor Law Violations	9	32	25	63	96
(Referral to conduct-no arrest)			(105)	(87)	(177)
Weapons Law Violations	0	0	0	1	2
*Does not include student conduct referrals.					

These crime statistics are compiled annually in accordance with the definitions used in the uniform crime reporting (URC) system of the Department of Justice, Federal Bureau of Investigations.

Other information about crime may be obtained from the University Police Department, UNF Martin Garris Police Building (Bldg. 41) or <http://www.unf.edu/dept/upd>

Sexual Offender/Predator Information

A data base of sexual offenders/predators is maintained by the Florida Department of Law Enforcement (FDLE). The address is: FDLE, Sexual Offender/Predator Unit, P.O. Box 1489, Tallahassee, FL 32302-1489, telephone (toll free) 1-888-FL-PREDATOR (357-7332). You can access the sexual offender/predator data base at: http://www3.fdle.state.fl.us/sexual_predators

VERY IMPORTANT DATES*

PRE-FALL 2007 Deadline Dates

May 15..... Housing Fall 2007 Contract Cancellation Deadline
(See Terms and Conditions)
June 13..... Housing Fall 2007 Invoices Sent
July 11..... Fall Registration time tickets on web
July 16..... Housing Fall 2007 Rent Due
July 27..... Housing Roommate Assignments Available
July 30..... Fall Registration begins

FALL 2007

August 6..... Open Registration begins
August 22-26..... Week of Welcome (WOW)
August 22..... Housing Check-In for New Students
August 25..... Housing Check-In for Returning Students
August 27..... Classes begin/Late Registration begins/
Drop/add begins/
August 29..... Last day to add to waiting list/
Deadline for state waiver forms
August 31..... End of add/drop/
100% refund/last day to pay tuition/fees
Deadline for Directory Info. Non Disclosure Form
September 3..... Labor Day holiday
September 7..... Registration deadline for
CLAST(paper-based)
September 14..... Graduation application deadline (for fall)/Last day to
reinstate/Last day to petition to add a course
September 21..... 25% refund deadline (all classes)
October 6..... Administration of CLAST (paper-based)
Oct. 5 – 7..... Family Weekend/ Parents Association
October 30..... Spring Schedule on web
November 1..... Housing Spring '08 Contract
Cancellation Deadline
November 5..... Housing Spring Invoices Sent
November 9..... Withdrawal deadline (without refund)
November 12..... Veterans Day holiday
November 16..... Spring Registration time tickets on web
November 21..... Deadline for Change of Major
November 22-24..... Thanksgiving holiday
November 26..... Spring Registration begins by appointment
November 30..... Housing Spring '08 Rent Due
December 3..... Spring Open Registration
December 7..... Classes end
December 8-14..... Final exams
December 14..... Osprey Hall, Osprey Landing, Osprey
Cove (Building T) and the Crossings CLOSE at 5 p.m.
First Year Students are not to remain on-campus during Winter Break
December 14..... Commencement (tentative)
Dec.15 - Jan. 7..... Winter holiday

SPRING 2008

January 4..... Open Registration begins
January 6..... Osprey Hall, Osprey Landing, Osprey Cove
(Building T) and the Crossings Re-Open at 9 a.m.
January 7..... Classes begin/Drop/Add begins
January 7..... Late Registration begins

January 11..... End of add/drop/100% refund/
last day to pay tuition/fees /Deadline for Directory Info. Non Disclosure Form
January 21..... Martin Luther King Jr. holiday
January 18..... Registration deadline for CLAST (paper-based)
January 25..... Last day to petition to add a course/
Deadline for Reinstatement/ Deadline to withdraw (25% refund)
January 25..... Graduation application deadline (for spring)
February 16..... Administration of CLAST (paper-based)
February 23..... UNF Homecoming Games
March 14..... Summer Schedule on web
March 17-22..... Spring Break
March 28..... Withdrawal deadline (without refund)
April 1..... UNF Annual Priority FAFSA Deadline
April 4..... Fall schedule on the web
April 11..... Deadline for change of major
April 14..... Fall Registration begins
April 21..... Fall Open Registration begins
April 25..... Classes end
April 26-May 2..... Final exams
May 2..... Check-Out all residents by 3 p.m.
May 2..... Commencement (tentative)

SUMMER 2008

May 9..... Registration deadline for CLAST (paper-based)
May 12..... Summer A and C classes begin/ Drop/Add
Begins/Late registration begins
May 16..... Deadline for Directory Info Non-Disclosure Form
End of add/drop/100%
refund for Summer A & C/last day to pay tuition/fees
May 26..... Memorial Day holiday
May 30..... Last day to petition to add a course
Last Day to reinstate Summer A & C
June 6..... Graduation application deadline (for summer)
25% refund deadline for Summer C (all classes)
Withdrawal without refund for Summer A
June 7..... Administration of CLAST (paper-based)
June 23..... Summer A classes end/Deadline to
withdraw from Summer C
June 25..... Summer B classes begin
Late registration for Summer B begins
Drop/Add begins for Summer B
July 1..... End of add/drop/100% refund for Summer B/
Last day to pay tuition/fees
July 4..... Independence Day holiday
July 11..... Deadline to petition to add a course for Summer B
Deadline to reinstate for Summer B (tentative)
July 18..... Withdrawal without refund for Summer B
July 25..... Deadline for change of major
Aug. 5..... Classes end for Summer B & C
Aug. 8..... Commencement (tentative)

*Note: All dates subject to change. A more detailed, official calendar appears each semester online at: http://www.unf.edu/registrar/academic_calendar.php.

FREQUENTLY CALLED NUMBERS & WEB ADDRESSES

Academic Advising:

Arts and Sciences	(904) 620-2797	http://www.unf.edu/coas/advising/
Business	(904) 620-2575	http://www.unf.edu/coggin/advising/
Computer Information Systems	(904) 620-2985	http://www.unf.edu/ccec/cis/CIShtml/CISadvising.06.html
Education	(904) 620-2530	http://www.unf.edu/coehs/studentcenter/ess/
Engineering	(904) 620-2972	http://www.unf.edu/ccec/engineering/academics-advising.php
Building Construction Management . .	(904) 620-2683	http://www.unf.edu/ccec/bcm/advising.html
Computing, Engineering and Construction	(904) 620-2970	http://www.unf.edu/ccec/advising/
Freshmen/ sophomores	(904) 620-1012	http://www.unf.edu/es/ace/
Health	(904) 620-2812	http://www.unf.edu/brooks/cohadvis.htm
Honors	(904) 620-2649	http://www.unf.edu/dept/honors/advising/index.html
Academic Affairs – Provost	(904) 620-2700	http://www.unf.edu/acadaffairs/
Academic Center for Excellence	(904) 620-1012	http://www.unf.edu/es/ace/
Academic Testing	(904) 620-2927	http://www.unf.edu/dept/testing/
Admissions	(904) 620-2624	http://www.unf.edu/admissions/
African American Student Union	(904) 620-2689	http://www.unf.edu/groups/aasu/
Alumni Services	(904) 620-4723	http://www.alumni.unf.edu/
Aquatic Center	(904) 620-2854	http://www.unf.edu/recsports/aquatics/Index.htm
Arena	(904) 620-2999	http://www.unf.edu/recsports/arena.htm
Art Gallery	(904) 620-2534	http://www.unf.edu/dept/gallery
Athletic Ticketing (BIRD, or)	(904) 620-2473	http://unfospreys.cstv.com/tickets/nfla-tickets.html
Athletics	(904) 620-2833	http://unfospreys.cstv.com/
Blood Bank Info	(904) 620-1570	http://www.unf.edu/studentaffairs/dept/health-promotion.html
Bookstore	(904) 620-2665	http://www.efollett.com/
Campus Alcohol/ Drug Info Center . . .	(904) 620-2557	
Campus Ministry Department	(904) 620-2837	http://www.unf.edu/groups/campusministry/index.html
Career Services	(904) 620-2955	http://www.unf.edu/dept/cdc/
Cashier's Office	(904) 620-2472	http://www.unf.edu/dept/controller/cashier/cashier.htm
Center for Professional Development . .	(904) 620-1707	http://www.unf.edu/dept/cpdt/
Child Development Research Center . .	(904) 620-2372	http://www.unf.edu/dept/cdrc/
Club Alliance	(904) 620-1470	http://www.unf.edu/groups/cluballiance/
Collection Office	(904) 620-1067	http://www.unf.edu/dept/controller/cashier/how.htm
Computer Lab for Students, Bldg 15 . .	(904) 620-2826	http://www.unf.edu/dept/its/labs/faq.htm
Controller's Office	(904) 620-2920	http://www.unf.edu/dept/controller/
Cooperative Education	(904) 620-2955	http://www.unf.edu/dept/cdc/elit/step4workexp.html
Counseling Center	(904) 620-2602	http://www.unf.edu/dept/counseling_center/
Dean of Students	(904) 620-2525	http://www.unf.edu/studentaffairs/whoware.html
Dining Services	(904) 620-2543	http://www.dineoncampus.com/unf/
Disability Resource Center	(904) 620-2769	http://www.unf.edu/dept/disabled-services/
Dr. Paul Shirley Assessment Center . . .	(904) 620-1081	
Eco-adventure Program	(904) 620-1810	http://www.unf.edu/recsports/outdoor.htm/
Emergencies	(904) 620-2800	http://www.unf.edu/dept/upd/
Employment / Career Services	(904) 620-2955	http://www.unf.edu/dept/cdc/
Employment / One Stop	(904) 620-5555	http://www.unf.edu/view/current/onestop.html
Employment / Human Resources	(904) 620-2903	http://www.unf.edu/dept/humanres/
English Language Program	(904) 620-4281	http://www.studyenglishinusa.com/unf.htm
Equal Opportunity Program	(904) 620-2507	http://www.unf.edu/dept/equalop/
Financial Aid (One Stop)	(904) 620-5555	http://www.unf.edu/finaid/general/faq.html
Fitness Center, Dottie Dorion	(904) 620-2853	http://www.unf.edu/recsports/ddfc.htm
Game Room	(904) 620-1084	
Group Fitness	(904) 620-2998	http://www.unf.edu/recsports/fitness.htm/

Graduate School at UNF	(904) 620-1360	http://www.unf.edu/graduatestudies/
Greek Life	(904) 620-2526	http://www.unf.edu/greeklife/
General Information	(904) 620-1000	http://www.unf.edu/unfinfo/contact-unf/
Hayt Golf Learning Center	(904) 620-2050	http://www.unf.edu/recsports/golf.htm
Health Insurance Info	(904) 620-2175	http://www.unf.edu/dept/medcom/Insurance.htm
Health Promotion	(904) 620-1570	http://www.unf.edu/studentaffairs/dept/health-promotion.html
HIV / AIDS counseling	(904) 620-1570	http://www.unf.edu/studentaffairs/dept/health-promotion.html
Housing Operations	(904) 620-4663	http://www.unfhousing.com/
Info Desk/ Student Union	(904) 620-1084	http://www.unf.edu/dept/robinson/Lounge%20&%20Info%20Desk.html
Institutional Advancement VP	(904) 620-2100	http://www.unf.edu/development/index.html
Intercultural Center for PEACE	(904) 620-2475	http://www.unf.edu/dept/icp/
International Center	(904) 620-2657	http://www.unf.edu/dept/intlctr/
ITS Support Center	(904) 620-2820	http://www.unf.edu/dept/its/support/
Leadership Institute	(904) 620-2525	http://www.unf.edu/dept/studentlife/staff.php
LGBT Support Network	(904) 620-4671	
LGBT Resource Center	(904) 620-2939	http://www.unf.edu/dept/lgbt
Library/ Circulation	(904) 620-2615	http://www.unf.edu/library/
Library/ Hours recording	(904) 620-2717	http://www.unf.edu/library/info/libstaff.html
Library/ Information	(904) 620-2616	http://www.unf.edu/library/
Lost and Found	(904) 620-2367	http://www.unf.edu/dept/upd/FAQ.htm
Medical Compliance	(904) 620-2175	http://www.unf.edu/dept/medcom/
Nature Trails	(904) 620-1810	http://www.unf.edu/recsports/nature/
Newspaper / The Spinnaker	(904) 620-2727	http://www.unf.edu/groups/unfspinnaker.com
One Stop Student Services Center	(904) 620-5555	http://www.unf.edu/view/current/onestop.html
OspreyCard Office	(904) 620-4000	http://capricorn.anf.unf.edu/Osprey/ospreycd.htm
Osprey Productions	(904) 620-2460	http://www.unf.edu/groups/osprod/
Osprey Radio (WOSP)	(904) 620-2908	http://www.ospreyradio.com
Osprey Television	(904) 620-2260	http://www.ospreytv.com
Parent and Family Programs	(904) 620-1567	http://www.unf.edu/studentaffairs/parents
Parking Services	(904) 620-2815	http://capricorn.anf.unf.edu/parkingservices/index.html
Peer Mediation	(904) 620-3979	
Police/Emergency	“911” or (904) 620-2800	http://www.unf.edu/dept/upd/FAQ.htm
Police/General Assistance	(904) 620-4UPD (4873)	http://www.unf.edu/dept/upd/
Post Office (Campus)	(904) 620-2935	http://www.unf.edu/dept/postoffice/usmail.html
Recreation / Intramurals	(904) 620-2998	http://www.unf.edu/recsports/
Recycling	(904) 620-2938	
Reentry Program	(904) 620-1340	http://www.unf.edu/dept/womens-center/activities-rp.htm
Registrar (One Stop)	(904) 620-5555	http://www.unf.edu/registrar/
Residence Life	(904) 620-5433	http://www.unfresidencelife.com/StudentInfo.asp?id=360
Robinson Center Reservations	(904) 620-1496	http://www.unf.edu/dept/robinson/Reservations/Room_Reservations.htm
Student Activities	(904) 620-2569	
Student Affairs – Vice President	(904) 620-2600	http://www.unf.edu/studentaffairs
Student Conduct Office	(904) 620-3979	http://www.unf.edu/studentaffairs/dept/student-conduct-office.html
Student Government	(904) 620-2750	http://www.unf.edu/groups/sga/
Student Medical Services	(904) 620-2900	http://www.unf.edu/dept/shs/
Student Life	(904) 620-2525	https://www.unf.edu/dept/studentlife/
Student Ombudsman	(904) 620-1582	http://www.unf.edu/studentaffairs/pdf/OmbudsBroch.pdf
Student Update	(904) 620-2140	
Study Abroad	(904) 620-2657	http://www.unf.edu/dept/intlctr/Study_Abroad/UNF_sa.html
Ticket Box Office	(904) 620-2878	http://capricorn.anf.unf.edu/ticket_box_office.htm
Veterans Affairs	(904) 620-5555	http://www.unf.edu/es/va/
Victim Advocate	(904) 620-2528	http://www.unf.edu/dept/womens-center/activities-vap.htm
Volunteer Center	(904) 620-2755	http://www.unf.edu/groups/volctr/index.html
Women’s Center/ Crisis Helpline	(904) 620-1010	http://www.unf.edu/dept/womens-center/index.htm
Women’s Center/ General	(904) 620-2528	http://www.unf.edu/dept/womens-center/index.htm