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University of South Florida St. Petersburg.

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2010-2011

**STUDENT
HANDBOOK**

**University Of South Florida St. Petersburg
140 Seventh Avenue South
St. Petersburg, Fl 33701
(727) 873-4USF**

Please Note:

Every effort has been made to ensure the accuracy of the information presented in this document. However, to make this document available at the beginning of the fall 2010 semester; information was obtained in the 2010 spring semester, and therefore may be subject to modification and/or change. This document is published to provide students with general notice of information with broad overview of services offered. The information contained herein was not designed to offer exhaustive in nature.

UNIVERSITY OF SOUTH FLORIDA ST. PETERSBURG DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, HANDICAP, OR AGE. UNIVERSITY OF SOUTH FLORIDA SEEKS COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AND SECTION 504 OF THE REHABILITATION ACTS OF 1973, WHICH RESPECTIVELY PROHIBIT DISCRIMINATION.

MISSION, VISION VALUES AND GOALS

Our Mission

USF St. Petersburg offers distinctive graduate and undergraduate programs in the arts and sciences, business and education within a close-knit, student-centered learning community that welcomes individuals from the region, state, nation and world. We conduct wide-ranging, collaborative research to meet society's needs and engage in service projects and partnerships to enhance the university and community's social, economic and intellectual life. As an integral and complementary part of a multi-campus university, USF St. Petersburg retains a separate identity and mission while contributing to and benefiting from the associations, cooperation and shared resources of a premier national research university.

Our Values

We value a collegial, inviting, and safe learning environment that stresses excellent teaching, encourages intellectual growth and rewards academic achievement.

We value an education rich in both theory and practical experience that enables our graduates to pursue careers and professions with competence and confidence.

We value collaboration throughout the campus community in scholarship, research and service.

We value individuals, respect their diversity and varied perspectives and insist on tolerance of divergent views.

We value academic freedom and responsibility, creative expression and the unfettered pursuit of truth.

We value deliberative dialogue in making decisions and solving problems.

We value shared governance and shared responsibility in the operation of the university and the allocation of its resources.

We value honesty, integrity and openness while promoting ethical behavior.

We value lifelong learning and recognize our responsibility to contribute to civic well being.

We value longstanding, continuing partnerships that unite and benefit both the campus and community.

We value efficient, trustworthy and able stewardship of our university.

Our Vision

Guided by its mission and values, USF St. Petersburg commits itself to leadership in education, research and outreach on behalf of the people and communities it serves. USF St. Petersburg will move aggressively and strategically to enhance existing academic programs and anticipate and address future needs by developing new initiatives determined by community-based educational priorities.

Our vision includes:

Graduate and undergraduate degree programs known for accomplishing defined learning outcomes that strive to meet the highest of academic standards
Academic, student and support operations that are caring, personal and service-oriented

Enhanced opportunities for community-based research, service and learning

Campus and community participation in decision-making and planning

First-class, up-to-date learning facilities and technology

Increased external support for scholarships, grants and academic initiatives

Our Goals

Strengthen governance structures and processes, achieve academic autonomy and earn separate institutional and program accreditations that signify the campus meets the highest standards of higher education.

Establish a national and international academic reputation by developing distinctive programs; by enhancing established, existing academic programs; and by establishing new initiatives based on educational priorities.

Create a campus life that challenges, supports and encourages student involvement in activities and programs that will enrich and enhance students' university experience and empower them for lifelong success.

Promote, strengthen and support research as a pathway to learning, discovery, solving problems and contributing to the public good.

Create a campus culture that in its composition, attitudes and actions, respects, encourages and embodies diversity.

Increase the enrollment of students with the credentials and commitment to excel and provide them with the instructional support and services to allow them to realize their fullest potential.

Provide for new and enhanced facilities and technology that support the campus's mission and that advance teaching, learning and discovery.

Increase individual, corporate, and foundation support to accomplish strategic goals for the benefit of both students and the community.

ACCREDITATION

The University of South Florida is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees at the baccalaureate, master's, and doctoral levels, including the Doctor of Medicine. USF was initially accredited by the Southern Association of Colleges and Schools (SACS) in 1965. Its accreditation status has been reviewed every ten years. The most recent review was completed in 1994. In 2001, the process leading to reaffirmation of accreditation by SACS underwent a significant change in philosophy and format. The new reaffirmation process requires USF to complete an internal review leading to the development of two significant products for review by SACS: a Compliance Certification Report and a Quality Enhancement Plan. As part of the reaffirmation process, USF St. Petersburg will respond to many of the Core Requirements, Comprehensive Standards, and Federal Requirements that comprise the Compliance Certification Report.

In addition to reaffirmation and in compliance with F.S. 240.2011, USF St. Petersburg is seeking status as a separately accredited institution by SACS. USF St. Petersburg will submit its application for separate accreditation in the Spring of 2004.

For additional information on USF St. Petersburg's separate accreditation progress and the university-wide reaffirmation process, please visit the [USF St. Petersburg SACS Home Page](#).

HISTORY OF USF ST. PETERSBURG

USF ST. PETERSBURG - THEN

In the fall of 1965, the University of South Florida opened a campus along St. Petersburg's Bayboro Harbor without celebration or ceremony. More than 250 freshmen needed a place to live and study, and the overbooked Tampa campus had no room for them. They attended classes and set up home in buildings of a World War II Merchant Marine base. From that makeshift operation, a campus grew, a step at a time. In 1968, upper-division and graduate programs began on campus, with enrollment topping 600. In that year, the state legislature passed a bill establishing St. Petersburg as an official branch of the University of South Florida the first regional campus in the State University System. The library opened in 1968 with 2,200 volumes, and in 1970 the first degrees were conferred upon 51 students.

The St. Petersburg City Council and business leaders lobbied for expansion of the campus. Their visionary efforts garnered today's 46.5 acres for classrooms, laboratories, administration offices, library and support facilities. Bayboro Hall, now Lowell E. Davis Hall, and the old Nelson Poynter Memorial Library, now Bayboro Hall, were dedicated in May 1981. Coquina Hall opened in 1984, and the U.S. Geological Survey brought its Center for Coastal Geology here in 1989. A year later, the Campus Activities Center was dedicated. The Knight Oceanographic Research Center, home of USF's College of Marine Science, was completed in 1994. The new Nelson Poynter Memorial Library opened in 1996, followed by the YWCA-USF Family Village in 1998, USF Children's Research Institute in 1999 and the Florida Center for Teachers in 2000.

USF St. Petersburg helped preserve the city's history by moving two homes to campus in the mid 1990's - the Perry Snell House, c.1904, and the John C. Williams House, built in 1890 by one of St. Petersburg's founders. The two buildings house faculty and administration offices.

Several initiatives helped develop the campus's identity, including the Academic Frontiers lecture series, the Urban Initiative, the Program for Ethics in Education and Community, and the Science Journalism Center.

In 1998, after 30 years of serving juniors, seniors and graduate students, USF St. Petersburg admitted a limited number of freshmen in a special Learning Community program. In 2000, the campus admitted freshmen and sophomores in all programs, a step that provided increased choices for Pinellas citizens, as well as enrollment growth.

USF ST. PETERSBURG - NOW

Today, USF St. Petersburg is a rapidly growing, urban campus of the University of South Florida, a Carnegie-designated Doctoral/Research University. Over 4,000 students enroll in 24 undergraduate and 10 graduate degree programs through the Colleges of [Arts and Sciences](#), [Business](#), and [Education](#). USF St. Petersburg is the only public university in Pinellas County, in an area of 1 million people. The 38-year-old campus is USF's largest regional branch and was the state university system's prototype for such campuses.

USF St. Petersburg is committed to excellence in research and teaching, and values faculty-student research collaboration, interdisciplinary perspectives, university-community partnerships, and a student centered environment supportive of diversity. USF St. Petersburg's beautiful waterfront campus resides within St. Petersburg's downtown area featuring parks, shops, restaurants, art galleries, museums and performing arts and sports venues.

Located on Bayboro Harbor in downtown St. Petersburg, this waterfront campus is home to the colleges of [arts and sciences](#), [business](#), [education](#), a [204,839-volume library](#), a full service [computer center](#) and [computer store](#), a [fitness center](#) and [other student recreational activities](#).

USF St. Petersburg shares its beautiful landscape with other University of South Florida branches and colleges as well as and state and federal agencies. Hosted are: USF's College of Nursing, the Children's Research Institute of USF's College of Medicine's Department of Pediatrics, and the nationally renowned USF College of Marine Science. The Florida Humanities Council, the USGS Center for Coastal and Watershed Studies, the Florida Fish & Wildlife Conservation Commission's Florida Marine Research Institute and the Florida Institute of Oceanography are also located on campus.

THE USF SEAL

In 1958, Dr. John Allen, the first president of the University of South Florida, commissioned Henry (Hank) Gardner to design and create the official seal for the university.

Each element of the seal has special meaning. The globe symbolizes the globalization of the university. The sun gives life to all living things. The lamp symbolizes learning. The globe represents the universal expansiveness of educational opportunity and challenge. President Allen's own cornerstone for the university was and is Truth and Wisdom.

Mrs. Grace Allen, wife of the late founding president, said green and gold were selected school colors because no other university in the State of Florida had adopted them as official colors.

The seal has been in usage from the first catalog in 1959 to today. For many years it was the most commonly used symbol on business cards and stationary. Since 1988 the seal has been reserved for use on diplomas, academic certificates and other legal documents.

UNIVERSITY OF SOUTH FLORIDA ALMA MATER

Hail to thee, our Alma Mater

May thy name be told,

Where above thy gleaming splendor,

Waves the green and gold.

Thou our guide in quest for knowledge

Where we all are free

University of South Florida

Alma Mater, Hail to Thee!

Be our guide in truth and wisdom

As we onward go,

May thy glory, fame and honor

Never cease to grow.

May our thoughts and prayers

Be with thee through eternity,

University of South Florida

Alma Mater, Hail to Thee!

USF MASCOT – ROCKY D. BULL

Today's Rocky D. Bull got his start as an idea for a toy from the Bookstore to sell in 1965-66. The first Rocky was drawn as a cartoon rendition for Athletics to use with newsletters. Rocky's image was first trademarked in 1974, and then a redesigned version trademarked in 1984. Rocky is a regular at USF Football and Basketball games and is powered by a member of USF's cheerleading squad.

HOW THE BULLS WERE BORN

From the early name suggestions of "Desert Rats" to "Florida Chickens" and even after a student-election run-off with the "Buccaneer," the Golden Brahman was finally voted as the mascot of USF in November 1962. The rationale for the Brahman was since Florida was a cattle-raising state like Texas; students wanted something comparable to the Texas Longhorns. In the late 1980's, the mascot evolved into the "Bulls" for promotional reasons.

"GO BULLS" HAND SYMBOL

The bullhorns created from the fingers on your hand is a powerful symbol that silently screams: "Go Bulls!" First started as a good luck for basketball free-throw shooters, the Go Bulls hand symbol has been used during basketball games, football games and now during all USF events as the premier "Go Bulls" cheering symbol.

IMPORTANT NUMBERS

| | | |
|--|----------------|--------------------------|
| ACADEMIC ADVISING | (727) 873-4511 | Davis Hall 134 |
| ACADEMIC AFFAIRS | (727) 873-4885 | Bay 204 |
| ACADEMIC SUCCESS CENTER | (727) 873-4632 | Terrace 301 |
| ADMISSIONS OFFICE | (727) 873-4142 | Bayboro Hall 102 |
| BARNES & NOBLE BOOKSTORE | | Parking Structure/ |
| Manager | (727)873-2665 | |
| BUSINESS / CASHIER'S OFFICE | | |
| | (727) 873-4107 | Bayboro Hall 132 |
| CHANCELLOR'S OFFICE | (727) 873-4151 | Bayboro Hall 216 |
| CAMPUS ACTIVITIES CENTER | | |
| Student Life | (727) 873-4596 | Campus Activities Center |
| CAMPUS TOURS | | |
| and Very Important Peers (VIP) Office | (727) 873-4562 | Welcome Center |

| | | |
|---|-----------------------|-------------------------------------|
| CAREER CENTER | (727) 873-4129 | Terrace 200 |
| COLLEGE of ARTS and SCIENCES | | |
| Dean's Office | (727) 873-4156 | Davis Hall 100 |
| COLLEGE of BUSINESS | | |
| Dean's Office | (727) 873- 4154 | Bayboro Hall 114 |
| COLLEGE of EDUCATION | | |
| Dean's Office | (727) 873-4155 | Coquina Hall 201 |
| COMPUTER LAB | (727) 873-4551 | Bayboro Hall 226 |
| Help Desk | (727) 873-4357 (HELP) | |
| CENTER for COUNSELING, HEALTH and WELLNESS | | |
| | (727) 873-4422 | Bayboro Hall 117 |
| CROW'S NEST | (727) 873-4113 | Campus Activities Center Rm 128A |
| DISABILITY SERVICES | (727) 873-4990 | Terrace 200 |
| FINANCIAL AID | (727) 873-4128 | Bayboro Hall 105 |
| FITNESS CENTER | (727) 873-4589 | Campus Activities Center |

HARBORSIDE

ACTIVITIES BOARD (727) 873-4599 Campus Activities Center

HUMAN RESOURCES (727) 873-4105 Bayboro Hall 206

LIBRARY (Poynter Memorial)

Audio/Visual, Media Center (727) 873-4409 Poynter Library 221

Circulation Desk (727) 873-4405 Poynter Library 118

MAIL ROOM (727) 873-4368 Plant Operations
and Receiving 102

MARINE SCIENCE (727) 553-1634 Knight Research Center 102

MULTICULTURAL AFFAIRS (727) 873- 4845 Campus Activities Center 130

NEW STUDENT ORIENTATION (727) 873-4754 Campus Activities Center 128

PARKING SERVICES (727) 873-4480 Bayboro Hall 132

PHYSICAL PLANT (727) 873-4135 Plant Operations and
Receiving

| | | |
|--|----------------|------------------------------------|
| POLICE DEPARTMENT | (727) 873-4140 | Parking Structure |
| POYNTER INSTITUTE | (727) 821-9494 | Poynter Institute |
| RESERVATIONS | (727) 873-4598 | Campus Activities Center Rm 124 |
| RESIDENTIAL LIFE And HOUSING (Business Services) Residence Hall One | (727) 873-5101 | Residence Hall One (RHO) |
| STUDENT AFFAIRS OFFICE | (727) 873-4162 | Bayboro Hall 111 |
| STUDENT GOVERNMENT | (727) 873-4147 | Campus Activities Center Rm 127 |
| VETERAN'S SERVICES | (727) 873-4128 | Bayboro Hall 105 |
| VOLUNTEER SERVCIES | (727) 873-4990 | Terrace 200 |
| WATERFRONT | (727) 873-4597 | Coquina Hall 108 |

**For up-to-date USF Policies, USF Regulations, and the Student Code of Conduct,
please refer to the websites of:
The Office of the General Counsel (<http://usfweb.usf.edu/OGCWeb>) and
The Office of Students Rights and Responsibilities (<http://www.stpete.usf.edu/srr/index.htm>)**

USF system/University of South Florida St. Petersburg

Student Code of Conduct

Section 1: Statement of Principles

The University of South Florida system (USF system) values a community based on the principles of integrity, civility, and respect. As such, the USF system community expects students to behave in a manner that supports these principles. The Student Code of Conduct is a document, which describes behavior that is counteractive to these principles and how the USF system will hold students accountable for those inappropriate behaviors.

Students are responsible for compliance with all public laws as well as USF system rules, policies and regulations. Students accused of a crime may be prosecuted under the appropriate jurisdiction and also disciplined under the Student Code of Conduct. The USF system may pursue disciplinary action even if criminal justice authorities choose not to prosecute, and it may also act independently of the criminal justice process.

Any member of the USF system community may refer a student for an alleged violation of the Student Code of Conduct by filing a referral in writing with the Office of Student Rights and Responsibilities. The Office of Student Rights and Responsibilities also reserves the right to initiate or follow up any investigative leads where there is reasonable belief of possible violations of the Student Code of Conduct.

Section 2: Authority and Jurisdiction of the USF system

USF system jurisdiction and discipline extends to conduct which occurs on USF system premises or which adversely affects the USF system community and/or the pursuit of its mission. Specifically, USF system officials may initiate disciplinary charges for conduct off campus when the behavior relates to the good name of the USF system; the integrity of the educational process; or the safety and welfare of the USF system community, either in its public personality or in respect to individuals within it; or violates state or federal law.

USF system disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and the Student Code of Conduct without regard to the pending civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under the Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Office of Student Rights and Responsibilities. Determinations made or sanction(s) imposed as a result of the Student Code of Conduct process shall not be subject to change because criminal charges arising out of the same facts giving rise to violation(s) of USF system policies were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

Section 3: Definitions

- (a) The term “USF system” means the University of South Florida, any regional campus, or separately accredited institution affiliated with the USF system.
- (b) The term “USF system official” means any representative of a USF system direct service organization, USF system board, committee, office or member of the USF system faculty, administration, or staff.
- (c) The term “member of the USF system community” includes any person who is a student, faculty member, USF system official, or any other person involved with or employed by the USF system.
- (d) The term “USF system premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the USF system (including adjacent streets and sidewalks).
- (e) The term “student,” for the purposes of the Student Code of Conduct, includes all persons, registered organizations, or a person who has submitted an application for admission, housing, or any other service provided by the USF system which requires student status. The term “student” includes all persons taking USF system courses, either full-time or part-time, pursuing undergraduate, graduate, non-degree seeking, or professional studies. Persons who withdraw after allegedly violating the Student Code of Conduct, or who are not officially enrolled for a particular term but who have a continuing relationship with the USF system, or who have been notified of their acceptance for admission are considered “students.”
- (f) The term “student organization” means any group of students recognized by the USF system as a registered organization, including fraternities and sororities.

- (g) The term “Office of Student Rights and Responsibilities” or designee is the person(s)/area designated by the USF system President to be responsible for the administration of the Student Code of Conduct.
- (h) The term “Conduct Officer” means a USF system official authorized to adjudicate student disciplinary cases and to impose sanctions upon any student(s) or student organization found to have violated the Student Code of Conduct.
- (i) The term “Administrative Officer” is a USF system faculty or staff member designated by the Conduct Officer, the Dean, or the designated system official, who will adjudicate the case, hearing both the student explanation of events and the information presented by the Office of Student Rights and Responsibilities.
- (j) The term “complainant” means any person who submits a referral alleging that a student or organization violated the Student Code of Conduct.
- (k) The term “referral” means the written documentation provided to Office of Student Rights and Responsibilities alleging that a violation of the Student Code of Conduct may have occurred.
- (l) The term “offense” means the alleged action that represents a violation of the Student Code of Conduct.
- (m) The term “policy” means the written and published policies or regulations of the USF system as found in, but not limited to, the Student Code of Conduct, the residence halls, the library, regulations governing the use of technology and information systems, those regarding the Student Identification Card, and Graduate/Undergraduate Catalogs. Other policies include those related to building and classroom use, to dining services, to campus recreation, and to any regulation of the Board of Trustees.
- (n) The term “days” in terms of process is defined as the normal business day and will not include Saturdays, Sundays, or legal holidays/USF system administrative holidays when the campus is closed for business.
- (o) The term “will” is used in the imperative sense.
- (p) The term “may” is used in the permissive sense.
- (q) Notice: Whenever notice is required to be given to a student, it will be conclusively presumed that the student has been given such notice if it has been sent to the student by official USF system email, or mailed to the address appearing on either the student’s current local address or permanent address on record with

the USF system, at the discretion of the Office of Student Rights and Responsibilities.

(r) **Administrative Hold:** A hold may be placed on a student's record at any point in the conduct process to assure compliance with sanctions or pending the resolution of conduct matters. When terms and conditions of sanctions have been satisfied and/or pending conduct matters have been resolved, the hold may be removed.

(s) **Appointment Letter:** A written letter to a student, which states that a referral has been made and informs the student of an opportunity for a meeting. If the student chooses not to attend, the conduct officer reserves the right to have an In Absentia Review, at which point a Disposition Letter will be sent to a student.

(t) **Disposition letter:** A written letter to a student, which states either that a referral has been dismissed or has been accepted. In the case where the referral has been accepted, the letter will include the imposed formal charges, recommended disposition, and/or the availability of a formal hearing.

Section 4: Offenses

The commission, aiding, abetting, attempting, or inciting of any of the following actions constitutes an offense for which a student or a student organization may be subject to the student conduct process.

(4.01) **Theft** - The unauthorized taking, misappropriation or possession of any real, personal, or intellectual property or services provided, owned or maintained by the USF system or by any person. "Services" includes, but is not limited to, unauthorized copying of software and acts considered to be in violation of copyright laws.

(4.02) **Misuse of Property** - Destruction, damage, misuse, or defacing of, or unauthorized entry into or otherwise accessing USF system buildings or property, private property and personal property, on the campus of the USF system.

(4.03) **Misuse of Materials** - Unauthorized accessing, removing, duplicating, photographing, and/or forging, counterfeiting, altering or misusing of any USF system material (including USF system intellectual property), file document or record, computer records, software, data files and similar entities owned or maintained by any member of the USF system faculty, administration, staff, or student body.

(4.04) **Weapons, Firearms, or Explosive Devices** - The unauthorized possession, storage, use or sale of any weapon (lethal or non-lethal), firearm, or any incendiary,

explosive or destructive device. This includes but is not limited to, dangerous chemicals, air soft guns, Chinese stars, paint ball guns, fireworks, swords, and ammunition. This also covers any item used as a weapon to cause actual physical harm or threaten physical harm. Please also refer to the USF Weapons Policy (6-009).

(4.05) **Harassment** - Conduct which creates an unsafe, intimidating or hazardous situation that interferes with the ability of a USF system student or employee to study, work, or carry out USF system functions.

(4.06) **Stalking** - To follow another person or repeatedly interact with a person so as to harass that person.

(4.07) **Hazing** - Hazing means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation, admission into, or affiliation with, an organization. Refer to [USF Regulation \(6.0023\)](#)

(4.08) **Disorderly Conduct** - Breach of peace, such as causing a disturbance or being unruly.

(4.09) **Disruptive Conduct** - Actions that impair, interfere with or obstruct the orderly conduct, processes and functions of the USF system. Disruptive conduct shall include, but not be limited to, the following:

- a. Interference with freedom of movement or with the right to address an audience of any member or guest of the USF system.
- b. Impeding or interference with the rights of others to enter, use or leave any USF system facility, service or scheduled activity, or carry out their normal functions or duties.
- c. Interference with academic freedom and freedom of speech of any member or guest at the USF system.
- d. Actions that disrupt, endanger, or disturb the normal functions of the USF system or the safety of a person or persons.

(4.10) **False Alarm** - Issuing a bomb threat or other warning of impending disaster without cause. Intentional misuse, disabling, or tampering with any fire alarm or fire safety equipment.

(4.11) **Threats of Violence** - An intentional threat by word or act to do violence to a person or persons.

(4.12) **Injurious Behavior** - When one person actually and intentionally touches or strikes a person or persons against his/her will, or intentionally causes bodily harm to him/herself, or others.

(4.13) **Reckless Injurious Behavior** - Conduct that may be unintentional, but is with conscious disregard for its consequences to person(s) or property and results in actual or potential damage, injury, or harm to a person(s).

(4.14) **Sexual Battery/Rape** - Sexual battery is the oral, anal or vaginal penetration by or union with a sexual organ of another or anal/vaginal penetration by another object. The act is performed against the victim's will or without her/his consent. An individual who is mentally incapacitated, asleep or physically helpless or unconscious due to alcohol or other drug consumption is considered unable to give consent. The type of force employed may involve physical violence, coercion or threat of harm to the victim.

(4.15) **Sexual Misconduct** - Including sexual harassment; or the unwanted touching of another's sexual parts without consent; or 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; or public indecency; or voyeurism.

(4.16) **Misuse or Possession of Illegal Drugs** - Possession, use, sale or attempt to obtain any illegal drug. The term "drugs" includes, but is not limited to, any narcotic drug, central nervous system stimulant, hallucinogenic drug, barbiturate, or any other substance treated as such and defined by the law. Further, the unauthorized possession or use of a regulated or controlled substance, including prescription drugs and paraphernalia used for drugs is a violation. Attending class, an organizational meeting or other USF system event that is specific for an educational purpose while under the influence of drugs, as noted in this section, is a violation.

(4.17) **Gambling** - Conducting or organizing any form of gambling.

(4.18) **Misuse of Alcohol** - Failure to abide by the USF system Alcohol Policy (30-006) and all USF system protocols and policies and state and federal law regarding alcohol. Specific Code of Conduct standards include but are not limited to:

- The sale of, or intent to sell, alcohol without a proper license;
- Providing alcohol to any person who is not of legal age to possess or consume alcohol;
- Possession or consumption of alcohol by persons not of legal age;

- The operation of a motor vehicle by a person under the age of 21 while having a blood alcohol level of .02 or higher;
- The operation of a motor vehicle, by an individual of any age, under the influence of alcohol;
- The consumption of alcohol on streets or property, according to local ordinance;
- Public intoxication;
- Conducting an open house party which can include, but is not limited to, an event at which minors may possess or consume alcohol;
- Attending class, an organizational meeting or other USF system event that is specific for an educational gain while under the influence of alcohol is a violation.

(4.19) **False Information** - Knowingly making a material false oral or written statement to any USF system official.

(4.20) **Bribery** - Offering or accepting a bribe or inducement that would impinge upon or compromise the integrity of academic work product, student performance, or the unbiased and professional duty of faculty and staff of the USF system.

(4.21) **Failure to Respond to Instructions** - Failure to comply with authorized official requests (oral or in writing) from or in agreement with USF system officials acting in accordance with their assigned duties.

(4.22) **USF system Policy and/or Local Ordinance, State or Federal Law** - Such policies include, but are not limited to, all those in Section (3)(m) and local ordinance, state or federal law.

(4.23) **Violation of Probation** - Failure to abide by the conditions of probation which resulted from previous behavior that was deemed unacceptable at the University level.

Section 5: Student Conduct Process and Proceedings

This section includes the following: Receipt of Referral, Provisional Suspension, Initial Review, Formal Hearing, and Appeal Rights.

(a) **Receipt of Referral:** A referral should be made to the Office of Student Rights and Responsibilities within a reasonable time following the discovery of the alleged violation and no later than six months after the discovery, except in extraordinary cases. A referral may be initiated by a student, faculty member, University Police personnel, staff member, office personnel or interested party to the USF system. The Conduct Officer may request information concerning prior misconduct of the student from the University Police and other appropriate persons or offices.

(b) **Appointment Letter:** A written letter to a student, which states that a referral has been made and informs student of an opportunity for a meeting. If the student chooses not to attend, the Conduct Officer reserves the right to have an In Absentia Review, at which point a Disposition Letter will be sent to a student.

(c) **Provisional Suspension Process:** In certain circumstances, at any time, the USF system may immediately impose a provisional suspension as follows:

The President of the USF system or the Office of Student Rights and Responsibilities or his/her designee, will have the authority to immediately suspend a student from the USF system or from participating in official USF system functions, programs, intercollegiate competitions, and other student activities.

A Provisional Suspension may be imposed to ensure the safety and well-being of members of the USF system community or preservation of USF system property; to ensure the student's own physical or emotional safety and well-being; or when the student's continued presence or use of privilege at the USF system is likely to pose an ongoing threat of disruption or interference with the normal operation of the USF system.

The Provisional Suspension may be imposed by the President or the Office of Student Rights & Responsibilities upon notice of the alleged conduct. Students issued a Provisional Suspension from the USF system will be provided an Emergency Hearing within five days from the date of suspension with the appropriate Conduct Officer. The Conduct Officer may impose any sanction as appropriate or may continue the Provisional Suspension and delay a final determination pending the outcome of a criminal case, civil case, or other fact gathering body.

The student may appeal the outcome of the Emergency Hearing to the Dean for Students, or appropriate designee at the regional campus or separately accredited institution. The decision of the Dean for Students will be rendered within 10 days of receipt of the written appeal, except in extraordinary cases as determined by the Dean for Students, and is the final decision of the USF system.

(d) **Initial Review:** If the subject student(s) fails to appear for a meeting, the Conduct Officer will conduct an In Absentia Review and a determination as to the appropriate charges to be filed will be made. A Disposition Letter will be provided to the absent student(s) and all hearing and appeal rights will be explained.

If the subject student(s) appears, an Initial Review will be made by the Conduct Officer. The Conduct Officer will conclude the review within six weeks of Receipt of the Referral, unless an extension is necessary as determined and documented by the Conduct Officer.

At the conclusion of the Initial Review, the Conduct Officer will issue a Disposition Letter, which will indicate either that the Referral has been dismissed or that the Referral has been accepted. In the case where the Referral has been accepted, the Disposition Letter will include the imposed formal charges, recommended dispositions, and the alternative procedures that may be available, which will be one or more of the following:

- **Acceptance of Responsibility:** The charged student will have the option to accept responsibility and agree to the proposed sanctions.
- **Formal Hearing:** There are two choices of forum for the Formal Hearing: (a) a hearing before an Administrative Officer, which includes a specific waiver of a hearing before a University Conduct Board or (b) a hearing before a University Conduct Board, which would then include a specific waiver of a hearing before an Administrative Officer. This choice must be made and submitted in writing within five days of the date of the Disposition Letter.

(e) **Formal Hearing:** When the Conduct Officer receives the request for a Formal Hearing within the time frame the charged student shall be provided information about charges and pertinent information provided to the Conduct Officer that may be needed to prepare for the hearing. Such information shall be provided to the student no less than three days before the hearing, except in cases of an emergency hearing.

The student will be notified by telephone or email concerning the availability of the documents. The outcomes of the hearings held by the Administrative Officer or the University Conduct Board are recommendations to the Conduct Officer. The Conduct Officer will render the Final Decision within five days of receipt of the recommendation. Any differences between the recommendation and the final decision, and the reasons, will be presented to the student in writing. The Formal Hearing will take place within six weeks from the date of the Disposition Letter, except in special circumstances, which will be identified by the Conduct Officer. The procedure will then depend upon the choice of forum chosen by the charged student as follows:

1. **Administrative Officer** - If the student chooses a hearing before an Administrative Officer, an individual appointed by the Office of Student Rights and Responsibilities will conduct such hearing. The charged student shall be notified of the person appointed to hear his/her case and shall have the opportunity to challenge the impartiality of that individual within three business days of notification. An Administrative Officer whose impartiality is challenged by reasonable rationale will be excused. Indiscriminate challenges are not permitted.

2. **University Conduct Board** - A student who chooses a hearing before a University Conduct Board will be heard by a panel composed of three faculty/staff members, one of whom shall be appointed chairperson, and three students. The panel members will be selected from a bank of faculty/staff and students. The charged student shall be notified of the persons selected to hear his/her case and shall have the right to challenge the impartiality of any panel member within three working days of notification. A panel member whose impartiality is challenged by reasonable rationale will be excused. Indiscriminate impartiality challenges shall entitle the panel to proceed without regard to the challenge.

Any board member not present for the presentation of testimony at the hearing may not further participate. A quorum for the hearing shall consist of a simple majority of the panel. However, the charged student has the right to choose to proceed or to request that the hearing be rescheduled if the conduct board present does not consist of 50% faculty/staff and 50% students. After the hearing, the board will reach its decision in executive session. A simple majority of the quorum is required for decision.

(f) **Appeal Process:** The charged student may appeal in writing the Final Decision of the Conduct Officer within five days of the date of the letter describing the decision. The appeal must be written to the Dean of Students or appropriate designee at the regional campus or separately accredited institution. The Dean of Students may adopt, modify, or reject the recommended decisions and/or sanctions for the Formal Hearing. The record of the initial hearing may be considered on appeal as well as any new information that comes to the attention of the Dean of Students. The Dean of Students is authorized to contact any participants in the initial hearing for clarification and the student is entitled access to the record when appealing.

1. **Basis of Appeal:** Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Formal Hearing and supporting documents for one or more of the following purposes:

- a. To determine whether the Formal Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
- b. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code, which the student was found to have committed.

- c. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Formal Hearing. Outcomes of criminal or civil cases have no bearing in any aspect of the process, including the appeal.

2. **Decisions:** The decision made by the Dean of Students will be rendered within 10 business days of receipt of the appeal, except in extraordinary cases as determined by the Dean of Students. The decision made by the Dean of Students is considered final. If an appeal is not upheld, the matter shall be considered final and binding upon all involved. The final appellate decisions resulting in a suspension or expulsion of a student may be appealed by the student to an external judicial forum, i.e. Florida Second District Court of Appeal.

Section 6: General Principles Applicable to Initial Review, Formal Hearing, and Appeal

Unless otherwise specified all proceedings will be closed to spectators. No irrelevant information should be discussed or considered in the proceeding. At the conclusion of the appeals process, the decision of the Dean of Students or the appropriate designee shall be final. The final appellate decisions resulting in a suspension or expulsion of a student may be appealed by the student to an external judicial forum, i.e. Florida Second District Court of Appeal.

(a) Rights of Charged Student

1. **Provision of Proof** - The provision of proof shall be the duty of the complainant. The level of proof for a decision shall be “preponderance of the evidence,” that is, from the evidence/information submitted it is more likely than not that the student did commit the violation(s) for which he or she has been charged, and shall not be the strict criminal law standard of proof beyond a reasonable doubt.
2. **Record** - All Formal Hearing proceedings shall be recorded by audio tape or video. Deliberations shall not be recorded. The record will be the property of the USF system. A student and his/her advisor may not record any proceeding but may request a copy of the recording if available. Records will be maintained according to our record retention schedule.
3. **Review of Information** - The student may review the evidence that will be presented against him/her. Pertinent records, exhibits and written statements may be accepted as information for consideration by the Conduct Officer or Formal Hearing forum.
4. **Presentation of Information** - The student may present evidence on his/her own behalf.
5. **Question Witnesses** (Applicable to Formal Hearing) - The student may hear adverse witnesses, except in the certain cases of violent misconduct. In all

instances, the student may submit questions to the hearing officer for use in questioning adverse witnesses.

6. **Response to Presented Information** - The student shall not be forced to present testimony or respond to particular questions.

7. **Advisor** - The student may have an advisor of his/her choice present, however, USF system employees who have a potential conflict of interest are not to serve.

The advisor may speak with the charged student but may not speak for the charged student, act as attorney, nor otherwise participate. It is the student's responsibility to make appropriate arrangements for travel, costs and attendance for the advisor.

The proceedings shall not be delayed due to scheduling conflicts of the chosen advisor. The advisor may be present to advise the student but shall not speak for or present the case for the student or otherwise participate directly in the proceeding.

8. **Decision Based on Presented Information** - The decision shall be based solely on the evidence presented, including any file referencing prior misconduct or meetings with the charged student in the custody of the Office of Student Rights and Responsibilities.

9. **Decision in Writing** - Hearing decisions of the University Conduct Board or Administrative Officer, including findings of fact and a determination of sanction, if any, shall be presented to the student in writing within ten business days following the hearing.

10. **Enrollment Status** - The student's enrollment status will remain unchanged pending final decision, except in cases of Provisional Suspension, as considered above.

11. **Failure to Appear** - If a student against whom charges have been made fails to appear for any proceeding, the matter may be resolved in his/her absence.

12. **Student Rights Throughout Conduct Process** - A student shall remain eligible to attend classes and USF system activities pending the USF system's final decision in the conduct proceeding. However, in cases where the President or President's designee determines that the health, safety, or welfare of the student or the USF system community is involved, a student's privileges within the USF system, including the ability to attend classes or engage in USF system activities, may be suspended on an interim basis. If a student's privileges are temporarily revoked as described in this paragraph, but the student is subsequently found not responsible for the violation, the USF system must:

- a. Correct any record of the change in enrollment status in the student's permanent records and reports in a manner compliant with state and federal laws; and
- b. Refund to the student: a pro rata portion of any charges for tuition and out-of-state fees, as appropriate, if the temporary revocation or suspension of the student's ability to attend classes lasts for more than ten school days.

(b) Rights of the Complainant/Victim

1. **Presentation of Information** - The complainant shall have the right to submit a list of questions to the Office of Student Rights and Responsibilities. Those questions must be related to the alleged incident for consideration prior to the hearing, and that she/he feels the accused should be asked during the hearing process.

2. **Advisor** - The student may have an advisor of his/her choice present, however, USF system employees who have a potential conflict of interest are not to serve. The advisor may speak with the charged student but may not speak for the charged student, act as attorney, nor otherwise participate. It is the student's responsibility to make appropriate arrangements for travel, costs and attendance for the advisor. The proceedings shall not be delayed due to scheduling conflicts of the chosen advisor. The advisor may be present to advise the student but shall not speak for or present the case for the student or otherwise participate directly in the proceeding.

3. **Specific Offenses** - In case of alleged violent conduct, injurious behavior, and non forcible sex offenses the following additional rights pertain:

- a. The complainant shall be notified of the available assistance within the USF system.
- b. The complainant shall have the right to submit an impact statement to the Conduct Officer for use during the sanctioning portion of the conduct process.
- c. The complainant shall have the right to be present during all fact-gathering aspects of the hearing, notwithstanding the fact that the complainant is to be called as a witness. In extraordinary cases, alternate arrangements may be made for the complainant to participate in the hearing without being present in the same room.
- d. The Conduct Officer will inform the complainant in writing of the outcome of the conduct proceeding within ten business days from the conclusion of the hearing/appeal process unless extraordinary circumstances exist.

Section 7: Sanctions

Any of the following sanctions may be imposed on a student or a student organization:

(a) **Expulsion** - Permanent termination of a student's privilege to attend the USF system. This may include a restrictive order that would exclude the person from campus. In cases where the student resides on campus, the student will be given reasonable time to vacate the residence halls (i.e. 24 to 48 hours).

(b) **Suspension** - Termination of a student's privilege to attend the USF system for an indefinite or a specified period of time. This may include a restrictive order that would exclude the person from campus. In cases where the student resides on campus, the student will be given reasonable time to vacate the residence halls (i.e. 24 to 48 hours).

(c) **Probation** - An official sanction places the student's enrollment dependent upon the maintenance of satisfactory citizenship during the period of probation. When probation is imposed as a sanction, the student should be advised of the consequences of violation of probation. Any student placed on conduct probation may be restricted from participating in certain USF system activities as specified by the Conduct Officer or as regulated by other USF system departments.

(d) **Restrictions** - Conditions imposed on a student that would specifically dictate and limit future presence on campus and participation in USF system activities. The restrictions involved will be clearly identified and may include but are not limited to a USF system order forbidding the offender from all contact with the victim. Restrictions may also apply to denial of operating a motorized vehicle (including golf carts) on campus, access and use of USF system services, and presence in certain buildings or locations on campus.

(e) **Restitution** - A payment for injury or damage.

(f) **Financial Aid Impacts** - A restriction on or revocation of financial aid where appropriate pursuant to law or NCAA policy.

(g) **Other Appropriate Sanctions** - such as mandated community service, fines, educational programs (payment of associated fees), and written assignments.

(h) **Alcohol and Substance Use Sanction Guidelines**

1. First Level Alcohol and Substance Use Accountability

- Probation - one year
- Parental Notification (may be implemented depending on the severity/nature of the first accountability)
- Educational Program Referral
- Educational Program Fee (approximately \$50 or \$75 depending on program, location of program and sanction)

2a. Second Level Alcohol Accountability

- Deferred Suspension
- Deferred Cancellation of USF system Student Housing Contract (where applicable)
- Restriction from residence halls (both USFSP and USFT campuses)
- Parental Notification
- Educational Program Referral
- Educational Program Fee (approximately \$75 depending on program, location of program and sanction)

2b. Second Level Substance Use Accountability

- Deferred Suspension
- Cancellation of USF system Student Housing Contract
- Restriction from residence halls (both USFSP and USFT campuses)
- Parental Notification

- Educational Program Referral
- Educational Program Fee (approximately \$75 depending on program, location of program and sanction)

3. Third Level Accountability

- Indefinite Suspension
- Restriction from all USF system campuses
- Parental Notification

Section 8: Parental Notification

The USF system is committed to the success of its students both inside and outside of the classroom. Therefore, it is our goal to maximize students' learning and development, and promote their health, safety and welfare. In this regard, the USF system has implemented a Parental Notification in compliance with the request of the Florida Board of Education. Parental Notification permits the USF system the right to inform parents or guardians when their dependent student, under the age of 21, has been found in violation of the USF system alcohol and substance abuse policy.

In non-emergency situations, parents of dependent students, under the age of 21, may be notified in writing, at the discretion of the Office of Student Rights and Responsibilities. However, in emergency situations, parents may be notified by an immediate phone call from a USF system Official. These guidelines do not preclude Parental Notification for other policy violations that may endanger the health, safety and well being of a student or other individuals in the USF system community. In addition, Parental Notification may occur in health and safety emergencies, regardless of the student's age or dependent status.

Students, whose parents are to be notified under these guidelines, will be informed before such notification occurs and given an opportunity to initiate contact with their parents if and when possible.

Section 9: Discipline Records and Retention Policy

The following applies to individual student disciplinary records.

(a) **Maintenance of Records**

1. Student discipline records are maintained in the Office of Student Rights and Responsibilities.
2. All discipline records in all formats (paper, computer, audio, etc.) will be destroyed in accordance with the current discipline records and retention policy.
3. The Office of Student Rights and Responsibilities maintains all student discipline records in accordance with the Family Education Rights and Privacy Act (FERPA). Student Rights and Responsibilities will abide by all laws requiring confidentiality and privacy with regard to the student conduct process. This

confidentiality extends to all Student Rights and Responsibilities staff, including the University Conduct Board and individual Conduct Officers. In cases involving alleged violent misconduct or injurious behavior Student Rights and Responsibilities will inform the victim, whenever appropriate, of the outcome of the conduct proceeding.

4. A student may choose to sign a release form granting Student Rights and Responsibilities staff permission to discuss information related to his/her disciplinary file with any individual that he/she designates. This form is available in the Office of Student Rights and Responsibilities.

5. Any educational institution requesting conduct information about a current or former USF system student is required to submit the request in writing. If a non educational agency is requesting information, those requests must include the signature of the student granting the release of information related to his/her disciplinary record.

(b) Destruction of Records

1. Records resulting in a discipline sanction of expulsion or suspension from the USF system will be permanently maintained in the Office of Student Rights and Responsibilities.

2. All other discipline records are maintained for a period of five years from the first date of matriculation or until one year after graduation, whichever date is the later. In the event that a student matriculates, but does not graduate, the Office of Student Rights and Responsibilities will retain the record for five years from the last date of attendance.

3. No personally identifiable record(s) will be kept after a record has been designated for destruction. Statistical data will be maintained but all information that would identify an individual is removed.

4. All paper records will be destroyed by shredding or other similar process. Computer files will be modified in a manner so that only statistical data that cannot identify an individual is kept. Non-paper information (i.e. audio recordings) will be destroyed in a manner that will insure that the information cannot be traced to any individual or any discipline case.

Section 10: Regional Campuses

The foregoing applies to all campuses of the USF system; however, non-substantive procedural modifications to reflect the particular circumstances of each regional campus or separately accredited institution are permitted. Information concerning these procedures is available through the student affairs office at those regional campuses or separately accredited institutions.

Section 11: Review of Student Code of Conduct

A student conduct advisory group, a committee consisting of faculty/staff and students appointed by the Vice President for Student Affairs, shall periodically evaluate the Student Code of Conduct.

Authority: Art. IX, Sec. 7, Fla. Const. and Resolutions issued by the FL Board of Governors, §§ 1001.74, 1006.50, 60, 61, 62, 63, Florida Statutes. History—New 9-23-85, Formerly 6C4-6.021, Amended 5-27-92, 7-26-92, 12-2-92, 12-29-94, 4-11-99, 9-27-05, Formerly 6C4-6.0021, Amended 6-5-08, 6-25-09.

For up-to-date USF Policies, USF Regulations, and the Student Code of Conduct, please refer to the websites of:

The Office of the General Counsel (<http://usfweb.usf.edu/OGCWeb>) and

The Office of Students Rights and Responsibilities (<http://www.stpete.usf.edu/srr/index.htm>)

Academic Integrity of Students

(1) Fundamental principles:

Academic integrity is the foundation of the University of South Florida System's (University/USF) commitment to the academic honesty and personal integrity of its University community. Academic integrity is grounded in certain fundamental values, which include honesty, respect and fairness. Broadly defined, academic honesty is the completion of all academic endeavors and claims of scholarly knowledge as representative of one's own efforts. Knowledge and maintenance of the academic standards of honesty and integrity as set forth by the University are the responsibility of the entire academic community, including the instructional faculty, staff and students.

(2) General Policies:

The following policies and procedures apply to all students, instructional faculty and staff who participate in administration of academic classes, programs and research at the University of South Florida. This regulation asserts fairness in that it requires notice to any student accused of a violation of academic integrity and provides a directive for discussion between the instructor and student to seek a fair and equitable resolution. If a fair resolution is not accomplished in this discussion, this regulation allows the student continued rights of due process under the academic grievance procedures based upon the preponderance of the evidence. The policies described below are the only policies and procedures that govern violations of academic integrity at the University and supersede any previous policies or regulations.

(3) Violations of Academic Integrity: Undergraduate and Graduate

Behaviors that violate academic integrity are listed below and are not intended to be all inclusive.

(a) Cheating

Definition: *Cheating* is using or attempting to use materials, information, notes, study aids, or other assistance in any type of examination or evaluation which have not been authorized by the instructor.

Clarification:

1. Students completing any type of examination or evaluation are prohibited from looking at or transmitting materials to another student (including electronic reproductions and transmissions) and from using external aids of any sort (e.g. books, notes, calculators, photographic images or conversation with others) unless the instructor has indicated specifically in advance that this will be allowed.
2. Students may not take examinations or evaluations in the place of other persons. Students may not allow other persons to take examinations or evaluations in their places.
3. Students may not acquire unauthorized information about an examination or evaluation and may not use any such information improperly acquired by others.
4. Instructors, programs and departments may establish, with the approval of the colleges, additional rules for exam environments and behavior. Such rules must be announced in advance in a course syllabus or other advance written notice to students.

(b) Plagiarism

Definition: *Plagiarism* is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources. Students must consult with their instructors for clarification in any situation in which the need for documentation is an issue, and will have plagiarized in any situation in which their work is not properly documented.

Clarification:

1. Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged by parenthetical citation in the text or in a footnote or endnote.
2. When material from another source is paraphrased or summarized in whole or in part in one's own words, that source must be acknowledged in a footnote or endnote, or by parenthetical citation in the text.
3. Information gained in reading or research that is not common professional knowledge must be acknowledged in a parenthetical citation in the text or in a footnote or endnote.
4. This prohibition includes, but is not limited to, the use of papers, reports, projects, and other such materials prepared by someone else.

(c) Fabrication, Forgery and Obstruction

Definitions: *Fabrication* is the use of invented, counterfeited, altered or forged information in assignments of any type including those activities done in conjunction with academic courses that require students to be involved in out-of-classroom experiences. *Forgery* is the imitating or counterfeiting of images, documents, signatures, and the like. *Obstruction* is any behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.

Clarification:

1. Fabricated or forged information may not be used in any laboratory experiment, report of research, or academic exercise. Invention for artistic purposes is legitimate under circumstances explicitly authorized by an instructor.
2. Students may not furnish to instructors fabricated or forged explanations of absences or of other aspects of their performance and behavior.
3. Students may not furnish, or attempt to furnish, fabricated, forged or misleading information to University officials on University records, or on records of agencies in which students are fulfilling academic assignments.
4. Students may not steal, change, or destroy another student's work. Students may not impede the work of others by the theft, defacement, mutilation or obstruction of resources so as to deprive others of their use.

5. Obstruction does not include the content of statements or arguments that are germane to a class or other educational activity.

(d) Multiple Submissions

Definition: *Multiple submissions* are the submissions of the same or substantially the same work for credit in two or more courses. Multiple submissions shall include the use of any prior academic effort previously submitted for academic credit at this or a different institution. Multiple submissions shall not include those situations where the prior written approval by the instructor in the current course is given to the student to use a prior academic work or endeavor.

Clarification:

1. Students may not normally submit any academic assignment, work, or endeavor in more than one course for academic credit of any sort. This will apply to submissions of the same or substantially the same work in the same semester or in different semesters.

2. Students may not normally submit the same or substantially the same work in two different classes for academic credit even if the work is being graded on different bases in the separate courses (e.g. graded for research effort and content versus grammar and spelling).

3. Students may resubmit a prior academic endeavor if there is substantial new work, research, or other appropriate additional effort. The student shall disclose the use of the prior work to the instructor and receive the instructor's permission to use it PRIOR to the submission of the current endeavor.

4. Students may submit the same or substantially the same work in two or more courses with the prior written permission of all faculty involved. Instructors will specify the expected academic effort applicable to their courses and the overall endeavor shall reflect the same or additional academic effort as if separate assignments were submitted in each course. Failure by the student to obtain the written permission of each instructor shall be considered a multiple submission.

(e) Complicity

Definition: *Complicity* is assisting or attempting to assist another person in any act of academic dishonesty.

Clarification:

1. Students may not allow other students to copy from their papers during any type of examination.
2. Students may not assist other students in acts of academic dishonesty by providing material of any kind that one may have reason to believe will be misrepresented to an instructor or other University official.
3. Students may not provide substantive information about test questions or the material to be tested before a scheduled examination unless they have been specifically authorized to do so by the course instructor. This does not apply to examinations that have been administered and returned to students in previous semesters.

(f) Misconduct in Research and Creative Endeavors

Definition: *Misconduct in research* is serious deviation from the accepted professional practices within a discipline or from the policies of the University in carrying out, reporting, or exhibiting the results of research or in publishing, exhibiting, or performing creative endeavors. It includes the fabrication or falsification of data, plagiarism, and scientific or creative misrepresentation. It does not include honest error or honest disagreement about the interpretation of data.

Clarification:

1. Students may not invent or counterfeit information.
2. Students may not report results dishonestly, whether by altering data, by improperly revising data, by selective reporting or analysis of data, or by being grossly negligent in the collecting or analysis of data.
3. Students may not represent another person's ideas, writing or data as their own.
4. Students may not appropriate or release the ideas or data of others when such data have been shared in the expectation of confidentiality.
5. Students may not publish, exhibit, or perform work in circumstances that will mislead others. They may not misrepresent the nature of the material or its originality, and they may not add or delete the names of authors without permission.

6. Students must adhere to all federal, state, municipal, and University regulations or policies for the protection of human and other animal subjects.
7. Students may not conceal or otherwise fail to report any misconduct involving research, professional conduct, or artistic performance of which they have knowledge.
8. Students must abide by the University's policies on Misconduct in Research where applicable, which can be found in the University's Policies and Procedures Manual at the General Counsel's website.

(g) Computer Misuse

Definition: *Misuse of computers* includes unethical, or illegal use of the computers of any person, institution or agency in which students are performing part of their academic program.

Clarification:

1. Students may not use the University computer system in support of any act of plagiarism.
2. Students may not monitor or tamper with another person's electronic communications.

(h) Misuse of Intellectual Property

Definition: *Misuse of intellectual property* is the illegal use of copyright materials, trademarks, trade secrets or intellectual properties.

Clarification:

Students may not violate state or federal laws concerning the fair use of copies.

(4) Violations and Sanctions for Undergraduate Students:

Violations for undergraduate students at the University of South Florida are classified into four levels according to the nature of the infraction. For each level of violation a corresponding set of sanctions is recommended, however, specific academic programs may include additional and different sanctions. These sanctions are intended as general guidelines for the academic community with examples cited below for each level of violation. These examples are not to be considered all-inclusive.

It is recommended that the instructor forward a concise written statement describing the academic dishonesty of an incident with its particulars to the Undergraduate Dean's Office for violations in Levels Two through Four. These records will be maintained until graduation or until they are of no further administrative value. This will enable better handling of multiple violations.

(a) Level One Violations

Level One violations may occur because of inexperience or lack of knowledge of principles of academic integrity on the part of persons committing the violation. These violations address incidents when intent is questionable and are likely to involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment. The following are examples:

1. Working with another student on a laboratory or other homework assignment when such work is prohibited.
2. Failure to footnote or give proper acknowledgment in an extremely limited section of an assignment.

Recommended sanctions for Level One violations are listed below:

- Reduction or no credit given for the original assignment.
- An assigned paper or research project on a relevant topic.
- A make-up assignment at a more difficult level than the original assignment.
- Required attendance in a non-credit workshop or seminar on ethics or related subjects.

(b) Level Two Violations

Level Two violations are characterized by dishonesty of a more serious character or that which affects a more significant aspect or portion of the course work. The following are examples:

1. Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source.
2. Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor.
3. Using data or interpretative material for a laboratory report without acknowledging the sources or the collaborators. All contributors to preparation of data and/or to writing the report must be named.

4. Receiving assistance from others, such as research, statistical, computer programming, or field data collection help that constitutes an essential element in the undertaking without acknowledging such assistance in a paper, examination or project.

Recommended sanctions for Level Two violations are listed below:

- Failing grade for the assignment involved with the grade in the course determined in the normal manner.
- Failing grade for the course, which may be an “F” or “FF” on the internal transcript.

(c) Level Three Violations

Level Three violations are those that go beyond Level One or Two violations and that affect a major or essential portion of work done to meet course requirements, or involve premeditation, or are preceded by one or more violations at Levels One and/or Two. Examples include:

1. Copying on examinations.
2. Plagiarizing major portions of a written assignment.
3. Acting to facilitate copying during an exam.
4. Using prohibited materials, e.g. books, notes, or calculators during an examination.
5. Collaborating before an exam to develop methods of exchanging information and implementation thereof.
6. Altering examinations for the purposes of regarding.
7. Acquiring or distributing an examination from unauthorized sources prior to the examination.
8. Presenting the work of another as one's own.
9. Using purchased term paper or other materials.
10. Removing posted or reserved material, or preventing other students from having access to it.
11. Fabricating data by inventing or deliberately altering material (this includes citing "sources" that are not, in fact, sources.
12. Using unethical or improper means of acquiring data.

Recommended sanctions for Level Three violations are listed below:

- Failing grade for the course with a designation of “FF” on student’s internal transcript.
- Possible suspension from the University for one semester.

(d) Level Four Violations

Level Four violations represent the most serious breaches of intellectual honesty. Examples of Level Four violations include:

1. All academic infractions committed after return from suspension for a previous academic honesty violation.
2. Infractions of academic honesty in ways similar to criminal activity (such as forging a grade form, stealing an examination from a professor or from a University office; buying an examination; or falsifying a transcript to secure entry into the University or change the record of work done at the University) .
3. Having a substitute take an examination or taking an examination for someone else.
4. Fabrication of evidence, falsification of data, quoting directly or paraphrasing without acknowledging the source, and/or presenting the ideas of another as one's own in a senior thesis, within a master's thesis or doctoral dissertation, in scholarly articles submitted to refereed journals, or in other work represented as one's own as a graduate student.
5. Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.
6. Willful violation of a canon of the ethical code of the profession for which a student is preparing.

Recommended sanctions for Level Four violations are listed below:

- The typical sanction for all Level Four violations is permanent academic dismissal from the University with the designation of "Dismissed for Academic Dishonesty" to be placed permanently on a student's external transcript.

(5) Additional Undergraduate Guidelines for Academic Dishonesty:

(a) Grade Assignment

1. An "FF" grade assigned to indicate academic dishonesty is reflected only on internal records and prevents the student from repeating the course using the Grade Forgiveness

Policy. Students with any “FF” grade on record will not be eligible for honors at graduation.

2. If a student who has been accused of academic dishonesty drops the course, the student’s registration in the course will be reinstated until the issue is resolved.

3. Any assigned grade may be changed to an “FF”, “F”, or other grade depending on the instructor’s decision or the ultimate resolution of an academic grievance procedure. This includes any instance of academic dishonesty that is not detected by the instructor until after the student has dropped or completed the course.

4. Notification to the student of the “FF” grade and the option of appeal concerning the alleged academic dishonesty shall be the responsibility of the instructor and/or department chair (See Student Academic Grievance Procedures).

5. Notice that a student has been dismissed for reasons of academic dishonesty will be reflected on the student’s transcript with the formal notation: Dismissed for Academic Dishonesty.

6. More serious violations of academic integrity may be referred to the Office of Students Rights and Responsibilities as a student conduct violation.

(b) Multiple Violations:

1. For the first “FF” recorded in an undergraduate student’s USF academic record, the student will receive a letter from the Dean of Undergraduate Studies informing him or her of being placed on “Academic Dishonesty Warning” for the remainder of enrollment at USF and of appeal rights for the “FF” grade.

2. For the second “FF” recorded, the undergraduate student will be suspended for one full semester and readmitted only after writing a clear statement indicating remorse, understanding of the seriousness of the offense, and understanding of the importance of integrity in all areas, including academic work. A letter informing him or her of this action and appeal rights will be sent from the Dean of Undergraduate Studies.

3. For the third “FF” recorded, the undergraduate student will be permanently dismissed from the University for violations of academic integrity and with notice of that

dismissal as a part of the formal record and transcript. 4. The maximum penalty for receipt of any “FF” grade may be permanent dismissal from the University for violations of academic integrity and with a notice of that dismissal as a part of the student’s formal record and transcript.

(6) Violations and Sanctions for Graduate Students:

The Graduate School holds academic integrity in the highest regard. Graduate students are responsible for being aware of and complying with University Regulations and Policies and must conduct themselves accordingly. Sanctions for Academic Dishonesty will depend on the seriousness of the offense and may range from the receipt of:

- An “F” or “Zero” grade on the subject paper, lab report, etc.
- An “F” in the course or activity in which credit may be earned.
- An “FF” in the course (leading to expulsion from the University).
- Academic Dismissal for any violations of academic dishonesty policies or regulations.
- Possible revocation of the degree or Graduate Certificate following a thorough investigation.

Graduate students who are assigned an “FF” grade will be academically dismissed from the University and will not be eligible to apply to any graduate program at USF. Procedures regarding Academic Dishonesty and Academic Dismissal may be found on the Graduate School website.

(7) Additional Graduate Guidelines for Academic Dishonesty:

1. If a graduate student who has been accused of academic dishonesty drops the course, the student’s registration in the course will be reinstated until the issue is resolved.
2. Any assigned grade may be changed to an “FF”, “F”, or other grade depending on the instructor’s decision or the ultimate resolution of an academic grievance procedure. This includes any instance of academic dishonesty that is not detected until after the student has dropped or completed the course.
3. Notification to the graduate student of the “FF” grade and the option of appeal concerning the alleged academic dishonesty and academic dismissal remains with the instructor and/or department chair (See Student Academic Grievance Procedures).

4. A graduate student who has been dismissed for reasons of academic dishonesty will have this reflected on the student's transcript with the formal notation: Dismissed for Academic Dishonesty.

5. More serious violations of academic integrity may be referred to the Office of Students Rights and Responsibilities as a student conduct violation.

(8) Appeals: Undergraduate and Graduate

Once the initial violation of the academic integrity regulation has been documented and fairly discussed by the student and the instructor, the student may appeal the instructor's decision that a violation has occurred. At that point the student will follow the procedures outlined in the University of South Florida's student Academic Grievance Procedure Policy. For academic integrity violations that are reviewed at the department and college levels, the respective committees will consider all evidence available to determine if the instructor's decision was correct. The student's ability to proceed within an academic program while an Academic Grievance is in process will be determined by the individual academic program chair/director.

Student Academic Grievance Procedure

I. Introduction (Purpose and Intent)

The purpose of these procedures is to provide all undergraduate and graduate students taking courses within the University of South Florida System (USF System) an opportunity for objective review of facts and events pertinent to the cause of the academic grievance. Such review will be accomplished in a collegial, non-judicial atmosphere rather than an adversarial one, and shall allow the parties involved to participate. All parties will be expected to act in a professional and civil manner.

The procedures that follow are designed to ensure objective and fair treatment of both students and instructors. These guidelines are meant to govern all colleges (exclusive of the College of Medicine which maintains its own procedures), however, as individual USF System institutions, colleges or campuses may have different levels of authority or titles, each student must obtain the specific designations used by each entity for levels of authority and titles in the process with appropriate designations of authority if necessary.

In the case of grade appeals, the USF System reserves the right to change a student's grade if it is determined at the conclusion of the grievance process that the grade given was incorrect. In such circumstances, the Dean or Provost/Sr. Vice

President for Academic Affairs, the Regional Vice-Chancellor for Academic Affairs, or the Sr. Vice President, USF Health may file an administrative grade change. The term “incorrect” means the assigned grade was based on something other than performance in the course, or that the assignment of the grade was not consistent with the criteria for awarding of grades as described in the course syllabus or other materials distributed to the student. In the case of all other academic grievances, the USF System reserves the right to determine the final outcome based on the procedures detailed herein. In the case of Academic Integrity (USF Regulation 3.027) violations, these Student Academic Grievance Procedures apply and include an Academic Integrity Review Process at the College Level as described in section III below.

II. Terms and Guidelines

An “*academic grievance*” is a claim that a specific academic decision or action that affects that student’s academic record or status has violated published policies and procedures, or has been applied to the grievant in a manner different from that used for other students. Grievances may relate to such decisions as the assignment of a grade seen by the student as incorrect or the dismissal or failure of a student for his or her action(s). Academic grievances will not deal with general student complaints. “*Instructor*” shall mean any classroom instructor, thesis/dissertation/directed study supervisor, committee member or chair, or counselor/advisor who interacts with the student in an academic environment. “*Department Chair/Director*” shall mean the academic head of a college department or the director of a program—or in all cases a “Department’s designee” appointed to handle academic grievances. “*Dean*” shall mean a College Dean, or the Dean of Undergraduate Studies, or the Dean of the Graduate School, or the equivalent as indicated—or in all cases a “Dean’s designee” appointed to handle academic grievances for the unit.

“*Time*” shall mean “*academic time*,” that is, periods when USF System classes are in session. *The person vested with authority at the appropriate level may extend any of the time periods contained herein for good cause.* Any extensions must be communicated in writing to all parties. For the purposes of this policy, each step shall be afforded three (3) weeks as a standard time limit. When a department considers a grievance according to published departmental procedures approved by the College Dean and Provost or College Dean and Regional Vice Chancellor for Academic Affairs, as pertinent, the time line specified in this academic unit’s procedures will govern the process and no additional notice of time extension is needed.

“*Written communication*” shall mean communication by hard copy to the recipient’s address of record. The “*burden of proof*” shall be upon the student such

that the student challenging the decision, action or grade assigned has the burden of supplying evidence that proves that the instructor's decision was incorrect, in all cases except alleged violations of academic integrity. In cases where the issue is academic integrity, the burden of proof shall be upon the instructor. In considering grievances, decisions will be based on the preponderance of the evidence.

Neither party shall be entitled to bring "*legal representation*" to any actual grievance proceeding as this is an internal review of an academic decision.

As some Colleges may not have departments or some campuses may use different titles, the next level that applies to that College shall be substituted. If the incident giving rise to a grievance occurs on the St. Petersburg campus, the approved policy on that campus shall govern.

III. Statement of Policy

A. Resolution at the Department Level

1. The student shall first make a reasonable effort to resolve his or her grievance with the instructor concerned, with the date of the incident triggering the start of the process (i.e. the issuance of a grade; the receipt of an assignment) and the instructor shall accommodate a reasonable request to discuss and attempt to resolve this issue.
2. If the situation cannot be resolved or the instructor is not available, the student shall file a notification letter within three weeks of the triggering incident to the department Chairperson/Director. This shall be a concise written statement of particulars and must include information pertaining to how, in the student's opinion, USF System policies or procedures were violated. The department Chairperson/Director shall provide a copy of this statement to the instructor. The instructor may file a written response to the grievance.
3. The department Chairperson/Director shall discuss the statement jointly or individually with the student and the instructor to see if the grievance can be resolved. If the department maintains its own grievance procedure,* it should be applied at this point. If the grievance can be resolved, the Chairperson/Director shall provide a statement to that effect to the student and the instructor with a copy to the College Dean.
4. If the grievance cannot be resolved, the department Chair/Director shall notify both the student and the instructor, informing the student of his/her right to file a written request directed back to the Chair/Director within

three weeks to advance the grievance to the College Level. Upon receipt of the student's request to move the process to the College Level and the instructor's response to the grievance (if provided), the Chairperson/Director shall immediately notify the College Dean of the grievance, providing copies of the student's initiating grievance statement, any instructor's written response to the grievance, and the written request from the student to have the process advanced to the College Level. Should the student not file a written request to move the grievance to the College Level within the prescribed time, the grievance will end.

If the grievance concerns the Chairperson/Director or other officials of the department, the student has a right to bypass the departmental process and proceed directly to the College Level.

B. Resolution at the College Level

1. Upon receipt of the grievance, the College Dean shall either determine that the matter is not an academic grievance and dismiss it or within three weeks shall establish an Academic Grievance Committee. The membership of the Committee shall be constituted as follows:

a. Three (3) faculty members and two (2) students (undergraduate or graduate as appropriate to the case) shall be selected from the college by the Dean.

b. Wherever practical, the Committee shall not include members of the faculty or students of the department directly involved with the grievance, or faculty or students of the student's major department. However, for cases involving Clinical or Professional Standard violations, the Committee shall include at least one member assigned to oversee, or with expertise, in that clinical area. In addition, deficiency in, or violations of, clinical or professional standards may be sufficient to support academic failure or dismissal notwithstanding success in other areas of the academic record. The student or faculty may request to attend a Committee meeting. The Chairperson will designate which meeting the student or instructor may attend to present any final statement to the Committee. In addition, only the Committee may invite additional parties such as faculty or students from the department involved with the grievance or from the student's major department or other outside party to provide expert or other relevant testimony in the proceedings. The student or instructor may be present during the other's final statement and may hear the additional information provided,

however, neither may be present during the Committee's deliberations.

c. The student or instructor may bring an advisor (not to act as legal counsel or to participate in the meetings) to the meeting.

2. The Committee will operate in the following manner:

a. The Committee Chairperson will be appointed by the College Dean from among the three faculty members appointed to the Committee.

b. The Committee Chairperson shall be responsible for scheduling meetings, overseeing the deliberations of the committee and ensuring that full and fair consideration is provided to all parties. The Committee Chairperson shall vote on committee decisions only when required to break a tie.

c. In Committee reviews involving Academic Integrity, the following *Academic Integrity Review Process* shall be followed in addition to the other Departmental procedures, if applicable:

1) The Committee Chairperson shall notify the student and instructor of the date and time of the meeting.

2) The student and instructor may submit a list of questions to the Committee Chairperson to be answered by the student and instructor. If submitted, the questions will be disseminated by the Committee Chairperson and the Committee Chairperson will ensure that the questions are answered in writing and submitted for review by the Committee, student, and instructor before the initial meeting.

3) Students shall be permitted to remain in the course or program during the Academic Integrity Review Process. However, if the student is in a clinical or internship setting, the student may be removed from such setting until the issue of Academic Integrity is resolved. In such cases, the program will attempt to identify an alternative educational option to the clinical or internship to enable the student to continue progressing in the program.

d. All deliberations shall be in private and held confidential by all members of the Committee. The recommendation of the Committee shall be based on the factual evidence presented to it.

e. Within three weeks of the Committee appointment, the Committee Chairperson shall deliver in writing to the College Dean a report of the findings and a recommended resolution.

f. Within three weeks of receipt of the Committee recommendation, the College Dean shall provide a decision in writing to all parties (the student, the instructor and the department Chair/Program Director). The Dean's decision shall indicate whether the decision was consistent with the committee recommendation.

g. The student or the instructor may appeal the decision of the College Dean to the University Level only if the decision of the College Dean is contrary to the recommendation of the Committee (which will be indicated in the Dean's decision) or if there is a procedural violation of these Student Academic Grievance Procedures. Such an appeal must be made in writing to the Dean of Undergraduate Studies or Graduate School (as appropriate) within three weeks of receipt of the decision from the College Dean. Otherwise, the College Dean's decision is final and not subject to further appeal within the USF System.

C. Resolution at the University Level

The Provost/Sr. Vice President for Academic Affairs or the Sr. Vice President, USF Health has delegated authority to the Dean of Undergraduate Studies to act in place of the Provost/Sr. Vice President in all academic grievance appeals involving undergraduate students unless the grievance occurred in a program within Undergraduate Studies, wherein it will go back to the Provost to redelegate. The Dean of Graduate School will act in place of the Provost/Sr. Vice President in all academic grievance appeals involving graduate students. The Regional Vice Chancellor for Academic Affairs at USF St. Petersburg may delegate authority to a designated academic administrator at USF St. Petersburg to hear the appeal at the University Level.

1. The student or the instructor may appeal at the University Level within three weeks of the receipt of a decision made at the College Level, when (1) the decision by a College Dean is contrary to the recommendation of a college Grievance Committee, or (2) there is cause to think a procedural violation of these USF System Academic Grievance Procedures has been made. Within three weeks of receipt of the appeal to the decision, the Undergraduate/Graduate Dean in consultation with the Faculty Senate and the Student Senate, shall appoint an Appeals Committee consisting of three faculty members drawn from the USF

System Undergraduate Council or Graduate Council (as appropriate), and two students, undergraduate or graduate (as appropriate).

2. The structure, functions and operating procedures of the Appeals Committee will be the same as those of the College Committee (i.e. chaired by one of the appointed faculty members appointed by the Undergraduate/Graduate Dean who will not vote except in the case of a tie, having no representation from either party's respective departments, developing a recommendation to the Undergraduate/Graduate Dean, etc.).
3. Within three weeks of the appointment, the Committee Chairperson shall deliver in writing to the Undergraduate/Graduate Dean a report of the findings of the Committee and a recommended resolution.
4. Within three weeks of receipt of the Committee recommendation, the Undergraduate/Graduate Dean shall provide a decision in writing to all parties.
5. If the Undergraduate/Graduate Dean's decision is that a grade change is merited, the Undergraduate/Graduate Dean shall initiate the grade change on the authority of the Provost and so inform all parties. In all academic grievance appeals, the Undergraduate/Graduate Dean's decision is final and not subject to further appeal within the USF System.

These procedures shall take effect commencing (February 10, 2009) and shall supersede all other academic grievance procedures currently in effect, with the exception of the procedures of the College of Medicine.

**Departments may develop their own formal procedures for considering grievances. Such procedures must be considered and approved by the College Dean and the Provost, and published on the Department's web site. When such procedures exist, the Department's examination of the grievance will unfold as specified in the procedures. If the Departmental process upholds the student's grievance, the Department Chair will work with the College, the student and the instructor to remedy the situation. If the Department does not uphold the grievance, the Chair will report the fact to the Dean. The student may, in such cases, request the College Level review as outlined in these USF System procedures.*

UNDERGRADUATE ACADEMIC ADVISING

Davis Hall 134

(727) 873-4511

<http://www.stpt.usf.edu/advising/index.htm>

All new students must meet with their academic advisor before registering for classes. **New freshman students** will attend a special advising session during new student orientation. **New transfer students** and **former students returning** should contact the Advising Office at 727-873-4511 to schedule a new student advising appointment. **Continuing students** are encouraged to meet with their advisor on a regular basis to ensure that all university and major requirements are being met.

Your advisor can assist you with:

- Deciding upon and declaring a major
- Meeting entrance requirements and/or prerequisites for your major
- Selecting courses
- Ensuring progression toward graduation
- Understanding academic policies and procedures
- Petitioning academic policies (when appropriate)
- Obtaining referrals to other university sources and services
- Approving courses for substitution and evaluating transfer work

Advisors see students on an appointment basis. While students can typically make an appointment within a couple of days, peak registration can delay the availability of advising appointments. Students are encouraged to plan ahead and make advising appointments at the start of each registration period. The exception to this appointment policy is the first week of classes (also known as drop/add week). Advisors will see students on a first come – first serve basis during the first week of classes. For assistance during this first week period, simply check in at the front desk in DAV 134.

While students may communicate with their advisor by telephone appointment, in-person appointment, or e-mail, the least restrictive means of communication with your advisor is the in-person appointment. Please note that protecting your privacy is of utmost importance. You will be expected to show a form of identification which contains your photograph when you meet with your advisor. When corresponding with your advisor via email, please use your USF email account. This provides for your advisor to verify your identity.

Advising Office Hours:

Monday, Thursday, Friday: 8:00 a.m. – 5:00 p.m.

Tuesday and Wednesday: 9:00 a.m. – 5:00 p.m.

ACADEMIC POLICIES

PERTAINING TO REGISTRATION

This student handbook does not replace the university catalog. All students are expected to read and understand the university policies and procedures as they are stated in the USFSP Undergraduate Catalog. Please view this catalog at < <http://www.stpt.usf.edu/academics/documents/07-08-StPeteCatalog.pdf>>.

CLASSROOM ASSIGNMENTS

Because of things like last-minute changes in the schedule, cancellation or addition of sections, and unusually heavy or light enrollments in certain courses, classroom assignments are subject to change up to and including the first week of classes.

Classroom assignments are posted in strategic locations:

- (1) on the large glassed-in bulletin board just outside the south entrance to Davis Hall, 107;
- (2) at the entrance to the second floor of Coquina Hall
- (3) OASIS schedule of classes

Changes made to room assignments after the start of classes are also posted on classroom doors.

DROP/ADD, WITHDRAWAL

Changes to your schedule (drop and/or add) may be made during the first week of classes. A student may withdraw from the University without academic penalty during the first nine weeks of any term (except for Summer Sessions). He/she must submit a completed Withdrawal Form to the Office of the Registrar. No entry is made on the academic record for withdrawals submitted during the first week of the term. All subsequent withdrawals (through the ninth week of classes in the Fall and

Spring Semesters) are posted to the academic record with “W” grades assigned to the courses. Withdrawal deadlines for are listed in the Academic Calendar and are published in the *Registrar’s Calendar*. Students who withdraw may not continue to attend classes. Students who withdraw during the drop/add period as stated in the Academic Calendar may receive a full refund of fees. All refunds must be requested in writing from the Office of Purchasing and Financial Services. No refund is allowed after this period except for specified reasons. See “Refund of Fees” under Financial Information for complete details.

ADMINISTRATIVE HOLDS

A student may be placed on administrative hold by failure to meet obligations to the University. When a student is on administrative hold, he/she may not be allowed to register, receive a diploma, or receive a transcript. Settlement of financial accounts must be made at the University Cashier’s Office. Each student placed on administrative hold should determine from the Office of the Registrar which office placed him/her in this status and clear the obligation with that respective office.

MANDATORY ATTENDANCE AT FIRST COURSE MEETING

USF’s policy states that “Students are obligated to attend the first class meeting of all regularly scheduled undergraduate classes for which they have registered in order to ensure their enrollment in those classes. Nonattendance of the first class meeting **may** result in the student being dropped from the course and the available space may be assigned to another student.”

Faculty are encouraged to circle on their class rolls the names of the students who are not in attendance during the first class meeting, and to submit the amended class rolls to the Office of Admissions and Registration so that non-attendees would be dropped from the rolls immediately. On rare occasions, faculty will fail to take roll during the first class meeting. When they fail to submit the names of non-attendees, the non-attendees will not be dropped from the rolls. **DO NOT ASSUME, therefore, that, if you do not attend the first class meeting, you**

automatically will be dropped from the roll. If you register for a course and then decide to drop it and do not attend the first class meeting, you are advised to drop the class during the first week of classes. If you did not attend the first class meeting, you are responsible for checking your class status in OASIS, and if dropped, you must register again for the course on a space available basis.

ACADEMIC DISHONESTY

Academic dishonesty is not tolerated. It is an anathema to academic integrity and will be dealt with both fairly and severely. Examples of academic dishonesty include plagiarism, cheating and disruption of academic process. Persons accused of academic dishonesty are afforded due process, and factual disputes are resolved through a hearing process.

PLAGIARISM

Plagiarism is defined as “literary theft” and consists of the unattributed quotation of the exact words of a published text, or the unattributed borrowing of original ideas by paraphrase from a published text. On written papers for which the student employs information gathered from books, articles, web sites, or oral sources, each direct quotation, as well as ideas and facts that are not generally known to the public at large, or the form, structure, or style of a secondary source must be attributed to its author by means of the appropriate citation procedure. Only widely known facts and first-hand thoughts and observations original to the student do not require citations. Citations may be made in footnotes or within the body of the text. Plagiarism also consists of passing off as one’s own segments or the total of another person’s work.

ACADEMIC REGULATIONS COMMITTEE

The USFSP Academic Regulations Committee (SPARC) meets regularly to review petitions submitted by undergraduate students. USFSP students must petition to attempt to secure approval of the Committee to waive any University academic regulation. If you wish to petition for a waiver of an academic regulation, obtain an SPARC petition from your USF St. Petersburg Academic Advisor. See below for instructions concerning petitioning for re-admission and petitioning for late drops

and late withdrawals. If your advisor is not in agreement with your petition, you will be so advised when you meet with him/her to turn in the form.

MECHANICS OF THE PETITIONING PROCESS

Your carefully prepared petition and all academic records will speak for you. Documentation showing that personal health, financial or employment problems are resolved should accompany the petition. The representative on the Academic Regulations Committee is not your advocate. The address and phone number on your petition should be current in case the representative wishes to ask you questions or discuss your petition further. *All petitions must include third party justifications..*

PETITIONING FOR LATE DROPS AND LATE WITHDRAWALS

First, it should be emphasized that petitions for late drops or late withdrawals (all courses) will be granted for extenuating circumstances only. **Failing or not doing well is not a reason for late dropping.** You should make an appointment with your advisor to discuss ways to optimize your performance this semester as well as improve your performance next semester.

DOCUMENTATION - INSTRUCTOR'S STATEMENT

An instructor's statement is essential in all cases except those with serious medical reasons. The form may be picked up from your academic advisor. Have your instructor complete it and then submit it with your completed petition. You must submit an instructor statement for each course you are petitioning to drop or add. Documentation must accompany a petition for late drop, late add, or late withdrawal. Otherwise, the petition will be denied.

HEALTH — If health is the reason for your difficulty, a written statement by an attending physician must accompany your petition. The statement must be on

letterhead stationery specifying the dates and nature of your illness and indicating that your illness was of such severity as to affect your college work.

EMPLOYMENT — If your conditions (e.g., hours or location) of employment have significantly changed and these changes are beyond your control, then you must have a letter from your employer on company letterhead verifying that these changes are required. You must explain how these changes affect your college work.

SEVERE ILLNESS OR DEATH OF IMMEDIATE FAMILY MEMBER — If severe family illness is the reason for your petition, you must document the illness as described above and explain how this affected your studies. If the death of a family member is the reason for your petition, you must submit a death certificate or dated obituary notice. In the event that travel by a common carrier was required, it would help to have documentation of your dates of departure and return.

SEVERE PERSONAL PROBLEMS — These are varied and many. You may make an appointment to discuss these with your advisor. You should document them when possible.

OTHER LEGITIMATE REASONS — There are other legitimate reasons, such as a documented university error. You may make an appointment to discuss these with your advisor.

PETITIONING FOR RE-ADMISSION

ACADEMIC DISMISSAL --- If you are academically dismissed during the semester, you are **not** permitted to enroll for classes the following semester. Exceptions to this rule may be granted with extenuating circumstances by

petitioning the SPARC. If your petition is approved, then you will be re-admitted to the University on a conditional registration basis. You also should be aware that **most petitions for immediate re-admission to the University are denied because the intent of the policy is that the student remain out at least one term to put things in order to provide for optimum academic success in the future.** It is a good time for the student with financial problems and personal problems to solve those difficulties before entering the University again. Your Academic Advisor can assist you in reassessing your academic goals.

Re-admission is not automatic. Students who wish to be re-admitted to USFSP should work closely with their academic advisor. If you petition the Academic Regulations Committee for re-admission, you should be aware that the following questions must be answered effectively to convince the Committee that re-admission to the University is in the best interest of the student.

- (1) Are all health, financial, personal and employment problems resolved so that you can succeed?
- (2) What does your high school record and transfer record show? What are your test scores (SAT, CLAST, etc.)?
- (3) Are educational goals realistic in view of the record to date?
- (4) Have you presented a realistic plan for extracting yourself from academic difficulty?
- (5) Will the performance in the future be different from the performance in the past? Why?
- (6) Have you presented your case well? Is your statement well written, without grammatical and spelling errors? Is it concise and well-reasoned?
- (7) Have you sought academic advising or career counseling to remedy your academic problems?
- (8) Have you sought personal counseling to resolve any serious personal problems?

(9) Can you earn at least some grades of B to offset the poor grades? Is the forgiveness policy a good option for some of the poor grades?

ALTERNATIVES DISMISSED STUDENTS

If you are denied re-admission to the University, you may speak with your advisor to discuss your alternatives. One common alternative for the student without the Associate of Arts degree is to transfer to a Florida public community college and earn it there. In this case, you may re-enter the University without petitioning. Your previous record at USF is still part of your permanent record, but you begin a new grade point average. Academic salvage is **not** automatic. A student must petition the Academic Regulations Committee if she or he wishes to clear her/his academic record in this way. *You must meet with your academic advisor to turn in the petition.*

ACADEMIC PROGRAMS

A bachelor's degree is noted with a B and a master's degree is noted with an M. Doctoral-level work is offered in Marine Science. Minors are noted with a plus sign (+).

ARTS AND SCIENCES

Anthropology, B, +

Criminology, B, +

Economics, B, +

English, B, +

Environmental Science & Policy, B, +

Geography - minor only

Graphic Design, B

Political Science, B+

History, B, +

Interdisciplinary Social Sciences, B

Mass Communications/Journalism & Media Studies Concentration, B, +, M

Psychology, B, +

Social Work, B

BUSINESS ADMINISTRATION

Accounting, B, +

Accounting, 5-year CPA Program

Business Administration, MBA

Economics, B, +

Finance, B, +

General Business Administration, B, +

International Business, +

Information Systems & Decision Sciences, B, +

Management, B, +

Marketing, B, +

EDUCATION

Educational Leadership, M

Education, B

Dual Track, M (*For students holding*

Bachelor's degrees from other colleges)

Literacy/Curriculum, M

Math/Science emphasis, M

UNIVERSITY HONORS PROGRAM

This is a limited access program aimed at high achieving students. It is a remarkable package of alternative courses that are meaningful, stimulating and exciting. These courses are applicable toward general educational requirements on the lower level and University exit requirements on the upper level. Students can be admitted either as freshmen or juniors. The Honors Program requires completion of both foreign language and a senior thesis. Students also receive a special scholarship.

ACADEMIC SUCCESS CENTER

TER 301

(727) 873-4632

<http://www.stpt.usf.edu/success>

The Academic Success Center (ASC) is here to help you achieve your educational goals. Through individual and small group tutoring sessions, academic counseling, workshops, seminars and credit courses, we help you improve academic skills and succeed at USF St. Petersburg and in your future studies. Plus, the Academic Success Center is perfect for quiet study space, has a computer lab, and offers free printing for academic assignments.

TUTORING AND INSTRUCTION

The Academic Success Center offers free individual tutoring for students who want to improve their knowledge of course content. Tutors are available in the following areas:

Writing: Our consultants work one-on-one with writers during all stages of the writing process, providing assistance at all levels and in all academic disciplines. They help the writer identify strengths and areas for improving the clarity of the writing. The focus of consultations is on creating a document that is entirely the student's rather than on proofreading or editing.

Math and Statistics: Individual tutors can help with all math and statistics courses as well as with quantitative subjects in the social and behavioral sciences.

Business courses: Business tutors can help with accounting, economics, business calculus, and business and economic statistics.

Spanish and French: One-on-one and small group tutoring sessions are available. The Center's computers are also used for language review.

Chemistry: General and organic

WORKSHOPS AND SEMINARS

Each semester the ASC offers workshops for individuals and groups on the following topics:

| | |
|--------------------------------------|----------------------------|
| Time Management | Overcoming Procrastination |
| Learning from Lectures – Note taking | Learning from Textbooks – |
| Critical Reading | |
| Understanding Your Learning Style | Preparing for Exams |
| Test Anxiety | Math Anxiety |

In addition, a variety of writing seminars are offered on all aspects of academic writing, from research strategies to citation styles.

ACADEMIC COACHING

An academic coach can work with you one-on-one to achieve your academic goals. All students who want to improve their academic performance can benefit from confidential sessions and the opportunity to discuss specific concerns about college. During sessions, the academic coach and the student explore specific strategies to improve learning and course performance.

ACADEMIC RESOURCES

The Academic Success Center houses a variety of resources designed to fit your needs. Visit the Center to utilize:

- Open Computer Lab with 8 Internet-ready computer stations
- Course syllabi, test-item banks and supplemental texts
- Book, computer, and video resources to improve your study strategies and approaches to learning
- Free printing for academic assignments

EARN COURSE CREDIT FOR ACHIEVING ACADEMIC SUCCESS

Each semester the Academic Success Center offers a three-credit course called Strategies for Success in College (REA 2930). Students learn achievement strategies that successful people use when they face challenging situations. The course focuses on developing and practicing “study skills” in the context of setting goals, taking personal responsibility, seeking information and using feedback. For registration information, view the College of Arts & Sciences course listings or speak to your academic advisor.

PREPARATION FOR STANDARDIZED TESTS AND GRADUATE SCHOOL ADMISSION

The Center offers tutoring assistance with both personal statements for graduate application and preparation with standardized tests including:

- CLAST Mathematics, English Language Skills, Reading, and Essay
- General Knowledge (Florida Teachers Certification Exam)
- Graduate Record Examination (GRE)
- Graduate Management Admission Test (GMAT)
- Law School Admission Test (LSAT)

BECOME A CAMPUS TUTOR

If you are a student who likes to help others in an academic setting, consider participating in the Center's Tutor Training Program. You will learn about the skills involved in effective tutoring and practice them in real tutoring sessions. Participation in the program may lead to employment in the Academic Success Center.

SAT PREPARATION PROGRAM

The Center offers local high school students an eight week Saturday program to prepare for the SAT. The program includes diagnostic pre-testing, individual and small group instruction, and free access to the SAT Online Course. Participants will also receive assistance with the college admissions process, including completing college applications and financial aid assistance.

HOURS OF OPERATION

| | |
|-------------------|-------------|
| Monday – Thursday | 8 am – 9 pm |
| Friday | 8 am – 5 pm |
| Saturday | 9 am – 2 pm |

SUMMER HOURS

| | |
|-----------------|-------------|
| Monday – Friday | 8 am – 5 pm |
|-----------------|-------------|

CAMPUS ACTIVITIES CENTER

(727) 873-4596 Student Life Desk

(727) 873-4190 FAX

www.stpt.usf.edu/studentlife

This is a multipurpose facility designed to accommodate a variety of recreational, cultural and educational events. The building features a gymnasium that doubles as an auditorium, fitness center, locker rooms, racquetball court, meeting rooms.

Offices located in the Campus Activities Center include:

- Student Life Staff
- *Crow's Nest* (student newspaper) - CAC 128A (727) 873-4113
- Fitness Center - CAC 114 (727) 873-4589
- Harborside Activities Board - CAC 100 (727) 873-4599
- Student Government - CAC 138 (727) 873-4147

SERVICES

- athletic and recreation equipment use
- facility reservations

POLICIES

- Persons with a valid USFSP Student ID are permitted access to the Campus Activities Center and the pool. Faculty and staff are required to purchase a Campus Recreation Membership in order to access these facilities including the Fitness Center.
- Alumni Association Members who have obtained a Campus Recreation Membership are permitted access to the Campus Activities Center (includes the Fitness Center) and the swimming pool.
- Holders of USFSP courtesy IDs or USFSP family IDs who have obtained a Campus Recreation Membership are permitted access to the

Campus Activities Center (includes the Fitness Center) and the swimming pool.

- Sponsored guests who have obtained a Campus Recreation Membership are permitted access to the Campus Activities Center (includes the Fitness Center) and the swimming pool.
- Patrons with a valid USFSP Student, Staff, or Faculty ID are permitted to sponsor people to purchase a Campus Recreation Membership.
- All patrons must check in upon entrance prior to use of the facility.
- Patrons with a valid USFSP Student, Staff, or Faculty ID are permitted to bring in 1 guest when using the Core (i.e. basketball, soccer, volleyball) or racquetball court for a fee.
- Guests will only be admitted to the facility at the time the USFSP ID Holder checks in.
- USFSP ID Holders must accompany guests at all times while using the facility.
- Persons under the age of 16 must be accompanied by an adult at all times.

Hours of Operation

Fitness Center

Monday – Thursday 7:00 a.m. – 10:00 p.m.

Friday 7:00 a.m. – 6:00 p.m.

Saturday 9:00 a.m. – 5:00 p.m.

Sunday 1:00 p.m. – 5:00 p.m.

CAMPUS COMPUTING

Bayboro Hall 226

(727) 873-4357

<http://www.stpete.usf.edu/computing/>

Introduction

The Office of Campus Computing, a division of Academic Affairs, is responsible for supporting faculty, staff and student-based computing needs at USF St. Petersburg. Campus Computing is open Monday through Friday during the fall and spring semesters, and offers extended hours for its open-use computer labs.

Campus Computing is responsible for USF St. Petersburg's network infrastructure, such as the on-campus wireless Internet network. No longer bound by physical connections, students, faculty and staff can catch the rays and feel the breeze a hundred feet from the water while surfing the Internet minutes before class starts.

Open-Use Computer Labs

Campus Computing provides an extensive computer access infrastructure, which supplies instructional and research technology to students, faculty and staff.

The computer labs in Bayboro Hall are a central location for addressing student computing needs. The overall layout consists of two open-use computer rooms, BAY 226 and BAY 227. A variety of equipment and software is available, such as scanners, printers and course-specific software titles. The computer lab staff provides student support and training. Complete details are available on our Web site at the address listed above.

Classroom Technology Resources

Campus Computing promotes and supports the educational technology needs of USF St. Petersburg faculty and students in a classroom setting. Along with Instructional Media Services, our department provides the resources necessary for instructors to enhance the learning experience of all USF St. Pete students. Each campus classroom is equipped with adjustable lighting, Internet-ready computers, CD/DVD players, our licensed software, and large-screen presentation projectors or monitors.

Student Email and NetID Accounts

Getting your student email account is easier than ever. Students that have already registered for classes can register for an email account by activating their NetID at this Web site: <https://netid.usf.edu/una/>.

All active USF students will be provided with a Google “Gmail” mail account. This account includes six gigabytes of email storage and access to Google Apps.

Employment Opportunities

The Office of Campus Computing offers Federal College Work-Study employment opportunities each semester to students with knowledge of popular computer applications and excellent interpersonal communication skills. Stop by Bayboro Hall 226 for more information.

Hours of Operation

Monday - Thursday 8:00 a.m. - 10:00 p.m.

Friday 8:00 a.m. - 5:00 p.m.

Saturday and Sunday: Closed.

Holiday and semester break hours may vary, and will be posted on our Web site.

CAREER DEVELOPMENT SERVICES

The Center offers a full range of services for students related to planning and achieving career goals and transitioning from college to professional employment.

CAREER COUNSELING

Individual career counseling sessions help students make sound career, life planning and employment decisions. Career Counselors help students to choose a major, to develop career goals, conduct occupational exploration, and to define and implement job search plans. To assist students with these decisions, the Center offers assessment tools for exploring interests, personality, abilities, values and other characteristics relevant to career choice. Counselors also assist students with resume/cover letter preparation, interview skills, and job search strategies.

EXPERIENTIAL EDUCATION PROGRAMS

For students to be highly marketable when they finish their education it is important for them to engage in experiential education opportunities. There are two types of experiential learning experiences available to students. Both types are intended to give students hands-on experience in a work setting, and assist them in determining a future career.

Cooperative Education

“Co-op” is a structured, supervised program that integrates practical, paid work experience with a student’s academic program. Two types of co-op plans are available. The Alternating Plan allows students to alternate full time semesters of work with full time semesters of study. The Parallel Plan allows students to take classes and work simultaneously.

Internships

Internships are credited or non-credited learning experiences that give students an opportunity to implement and enhance academic learning at an on-campus or off-campus site. Internships are typically one semester long and are supervised by the internship site supervisor.

Information about both of these programs can be obtained from the Career Center.

“Recruit-a-BULL”, ON-LINE JOB SEARCH SYSTEM

The Center has a web-based recruiting system that allows students to view job listings, and employers to review student resumes, for full-time professional employment as well as part-time jobs, internships, cooperative education opportunities and federal work-study positions. Students need to create an account in the system and upload a resume to begin the process for accessing the job listings.

CAREER FAIRS

The Career Center sponsors a Part-time Job & Internship Fair at the beginning of the Fall semester

and a professional level Career Fair in the Spring semester which typically attracts junior and seniors who are asked to dress professionally.

CAREER RESOURCE CENTER

The Career Center maintains resources on topics including career development, selecting a major, career exploration, experiential education, the job search process, and graduate school information. Resources are available in electronic and paper format.

Monday - Thursday 8:00 a.m. - 6:00 p.m.

Friday 8:00 a.m. - 5:00 p.m.

Terrace 200

Appointments can be made in person

or by calling (727) 873-4129

<http://www.stpt.usf.edu/career/>

CASHIER'S OFFICE

Bayboro Hall 132

(727) 873-4107

www.stpete.usf.edu/adminservices/general_accounting/cashiers_office.htm

PAYMENT OF FEES

All registration fees and designated accounts receivable charges may be paid in the Cashier's Office. Payments may be made by cash, check or money order only. Personal checks must include the student's U number on the face of the check. Payments may be made in person, placed in the drop box to the right of the entrance to Bayboro Hall (the entrance facing Davis Hall) or mailed to:

CASHIER'S OFFICE, BAY 132

USF ST. PETERSBURG CAMPUS

140 SEVENTH AVENUE SOUTH

ST. PETERSBURG, FLORIDA 33701

Payments by credit card and check are accepted on the Oasis web site: USFonline.admin.usf.edu. For information on deadlines for tuition payments visit the Cashier's web site:

www.stpete.usf.edu/adminservices/general_accounting/cashiers_office.htm

FINANCIAL AID CHECK DISBURSEMENT

Certain financial aid checks are disbursed directly into the student's account, to be applied against any educational expenses owed to the University. A refund check will be generated for the remaining balance and mailed directly to the student. It is most important to keep your address current.

CANCELLATION

If fees are not paid in full by the payment deadline, a student's enrollment will be canceled for that semester. Eligible students who have received an official V.A. or Financial Aid deferment prior to the payment deadline may not have their registration canceled. Failure to attend the first class meeting could drop a student from enrollment. To ensure no fee liability for the course, the student should verify in the first week he/she has been dropped, and if not, drop the course and retain a copy of the drop form.

REFUND OF FEES

After the drop/add deadline, fees will be refunded only under certain conditions. See the USF catalog for more details.

REGISTRATION FEES

Registration fees are based on the academic level of the course, the campus responsible for the course and the student's residency status. Fees are printed in the University catalog for each campus and are posted on the USF web site. The

deadline for payment of tuition fees is normally 5:00 p.m. on the fifth day of each semester . Registration will be canceled if fees are not paid by this date. Checks that are mailed must bear a U.S. postmark by the payment deadline. Drop box payments will be accepted until 8 a.m. of the Monday following the deadline, if the deadline falls on a Friday.

REINSTATEMENT

A student whose registration has been canceled for nonpayment may file a Petition for Reinstatement during the three-week period following the cancellation deadline.

A late payment fee of \$100 will be added plus an additional late Registration fee of \$100. Reinstatement applications are available in the Student Affairs Office, Bayboro Hall 111 or at the Cashiers office BAY 132.

Hours of Operation:

Monday - Thursday - Friday 8:00 a.m. - 5:00 p.m.

Tuesday - Wednesday 9:00 a.m. - 6:00 p.m.

COMMENCEMENT

Academic Affairs and Student Affairs/Enrollment Services, Bayboro Hall 204

(727) 873-4056

<http://www.stpete.usf.edu/commencement.htm>

USF St. Petersburg has Commencement in December for fall graduates and May for spring graduates. USF St. Petersburg summer graduates may participate in the summer ceremony at USF Tampa in August or can participate in the spring or fall

ceremonies at USF St. Petersburg. Once a student has applied for their degree, the candidates will receive a notice in the mail from the Tampa Office of Public Ceremonies directing them to the commencement webpage for specific information about commencement ceremonies.

Students must register to participate in the ceremony online.

<http://www.stpete.usf.edu/commencement.htm>

Topics like cap and gown orders, diplomas, honors and international sashes, deadlines, senior week and what to wear are covered on the webpage. **Please read website information carefully and completely. Details and deadlines differ from campus to campus.** Additional information can be obtained through Annette Hamon, coordinator for the St. Petersburg Commencement ceremonies, at Annette@spadmin.usf.edu or (727) 873-4256.

SPECIAL NOTE: Graduates will need to make sure their records are not designated as private. The private designation will keep their name from being printed in the Commencement program. **It is the graduate's responsibility to check on this designation and have it removed the semester prior to applying for their degree.** Once the privacy designation has been removed the graduates name will be released to be printed in the program.

CENTER FOR COUNSELING, HEALTH AND WELLNESS

Bayboro Hall 117

(727) 873-4422

<http://www.stpt.usf.edu/cchw>

Monday –Wednesday, Friday 8:00 a.m. – 5:00 p.m.

Thursday 9:30 a.m. – 5:00 p.m.

Closed Daily from 12:00-1:00 p.m.

Appointments can be made in person or by calling (727) 873-4422

The Center for Counseling, Health and Wellness supports the holistic development of USFSP students by providing a comprehensive array of professional services. The Center focuses on assisting the USFSP community to achieve increased self-awareness and maintain balanced living in regards to physical, emotional, vocational and relational functioning, and allowing individuals to fully realize their potential.

PERSONAL COUNSELING SERVICES

The Center for Counseling, Health and Wellness provides short-term individual, couples and group counseling to enhance students' personal development. The staff consists of psychologists, mental health counselors and advanced graduate students with backgrounds in psychology and counseling. The staff are available to assist students develop a clear sense of identity, establish autonomy, discover strengths and potential, and become more insightful and self-directed. Counseling services assists students resolve a variety of problems such as stress, poor self-esteem, anxiety, depression, relationship difficulties, coping with loss, dealing with problem behaviors, resolving personal crises and dealing with one's own or others' substance abuse or dependency. The Center offers workshops and group

counseling to address a number of student related issues and a listing of these workshops and groups is available at the beginning of each semester. Although appointments for individual counseling are strongly encouraged, counselors are available on a walk-in or emergency basis during office hours for individuals whose concerns require immediate attention. If the Center cannot offer the services a student needs, or if long-term care is required, the student will be referred to the appropriate community services.

CONFIDENTIALITY

In accordance with Florida mental health law and ethical guidelines, information revealed in counseling, even the information that a student has made an appointment, is not disclosed to others unless the student provides written authorization for information to be released. Exceptions to confidentiality are when the student is in imminent danger to self or others; a child or elder adult is being subjected to abuse, neglect or exploitation; or when the disclosure is ordered by a court of law.

VICTIM ADVOCATE SERVICES

This service is available to assist all USFSP students who are victims of actual or threatened violence, including but not limited to physical assault, sexual battery (date, acquaintance, and stranger rape), attempted sexual battery, stalking, or sexual harassment. The victim advocate will provide information, support and guidance and referral to community-based victim assistance programs and medical, legal and social service assistance. The Victim Advocate can be reach at (727) 698-2079 24 hours on-call.

HEALTH EDUCATION

Health Education is a resource for the university community, including students, faculty, and staff members at USFSP by providing information and services on a wide variety of health and wellness topics. Health Education is dedicated to promoting holistic health and is grounded by ethical principles that include respect for autonomy, promotion of social justice, active promotion of good, and avoidance of harm. Health Education works to encourage responsible decision making and positive lifestyle choices.

SERVICES PROVIDED

Health Education:

- Acts as a resource and referral source – Health Education provides current and credible information on many health topics and can refer individuals to appropriate on and off campus resources.
- Conducts educational programs – Health Education can provide educational programs, presentations, and seminars on a wide variety of health topics. Programs can be tailored to meet the needs of the requestor. Requests can be at 873-4422.
- Coordinates health promotion activities – Health Education plans awareness events around many nationally recognized health campaigns that take place throughout the year.

Information is available on the following topics: *Alcohol, Tobacco, and Other Drugs, Nutrition, Physical Health and Wellness, Sexual Health, Sexual Violence, HIV/AIDS, Stress Management.*

PEERS – PROVIDING EDUCATION, EMPOWERMENT, RESOURCES, AND SUPPORT

PEERS are a group of student volunteer peer educators on campus. The purpose of PEERS is to encourage students to make responsible decisions and healthy lifestyle choices. PEERS provides leadership on healthy and safe decisions around alcohol, tobacco, and other drugs, sexual health, sexual violence, nutrition, and other college health topics. PEERS' peer educators share educational information, empower students, provide resources, and help plan health promotion activities on

campus. If you are interested in joining PEERS, contact the Center for Counseling, Health and Wellness at (727) 872-4422 for more information.

STUDENT HEALTH SERVICES

There is currently no student health care facility located at USF St. Petersburg. USF St. Petersburg has an agreement with Dr. Wong to see our students. Dr. Wong is located a few blocks from campus at 461 7th Avenue South, St. Petersburg, FL 33701. Dr. Wong's office accepts most major health insurance plans, including USF Student Health Insurance. For more information about Dr. Wong's services or to make an appointment, call (727) 823-1111.

USFSP students can receive medical services at the Student Health Service (SHS) on the Tampa campus by paying a \$75 student health fee each semester. The Student Health Service (SHS) is located east of the USF Tampa Bookstore and north of the Student Services Building. For more information about services call (813) 974-2331 or consult the SHS web site at www.shsweb.shs.usf.edu.

The Health Fee entitles student to:

- unlimited visits to the clinic
- access to SHS specialty clinics at a reduced cost (Gynecology, Dermatology)
- reduced costs for laboratory tests
- reduced costs for medications dispensed at the SHS
- antigen injections (If you require allergy shots, SHS can store and administer your injections.)

Health Education keeps a comprehensive referral list of places where students can be referred for medical care. For more information, call or come by the Center for Counseling, Health and Wellness.

USFSP does not provide ambulance services. In case of a medical emergency, call 911. If students require immediate medical attention, nearby facilities are St. Anthony's Hospital (825-1100) located at 1200 Seventh Avenue North and Bayfront Medical Center (823-1234) located at 701 Sixth Street South.

STUDENT HEALTH INSURANCE

Health insurance is available for all students. The Student Insurance Office (SIO) with the assistance of the Insurance Committee has contracted with a reliable insurance company to provide students with an affordable student health insurance plan tailored to the particular needs of college students for sickness and accidental injury. Health insurance can be purchased on an annual or semester basis. The SIO assists students in understanding the available health insurance plans and encourages all registered students who do not have health insurance to explore enrolling in student health insurance.

For additional information, contact the Center for Counseling, Health and Education on the St. Petersburg campus at (727)873-4422, or the Student Insurance Office on the Tampa campus at (813)974-5407. You can also visit the web site at <http://www.studentinsurance.com>. Please note the State University System of Florida requires that all international students have medical insurance in order to register for classes at USF.

FINANCIAL AID, SCHOLARSHIPS & VETERANS SERVICES

Office of Financial Aid & Veterans Services

Bayboro Hall 105

(727) 873-4128

www.stpt.usf.edu/finaid

email:finaid@stpt.usf.edu

FINANCIAL AID

The Financial Aid Office at USF St. Petersburg provides information and application materials associated with grants, scholarships, loans and federal work study. Students who are enrolled in a degree-granting program of study may be eligible for federal, state and institutional (USF) funds. Detailed information about federal student aid programs may be found on the U.S. Department of Education website at <http://studentaid.ed.gov/PORTALSWebApp/students/english/index.jsp>. Additionally, financial aid programs and their requirements are available on our webpage under “Types of Financial Aid”, then “Programs at a Glance”. **The Free Application for Federal Student Aid (FAFSA) is the only application needed for a student to receive federal financial assistance at the University of South Florida St. Petersburg (www.fafsa.ed.gov).** Students may apply any time after January 1st, however the Priority Deadline for institutional grants is March 1st. *Remember: EVERYONE is eligible for SOME TYPE of Federal Aid.*

Financial Aid programs fall into four broad categories:

- **Scholarships**
- **Grants**
- **Low-interest federal Stafford loans**
- **Federal student employment.**

Eligibility for **most** financial aid programs requires that a student:

1. be a U.S. citizen or an eligible non-citizen;
2. be accepted for enrollment in a degree program;
3. maintain satisfactory academic progress toward a degree (http://usfweb2.usf.edu/finaid/NonYear/satisfactory_progress.htm);
4. be registered with Selective Service if required to do so;
5. establish financial need through the Free Application for Federal Student Aid Form;
6. not be in default on a loan or owe a repayment on a previous financial aid award at USF or at any institution.

The majority of financial aid programs administered by the Office of Financial Aid require that you demonstrate “financial need” in order to qualify. Financial need is the difference between the estimated cost of attendance (student budget) and the amount you and your family are expected to contribute toward these costs. USF uses a federally mandated need analysis formula to determine your family’s ability to contribute. This formula considers many factors including: family size, number of family members in college and age of parents (dependent students), as well as income and assets in order to assess a family’s financial strength. See our “Programs at a Glance” for a listing of programs available at the University of South Florida St. Petersburg: http://usfweb2.usf.edu/finaid/at_a_glance.htm

FINANCIAL PLANNING (BUDGETING) RESOURCES

- In-School Budget Calculator: http://usfweb2.usf.edu/finaid/Comparison_Calculator.htm
- Out-of-School Budget Calculator: <http://www.finaid.org/calculators/>

SCHOLARSHIPS

Scholarships come from a variety of sources: USF St. Petersburg Financial Aid, Admissions, Colleges, and Outside Organizations, as well as the State of Florida.

- USF St. Petersburg Financial Aid Scholarships.
 The **Priority Processing Deadline** to apply for USF St. Petersburg Financial Aid scholarships is typically in **March**. **Please check with the Financial Aid Office for the specific date.** Generally, there are some scholarship funds remaining from the previous distribution and they are available at a later time. If you miss the application deadline, inquire about later deadlines and remaining funds. The Office of Financial Aid coordinates the campus scholarship program:
<http://www.stpt.usf.edu/finaid/documents/brochure.pdf>

- Departmental Scholarships
 Departmental scholarships are awarded by various academic departments on campus. Contact the department where you are interested in majoring. They can advise you of their application and awarding timeline. For a partial listing of departmental scholarships, visit their websites:
 - College of Education: <http://www.stpt.usf.edu/coe/students.htm>
 - College of Business:
http://www.stpt.usf.edu/cob/scholarships/cob_scholarships.htm
 - College of Arts & Sciences:
<https://web1.cas.usf.edu/gus/scholarship/>

- State of Florida Scholarships (requires a separate application)
https://www.floridastudentfinancialaid.org/SSFAD/ua/SAWSTUA_uaform.asp

- Outside Organization Scholarships
 USF St. Petersburg students may apply for many USF scholarships other than those listed in the USF St. Petersburg Financial Aid scholarship brochure. Be sure to ask for a list of those scholarships when you pick up your USF St. Petersburg campus scholarship booklet in the Financial Aid Office. The Office receives scholarship information from various companies and organizations. Stop by and check out the scholarship bulletin

board from time to time. Free Scholarship searches, such as Fast Web, are available on our website under “Other Scholarships”.

Academic requirements vary from scholarship to scholarship. Go to the Financial Aid Office and ask for a copy of the Scholarship Booklet for specific information or visit our website. Scholarship recipients must notify Financial Aid about all drops and withdrawals from classes. Failure to report may mean a loss of eligibility for the following semester (if the scholarship is for two semesters). The Scholarship Committee reserves the right to consider the amount of other financial aid a student is receiving in determining eligibility for an award. In applying for and accepting a scholarship from USF, the scholarship applicant agrees that his/her grade point average and other pertinent information can be included in a report prepared for Financial Aid or in publicity regarding USF activities.

FEDERAL LOANS

Two types of federal loans are available to degree-seeking students: Federal Stafford Loans for Students, and Parent Loans for Students (PLUS-Parent Loan for Undergraduate Students).

1. Federal Subsidized and Unsubsidized Stafford Loans

- a. Subsidized – Need based loan where the government pays your interest while you are enrolled at least half-time (6 hours) in school.
- b. Unsubsidized – Non-need based loan where the interest accumulates while you are in school.

Additional Requirements for Federal Loans:

- **Entrance Interview** - If you are a first-time borrower of federal Stafford loans, you must complete an Entrance Interview available on your OASIS account under “My Requirements, Bookstore Authorizations and Deferrals”.
- **Stafford Lender Preference Form** - First-time borrowers must also complete a Stafford Lender Preference Form. This only needs to be completed once. We will assume that you wish to maintain the same lender chosen for all semesters at USF. This form is also available on your OASIS

account under “My Requirements, Bookstore Authorizations and Deferments.

- **Accept Loans** - Log onto your OASIS account. Follow the “My Awards and Loan Information” link, then “Accept my Awards”. If you want loans, you will need to accept the desired loans for each semester offered.
- **Promissory Note** – Most of our preferred lenders have a Master Promissory Note (E-MPN) on the Internet. This online form only needs to be completed once while at USF. You will need your Federal PIN number in order to complete the E-MPN online. This is the same federal PIN number the student used to complete the FAFSA online. The E-MPN’s are available on our website: www.stpt.usf.edu. Click on the Financial Aid link at the bottom of the page, then click on “Types of Financial Aid”. Finally click on “Loans”. There is a Master Promissory Note link in the middle of the Loans page.

2. Federal PLUS Loans

The PLUS loan can help parents of dependent undergraduate students pay education expenses. Parents can borrow up to the difference between the school’s estimated cost of attendance, and other aid or resources expected to be received. Our PLUS process and information is available on our website: <http://usfweb2.usf.edu/finaid/loans/plus.htm>

FEDERAL WORK-STUDY

College work-study is a federal need-based program where job opportunities are available to provide students with work experience. Positions widely vary across campus. Verify eligibility with the Office of Financial Aid, and seek vacant positions on campus with the Career Counseling Office.

VETERANS SERVICES

Veterans Benefits are available for eligible persons. Contact the Department of Veterans Affairs at 1-888-442-4551 or www.gibill.va.gov regarding eligibility requirements. Eligible VA students can meet with the one of our Veterans Services staff, including VA work-study students and a part-time staff member. Veterans Services share space with the Office of Financial Aid in Bayboro Hall 105 and

provide a point of contact for VA students attending USF St. Petersburg. They work closely with Veterans Services and the Office of the Registrar at USF Tampa in processing VA paperwork for students. Programs include Veterans Work-Study, Fee Deferments and Advance Payment. Visit our website for more information: <http://usfweb2.usf.edu/vetserve/>

SHORT-TERM TUITION LOAN FOR NON-FINANCIAL AID STUDENTS

A short-term tuition loan is available each semester to those **not** receiving financial aid. The Financial Aid Office coordinates the loan program on this campus. Applications are available about a week before classes begin and the deadline is on the Friday at the end of the first week of classes (Drop/Add week). The loan requires a cosigner who is gainfully employed and cannot be a spouse, student or retiree. The cosigner must be a Florida resident at least 18 years old. The applicant must be admitted to a degree program and be enrolled for at least 6 credit hours as an undergraduate or 5 credit hours as a graduate student. The applicant also must be in good academic standing and have at least a 2.0 GPA (undergraduate level) or 3.0 GPA (graduate level). The amount that can be borrowed on this loan is equal to the amount of tuition up to a maximum of \$800 and can be used for tuition purposes only.

LINKS OF INTEREST FOR STUDENTS:

<http://www.stpt.usf.edu/finaid>

Our main USF St. Petersburg Financial Aid Webpage. Be sure to click on the “Expand All” tab at the top left side of the page. Here you will find links to:

- **Programs-At-A-Glance** - A comprehensive listing of the financial aid programs available at USF and the criteria to receive them.
- **Financial Aid Process** – whether you are a new freshman, continuing student, or incoming transfer student, here’s where you can see the process to receive aid.

- **Bookstore Authorization** – USF offers a textbook program where you can use your incoming financial aid to pay for your books. If you are eligible for a BAPP, the Office of Financial Aid will send you an e-mail notice approximately four weeks prior to the beginning of the term notifying you of your eligibility.
- **Florida Bright Futures** – state webpage for student access into all of the State of Florida programs.
- **Florida Pre-Paid Tuition plan** – state webpage for information on Florida Pre-Paid College and Florida College Investment Plans.
- **Loans** – Federal Stafford Loan 4-step process and lender information, as well as information on how a dependent student’s parents can help with the PLUS (Parent Loan for Undergraduate Students).
- **Student Employment** – Have you considered Federal Work Study? Work on campus with a flexible schedule around your class schedule, and get paid! Ask our office about eligibility, and visit the USF St. Petersburg job database **Recruit-A-Bull**:
<http://www.stpt.usf.edu/career/recruitbull.htm>.
- **Scholarships** – Find out about the 2008-2009 Scholarship opportunities, including automatically awarded scholarships through the Office of Undergraduate Admissions, the USF St. Petersburg Privately Funded Application, Departmental Scholarships offered through our Colleges of Arts & Sciences, Business and Education, and an outside database of over 200 scholarships!

<http://www.finaid.org> and **<http://www.studentaid.ed.gov>**

FinAid and the U.S. Department of Education Federal Student Aid sites contain a collection of helpful information and ideas for obtaining student financial aid provided in plain language.

<http://www.finaid.org/calculators/>

Financial Aid Calculators to aid in planning for college, budgeting and saving.

<http://www.nasfaa.org/SubHomes/DoItAffordIt/glossary.asp>

Glossary of Financial Aid terms.

<http://www.stpt.usf.edu/finaid>

Information for Military Veterans or their Dependents, as well as for our ROTC program.

FAFSA Frenzy - Let us help you (and your parents if you are a dependent student) apply for your Financial Aid for the 2008-2009 Academic year. We hold **FAFSA Frenzy** events throughout February to provide hands-on assistance in completing the Free Application for Federal Student Aid (FAFSA) early for next year. Remember that **March 1st** is the priority application processing date to be eligible for the most financial aid available including federal, state, and USF grants. Visit our webpage for details.

Hours of Operation:

Monday - Thursday 8:00 a.m. - 6:00 p.m.

Friday 8:00 a.m. - 5:00 p.m.

FITNESS CENTER

Campus Activities Center

(727) 873-4589

www.stpt.usf.edu/studentlife

MISSION

The mission of the Fitness Center is to enhance the educational experience by promoting the pursuit of high quality physical, social and personal well being through comprehensive fitness and wellness programs. These programs are designed to meet the diverse needs of the community of the University of South Florida St. Petersburg; bringing an awareness of realistic self-appraisal and expectations.

In fulfilling its mission, the Fitness Center offers programs that focus on the many aspects of wellness and fitness including: exercise, nutrition, stress reduction, relaxation, the prevention of illness and injury, the development of cardiovascular conditioning, strength, endurance, and flexibility.

The concept of a healthy body and a healthy mind is emphasized in a non-competitive environment that promotes social interaction, self-esteem, and human development. This commitment promotes the styles of living that encourage health and wellness and enhances the quality of life.

SERVICES

This exercise facility has various Nautilus “Nitro” Plus machines, elliptical machines, treadmills, bikes, and dumbbell weights. Services offered include fitness assessments, aerobics, and other fitness classes.

FIT4LIFE Program

These are non-credit courses offered in a variety of areas including dance, fitness, health and wellness, cardio kickboxing, martial arts, step aerobics, etc. The program is designed to offer the campus community an opportunity for courses that develop special interests and expand experience. Brochures detailing the current non-credit offerings are available at the start of each semester and may be obtained from a variety of locations on campus.

POLICIES

- The USFSP Fitness Center is available to all members of the USFSP student community with a valid USFSP student ID. Faculty, staff, and eligible affiliates may purchase a membership.
- All members must be at least 16 years of age.
- Before using the facility, potential members should have a complete physical examination, particularly those over 35 years of age or with a family history of heart disease.
- To accommodate all patrons, time on the cardiovascular equipment is limited to 30 minutes when others are waiting.
- All patrons must bring a towel to wipe the upholstery of each machine after use.
- Proper athletic shoes and attire are also required. No sandals permitted.
- Lockers and shower facilities are available and locker keys may be checked out at the Fitness Center desk with a student ID or Campus Recreation Pass.

Hours of Operation:

Monday – Thursday 7:00 a.m. – 10:00 p.m.

Friday 7:00 a.m. – 6:00 p.m.

Saturday 9:00 a.m. – 5:00 p.m.

Sunday 1:00 p.m. – 5:00 p.m.

(Holiday and semester break hours vary.)

FRESHMAN CONVOCATION

<http://www.stpt.usf.edu/orientation/Convocation.htm>

(727) 873-4754

Freshman Convocation is a formal academic welcome to the university for new first time in college students and their families. It is held the weekend before classes begin fall semester. All new first time in college students and their families are invited.

Formal invitations are mailed in early August to students and family members. You will be asked to RSVP for this event.

IDENTIFICATION CARD

Each student is issued a photo identification card during the New Student Orientation Program. There is a \$15 fee for replacement I.D. cards. Persons requesting a replacement I.D. must visit the I.D. center located on the 2nd Floor of the library (POY 221). Please provide both legal identification, such as a driver's license, and proof of course fee payment. You should retain your I.D. throughout your academic career at USF.

Your student I.D. is required:

- 1) to borrow materials from library facilities on all USF campuses
- 2) to purchase tickets at the Campus Activities Center
- 3) to check out recreation and sailing equipment from the Waterfront Office

- 4) to use the Computer Center lab
- 5) to receive discounts at various local businesses

MAIL ROOM

Plant Operations and Receiving 106

830 1st Street South

(727) 873-4145

The staff can weigh mail for First Class, Priority Rate, Media Rate, Certified with Return Receipt and Express Mail and advise you of the cost to send it. Stamped mail can be dropped off to go out U. S. Mail. Please phone ahead to make sure someone is there. **Packages over one pound must be taken to the U.S. Post Office. Stamps can be purchased at the Open Air Post Office located at 4th Street and 1st Ave N.**

Students are not to have

personal mail and packages sent to the University unless you are living in the Resident Housing on campus. For those students that are living on campus in Phase One of the Resident Housing please use the following address:

Student Name

500 2nd Street South -Box # XXX

St. Petersburg, FL 33701

Our courier delivers campus mail to Tampa campus on Monday, Wednesday, and Friday. To use this courier service, drop your *unstamped* campus mail, properly addressed, in the Office of Admissions and Registration (Bayboro Hall 102), Chancellor's Office (Bayboro Hall 208), Human Resources (BAY 206), Library (front desk), Marine Science (119), or the Campus Activities Center before 8:05 a.m., or the USF Mail Room (POR 106) by 8:45 a.m. on Monday, Wednesday, or Friday. This will ensure delivery to the Tampa Campus that day. Otherwise, it will be delivered on the next scheduled delivery day. The mail going to other campuses is sent to Tampa Campus and the redirected to the appropriate campuses.

Hours of Operation:

Monday – Friday

7:00am – 12:00pm & 1:00pm – 4:00pm

MULTICULTURAL AFFAIRS

Campus Activities Center 130

(727) 873-4845

Office Hours

Monday-Thursday 9 a.m. - 6 p.m.

Friday 9 a.m. - 6 p.m.

The Office of Multicultural Affairs (OMCA) plans and implements educational, cultural, social and recreational programs and presentations on diversity to facilitate cross-cultural dialogue for the entire campus and community. Multicultural Affairs provides faculty, staff and students with opportunities to increase their sensitivity to multicultural issues and foster an inclusive campus climate.

Programming organized by this office includes:

Welcome Week-Multicultural Affairs Showcase and Mixer

Multicultural Feast

Hispanic Heritage Month Activities

Martin Luther King, Jr. Parade and Lecture Series

Black History Month Activities

Women's History Month Activities

Holocaust Remembrance

Diversity Week

Multicultural Talent Show

The OMCA supervises the I. M. A. N. I. (Innovate, Multicultural, Activities and New Initiatives) Council. This group of selected students participates in initiating and implementing multicultural programs and activities. The programs strive to encourage and celebrate community togetherness through mentoring, leadership, community service and multicultural programming.

The OMCA also oversees the ALANA (African, Latino, Asian, and Native American) Mentor Program. The ALANA Mentor Program (AMP) groups transfer and first year ALANA students with upper-class student mentors and a faculty advisor based on common interest. Mentors and advisors assist students with acclimating to campus life at USF St. Petersburg. The ALANA mentors/advisors play an integral role in working with students for the first year of their college experience at USFSP. Students gain an understanding and appreciation of campus culture, are introduced to co-curricular activities and receive assistance achieving academic and personal growth.

The OMCA encourages students to get involved and start clubs and organizations for underrepresented populations on campus.

NELSON POYNTER MEMORIAL LIBRARY

(727) 873-4123

<http://www.nelson.usf.edu>

LIS 2005—Library and Internet Research Skills

A 3 credit class featuring hands-on activities to help you develop and refine your research skills. This course has been approved for the new General Education credits.

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| <p>ELECTRONIC RESOURCES:</p> <p>The USF Libraries electronic library at http://www.lib.usf.edu provides access to a wide variety of electronic resources including full-text books, journals, and newspaper articles.</p> | <p>USING LIBRARY MATERIALS:</p> <p>A USF ID, valid for the current semester, must be presented in order to check out materials. Return materials to the circulation desk or to the outside book drop near the library entrance. Books, but not media, checked out at other USF campus libraries may be returned or renewed here also.</p> | <p>INDIVIDUAL RESEARCH ASSISTANCE:</p> <p>Students may request individual one-on-one research assistance for help in their database and other information resources searching techniques. Contact a librarian at 873-4124 for more information.</p> |
| <p>REMOTE ACCESS:</p> <p>All electronic resources are accessible from off-campus using your Blackboard account. See http://www.lib.usf.edu/public/index.cfm?Pg=ConnectRemotely for more information.</p> | <p>LOAN PERIODS:</p> <p>All books with date due slips (except reserve material) circulate for at least three weeks. Media items circulate for one week. FINES: Fines accumulate at 25 cents per day per book. Overdue reserve materials are fined at 25 cents per day or 25 cents per hour, including weekends and holidays.</p> | <p>MEDIA CENTER:</p> <p>The library media center provides listening and viewing facilities for records, tapes, DVDs, filmstrips, slides, and videotapes. <i>If you don't see what you need, please ask for help.</i></p> |

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| <p>INFORMATION COMMONS:</p> <p>The Poynter Library provides computers with Internet access, Microsoft Office, and SPSS as well as several laptops that may be checked out with a valid student ID and a driver's license.</p> | <p>INTERLIBRARY LOAN:</p> <p>Any current USF student may request books or articles from libraries in Florida or the U.S. by accessing "Illiad," the online interlibrary loan system. Talk to a reference librarian if you would like additional information on this service.</p> | <p>PRINTING AND COPYING:</p> <p>Coin-operated printers and copiers (color or black-and-white) are available for use.</p> |
| <p>WIRELESS ACCESS:</p> <p>Available in most areas of the library. For information on how to register for the wireless system, please see http://www.nelson.usf.edu/systems/wireless.html</p> | <p>RECREATIONAL MATERIALS:</p> <p>This collection of current books, graphic novels, and many popular magazines is located on the first floor. DVDs, videos, and CDs are also available for checkout.</p> | <p>LIBRARY HOURS:</p> <p>...are subject to change. Please see http://www.nelson.usf.edu/information/hours.html for current information.</p> |

OASIS REGISTRATION TUTORIAL

Admissions & Records Office

BAY 102

(727) 873-4142

OASIS (Online Access Student Information System)

- Accessible at http://web.stpt.usf.edu/sp_oasis/index.htm
- Consists of six categories: Secure Login, Announcements, Dates to Remember, FAQs, Quicklinks, and Help and Questions.

Secure Login

- Student requested to provide User ID (USF-ID or SSN) and PIN
- PIN for first time users is date of birth in MM/DD/YY order, e.g. August 1, 1984 would be entered as 080184. PIN will expire after initial usage; student required to provide new six digit PIN.
- **Forgot PIN?**
If PIN is forgotten student should provide User ID and then click on “Forgot PIN” button. Student created security question will be called up. When this is answered correctly the PIN will automatically reset and request student to enter new six-digit PIN.

OASIS Login Main Menu - Personal Information and Student and Financial Aid

●-Personal Information

– Change PIN, Change Security Question, Update Privacy, View/Update Addresses and Phones, View/Update E-mail Addresses, View/Update Emergency Contacts, Name Change Information, Social Security Number Change Information

●-Student and Financial Aid

- Admissions - Apply for admission, view the status of your admission application and **pay your admission deposit** (for first time in college students only)

- Registration - Check your registration status, class schedule and add or drop classes

- Registration Instructions
- · Select Registration Menu.
- · Select Registration/Add/Drop Classes.
- · Select the Term for which you are registering from the pull-down menu and click Submit Term.
- · To ADD a course enter the five-digit course reference number (CRN)* in the Add Class portion of the page and click Submit Changes.
- · To DROP a course click on the Action pull-down menu next to the CRN, select Drop, and then click Submit Changes.
- ·Click Exit when finished and close your browser.
- *CRN is a five-digit course identifier whose first number corresponds with the semester in which the course is being offered
- 1 or 2=Spring, 5 or 6=Summer, 8 or 9=Fall
- CRNs can be found on the Class Schedule Search

- Student Records – View your holds, grades and transcripts

- Final grades can be viewed by selecting the Student Records option of the Student and Financial Aid menu... Grade mailers are no longer sent to students.
- Mid-term grades are also posted here. USF provides freshmen with mid-term grades in order to inform them of their academic progress.
- Official transcripts can be ordered electronically
- Unofficial transcripts can be downloaded and printed out through FACTS.org. Student should provide their OASIS UID # and PIN when requested on the FACTS.org site

- Advising – View SASS and CAPP Tracking Audits

- Financial Aid - Apply for financial aid, review the status of your financial aid, and check the status of document requirements, bookstore purchase authorizations and deferments. Accept awards and review loans.

- Tuition, Fees & Payment - Pay by bank card, view charges and payments to student account, **subscribe to eDeposit** and view tax information (1098T). Please **DO NOT PAY ADMISSIONS DEPOSIT** in this area.

- Student Organizations - Join or cancel your membership in a Student Organization. Presidents can update organization information.
- Use Parking Services (Tampa Campus) - Buy a permit, pay tickets, or appeal a ticket through your account with Parking and Transportation Services for Tampa.
- Reserve Textbooks at start of each semester – TextBook Reservations through USF Bookstore for Tampa, Health Science Center, and St. Petersburg Campuses ONLY is closed at the end of each term and reopens after registration for the new term begins.

Exiting

- Student should click on the “EXIT” link on top right corner of the OASIS page. A confirmation message will appear as well as a reminder to close the browser for additional security.

Announcements

- Notices of general administrative changes

Dates to Remember

- Highlights important dates during the term

FAQs – Frequently Asked Questions

- Repository of answers to questions that students typically ask

Quicklinks

- Collection of useful links/resources for students

Help and Questions

- How to get help regarding the OASIS page, registration, PIN, email, etc.

PARKING SERVICES

BAYBORO HALL

(727) 873-4480

http://www.stpete.usf.edu/parking_services/index.htm

Parking regulations require that all students, staff, faculty, affiliates and vendor personnel **display a valid USF parking permit on their vehicles at all times when parked on the campus.** Failure to adhere to these regulations will result in the issuance of citations for violations; for example: No current permit or decal \$30, Improper display \$15, Parking out of assigned area \$30 (e.g. visitor's spaces), (To ensure your compliance with the policy, please see our parking rules and regulations).

PERMITS

Repositionable permits must be displayed on the glass, inside the vehicle, on the lower left driver's side of the windshield, with the permit **clearly visible** from the exterior of the vehicle.

If you have visitors, daily Hangtag Permits must be purchased and displayed hanging from the vehicle's rearview mirror with the logo side facing out. Hangtags must be **clearly visible** from the exterior of the vehicle. If you have a heavily tinted windshield, or have difficulty hanging your tag from the rearview mirror, contact Parking Services at (727-873-4480) for possible options.

Disabled drivers may park in any disabled space on campus with an appropriate state disabled placard or license plate and a **VALID USF PERMIT**. Both the disabled placard or license plate and USF permit must be visibly displayed. Failure to get this permit could result in a \$30 citation for "No Current Permit or Decal."

It is your responsibility to know the expiration date of your permit. Permits are not negotiable and you may lose parking privileges if found with a parking permit not purchased by you. *You are* responsible for the proper use of your permit and you are liable for any abuse or misuse of your permit.

MOTORIST ASSISTANCE PROGRAM

Need a jump? Keys locked in your car? Need an escort?

HOURS: 24 hours a day, 7 days a week

TELEPHONE: Safe Team (727) 873- 4723

or University Police Services (727) 873-4140

Parking Services

Hours of Operation:

Monday, Thursday and Friday 8:00 a.m. - 5:00 p.m.

Tuesday and Wednesday 9:00 a.m. - 6:00 p.m.

DEPARTMENT OF RESIDENTIAL LIFE AND HOUSING

Residence Hall One

727-873-5101

<http://www.stpt.usf.edu/housing/>

usfspousing@gmail.com

Residents living on campus at the University of South Florida at St. Petersburg have joined a unique community. Living on-campus contributes to the academic learning and success, provides endless opportunities for involvement, creates life-long friendships, and offers conveniences!

As part of this community, residents will have the responsibility for developing and living by community standards and expectations. The experiences a resident encounters living on campus will help him or her develop skills needed to succeed in other organizations, neighborhoods, and communities throughout his or her life.

Departmental Mission

The Department of Residential Life and Housing strives to create a seamless environment of living and learning for students in the residential community. This is achieved by offering innovative programs, quality services in a safe living environment, and through opportunities for leadership development, civic responsibility and citizenship, personal development, self-exploration, and student involvement. University Housing staff will assist in building a life-long connection between the student and the University.

Commitment to Community & Honor

We operate on a "community model". This means that residents play a vital role in creating an environment that will help him or her grow academically, socially, and interpersonally. This guidebook is provided to help residents become familiar with many aspects and services of the residential community.

As an ethical community, the University of South Florida St. Petersburg is dedicated to the ideals of excellence in scholarship, academic learning and student development. By joining this community, each member is expected to accept and live by these commitments.

- I resolve to maintain in pursuit of scholarship, academic learning and student development.
- I resolve to respect the dignity and intrinsic value of all persons.
- I resolve to contribute to the progress and greater good of the community.
- I resolve to strive for excellence and discovery for myself, others, and the University.

Residents of University Housing are invited to join a Community of Practice to honor USFSP. To accept this invitation, simply practice these principles in relationships:

- There is no greater power than a community discovering what it cares about.
- People act responsibly only when they care.
- We are all in this together; nothing living lives alone.
- To create health, create more connections.
- People support what they create.
- Keep expanding the circle of inclusion.
- Expect leadership to emerge from everywhere and everyone.
- Learning must be the primary value.
- Ask what is possible, not what is wrong.
- Avoid denial and blame.
- Remember why we do our work.

Adapted from Margaret J. Wheatley, "Leadership for an Uncertain Time," 11/10/2009, Campus Activities Center. www.stpete.usf.edu/bishopcenter (Complete video of Wheatley address on Web site)

Residential Life and Housing Staff

RESIDENT ASSISTANTS:

A Resident Assistant (RA) is specifically selected and trained to work with students living in the residence hall. Their main focus is to establish a residential community. The RA is here to help residents with the transition and on-going challenges students face when attending college. The RA can assist with maintenance problems, roommate conflicts and other issues that may arise. An RA is a great resource person who can help answer questions about the University and surrounding community. Throughout the course of the year, the RA will plan various programs and activities with and for the residents. An RA is on duty during evening and weekend hours when the Area office/ Mailroom is closed.

STUDENT ASSISTANTS:

Student Assistants (SA) are student employees who staff the Front Desk during and outside of business hours. The SA can assist with providing general information, contacting a Resident Assistant, or assisting residents with submitting work orders for maintenance and custodial issues.

OPERATIONS & MAINTENANCE OF FACILITIES STAFF:

Operations & Maintenance of Facilities staff (OMF) provides maintenance and custodial services for University Housing. Work Order requests are available and submitted at the Front Desk. For immediate emergencies after hours, contact the RA on-duty.

OFFICE ASSISTANT:

The Office Assistant is responsible for assisting with the business services functions of the University Housing department. This position offers support in the Area Office and works with the Office Manager to ensure the smooth transition of Occupancy Management and the fiscal and personnel aspects of the University Housing department and the units within Student Services.

OFFICE MANAGER:

The Office Manager is responsible for operational aspects of the University Housing department. The Office Manager supervises the support staff in the Area Office which is also referred to as the Mailroom. This position oversees housing assignments prior to the start of the semester from the processing of the contracts to the processing of payments. The Office Manager also assists the Director of Student Services with the overall administration of the residence hall.

ASSISTANT DIRECTOR OF RESIDENTIAL LIFE & HOUSING:

The Assistant Director is responsible for overseeing the daily operation of the residence hall. This includes coordinating student programs and supervising the student staff. Additionally, the Assistant Director oversees the student disciplinary process within University Housing, advises the Resident Housing Association (RHA), provides oversight for student and professional staff selection and training, and participates in university-wide committees.

DIRECTOR OF STUDENT SERVICES:

The Director of Student Services oversees the functions of the professional staff in the Department of Residential Life & Housing. In addition, the Director of Student Services is responsible for the overall administration of Student Advocacy, Food Services, Student Rights and Responsibilities, and University Housing conference services at USFSP.

Front Desk

The Front Desk is staffed by our Student Assistants and Resident Assistants (paraprofessional personnel) nearly 24 hours a day or when the Area Office is not staffed. This desk is staffed by the students through the academic year seven days a week (hours vary during breaks and at various other times throughout the year). The staff can assist with work order requests, guest check-in, and other campus resource needs. The Front Desk hours are subject to change during holidays, breaks, and the summer session.

Area Office/Mailroom

The office is located in room 116. Hours of operation for the office vary throughout the academic year. At the beginning of each semester (the first three weeks) the office is open from 9am to 5pm. After the first few weeks of the semester the office hours are changed to be open four hours a day to best fit the needs of the residents. The Area office hours may be limited during holidays, break and the summer session.

The office is also the location where you received ID Card Access for the Residence Hall. Additionally, the Area Office is also the RA Duty Office, the RA on Duty can be found there from 5pm to 8pm for any questions or concerns a resident may have. The mailroom is a limited service site.

See page – for University Housing services

SAFETY AND SECURITY

USF POLICE DEPARTMENT

EMERGENCY NUMBERS:

(727) 873-4140

University Blue Light

Emergency Phones-Pick up and press red button

Officers

University Police officers are state law enforcement officers here to serve the campus community as well as to protect it. All UP officers are certified by the state of Florida after completing the standards of training from the local Regional Police Training Academy.

Services

Services provided by the UP include car patrol, bike patrol, foot patrol, criminal investigation of all misdemeanors and felonies, traffic enforcement, accident investigation, special events management and crime prevention programs. UP has an excellent working relationship with all local law enforcement agencies. The Florida Department of Law Enforcement and other state and federal agencies are available to assist upon request. Communication and coordination with all area law enforcement agencies are maintained on a 24-hour basis via computer networks such as the Florida Crime Information Center and the National Crime Information Center, as well as with the Pinellas County Criminal Justice Information System.

To Report Criminal Acts or Emergencies on Campus

Any emergency situation involving a threat to life or property should be immediately reported to the University Police (UP). The caller should stay on the

line until the dispatcher terminates the call. *Do not hang up!* The dispatcher will summon police, fire or medical assistance. Follow-up counseling services or other trauma assistance will be arranged for the victim as needed.

Crime Prevention Responsibilities/Programs

All students, faculty and staff should be involved in campus crime prevention. Information on safety and security precautions is provided to students, faculty and staff members through seminars, bulletins, crime alert posters, brochures and University staff and student newspapers. In an ongoing effort to facilitate this process, university police officers provide crime prevention programs upon request on the following topics:

- Date/Acquaintance Rape Programs for Men and Women
- Personal Safety — Reducing your Risks
- Drinking and Driving — DUI Information
- Burglary and Theft Prevention
- Violence in the Workplace
- Operation I.D. — Engraving
- USF Police Department — Who We Are and What We Do
- Bike Engraving and Theft Prevention
- Cash Handling and Robbery Precautions

The USF Police Department handles all emergency, criminal and police service calls on campus. It comprises a uniform patrol division and crime prevention section that offers a wide range of services to the campus community. Special event security, crime prevention programs, literature on personal safety, physical security surveys and more are at your disposal.

All criminal activity, suspicious persons, personal injuries, vehicular accidents or public hazards should be reported to the university police immediately. We need your help to keep our campus safe and free from crime.

Police Escort Service

An Escort Service is provided by the UP. Take advantage of this free service if you become uncomfortable on campus.

Additionally, there are outside emergency phones on campus that are designated by blue lights. Press the red button for immediate police dialing. Indicate your location and state your problem... A USF police officer will respond.

For Recent Crime Statistics for the St. Petersburg Campus in accordance with the Clery Act please refer to www.stpt.usf.edu/police.

Security of Campus Facilities

USF is a public institution open to the public during the day and evening hours when classes are in session. During the times that the University is officially closed, the buildings are generally locked and only faculty, staff and students with proper identification are admitted. UP regularly patrol buildings and parking lots. **Individuals who interfere with the orderly functioning of University business may be directed to leave the campus grounds and are subject to arrest.**

The Physical Plant Division maintains University buildings and grounds with concern for the safety and security of all persons and property. Inspections are made regularly and repairs are made promptly to ensure that security measures are maintained. UP assists Physical Plant personnel by reporting potential safety and security hazards that include conducting campus lighting surveys and reporting outages. Students, faculty and staff also are encouraged to call Physical Plant to report any safety or security hazards.

Weapons

Florida State Statute 790.06 (12) forbids the carrying of firearms on a university campus. Firearms are not allowed in USF facilities, except when carried by law enforcement officers.

OPEN 24 HOURS A DAY,

SEVEN DAYS A WEEK

STUDENT DISABILITY SERVICES

Terrace 200

(727) 873-4837; 873-4990

Florida Relay System Dial 711

mcdowell@stpt.usf.edu

USF St. Petersburg provides students with disabilities academic support and reasonable accommodations as defined by the Americans with Disabilities Act. To receive services, the student is responsible for identifying himself as a person having a disability, registering with the Student Disability Services office, and submitting documentation supporting the existence and the impact of the disability.

Accommodations may include:

- Use of a notetaker.
- Extended time on tests in a private location.
- Sign language interpreter.
- Use of a tape recorder in class.
- Adaptive equipment.
- Scribes or readers for exams.
- Books on tape.

Qualified undergraduate students with disabilities may apply for the Theodore and Vivian Johnson Scholarship. Contact the SDS office for more information.

All information provided to this office is confidential and will not be shared with anyone else without the student's written permission.

Hours of Operation:

Monday-Thursday 8:00 a.m.-6:00 p.m.

Friday 8:00 a.m.-5:00p.m.

DEPARTMENT OF STUDENT LIFE & ENGAGEMENT

Campus Activities Center

(727) 873-4596

www.stpt.usf.edu/studentlife

The Office of Student Life at USF St. Petersburg offers an assortment of educational, recreational and cultural programs for the campus community. It coordinates the facilities, services and programs designed to meet the campus' out-of-classroom needs. The Office also services as the administrative liaison to student organizations. The Office consists of the Campus Activities Center, Campus Recreation, New Student Orientation, Multicultural Affairs, Student Activities, and the Waterfront.

ACTIVITY AND SERVICE (A & S) FEES

Your tuition & fees each semester include an Activities and Service (A & S) fee that goes to support the services described above. These include staffing and operational support for the Student Life Department, the Campus Activities Center, Student Government and USF St. Petersburg's student organizations. At any given time, approximately 40 students are employed through A & S fees to provide support services to these units.

LEADERSHIP DEVELOPMENT

A variety of leadership opportunities are available to students through involvement with student organizations and on campus employment. Formal leadership development programs are offered through the Lead Learn Live Scholarship program.

STUDENT ORGANIZATIONS

Student organizations of all types are present at USF St. Petersburg. New groups are added every semester based on student interest, so if you have an interest that is not represented chances are you can create a new organization to do so. For information about the student organizations listed below, or how to start a new student group, contact the Student Life Office at (727) 873-4596.

The following are examples of organizations recognized at USF St. Petersburg:

- Anthropology Club
- Arts Forum
- BBQ Club
- Campus Crusade for Christ (CCC)
- Campus Women's Collective (CWC)
- Criminology Student Association (CSA)
- Dodgeball Club
- Gay – Straight Alliance
- Harborside Activities Board
- InterVarsity Christian Fellowship
- Law Society
- Omicron Delta Kappa
- Psychological Science Club
- Student Business Organization (SBO)
- Student Education Association (SEA)
- Student Environmental Awareness Society
- Student Government

HARBORSIDE ACTIVITIES BOARD

Campus Activities Center 100

(727) 873-4599

The Harborside Activities Board is USF St. Petersburg's student programming board. Through this organization students are directly involved in planning and implementing educational, cultural and social co-curricular activities for campus. Harborside also supports student events through co-sponsorship with other student organizations. In addition to providing the campus with great activities, participation allows for personal growth and learning that cannot be found in the classroom. It also adds a dimension to the college experience that prepares individuals for future responsibilities and opportunities. All students enrolled at USF St. Petersburg are eligible for membership. Students can be a director of committees: Comedy, Music, Promotions, Special Events, and Film. Become involved! Contact Harborside by calling the Harborside office or emailing usfharborside@yahoo.com.

STUDENT GOVERNMENT

Campus Activities Center 138

(727) 873-4147

Student Government (SG) at USF St. Petersburg plays a very tangible and respected role in representing student interests and in coordinating the activities of the entire student body on the campus. In consultation with key Student Affairs and academic administrators, Student Government allocates, regulates and monitors the expenditure of your activities and service fee monies. In addition to the many student activities, organizations, special programs and celebrations, your A & S fees provide support services for Multicultural Resource Center.

The officers and members of Student Government at USF St. Petersburg monitor campus, University, state and national issues and developments that may have

implications for USF students. Student Government serves as liaison between students and USF faculty and administrators. It interacts on a continuing basis with student government officials and members on USF's campuses in Lakeland, Sarasota, and Tampa. If you would like to find out more about Student Government or explore opportunities for your involvement, stop by the SG office.

THE CROW'S NEST

Campus Activities Center 128A

(727) 873-4113

The student newspaper for USF St. Petersburg, The Crow's Nest, is a 5-column tabloid published weekly and online at www.thecrowsnest.com. The newspaper welcomes students interested in becoming involved with student publications, feel free to contact the Crow's Nest Office or the Director of Student Life.

HONORS AND AWARDS

Each fall and spring, awards are presented to students designated for the following honors:

- Outstanding Seniors for USF St. Petersburg
- Outstanding Graduate for USF St. Petersburg

Criteria for nomination for these honors and awards include graduation in the fall, spring or summer of the academic year in which the honors and awards are given, good academic standing and significant individual participation in campus organizations, university activities and/or community work. Nomination forms are mailed to eligible students each fall and spring, are distributed to appropriate campus personnel and also may be obtained on campus and online. Nomination forms and accompanying recommendations are submitted to the appropriate office by a given deadline each fall and spring. In addition to nominations by students, faculty and staff, student self-nominations are encouraged. A committee of faculty

and peers make the selections on these nominations. Recipients of these awards are recognized during the commencement ceremony each Fall and Spring. Check the bulletin boards and read the various campus publications each semester for announcements concerning honors and awards.

Additionally, USF St. Petersburg celebrates Honors Week each spring semester. A variety of activities take place during Honors Week include recognition of students who have been on the Chancellor's & Dean's lists. Student Life recognizes student leadership at an annual banquet and students who have been accepted in Who's Who Among Students In American Colleges and Universities are also recognized.

Honor Societies

For information about USF St. Petersburg's honor societies talk to your college department or check the bulletin boards and campus publications.

College of Arts & Sciences

Davis Hall (727) 873-4156

College of Business

Bayboro Station, 3rd Fl. (727) 873-4154

College of Education

Coquina Hall 201 (727) 873-4155

College of Marine Sciences

Knight Research Ctr. 3109 (727) 873-1634

VOLUNTEER SERVICE PROGRAM

Terrace 200

(727) 873-4990

mcdowell@stpt.usf.edu

The Volunteer Service Program coordinates volunteer projects and collaborates with the Center for Civic Engagement to promote service-learning programs. The office provides information and resources on community service opportunities with links to over 60 non-profit community agencies. Two volunteer fairs are held on campus annually with representatives from several community agencies.

Traditional projects organized by this office include:

- Beach cleanups
- Dinners at the Ronald McDonald House
- Special Olympics
- Clothing drives for migrant workers
- Holiday mail for the military
- Big Brother Big Sister mentoring
- Meals on Wheels delivery
- Festival of Reading

Volunteer projects are very flexible: a one-time activity, weekly commitments, individual or group involvement, or semester long class projects.

Hours of Operation:

Mon-Thurs. 8:00 a.m. – 6:00p.m.

Friday 8:00 a.m. – 5:00 p.m.

WATERFRONT

Coquina Hall 108

Phone (727) 873-4597

www.stpt.usf.edu/waterfront

The Waterfront reminds you of why you go to school in Florida. While you enjoy the natural beauty of the campus' waterfront, choose from a variety of recreational activities like sailing, swimming, kayaking, scuba diving, and camping. Check out the WaterLife program at The Waterfront website or simply stop by —Coquina 108—and talk to one of us. We'd be happy to tell you about this semester's activities!

Aquatic programs are built around our heated swimming pool. A variety of classes and workouts are offered each semester from SCUBA diving to water fitness workouts to our learn to swim programs. Or, simply enjoy some sun and leisure swimming. The pool is 100'x40' and almost always has lanes open for lap swimmers. You can even rent the pool for a party!

Watercraft programs feature lessons and recreational options aboard double and single kayaks, canoes, small sailboats, and keelboats of various sizes. Watercraft are usually available for check out 7 days a week. We offer off campus camping, kayaking, and canoeing adventure trips.

The Sailing Team is consistently ranked among the top collegiate sailing programs in the nation. The Sailing Team won a national championship during the 2008-2009 season. The Team is comprised of both varsity women athletes and coed club members. They practice 4 days per week and travel to regional and national competitions on most weekends.

Waterfront Hours (includes Office, Watercraft and Aquatics)

Sunday - Saturday 11:00 a.m. – 5:00 p.m. (EST)

(Daylight Savings Time hours 11:00 a.m. - 6:00 p.m.)

(Holiday and semester break hours vary.)



USFSP Lingo

Learn the terms commonly used by USF St. Petersburg students, staff, and faculty

A

Academic Computing – This office provides technical support for my USF (Blackboard), USF dial-up Internet Access, student e-mail accounts, and connecting from home to the USF Libraries. The office is located in the Bayboro Hall room 228. For more information call 727-873-4551 or visit their website.

ALAMEA – Africa, Latin American, Middle Eastern, and Asian Study courses which are required as a basis for all college majors.

A.L.A.N.A. Mentor Program – African, Latino, Asian, Native American -

The A.L.A.NA. Mentor Program (AMP) partners transfer and first year A.L.A.NA. students with an upperclass student and faculty member to assist them in acclimating to campus life at USF St. Petersburg. The A.L.A.NA. mentors play an integral role in working with students for the first year of their college experience at USFSP. Mentors will help students gain an understanding and appreciation of the campus culture, introduce them to co-curricular activities, and assist them with achieving academic and personal growth.

AP - Advanced Placement: this is a high school course taught with college level curriculum high school students take to earn college course credit. AP credits can then be transferred in and used toward their general requirements.

Appointment Time – This is the date and time that a student is able to register. New students will be given an appointment time by the Office of Orientation, and current students will be able to view their appointment time on OASIS and if one is not provided they need to call the Academic Advising at 727-873-4511 for their appointment time.

ASC – Academic Success Center is where students can go to get help with homework assignments, get free tutoring, free computer access, and free printing services (up to 10 pages). Located in Terrace 301. Call 727-873-4632 for an appointment.

Audit – Allowing a student to register for class without a grade or receiving credit for the class; Information can be found in the Registrar’s office. Submission of a ‘Request to Audit’ form must be turned in prior to published deadline to relevant term.

B

BA – Bachelor of Art Degree: awarded to liberal arts colleges after completion of all academic requirements specified by that institution. This is usually awarded to humanities, social science, or natural science majors.

BAY – Bayboro Hall

Bayboro Station – College of Business

Blackboard – (MyUSF): Academic website to connect with professors and peers. Grade and messages posted here. Not all instructors use blackboard but most will notify if they do. Students can access the college of a specific major, USF web mail, Oasis, view a syllabus and receive course messages and attachments for a specific course, access the USF Library, USF organization in which they belong to, get current news and weather updates. Through organizations on Blackboard students can receive career opportunities, scholarship info, important deadline information and much more!

Bookstore – Located in the Parking Structure and run by Barnes and Nobles, it is the largest provider of USF merchandise and also where most of the students purchase text books. They carry all of the required texts and will compete and match prices if found cheaper elsewhere.

BS – Bachelor of Science Degree: the same as a BA but usually awarded to business, engineering, nursing, or other technically oriented majors.

C

CAC – Campus Activities Center

CAS – College of Arts and Sciences

Cashier’s Office – This office is where any USF payments and fees are processed. This is located in Bayboro Hall 132. For more information, call 727-873-4107. The University accepts Cash, Check, Visa and MasterCard. Payments can also be made online through OASIS with a credit card.

CLAST – College Level Academic Skills Test: required by a Florida state Statue to test communication and computation skills. All four portions of the test must be passed in order to receive an A.A. degree or be eligible for the state university system upper division status.

CLEP - College Level Examination Program: acceptable scores may award college credit to allow students to test out of a particular college course.

COB – College of Business

COE – College of Education

COQ – Coquina Hall

COT – Center for Ocean Technology

Credit – referring to credit hours; a way to measure the amount of class time, tuition charged, and credits earned for a particular course.

CRI – Children’s Research Institute

Cross Enrollment – Partial enrollment in another institution while also enrolled at USF with a minimum of 6 credit hours and classified as an undergraduate student.

Crows Nest – USFSP Student Newspaper. Located in CAC 128A. Call 727-873-4113 for more information.

CUP – Central Utility Plant

D

DAV – Lowell E. Davis Memorial Hall

Drop/Add – referring to Drop/Add week; first five days of classes when students are able to switch classes. Non-attendance on the first class of the semester will result in an automatic drop and the tuition fess will be removed from the student’s OASIS account. It a student drops a class it will not appear on any permanent records.

E

e-Deposit – The option of electronic deposit of our net financial air and students funds to our personal bank account to avoid sending checks through the mail. You can sign up for e-Deposit through OASIS under the link for “Tuition, Fees, &Payment.”

Exit requirements – these are required courses that must be taken by students of all schools and majors before a degree is presented. They usually consist of 6 hours of Major Works and Issues courses and 3 hours of a critical Thinking course. They can be found in the course catalog.

F

FACTS – Florida Academic Counseling & Tracking for Students; an online resource used for obtaining academic records such as transcripts and SASS (see SASS) reports.

The report produced by this system displays student’s academic records including USF and transfer courses. A link to access your SASS report can be found on OASIS.

FAFSA- Free Application for Federal Student Aid: The first action to take when a student applies for financial aid at most institutions. FAFSA asks confidential information about each student’s economic income and expenses to evaluate how much a student is expected to supply towards to his/her own college education. This is form is to be sent to the U.S. Department of Education to be processed. You can fill out and submit your application online.

FCT – Florida Center for Teachers

Fitness Center – Recreation Center; is available for working out, playing a sport, or taking an exercise class which is all free to USF students. A valid USF ID is needed to enter the Recreation center and use its resources. A full list of intramurals, exercise classes, and hours of operation are located on the campus rec website at www.stpt.usf.edu/studentlife.

FPF – 5th Ave. Parking Garage Facility

G

Gen. Ed. - General Education Requirement- Basic course totaling 36 credit hours which include English, humanities, mathematics, natural sciences and social science.

Gordon Rule - A Florida statute requirement of 6,000 words to be written by a student in a particular course and six credit hours of mathematics completed with a grade of “C” or higher. This is usually fulfilled in general education course to obtain a bachelor’s degree.

GPA - Grade Point Average: this is calculated for each individual semester a student is enrolled at the university.

Grade Forgiveness - The last attempt to complete a course will be calculated into a student’s grade point average, yet all other attempts to complete the same course will appear on the student’s transcript when the student completes a Repeated Course Request Card.

Grant - Money given as a gift from corporate, college state, or federal sources which do not have to be repaid to go towards a student’s college expenses.

H

HAB – (Harborside) Student run activities board at USFSP. Provides entertainment in the form of Texas Hold’Em Nights, Movies on the Lawn, Music Series, Open Mic Nights, Comedians, Bands, Build a Bear, and

much more. Located in CAC 104, please call 727-873-4599 for more information.

Hold - A method to prevent students from registering for class, sending a transcript, or receiving a degree; for not fulfilling financial or other requirements to the university.

Honors (Honors College) - This program emphasizes the development of analytic, reasoning, thinking and writing skills. Students can apply to an individual research project or original creative work. The Honors curriculum replaces some general education requirements. The Honors College is located in SNL100. For more information, call (727) 873-4961.

HNY – Haney Landing – Sailing Center.

J

IB - International Baccalaureate program: a rigorous pre-university course of study for high school students at certain high schools. High school students can earn up to 30 credit hours for college credit at the discretion of the university upon admission to the university.

IM/MH Hold - This is a hold placed on a student's academic account if the student's complete immunization records have not been received by the USF Student Health Services. Immunization records on high school transcript do not fulfill the USF Services by the end of the first week of class at the beginning of the semester. If no immunization records are received, students' classes will be dropped.

I.M.A.N.I. - The I.M.A.N.I. Council serves the community of the University of South Florida St. Petersburg by initiating and continuing multicultural programs and activities with a strong emphasis on social, recreational, educational, and diverse areas. These programs and activities strive to

encourage and celebrate community togetherness, provide a valuable resource, and learning experiences for those involved. We partake in the development of student leadership through active membership and strong campus and community involvement and growth. We challenge our peers, faculty/staff and community members to honor, appreciate and celebrate our Diverse World.

K

KRC – Knight Oceanographic Research Center

M

Major – A course of study which a student spends the last two years of college focused on and pursued for a Bachelor’s Degree.

Minor – Like a major, a course of study with fewer requirements to allow the pursuit of a second course of study during the last two years of college of a Bachelor’s degree. Pursuing a minor is optional at USF.

MSL – Marine Science Laboratory

MSW – Marine Shop and Warehouse

O

OASIS – Online Access Student Information System; used to provide information about a student’s tuition fees midterm grades final grades, scholarship awards, course schedule, add/drop courses, reserve textbooks, purchase a parking permit, and update your personal information.

OL – Orientation Leader for FTIC and Transfer Students.

ONE – One Fifth Ave. South Building

P

Pell Grant – Grants funded by the federal government which do not have to be repaid. These grants are designed to aid students who may not have otherwise had the opportunity to attend college. Pell Grant eligibility is established by the completion the Free Application for Federal Student Aid (see FAFSA).

PNM – Piano Man Building

POR – Plant Operations/Receiving

POY – Nelson Poynter Memorial Library

Pre-req. – referring to a course which must be passed before registering for more a more advanced course or the courses which must be completed before entering a course of study.

R

RA – Resident Assistant; a student hired by the university to supervise campus residents and organize activities for the residence halls and apartments.

Raymond James Stadium – Home to the Tampa Bay Buccaneers and where the USF football team plays its games.

Rec Field – USFSP Recreational Field across the street from the Police Station and Barnes And Nobles, where Intervarsity sports teams can practice and play.

Registration – A procedure done every term when students enroll in classes. This procedure can be done on-line through OASIS as well.

Remedial (Prep) Classes – Courses which prepare students for college level course work in English, reading, and mathematics. Placements into these courses are determined by SAT or ACT scores. These courses count towards dull-time credit hours but do not count toward any degree requirements or affect GPA.

RHA – Residence Hall Association; the voice of the residents of Campus.

RHO – Residence Hall One (Student Dorms/On-Campus Housing at USFSP). For more information please call 727-873-5101.

ROTC – Reserve Officer Training Corps; the branch located on campus is the Army. The ROTC program and is located in the SVS building. For information about requirements contact Major Scott Macksam at 727.873.4730 or smacksam@arotc.usf.edu.

S

SA – Student Affairs; involved in an aspect of student life outside of academics. The Vice Chancellor of Student Affairs is Dr. Kent Keslo. Departments which are included in Student Affairs are (but not limited to); Academic Success, Counseling, Health & Wellness, Residence Life & Housing, and Student Life & Engagement. The Student affairs website <http://www.stpt.usf.edu/saffairs/index.htm>.

Safe Team – is on campus transportation for students after dusk from 6:00 pm – m daily. This is a free service provided to USF Students through SG. For more information or to call for a ride call Phone: 727-USF-4SAF (727-873-4723). They are located in Building: FPF101 - Parking Structure Room 101.

Scholarship – Money given to students which does not have to be paid back; awarded based on achievement or talent.

Semester – the duration of which classes are in session. Fall and spring semesters last for 16 weeks and summer semesters are shortened and last for 12 weeks total.

SG – Student Government; a student run organization which advocates for diverse student interests, provides ways to get students involved and enhance university life. SG divides into three branches: Executive, Legislative and Judicial. SG Provides the USF community with agencies such as Computer Services (see SGCS), SAFE Team, Student Resource, and WBUL 1620 AM. This office is located in the CAC 127 and can be reached by phone at 727-873-4147.

Sun Dome – located on the south-east corner of campus, a dome covered arena used for USF sporting events such as men’s and women’s basketball, and volleyball and for other USF activities (Round-up). Concerts and shows are also held at the Sun Dome and tickets are available online through Ticketmaster.

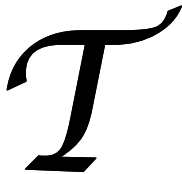
SHS – Student Health Services; functions as a walk-in clinic located on campus next to the bookstore. It provides screening and evaluations by nurses as well as examinations by general-practice physicians, ARNP’s, and PA’s; laboratory services. Also available is a Health Education Department. Specialty clinics such as Antigen and Gynecology are open to the USF community for a discounted price. For more information call 813.974.2331 or visit their sit online.

SNL – Snell House. The Honor’s Program is located here.

Study Abroad – is a great opportunity for USF students to travel and experience diverse cultures. The office for Study abroad is located in Cooper Hall room 107. Call for more information at (813)974-4314 or visit the Study Abroad website.

SVB – Special Services Building

Syllabus – is information given to students by the course professor at the beginning of the semester listing course objectives, attendance policy, test dates, assignments, and other course information about the course.



TA – Teaching Assistant; usually a graduate or undergraduate student who instructs class or assists the professor with classes.

TER – The Terrace

The Oracle – Tampa Campus News Paper available to anyone to have for free. Daily editions available during the regular fall and spring semester and bi-monthly editions are available during the summer.

This Week at USFSP – a weekly newsletter that is sent to students via e-mail every Monday during the fall and spring semesters. It provides the students with useful information about upcoming events, job opportunities, and much more.

Tuition – is the price paid to cover the cost of classes. Tuition goes toward faculty salaries and the cost of operating academics buildings, library, computer labs, and other university expenses.

U

U # - is the USF student identification number which allows students to identify themselves on campus without using their social security number for protection against identity theft. Students can access this number through their personal OASIS account, Blackboard account, their USF ID card, or student can stop by the Registrars Office to receive their U # in person.

UBS – University Book Store

UE – University Experience; a course for First Year students to adapt to the USF campus and have a successful college experience. This course consists of small groups which discuss test-taking, study skills, time management, writing, critical thinking, computer and library resources, career planning, and USF policies. This course is worth two credit hours.

UPS – University Police Services

URL – USFSP Research Lab

W

Webmail – E-mail service provided for students at the University of South Florida. Access to email can be found online.

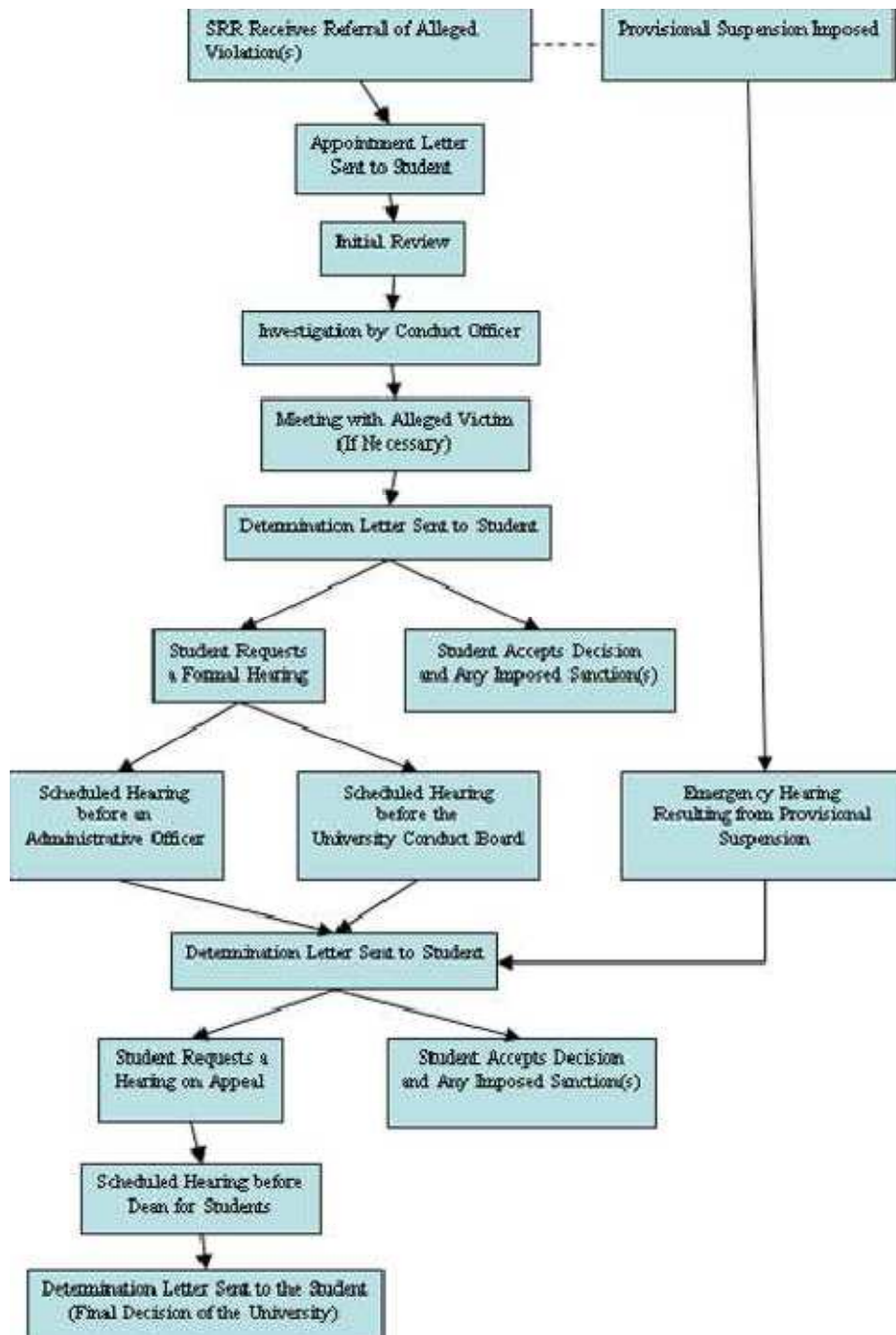
WEL – Welcome Center

Withdrawal – A student may withdrawal from a class between the second and ninth week of the semester. The registration fees must be paid and a “W” will appear on the student’s records. After the ninth week, the withdrawal from a class will result in a “WF” on the student’s record.

WMS – Williams House. University administration offices are located in this building.

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Flowchart of Student Conduct Process



July '10

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June '11

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July '11

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September '11

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