



UNIVERSITY OF
SOUTH FLORIDA

ST. PETERSBURG

Student Code of Conduct

2008-2009

Auxiliary Services
Division of Student Affairs

Residential Life and Housing, Student Judicial Affairs, Food Service, Student Advocacy, Housing Conference Services
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Additional Information regarding USF Student Rights and Responsibilities available on-line at: www.sa.usf.edu/sjs



UNIVERSITY OF
SOUTH FLORIDA

Student Code of Conduct

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

Any member of the University community may file charges against a student for an alleged violation of the Student Code of Conduct. Such charges should be filed in writing with the Office of Student Judicial Affairs (Student Rights and Responsibilities). The Office of Auxiliary Services (Student Judicial Affairs-Student Rights and Responsibilities), which is a unit within Student Affairs-Auxiliary Services, 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.

I. Authority and Jurisdiction of the University

University jurisdiction and discipline extends to conduct which occurs on University premises or which adversely affects the University community and/or the pursuit of its mission. Specifically, University officials may initiate disciplinary charges for conduct off campus when the behavior relates to the good name of the University, the integrity of the educational process, or the safety and welfare of the University community, either in its public personality or in respect to individuals within it; or violates state or federal law. A student, registered organization or a person who has submitted an application for admission, housing, or any other service provided by the University which requires student status will be subject to the Student Code of Conduct for any action found in violation of the Code which occurs on University property, at University-sponsored events, or off campus under the conditions described previously.

University 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 Director of Auxiliary Services. Determinations made or sanction imposed as 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 of University policies were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

II. Definitions

- A. The term “University” means the University of South Florida.
- B. The term “University official” means any representative of a University direct service organization, University board, committee, office or member of the University faculty, administration, staff, student staff.

- C. The term “member of the University community” includes any person who is a student, faculty member, University official or any other person involved with or employed by the University.
- D. The term “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
- E. The term “student” for the purposes of the Student Code of Conduct includes all persons taking courses at the University, 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, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered “students” as are any persons who are living in the University residence halls or any other service provided by the University which requires student status.
- F. The term “student organization” means any group of students recognized by the University as a registered organization, including fraternities and sororities.
- G. The term “Student Conduct Officer” means a University official authorized to adjudicated student disciplinary cases and to impose sanctions upon any student(s) or student organization found to have violated the Student Code of Conduct.
- H. The Director of Auxiliary Services or his/her designee is the person(s) designated by the University President and/or Chancellor and/or Regional Vice Chancellor for Student Affairs to be responsible for the administration of the Student Code of Conduct.
- I. The term “complainant” means any person who submits a referral alleging that a student or organization violated the Student Code of Conduct.
- J. The term “charged student” means any student accused of violating the Student Code of Conduct.
- K. The term “offense” means the alleged action that represents a violation of the Student Code of Conduct.
- L. The term “policy” means the written regulations of the University as found in, but not limited to, the Student Code of Conduct, the Residence Hall, the library, regulations governing the use of technology and information systems, and those regarding the Student Identification Card. Other policies include those related to building and classroom use, to food service, to Campus Recreation, and to any rule of the Board of Trustees.
- M. The term “referral” means the written documentation provided to the Office of Auxiliary Services alleging that a violation of the Student Code of Conduct has occurred.

- N. The term “days” is defined as the normal business day and will not include Saturdays, Sundays, or legal holidays/University administrative holidays that 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 mail to the address appearing on either the student’s current local address or permanent address on record with the University.
- 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.

III. 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.

- (1) **Theft** – The unauthorized taking, misappropriation or possession of any real, personal, or intellectual property or services (“services” includes but is not limited to unauthorized copying of software and acts considered to be in violation of copyright laws) provided, owned, or maintained by the University or by any person.
- (2) **Misuse of Property and Materials:**
 - a. **Misuse of Property** – Destruction, damage, misuse, or defacing of, or unauthorized entry into or otherwise accessing university buildings or property, private property and personal property, on the campus of the University.
 - b. **Misuse of Materials** – Unauthorized accessing, removing, duplicating, photographing, and/or forging, counterfeiting, altering or misusing of any university material, file document or record, computer records, software, data files and similar entities owned or maintained by any member of the faculty, administration, staff, or student body.
- (3) **Weapons, Firearms, or Explosive Devices** – The unauthorized possession, use or sale of any weapon, firearm, or any incendiary, explosive or destructive device, including fireworks.
- (4) **Harassment** – Conduct which creates an unsafe, intimidating or hazardous situation that interferes with the ability of a University student or employee to study, work, or carry out University functions.
- (5) **Stalking** – To follow another person or repeatedly interact with a person so as to harass that person.

- (6) **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.
- (7) **Disorderly Conduct** – Breach of peace, such as causing a disturbance or being unruly.
- (8) **Disruptive Conduct** – Actions that impair, interfere with or obstruct the orderly conduct, processes and functions of the University. 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 university; or
 - b. Impeding or interference with the rights of others to enter, use or leave any university 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 University.
 - d. Actions that disrupt, endanger, or disturb the normal functions of the University or the safety of a person or persons.
- (9) **False Alarm** – Intentional misuse or disabling of any fire alarm or fire fighting or safety equipment or falsely issuing a bomb threat or other warning of impending disaster.
- (10) **Threats of Violence** – An intentional threat by word or act to do violence to a person or persons.
- (11) **Injurious Behavior** – When one person actually and intentionally touches or strikes a person or persons against his/her will, or intentionally causes bodily harm. Reckless injurious behavior is conduct that may be unintentional, but is with conscious disregard for its consequences to people or property and results in actual or potential damage, injury, or harm to a person or persons.
- (12) **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 same definition applies regardless of whether the assailant is a stranger or an acquaintance or a group of individuals. The type of force employed may involve physical violence, coercion or threat of harm to the victim. Date or acquaintance rape is the sexual battery of an individual by someone the victim knows. Group or gang rape is the sexual battery of an individual by multiple perpetrators.

- (13) **Sexual Misconduct** – including sexual harassment and public indecency and voyeurism.
- (14) **Use or Possession of Illegal Drugs** – Possession, use, sale or attempt to obtain any illegal drug. The term "drugs" includes 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, is a violation.
- (15) **Gambling** – Conducting or organizing any form of gambling.
- (16) **Violation of USF Alcohol Policy** – The University of South Florida Alcoholic Beverages Policy establishes guidelines for the sale, service, and consumption of alcoholic beverages on the campus in compliance with applicable Federal and State laws, municipal ordinances, and its concern for the health and safety of the campus community. It establishes time, place, and manner for the use of alcohol, and students should be familiar with it. Violations of that policy will be treated as Code of Conduct violations.

Specific Code of Conduct standards related to Florida State law include 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; and possession or consumption of alcohol by persons not of legal age. Further, the operation of a motor vehicle by a person under the age of 21 while having a blood alcohol level of .02 or higher is a violation of the Code of Conduct. Also, operating a motor vehicle, by an individual of any age, under the influence of alcohol or drugs is a violation of the Code of Conduct.

Local ordinances that relate to alcohol consumption and violations of which are Code of Conduct violations include the prohibition of alcohol consumption on streets or conducting a house party in which minors may possess or consume alcohol.

Students are encouraged to read the USF Alcohol Policy, so they can be familiar with the expectations of the University on this regard.

- (17) **False Information** – Knowingly making a material false oral or written statement to any University official, which means any representative of a University direct service organization, university board, committee, office or member of the University faculty, administration, staff, student staff, or student body.
- (18) **Bribery** – Offering or accepting a bribe or inducement which 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 University.
- (19) **Failure to Respond to Instructions** – Failure to comply with authorized official requests (oral or in writing) from or agreements with University officials, as previously defined [(17), above], acting in accordance with their assigned duties.

- (20) **Violation of policies published by the University and intended to maintain order, protect the University community and safeguard property.** Such policies include, but are not limited to: policies of the residence hall, of the Library, those governing the use of technology and information systems, and those regarding the Student Identification Card. Other policies that fall under the Code of Conduct are related to building and classroom use, to food service, to Recreational Sports, and to any rule of the Board of Trustees, or any local, state, or federal law or ordinance.
- (21) **Violation of Probation** – Failure to abide by the conditions of probation.

IV. Student Conduct Process and Proceedings: This section is divided into five subsections as follows: (a) Receipt of Referral, (b) Initial Review, (c) Formal Hearing, (d) Provisional Suspension Process, (e) Appeal Rights.

(a) Receipt of Referral:

- 1. A referral should be made to the Office of Auxiliary Services (Student Judicial Affairs [Student Rights and Responsibilities] is an office within the Division of Student Affairs-Auxiliary Services) within a reasonable time following the discovery of the violation and in no event 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 University.
- 2. The Director of Auxiliary Services or his/her designee acts as the Student Conduct Officer. The Regional Vice Chancellor may appoint faculty/staff members to serve as alternate conduct officers in appropriate cases and maintain a list of individuals for this purpose.
- 3. **Request for Additional/Prior Incident Reports:** The Student Conduct Officer may request information concerning prior misconduct of the student from the University Police and other appropriate persons or offices.

(b) Initial Review: The Student Conduct Officer as designated above will begin an Initial Review of the complaint and will normally request, within six class days of the Receipt of Referral, a meeting with the subject student(s) to determine whether relevant evidence exists and if there is a reasonable basis for believing the University's Student Code of Conduct was violated.

If the subject student(s) do not respond or appear for a meeting, an In Absentia review will be conducted by the Conduct Officer and a determination and appropriate sanction levied. Notice will be provided to the absent student(s) and all 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 Determination Letter which will indicate either that the Referral has been dismissed or that the Referral has been accepted and a disposition of the matter required. All Referrals will be documented and the result of the Initial Review kept for reference. The Determination Letter will include the determination, the details of the referral and the violations alleged, and explain the alternative dispositions that may be available, which will be one or more of the following:

1. **Acceptance of Responsibility:** The charged student will have the option to admit responsibility and agree to the imposition of sanctions.
 2. **Formal Hearing:** There are two choices of forum for the Formal Hearing: (a) a hearing before an administration officer or (b) a hearing before a University Conduct Board. This choice must be made and submitted in writing within 10 class days of the date of the Determination letter.
- (c) **Formal Hearing:** If the charged student elects to have a Formal Hearing, he/she must do so, designating the choice of forum as either a hearing before an Administrative Officer or University Conduct Review Board, by notifying the Conduct Officer in writing within 10 class days from the date of the Determination Letter. Upon notice to the Conduct Officer of the election of the Formal Hearing, the charged student shall be provided information about the charges or pertinent information that has been provided to the Conduct Officer that may be needed to prepare for the hearing. Such information shall be provided no less than three days before the hearing, except in cases of an emergency hearing. The Formal Hearing will take place no more than six weeks from the date of the Determination Letter except in special circumstances which will be identified by the Student Conduct Officer. The procedure will then depend upon the choice of Full Hearing forum chosen by the charged student as follows:
1. **Hearings before an Administrative Officer** – If the student chooses a hearing before an Administrative Officer, such hearing will be conducted by an individual appointed by the Director of Auxiliary Services. 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 working days of notification. An Administrative Officer so challenged will be excused; however, 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 challenged for impartiality may be excused; however, 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.

(d) Provisional Suspension Process

In certain circumstances, at any time, the University may immediately impose a provisional suspension as follows:

1. The Regional Vice Chancellor for Student Affairs or the Director of Auxiliary Services or his/her designee, will have the authority to immediately suspend a student from the University or from participating in official University functions, programs, intercollegiate competitions, and other student activities.
2. A provisional suspension may be imposed: to ensure the safety and well-being of members of the University community or preservation of University property; to ensure the student's own physical or emotional safety and well-being; or the student's continued presence or use of privilege at the University is likely to pose an ongoing threat of disruption of, or interference with, the normal operation of the University.
3. The provisional suspension may be imposed upon notice to the Regional Vice Chancellor for Student Affairs or the Director of Auxiliary Services of the alleged conduct.
4. Students issued a Provisional Suspension from the University will be provided an Emergency Hearing within five days with the appropriate Student Conduct Officer. The Student Conduct Officer may impose any sanction 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 is concluded.
5. The student may appeal the outcome of the Emergency Hearing to the Dean for Students. The decision of the Dean for Students will be rendered within ten class 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 University.

- (e) Appeal Rights – Hearing on Appeal** – The charged student may appeal in writing the decision of the University Conduct Board or Administrative Officer within five class days of the date of the letter describing the decision. The appeal is written to the Dean for Students. The Dean for Students may impose the sanction recommended at the hearing or any other sanction. 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 for

Students. The Dean for Students is authorized to contact any participants in the initial hearing for clarification and the student is entitled access to the record when appealing. The decision of the Dean for Students will be rendered within ten class days of receipt of the appeal except in extraordinary cases as determined by the Dean for Students and is the final decision of the University of South Florida.

V. General Principles Applicable to Initial Review, Hearings, and Appeals: (unless otherwise specified)

- (a) All proceedings will be closed to spectators. No irrelevant information should be discussed or considered in the proceeding.
- (b) **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 "substantial evidence," that is, whether it is reasonable to conclude from the evidence submitted 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 proceedings shall be recorded in writing. All proceedings may be tape recorded at the discretion of the presiding official or at the request of the student. A student and his/her advisor may not record any proceeding but may request a copy of the tape recording if available.
 - 3. **Review of Evidence** – The student may review the evidence that will be presented against him/her.
 - 4. **Present Evidence** – The student may present evidence on his/her own behalf.
 - 5. **Question Witnesses (Applicable to Formal Hearings)** – 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 Evidence** – 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, University 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.
 - 8. **Decision Based on Evidence** – 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 Auxiliary Services.

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 class 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.

(c) **Rights of the Complainant/Victim**

1. The complainant shall have the right to submit a list of questions related to the alleged incident for consideration prior to the hearing, that she/he feels the accused should be asked during the hearing process.
2. In cases of alleged violent or injurious behavior the following additional rights pertain:
 - (a) The complainant shall be entitled to the assistance and advice of a person designated by the University with substantial knowledge of the USF student conduct process.
 - (b) The complainant shall have the right to submit an impact statement to the Student 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 complainant may have an advisor of his/her choice present; however, University employees who have a potential conflict of interest are not to serve. The advisor may speak with the complainant, but may not speak for the complainant, act as attorney nor otherwise participate.
 - (e) The Student Conduct Officer will inform the complainant, whenever appropriate, of the outcome of the conduct proceeding.

VI. 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 University. 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 University 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 warning that the student's enrollment depends 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 University-sanctioned positions of leadership during period of probation.
- (d) **Restrictions** – Conditions imposed on a student that would specifically dictate and limit future presence on campus and participation in University-related activities. The restrictions involved will be clearly identified and may include, but are not limited to, a requirement to remain on campus or in rooms during specified periods of time or a University restraining order forbidding the offender from all contact with the victim. Restrictions may also apply to denial of the privilege to operate a motor vehicle on campus, participation in certain activities/events/organizations, access and use of University services, and presence in certain buildings or locations on campus.
- (e) **Restitution** – A payment for injury to an innocent party in cases involving theft, destruction of property, or deception.
- (h) **Financial Aid Impacts** – A restriction on or revocation of financial aid where appropriate pursuant to law or NCAA policy.
- (i) **Other Appropriate Sanctions** – such as mandated community service, educational programs (and payment of associated fees), and written assignments.
- (j) **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 or nature of the first accountability)
 - Educational Program Referral
 - Educational Program Fee (\$50 or \$75 depending on program)
 - 2A. Second Level Alcohol Accountability
 - Deferred Suspension
 - Deferred Cancellation of USF Housing Contract
 - Restriction from residence halls
 - Parental Notification
 - Educational Program Referral

- Educational Program Fee (\$75)
- 2B. Second Level Substance Use Accountability
- Deferred Suspension
 - Cancellation of USF Housing Contract
 - Restriction from residence halls
 - Parental Notification
 - Educational Program Referral
 - Educational Program Fee (\$75)
3. Third Level Accountability
- Indefinite Suspension
 - Restriction from all USF campuses
 - Parental Notification

VII. Parental Notification Policy

The University of South Florida 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, USF has implemented a Parental Notification policy in compliance with the request of the Florida Board of Education. The Parental Notification policy permits the University the right to inform parents or guardians when their dependent student, under the age of 21, has been found in violation of the University's alcohol and substance abuse policy.

In non-emergency situations, parents of dependent students, under the age of 21, will be notified in writing. However, in emergency situations, parents may be notified by an immediate phone call from the Director of Student Rights and Responsibilities or the Dean for Students.

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 University 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.

VII. Discipline Records and Retention Policy – the following applies to individual student disciplinary records.

Maintenance of Records

1. Student discipline records are maintained in a locked file in the Office of Auxiliary Services..
2. All discipline records in all formats (paper, computer, audio, etc.) will be destroyed in accordance with the current discipline records and retention policy.

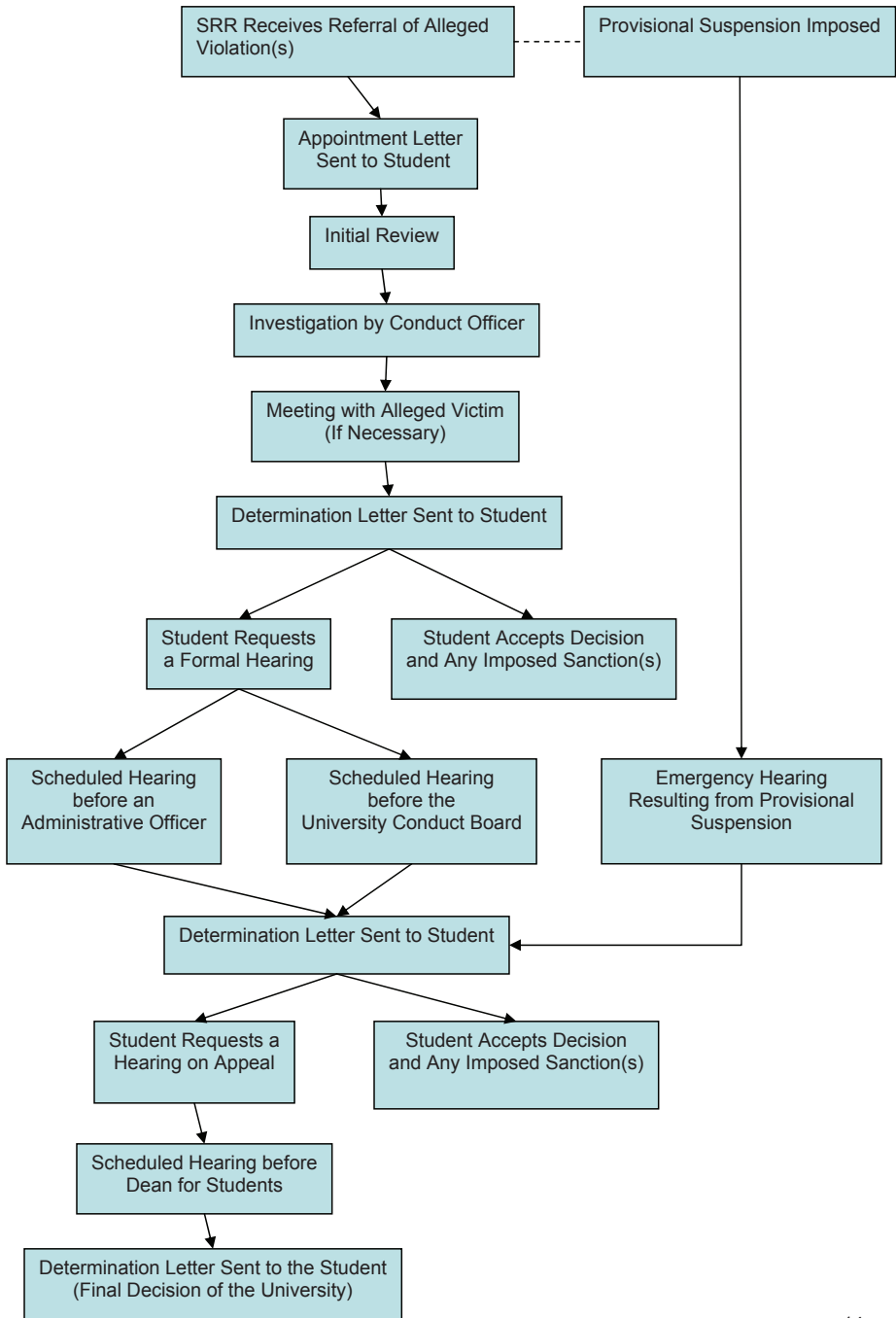
3. The Office of Auxiliary Services maintains all student discipline records in accordance with the Family Education Rights and Privacy Act (FERPA). Auxiliary Services will abide by all laws requiring confidentiality and privacy with regard to the student conduct process. This confidentiality extends to all Auxiliary Services staff, including the University Conduct Board and individual officers. In cases involving alleged violent or injurious behavior, Auxiliary Services will inform the - victim, whenever appropriate, of the outcome of the conduct proceeding.
4. A student may choose to sign a release form granting Auxiliary Services 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 Auxiliary Services.
5. Any educational institution or other agency requesting conduct information about a current or former University of South Florida student is required to submit the request in writing. All written requests must include the signature of the student granting the release of information related to his/her disciplinary record.

Destruction of Records

1. Records resulting in a discipline sanction of expulsion or suspension from the University will be permanently maintained in the Office of Auxiliary Services..
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 Auxiliary Services 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.

VIII. Regional Campuses – The foregoing applies to all campuses of the University of South Florida; however, non-substantive procedural modifications to reflect the particular circumstances of each regional campus are permitted. Information concerning these procedures is available through the student affairs office at those regional campuses.

IX. 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.



Notes
