

Golden Rule 2000





**Office of Campus Life
Administration Building 282
823-2851**

To All University of Central Florida Students,

Welcome to the University of Central Florida. We are pleased you chose UCF to begin or continue your collegiate experience.

The **Golden Rule** was specifically created to provide the answers for many of your questions regarding university rules and regulations. This section attempts to define your rights and responsibilities as a member of the university community and to give you a better understanding of your role as a student at UCF.

The Office of Student Rights and Responsibilities is delegated the responsibility for providing information to students regarding university policies and procedures. Further, it is our goal to assist all students in interpreting this information and utilizing the information as they travel through the various academic programs at UCF. If the **Golden Rule** leaves any of your questions unanswered, we hope you will contact the Office of Student Rights and Responsibilities for clarification.

In addition, students of the University of Central Florida have available the services of the University Ombuds Office, that reports directly to the president of the university. The Ombuds Office is located on the main campus, in Administration 338F, Orlando, Florida, 32816. The phone number for the Ombuds Office is (407) 823-6440.

All matters involving the non-academic aspects of student life and student organizations are under the jurisdiction of Campus Life, which operates under the supervision of the vice president for Student Development and Enrollment Services.

The University of Central Florida may change when it deems appropriate any announcements, information, policies, rules, regulations, or procedures set forth. The **Golden Rule** is published once a year and cannot always reflect new and modified information. When information is revised, the changes will be communicated through the student newspaper or other means of communications, at which time the revisions will supersede previous information.

The University of Central Florida values diversity in the campus community. Accordingly, discrimination on the basis of race, sex, national origin, religion, age disability, marital status, or veteran's status is prohibited by federal and/or state law. Moreover, the university seeks to treat all persons fairly without regard for other differences, including sexual orientation/preference. Employees, students, or applicants for employment of admission may obtain further information on this policy, including grievance procedures, from the Equity Coordinator, who is responsible for concerns in all areas of discrimination. The Equity Coordinator's office is Equal Opportunity and Affirmative Action Programs, on the main campus, in Administration 330, Orlando, Florida, 32816-2000.

Division of Student Development and Enrollment Services

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Student Rights and Responsibilities

Student Rights

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

1. **Participation in Student Government and its elective process.**
2. **Membership in student organizations.**
3. **Freedom of expression.** The basic freedom of students to hear, write, distribute, and act upon a variety of thoughts and beliefs is guaranteed. Freedom of expression carries with it the responsibility for seeing that the essential order of the university is preserved.
4. **Freedom to hold public forums.** The university desires to create a spirit of free inquiry and to promote the timely discussion of a wide variety of issues, provided the views expressed are stated openly and are subject to critical evaluation. Restraints on free inquiry are held to a minimum and are consistent with preserving an organized society in which peaceful, democratic means for change are available. Guest lecturers or off campus speakers sponsored by student groups may appear on the UCF campus following arrangements with the designated university authority for such appearances.
5. **Freedom to hear, write, distribute and act upon a variety of thoughts and beliefs.** This freedom is subject to the following regulations:
 - A. Written materials identified by authorship and sponsorship may be sold or distributed on campus within the guidelines of propriety and responsible journalism as established and supervised by the president or designee. The distribution of such material, as is arranged by the director of Student Activities, is permissible for student organizations provided steps have been taken to preserve the orderliness of the campus.
 - B. Non-university or off-campus printed materials shall not be distributed or circulated by students or student organizations without first being stamped by the office of the director of Student Activities.
 - C. The distribution of materials or circulation of petitions to captive audiences such as those in classrooms, at registration, in study areas or in residential units is not allowed without prior permission. Such permission may be requested from the pertinent university vice president, dean, or director.
6. **Peaceful assembly.** Existing laws and university rules shall be observed. Student gatherings must not disrupt or interfere with the orderly educational operation of the institution, nor be in violation of state or local laws, or university rules.
7. **Fair and impartial hearing.** These matters shall include, but not be limited to:
 - A. Disciplinary proceedings involving alleged violation of academic and nonacademic rules and regulations.
 - B. Refunds and charges. The status of a student charged with a violation of university regulations shall not be affected pending final disposition of the charges except in the case of administrative action. For specific procedures and rights of students during the judicial process, see later section entitled "The Judicial Process."
8. **Confidentiality of student records.** Each university office and agency which generates, collects, and disseminates information on students must follow the guidelines for confidentiality of those records in their possession. For further information see, "Student Record Guidelines."
9. **Provisions for Victims/Survivors of Acts of Violence.** To ensure fairness to victims/survivors of acts of violence throughout the disciplinary process, the university has established the following policy on victims/survivors:
 - A. A victim or a survivor may have a person of her or his choice accompany her or him throughout the judicial process. This person will act as a support person or counsel but will not represent the victim or survivor.
 - B. A victim or survivor may submit a list of questions related to the alleged incident, prior to the hearing, that she or he feels the accused should be asked during the hearing process.
 - C. A victim or survivor may not have her or his irrelevant past conduct, including sexual history, discussed during the hearing. The issue of relevancy shall be determined by the hearing board or the university student judicial officer.

- D. A victim or a survivor may make a “victim or survivor impact statement” and suggest an appropriate penalty (to include appropriate compensations) if the accused is found to have been in violation of the Student Rules of Conduct.
- E. A victim or survivor may know the outcome of the judicial process, after making a commitment to protect the confidentiality for all persons involved.

Student Responsibilities

The most basic responsibility of a student is to study and move forward in intellectual development, while taking advantage of the many opportunities provided in this university environment for total personal growth, development and maturation.

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

Rights and freedoms in any environment are protected through exercised responsibilities and maintained through an established system for justice. The ideal balance of control for liberties is strongly weighted toward understanding and observing regulations as acts of individual responsibility, not always because of agreement, but because compliance also serves the best interests of all and helps in the completion of stated individual and university objectives.

The university has compiled student-governing information in this handbook and has distributed it to help provide direction and awareness for the academic community. It is each student’s responsibility to become aware of and learn its regulatory content and procedures for dealing with problems which may arise in the course of educational progress.

When university rules are judged to no longer serve the best interests of all, the consideration for change should be introduced through appropriate channels. In the case of students, this will most often be Student Government or other student governing groups.

Within the university, emphasis is placed on the development of each individual’s recognition and acceptance of personal and social responsibilities. High ethical and moral standards of conduct are a part of the university’s mission and its contribution to the well being of society.

Personal Health Responsibilities

Each student must assume a certain level of responsibility for his or her education and for the maintenance of health. Learning and education take place within a body. A drugged or mistreated body can neither absorb nor retain meaningful information.

The university has established regulations against the misuse of drugs and alcohol and has designated sanctions for violations. These efforts would encourage students to develop a lifestyle free of drug abuse and to understand the connections between life, learning, and proper functioning of the integrated body and mind.

A broad range of student services provided through the Division of Student Development and Enrollment Services is available to assist students in solving problems, which negatively affect their performances. The Campus Wellness Center and REACH: Peer Education, as well as the Student Health Center, are designed to help students target health related problems and find solutions. Wellness encourages self-direction for a lifestyle, which addresses meaningful living, care enough to recognize problems, initiate action, and use available services.

AIDS Policy

It is the policy of the State University System (SUS) to balance the rights of Acquired Immune Deficiency Syndrome (AIDS) victims to an education and employment against the rights of students and university employees to an environment in which they are protected from contracting the disease. In the belief that education can exercise some control over the spread of the disease, and help the public to respond in a reasoned manner, the SUS is committed to providing the university communities and the public at large with education on the nature and transmission of the disease and the legal rights of AIDS victims.

The policy of the university is to treat cases of AIDS on a case by case basis. When an AIDS case comes to the attention of the university, whether student, faculty, or staff member, the university AIDS Committee will assume responsibility for conducting a thorough review based upon the best medical and legal information available. Any actions taken will respect the rights of the individual to confidentiality as well as the individual’s welfare and that of the university community. For further information, Sharon Douglass, the university’s principal AIDS counselor, can be reached through HIV-AIDS Education office at telephone number, (407) 823-2437.

Rules of Conduct

These conduct rules shall apply to all undergraduate students, graduate students, and student organizations of the university and its area campuses and shall be deemed a part of the terms and conditions of admission and enrollment of all students.

Failure to comply with duly established laws or university regulations may subject violator(s) to appropriate civil authorities. Serious violations of university regulations shall be recorded in the record of the individual(s) and/or the organization.

Generally, authority necessary to enforce regulations is vested in the vice president for Student Development and Enrollment Services or designee. Selected functions of this authority are shared with faculty, staff and students. Some functions of student judicial affairs administration are assisted through review boards or councils.

Students and student organizations are also subject to university judicial sanctions for the violation of a Board of Regents or university rule or a federal, state, county, or city law, which has an adverse impact on the university.

The following defined and described actions include, but are not limited to, conduct for which judicial action may be taken. These rules apply to conduct that occurs on university premises, while attending university sponsored/related activities, or which take place off-campus when that conduct is determined as adversely affecting the interests of the university community.

1. Academic Dishonesty/Cheating

- A. Cheating is a violation of student academic behavior standards. The common forms of cheating include:
 - 1. Unauthorized assistance: communication to another through written, visual, or oral means. The presentation of material which has not been studied or learned, but rather was obtained through someone else's efforts and used as part of an examination, course assignment or project. The unauthorized possession or use of examination or course related material may also constitute cheating.
 - 2. Plagiarism: whereby another's work is deliberately used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student's own. Any student failing to properly credit ideas or materials taken from another is plagiarizing.
- B. Any student who knowingly helps another violate academic behavior standards is also in violation of the standards.

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

- A. Withholding related information, or furnishing false or misleading information (oral or written) to university officials, faculty or staff, including use or attempted use of a fraudulent identification card or driver's license.
- B. Forgery, alteration or misuse of any university document, material, file, record or instrument of identification.
- C. Deliberately and purposefully providing false or misleading verbal or written information about another person that results in damage to that person's reputation.

3. Disruptive Conduct

- A. An act which intentionally impairs, interferes with, or obstructs the orderly conduct, processes, and functions of the university or any part thereof.
- B. Violence which deliberately impedes or interferes with the normal flow of pedestrian and vehicular traffic.
- C. An act which deliberately impedes or interferes with the normal flow of pedestrian and vehicular traffic.
- D. An act which tampers with the election(s) of any university student organization or group.
- E. Willful destruction of university property or property of members or guests of the university.
- F. Misuse of any university safety equipment, firefighting equipment, or fire alarm.
- G. An act which deliberately interferes with the academic freedom or the freedom of speech of any member or guest of the university community.
- H. A false report of an explosive or incendiary device, which constitutes a threat or bomb, scare.
- I. Conduct which is lewd or indecent.
- J. Breach of peace: an act, which aids, abets, or procures another person to breach the peace on the university premises or at university sponsored/related functions.
- K. Failure to comply with oral or written instruction from duly authorized university officials or law enforcement officers acting in the performance of their duties, including failure to identify oneself to these persons when requested to do so.

4. Personal Abuse

- A. Verbal abuse of any person including lewd, indecent, or obscene expressions of conduct.
- B. Physical abuse or threat of physical abuse to any person.
- C. Harassment: defined as behavior directed at a member of the university community which would cause severe emotional distress, intimidation, or coercion to a reasonable person in the victim's position, or would place a reasonable person in the victim's position in fear of bodily injury or death. This definition, however, shall not be interpreted to abridge the right of any member of the university community to freedom of expression protected by the 1st amendment of the United States Constitution and any other applicable law.
- D. Failure to respect the privacy of other individuals.
- E. Retaliation against or harassment of complainant(s) or other person(s) alleging misconduct.

5. Sexual Misconduct

- A. Sexual Assault: acquaintance rape (date, friend, someone the victim knows casually or through mutual friends) or any other form of rape. Rape is defined as unconsenting sexual penetration, coercion, or penetration against the victim's will.

Any sexual conduct which occurs between members of the university community on or off the UCF campus shall be consensual, meaning that willing and verbal agreement shall be clearly given in advance by all persons involved at each new level of such conduct. A person shall not knowingly take advantage of another person who is under 18 years of age, mentally defective, under the influence of prescribed medication, alcohol or other chemical drugs, or who is not conscious or awake, and thus is not able to give consent as defined above. Further, a person shall not physically or verbally coerce another person to engage in any form of sexual conduct, to the end that consent as defined above is not given.

- B. Sexual Harassment: unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature which prevents or impairs another person's full enjoyment of the educational benefits, atmosphere, or opportunities provided as part of the university.
- C. Public Indecency: exposure of one's body in such a manner that another party reasonably could be offended or to display sexual behavior which another person reasonably finds offensive.
- D. Voyeurism: sexual stimulation sought through trespass, spy, or eavesdrop activities.

NOTE: UCF will use discretion in accommodating the victim as well as protecting the rights of the accused violator(s). As a result of these special circumstances, a case of student sexual misconduct may be resolved before a judicial officer. UCF will not attempt to shelter students from federal, state, and/or local laws pertaining to sexual misconduct. For further information see "Provisions for Victims/Survivors."

6. Larceny/Property Damage

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

7. Hazing

- A. Any action or situation which recklessly or intentionally endangers the mental or physical health and/or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization operating under registration with the university.
- B. Brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements; forced consumption of any food, liquor, drug, or other substances; or other forced elements; or other forced activity which could adversely affect the physical health or safety of the individual.
- C. Any activity which could subject the individual to mental stress such as sleep deprivation, forced exclusion from social contact, forced contact which could result in embarrassment, or any other activity which could adversely affect the mental health or dignity of the individual.

NOTE: Any activity, as described above, upon which the initiation or admission into or affiliation with a University of Central Florida organization may be directly or indirectly conditioned, shall be presumed to be a "forced" activity, the willingness of an individual to participate in such an activity notwithstanding.

8. Unauthorized Use of Keys, and/or Entry

- A. Unauthorized possession, duplication or use of keys to any university premises.
- B. Unauthorized entry or attempted entry to university premises.

9. Misconduct at University Sponsored/Related Activities

Violation of university rules, or regulations of a host institution sponsored/related activity.

10. Unlawful Possession Use or Sale of any Controlled Substance

Use, possession, sale, distribution or attempt to obtain any narcotic or other controlled substances, except as expressly permitted by law.

11. Alcoholic Beverages Violation

Use, possession, sale and/or distribution of alcoholic beverages except as expressly permitted by the law and university rules, and behavior under influence of alcoholic beverages, are prohibited.

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

- A. Possession or use of firearms or any weapon on university premises or at university sponsored/related activities.
- B. Possession or use of fireworks of any description, explosives, or chemicals which are disruptive, explosive, or corrosive on university premises or at university sponsored/related activities.

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

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

14. Misuse of Computing and Telecommunications Resources

The university supports open access to electronic communication and information. Nevertheless, the preservation of an open computing and communications environment requires adherence by users to applicable law and university's rules regarding the responsible use of computing systems, software and telecommunication networks.

Suspected criminal violations of applicable laws shall be reported to the University Police Department, appropriate law enforcement agencies or any other applicable authorities or agencies.

The following guidelines are an interpretation of the university policy titled **Use of Information Technology and Resources** and clarifies the Campus Housing Internet Project (CHIP). The examples provided in the guidelines are not all inclusive and the guidelines are not limited to those examples that are listed. The rapidly changing environment of network computing will likely generate new applications that, though not listed in this document, are still applicable to the listed policies.

1. The information that is transmitted across university computing resources is subject to protection by the First Amendment of the United States Constitution.
 - A. Certain types of information, such as obscene material are not entitled to First Amendment protection.
2. Users shall not use university computing resources to impersonate another individual.
 - A. All e-mail messages must correctly identify the sender.
 - B. Users shall not modify the original attribution of e-mail messages
 - C. Users shall not send anonymous e-mail messages.
 - D. Users shall not use the university's computing resources or telecommunication networks to send e-mail "spam".
 - E. For the purposes of this document e-mail shall include postings to newsgroups and listservs, point-to-point messages such as those generated by Internet pagers including ICQ, AOL Instant Messenger, Yahoo Pager, etc., or any electronic messages involving computers and/or computer networks.
3. University computing resources shall not be used to assist in the unauthorized duplication or distribution of copyrighted material such as audio, video, pictures or text.
 - A. Unauthorized distribution of audio files containing copyrighted content, such as mpeg audio (mp3), is prohibited.
 - B. Unauthorized distribution of video files containing copyrighted content, such as mpeg video and other formats, is prohibited.
4. Users shall not host network servers on computers connected to university computing resources. Those users who wish to setup a server must first register the computer as a server with the UCF Computer Store and the Network Operations Center (NOC).
 - A. A server is defined as a computer that supports access to electronic services or information for network users.
 - B. The following servers are not allowed unless registered with NOC. The list includes, but is not limited to: HTTP or Web servers, FTP servers, Telnet servers, DCC or Chat servers, NNTP or News servers, SMB or Windows File Share servers (Network Neighborhood), Appleshare servers, NFS servers.

- C. Those who wish to register a server must provide full administrative access to the NOC including **root** or **Administrator** passwords for the server.
- D. Also prohibited is the use of Napster (mp3 file-sharing software) when used as a server. This rule also applies to similar applications such as Macster, Gnapster, Audio Galaxy File Agent, etc.
- 5. Users shall not attempt to undermine the security or the integrity of the computing systems or telecommunication networks and shall not attempt to gain unauthorized access to these resources.
 - A. Users shall not intentionally damage, disable, or disrupt computing or telecommunications equipment or software.
 - B. Any attacks on university computing resources or networks, such as Denial of Service attacks, flood attacks, etc., will be punishable by academic/disciplinary action and/or criminal charges against the offender.
- 6. Use of the university's computing resources and telecommunication networks for the purpose of personal financial gain is prohibited. The university's computer resources and telecommunication networks shall not be used for commercial purposes.
- 7. University Resources are not to be used in support of local, state, or federal political campaigns or campaign fundraising.
 - A. Users shall not use university computing resources or telecommunication networks to solicit support for local, state, or federal political campaigns.
 - B. Users shall not use university computing resources or telecommunication networks to assist fundraising activities for local, state, or federal political campaigns.

15. Gambling

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

16. University Designated Student Residence Violations

Repeated or flagrant violations of regulations governing university student residences.

17. University Wordmark

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

18. Commission of a Felony or a Misdemeanor

Commission of an act, which is a felony or misdemeanor as provided in local, state, or federal law.

Student Judicial Process

Violation Reports

Alleged violations of “The Rules of Conduct” of UCF shall be reported to the university student judicial officer appointed by the associate vice president for Campus Life. The university student judicial officer shall make appropriate inquiries into the circumstances of the case to determine one of the following:

- < Case dismissal
- < Administrative action
- < Mediation
- < Informal disposition
- < Formal disposition

Administrative Action

In unusual cases, which dictate a decision for the welfare for the individual, the student body, or the university, the university student judicial officer may take immediate action to resolve the situation. This action may include any of the formal disciplinary sanctions or any lesser sanction that the university student judicial officer determines necessary to protect the interests of all concerned. Such action is subject to review by the associate vice president for Campus Life.

Sanctions taken through administrative action shall remain in effect until the final disposition of formal charges resulting from the circumstances of the case, unless the associate vice president for Campus Life decides otherwise.

Mediation

Depending on the nature and severity of the alleged violation, the university student judicial officer or designee may refer the situation to the Dispute Resolution Services office for mediation as an alternative to disciplinary action. Mediation is a confidential process whereby two or more parties voluntarily meet with impartial mediators to communicate their concerns and needs to each other and to reach their own agreement on the issues discussed. These mediators have been carefully selected and have completed a rigorous training program. The participants are responsible for keeping their agreement or re-negotiating it, if necessary. In the event that the participants do not reach a full and final resolution, the case would be referred back to the university student judicial officer or designee for disciplinary action.

Informal Disposition

At the discretion of the university student judicial officer, infractions not warranting formal disposition may be referred to the appropriate forum for proper disposition and/or settled by one or more of the following outcomes: oral or written reprimand, education, restitution, community service, and/or counseling.

Formal Disposition

If an alleged violation of the Rules of Conduct is not handled through other appropriate channels, is not dismissed, or is not settled informally, then the university student judicial officer shall present in writing formal charges of violations to the student.

This written notification shall include: the student’s name, social security number, and address;

1. A brief description of the alleged violation including dates, times and places;
2. Names of potential witnesses known at the time formal charges are prepared;
3. A description of any information in support of the charges at the time the charges are prepared.

The university student judicial officer may elect to have an administrative hearing or to refer the case to an appropriate student judicial board.

Student Rights During the Judicial Process

The following rights shall be explained to the student prior to the commencement of any formal judicial hearing:

1. All parties shall be afforded reasonable written notice, at least 5 days prior to the hearing. A letter sent to the address listed in the registrar’s records shall constitute full and adequate notice.

The university may elect to proceed with a hearing without the presence of the accused student, provided, however, the required notice stated above has been given to the student and the student has not provided to the hearing officer/council in advance a satisfactory reason for the absence. Written notice shall include:

- < A statement of the time, place, and nature of the hearing.
- < A statement of the alleged violation(s) and of the jurisdiction under which the charges are to be adjudicated.
- < A brief statement of matters asserted.

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

2. The student may choose to have an advisor present at the hearings. Such advisor (including legal counsel) however, may only discuss matters directly with the student and may not actively participate in the conduct of the hearing.
3. All hearings will be conducted on the basis that the student is not in violation until it is more likely than not that the student is in violation.
4. The student may inspect any information presented in support of the charges. Information may be presented in defense of the accused.
5. The student may hear and question adverse witnesses.
6. The student shall not be forced to present self-incrimination information; however, the university is not required to postpone a formal hearing or any other disciplinary proceedings or investigation pending the outcome of any criminal or civil prosecution.
7. The determination of "in violation" or "not in violation" as charged shall be based solely on the information presented at the hearing.
8. The determination from a formal hearing and any sanctions assigned shall be furnished in writing to the accused within three (3) school days following the hearing.
9. The enrollment status of the student shall remain unchanged pending the university's final decision in the matter except in cases where the president or designee determines that the safety, health or general welfare of a student or the university is involved.
10. A student/organization against whom a judicial determination is rendered may exercise appellate procedures.

Administrative Hearing

Administrative hearings will be conducted before the designated judicial officer who will hear the case and take appropriate action.

Judicial Council Hearing

The university student judicial officer may refer cases to the appropriate student review council. This officer serves as a general advisor to the several councils. Designated advisors may be assigned to each of the judicial councils. The following is a guide to the sequence of events in a hearing:

1. Reading of charges
2. Presentation of information against the student
3. Presentation of information in defense of the student
4. Deliberation (executive session)
5. Decision

The respective councils shall report their findings to the university student judicial officer, who, after consideration of the council's recommended sanction, shall make a final determination and assign any sanctions. The university student judicial officer shall inform the student of the decision and the appeal procedures.

The record of any proceedings resulting from formal charges shall include:

1. A copy of the formal charges.
2. A tape recording of the open sessions of the hearing.
3. All staff memoranda and/or data submitted.
4. All information submitted in the hearing, provided such information was not returned to the rightful owner. In that case, photographs or other facsimiles of such information would be made before return.
5. The determination of "in violation", or "not in violation" by the hearing board as well as recommended sanctions.
6. The judicial officer's decision.

Student Judicial Boards

1. Student Government Judicial Council

The Student Government Judicial Council shall be composed of 12 students and 2 student-alternates appointed by the president of the Student Government Association and confirmed by the Student Senate. A hearing will be conducted with a minimum of 5 members. One of its members shall serve as chief justice under appointment by the president of the Student Government Association.

2. Residence Hall Peer Conduct Board

One (1) delegate shall be elected by the residents in each hall to serve on the Residence Hall Peer Conduct Board. Two (2) alternates shall be appointed by the director of Housing and Residence Life to serve when the Review Board would otherwise convene with less than five (5) members.

3. Panhellenic Council Judicial Board

The Panhellenic Council Judicial Board shall be composed of one (1) delegate from each sorority with regular membership in Panhellenic, plus a chair who shall be the Panhellenic vice president.

4. Interfraternity Council Judicial Board

The Interfraternity Council Judicial Board shall be composed of at least five (5) members and one (1) alternate approved by a screening committee and confirmed by the council plus the vice president of IFC who shall serve as chair.

5. National Pan-Hellenic Council Judicial Board

The National Pan-Hellenic Council Judicial Board shall be composed of one (1) delegate from each group with regular membership in the council plus a chair who will preside over the hearing.

6. Greek Council Judicial Board

The Greek Council Judicial Board shall be composed of two (2) representatives chosen by each of the Panhellenic Council, Interfraternity Council, and the National Pan-Hellenic Council, with the chair being elected by these representatives to preside over each hearing.

7. Special Judicial Boards

A Special Judicial Board may be appointed to hear a case when an unreasonable delay of the hearing could result or special circumstances of the case should be considered. Special judicial boards will consist of a minimum of 5 students appointed by the university student judicial officer through the authority of the vice president for Student Development and Enrollment Services.

Judicial Sanctions

Review boards may recommend any disciplinary action listed below with any appropriate modifications as well as any from the penalties listed under informal disposition.

Disciplinary Warning

Disciplinary warning is a statement of disapproval and an official warning that the student's behavior is in violation of the UCF Rules of Conduct. If the student is found to be in violation of a second charge, subsequent action may be more severe.

Disciplinary Probation

Disciplinary probation is designed for a specific length of time extending from a week to a number of semesters. Restrictive conditions may be imposed and vary according to the severity of the offense. Restrictive conditions include, but are not limited to, the following: loss of good standing, which may become a matter of record; the loss of eligibility to receive any university award, scholarship, loan, honorary recognition, or initiation into any local or national organizations; denial of the privilege to occupy a position of leadership or responsibility in any university student organization, publication, or activity, and loss of privilege to represent the university in a public capacity and performance of related community service and other reflective action.

Under disciplinary probation, the student is given a chance to show capability and willingness to live in accordance with university rules. However, if the student is found to be in violation through another action while on disciplinary probation, more serious consideration will be given to suspension or expulsion from the university.

Suspension

A student involved in an offense warranting consideration of action more serious than disciplinary probation or one involved in repeated misconduct may face suspension. The length of the suspension period shall be defined and may extend from days to a number of semesters. During suspension, a student is removed from classes and may not have access to the campus.

Expulsion

When an offense is of such severity that the university will not allow the student to re-enroll, the student will be expelled. When a student has been expelled from the university for disciplinary reasons, a report will be placed in the permanent record of the individual concerned.

Appeals Within the Judicial Process

Individual students and student organizations found in violation of “The Rules of Conduct” as the result of a hearing may request a review of the decision by the university student judicial officer responsible for the case. Reviews must be scheduled with the university student judicial officer within seven (7) calendar days after notification of the sanctions. Any appeal of the decision must be received in writing by the associate vice president for Campus Life within three (3) calendar days of the final review by the university student judicial officer.

Appeal considerations must be limited to:

1. Irregularities in fairness of procedures that affected the outcome of the initial hearing.
2. Discovery of new and significant evidence which could not have been known at the time of the initial hearing.
3. The sanction is extraordinarily disproportionate to the offense.

The associate vice president for Campus Life may refer the appeal to a specially appointed advisory committee for review and recommendation. Upon reviewing the appeal and the report of the advisory committee, the associate vice president for Campus Life may sustain the sanction or may remand the case to the original judicial council or to the university student judicial officer, as appropriate, for reconsideration in view of the finding on the appeal.

A subsequent administrative appeal may be made by the accused in writing to the vice president for Student Development and Enrollment Services who as the president’s designee makes the final decision. The appeal must be made within seven (7) calendar days after notification of the results of the appeal to the associate vice president for Campus Life. The vice president may approve, modify or reject the decision on the sanction.

Judicial Process for the Branch Campuses

Violation Reports

Alleged violations of the UCF conduct rules shall be reported in writing to the director of Campus Life at each branch campus who shall make appropriate inquiries into the circumstances of the case and determine one of the following courses of action:

- < Case dismissal
- < Administrative action
- < Informal disposition
- < Formal disposition

Administrative Action

In unusual cases, which dictate an immediate decision for the welfare of the individual, the student body or the university, the director of Campus Life may take immediate administrative action to relieve the situation. This action may include any of the formal disciplinary sanctions or any lesser sanction that is determined necessary to protect the interests of all concerned.

The sanction of disciplinary probation with restrictive conditions, suspension or expulsion shall be approved in advance by the university student judicial officer, Orlando Campus. All action taken at the branch campus may be subject to review by the university student judicial officer, Orlando Campus, the associate vice president for Campus Life and the vice president for Student Development and Enrollment Services.

Sanctions taken through administrative action shall remain in effect until the final disposition of formal charges resulting for the circumstances of the case, unless the vice president for Student Development and Enrollment Services or designee shall decide otherwise.

Mediation

Depending on the nature and severity of the alleged violation, the university student judicial officer, Orlando Campus, may refer the situation to the Dispute Resolution Services office for mediation as an alternative to disciplinary action. Mediation is a confidential process whereby two or more parties voluntarily meet with impartial mediators to communicate their concerns and needs to each other and to reach their own agreement on the issues discussed. These mediators have been carefully selected and have completed a rigorous training program. The participants are responsible for keeping their agreement or re-negotiating it, if necessary. In the event that the participants do not reach a full and final resolution, the case would be referred back to the university student judicial officer, Orlando Campus, for disciplinary action.

Informal Disposition

At the discretion of the director of Campus Life, infractions not warranting formal disposition may be settled administratively by one or more of the following outcomes: oral or written reprimand; restitution; community service; counseling. This informal disposition shall take place on the branch campus.

Formal Disposition

If an alleged violation of the UCF conduct rules is not handled through other appropriate channels, is not dismissed or is not settled informally, then the director of Campus Life shall request that the university student judicial officer, Orlando campus, present formal charges and violation in writing to the student.

This written notification shall include:

- a. The student's name, social security number, and address;
- b. A brief description of the alleged violation including dates, times, and places,
- c. Names of potential witnesses known at the time formal charges are prepared,
- d. A description of any information at the time charges are prepared.

The university student judicial officer, Orlando campus, may elect to have a formal administrative hearing or refer the case to a Special Judicial Board.

Students on the Orlando Campus and on each branch campus shall be afforded all enumerated rights during the judicial process.

Administrative Hearings

Administrative hearings shall be conducted by director of Campus Life and the university student judicial officer, Orlando campus, who shall hear the case and take appropriate action.

Special Judicial Board

A Special Judicial Board for the branch campus may be appointed by the university student judicial officer. This board shall consist of a minimum of 5 students recommended by the director of Campus Life. These students shall possess the same qualifications as the members of the Student Government Judicial Council, Orlando campus. The chair of the Special Judicial Board shall be appointed by the university student judicial officer from among these students upon recommendation of the director of Campus Life. A hearing shall be conducted with a minimum of 3 members present.

Training

Members of a branch campus Special Judicial Board shall participate in training as a prerequisite to service for the duties of their position on this board. Appropriate training shall be conducted with the Student Government Judicial Council, Orlando campus, and the university student judicial officer, Orlando campus.

Special Judicial Board Hearing Guidelines

A case may be referred to a Special Judicial Board by the university student judicial officer, Orlando campus, who shall act as advisor to the board. The following shall be a guide to the sequence of events in a hearing:

1. Reading of charges.
2. Presentation of information against the student.
3. Presentation of information in defense of the student.
4. Deliberation (executive session).
5. Decision

After consideration of a case, a Special Judicial Board shall make a determination of "in violation" or "not in violation" of university policy. When the board judges a student "in violation", it shall recommend an appropriate sanction. The board shall report its findings to the university student judicial officer, Orlando campus, who shall take action on the findings and inform the student of the decision and the appeal procedures.

The record of any proceedings resulting from formal charges shall include:

1. A copy of the formal charges.
2. A tape recording of the open sessions of the hearing.
3. All staff memoranda and/or data submitted.

4. All items of physical evidence submitted, provided such items are not returned to a rightful owner. In that case, photographs a facsimiles shall be made before their return.
5. The determination of “in violation” or “not in violation” by the hearing board as well as recommended sanctions.
6. The judicial officer’s decision.

Appeals Within the Judicial Process

A student/organization found “in violation” as the result of a hearing may request a review of the decision by the university student judicial officer, Orlando campus. Reviews shall be held within 7 calendar days following notification of the sanction

Any appeal of the sanction must be received in writing by the associate vice president for Campus Life within three (3) calendar days following a review by the university student judicial officer, Orlando campus.

Appeal considerations shall be limited to:

1. Irregularities in fairness and stated procedure that affected the outcome of the initial hearing;
2. Discovery of new and significant evidence which could not have been presented at the time of the initial hearing;
3. The sanction is extraordinarily disproportionate to the violation.

Upon reviewing the appeal, the associate vice president for Campus Life may uphold or modify the sanction. At the discretion of the associate vice president, the appeal may be referred to an appropriate hearing for a recommendation. This appeal shall be based on the considerations listed above.

Further administrative appeal may be made by the student in writing to the vice president for Student Development and Enrollment Services. Again, these appeals are based on the considerations listed above. The appeal must be made within seven (7) calendar days following notification to the student of the results of the appeal by the associate vice president. The vice president may uphold or modify the decision.

Student Academic Behavior

1. Academic Behavior Standards

UCF is committed to a policy of honesty in academic affairs. Conduct that comprises a breach of this policy shall result in academic and/or disciplinary action. Academic action affects student assignments, examinations or grades. Disciplinary action affects student enrollment status.

Violations of student academic behavior standards include:

- (1) Cheating whereby non-permissible written, visual or oral assistance including that obtained from another student is utilized on examinations, course assignments or projects. The unauthorized possession or use of examination or course related material shall also constitute cheating.
- (2) Plagiarism whereby another's work is deliberately used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student's own. Any student failing to properly credit ideas or materials taken from another has plagiarized.
- (3) A student who has assisted another in any of the aforementioned breach of standards shall be considered equally culpable.

2. Academic and/or Disciplinary Action

Action by the instructor:

- A. When a violation of student academic behavior standards becomes known, the instructor shall take appropriate measures ranging from counseling to an academic action (loss of credit for a specific assignment, examination or project, or removal of the offender from the course with a grade of "F") to recommendation of disciplinary action to the university student judicial officer.
- B. Before initiating any academic action, the instructor shall inform the student of the alleged violation, citing the information on which the allegation is based. The instructor shall give the student the opportunity to respond in defense, including hearing from other persons with knowledge of the situation involving the student's alleged behavior. Subsequently, the instructor shall duly inform the student in writing of the academic action being taken and the reasons for such action. Reports of the initial and final academic action shall be sent to the university student judicial officer.
- C. Should an alleged violation of academic behavior standards arise before the withdrawal deadline in a term, the instructor shall notify the registrar that the student shall not be withdrawn from the course in question. Only a written release from the instructor of the authorized party deciding a student appeal will allow withdrawal. However, if the student appeals the academic action and desires to withdraw from the course, the process shall be initiated by the student immediately in the normal university manner. Such withdrawal requests will be held in abeyance until a ruling on an appeal is obtained. If resolved in favor of the student, the withdrawal request will be processed at the time. The individual empowered to rule on the student appeal shall appropriately notify both the registrar and university student judicial officer of the outcome.
- D. The instructor's recommendation for disciplinary action (university probation, suspension or expulsion) shall be submitted through the college dean to the university student judicial officer for processing under the provisions of the university's student judicial process.
- E. Student appeals of academic action shall be made under the provisions of the university's grade appeal rule.

3. Coordination of Academic and Disciplinary Action

- A. When an instructor initiates academic action as the result of the student's alleged violation of academic behavior standards, the academic action will be processed first. At the time of the final academic action report, the instructor can recommend, through the college dean, that disciplinary action should also be pursued through the university student judicial officer.
- B. When information concerning an alleged violation of academic standards is received by the university student judicial officer from other than instructional sources (e.g. other students, university police, etc.), that officer shall inform the dean of the college in which the violation allegedly took place before proceeding with the disciplinary process. The college dean shall inform any affected instructor.
- C. In case it is not clear initially whether the reported action is best pursued through academic action or disciplinary action procedures, the university student judicial officer and the dean of the college in consultation with any affected instructor(s), will confer and decide which procedure to employ in pursuing the case.
- D. In the case of the multiple or aggravated violations of academic behavior standards, the university student judicial officer shall initiate disciplinary action based on information contained in university records upon recommendation from the dean of the college.

Student Grade Appeals

1. Scope

This rule shall apply to all student appeals of :

- A. Grades or other academic action taken by an instructor pursuant to the provisions of the UCF policy on “Student Academic Behavior.”
- B. Grades resulting from an instructor’s:
 1. Alleged deviation from established and announced grading policy;
 2. Alleged errors in application of grading procedures;
 3. Alleged lowering of grades for non-academic reasons.

The professional judgement exercised by an instructor in assigning a grade or in conducting a class is excluded from the provisions of this rule except as noted in (A) and (B).

2. General Policy – The following assumptions are adopted.

- A. Students are entitled to a fair, prompt, and open resolution of complaints.
- B. Faculty members are entitled to a fair, prompt, and open forum in defense of their action.
- C. Students have access to published materials and student government representatives to help them become familiar with and understand procedures for handling complaints.
- D. Faculty members have access to published materials and the university staff to help them know and understand procedures through which charges against them will be addressed.
- E. Resolution of student appeals should be made as speedily and informally as possible.
- F. The university as an institution and its faculty are entitled to procedures which ensure the maintenance of academic standards.
- G. The appropriate forum for discussion or alteration of academic matters is the unit responsible for these matters.

3. Academic Grade Appeals Committee

- A. Each college shall establish an Academic Grade Appeals Committee whenever required for the purposes of this policy.
- B. The committee shall be made up of at least three and no more than five tenured faculty members and two students.
- C. Student members shall be selected by the dean of the college from a panel of 20 students appointed by the vice president for Student Development and Enrollment Services from a list of students furnished for this purpose by the president of the Student Government Association.
- D. Any member may be challenged for cause by either party. The validity of such challenges shall be decided by the university provost. If a challenge is upheld by the provost, the college dean shall appoint a replacement from the college’s tenured faculty or the student panel.
- E. The instructor and the student may each exercise preemptory challenge of one member of the initial committee.

4. Resolution of Student Appeals at the Department Level

- A. All student grade appeals or allegations of specific wrongful academic action(s) by an instructor shall first be brought to the attention of the instructor of the course. This action must be initiated within one semester of the alleged wrongful action or grade, or as soon thereafter as the student becomes aware of such action. The parties should attempt to resolve the problem in as speedy and satisfactory manner as possible. If dissatisfied with the instructor’s decision, or if the instructor is not available, the student may continue to pursue an informal solution with the chair of the department in which the course is housed.
- B. The chair and the instructor should make every effort with the student to solve the problem at the informal level. This resolution shall take place within 10 school days of the complaint being brought to the department chair. At the time the chair notifies the student of this decision, the student should also be informed of the formal procedures for appeal. The chair’s decision must be in writing.

- C. When the instructor is not available to discuss the problem, if at all possible, the resolution should wait until such time as the instructor can return to the campus, but no longer than one semester. If the department chair determines that an emergency exists requiring that the problem must be solved prior to the availability of the instructor (e.g. in a case probable delayed graduation), the department chair shall make every reasonable effort to apprise the instructor of the situation. The instructor may elect to submit a written statement and to designate a faculty replacement to aid in solving the problem. If the instructor cannot be reached or does not elect to designate a replacement and the complaint must be dealt with promptly, then the chair shall act on behalf of the instructor.
- D. If the appeal or allegation is made against the chair in the role of instructor, then the student shall treat the initial appeal as the appeal to the chair of the department and proceed accordingly.

5. Resolution of Student Appeals at the College Level

- A. If not satisfied with the resolution of the complaint proposed by the chair, the student may proceed within 10 school days of receipt of the chair's decision to file a written appeal with the office of the dean of the college in which the course is housed. The written appeal is introduced at the college level only after informal resolution has failed. The written appeal must clearly specify the action that the student perceives as wrong. The purpose of any subsequent hearing at the college level is to determine whether a broader segment of the campus represented by the committee also judges the action as wrong. If so, they are to suggest a resolution for the action. Before filing the complaint, the student should consult with the university student judicial officer, who shall furnish advice as to the student's rights and responsibilities with respect to this policy. The written appeal shall include the basis of the original complaint, the dates when the instructor and/or chair met with the student to discuss the problem, and the suggested resolution at that time.
- B. The college dean shall call the Academic Grade Appeals Committee together and ascertain the availability of the instructor or instructor's replacement (see paragraph (4)(c) above).
- C. In conducting a formal review, the Academic Grade Appeals Committee shall adhere to the following guidelines:
 - 1. The time limits specified in the following review procedure may be extended by mutual agreement of the parties.
 - 2. The student and the instructor or instructor's replacement shall be permitted to have a representative appear with them before the committee if they so choose. If the student has legal counsel, the university shall provide legal counsel for the faculty member, without charge, at the discretion of the faculty member.
 - 3. The committee shall not be officially convened to review the appeal until the faculty member involved, or replacement, has received a copy of the appeal or complaint and has had at least 5 school days to submit, if desired, any information. The student will be provided with a copy of any material submitted by the instructor at least 5 school days before the committee meets to review the case.
 - 4. The committee should make every reasonable effort to meet for review of the case within 15 school days after receipt of the student's written appeal and any information provided by the faculty member and/or chair.
 - 5. The committee will function as an objective, fact finding body when examining all available and relevant information concerning the student's appeal of academic action by the instructor. Such information shall include the student's written appeal, written and/or oral information provided by the instructor, statements made by both parties before the committee, and any other information the committee may deem relevant.
 - 6. The student and faculty member shall be invited to meet with the committee. Each shall be allowed adequate time to respond to the appeal and material as submitted, to any questions from committee members, and to present additional information needed to clarify the issues involved.
 - 7. After meeting with both parties, the committee shall develop its recommendations by majority vote. The committee chair shall designate a member to record the committees' recommendations. These recommendations concerning the disposition of the case shall be submitted to the college dean.
 - 8. The college dean shall render a decision within 10 school days of the conclusion of the committee hearing. Copies of the committee's recommendation and the dean's decision shall be made available to both parties concerned, to the provost, and all other involved parties and departments.

6. Final Appeal

- A. If dissatisfied with the college dean's decision, the student may, within 10 school days, file a written request for review with the provost stating the basis for review and the resolution sought by the student.
- B. Acting as the university president's representative, the provost shall make final decision on the matter within 10 school days of receipt of the student's request for review. Copies of the provost's written decision and the basis therefore shall be sent to the student, the college dean, the chair, the dean of students, the instructor involved, and other involved parties.

Student Record Guidelines

The following university guidelines are established in order to protect students from improper disclosure of private information.

1. Records shall be kept to meet the needs of the university. Limited access records are not open to public inspection and shall be maintained and open to public inspection only as provided in Florida Statutes 240.237 and 228.093 and 20 U.S.C. 12329 Federal Law. The vice presidents for Academic Affairs and Administration and Finance are designated as custodians of limited access records.
2. Separate student files may be maintained at the University of Central Florida, Orlando, Florida, 32816, in the following offices:
 - < Academic, supporting documents, and general education records (Registrar)
 - < Student personnel and disciplinary records (university student judicial officer)
 - < Medical records (director of Student Health Services)
 - < Financial Aid records (director of Financial Aid)
 - < Counseling and Testing Center records (director of Counseling and Testing Center)
 - < Student Legal Services records (director of Student Legal Services)
 - < Placement Center records (director of Career Resource Center)
 - < Student Repayment records (University Comptroller)
 - < Veterans' records (director of Veterans' Affairs)
 - < Law enforcement records (director of University Police)

Information relating to the items below is not relevant to the educational process, except for counseling, statistical, and research purposes. Therefore, no record shall be used outside the university naming the student in relation to the following information, except with the expressed written consent of the student.

- < Race
- < Gender
- < Religion
- < Disability
- < Political or social views
- < Membership in organizations other than honorary or professional organizations directly related to the education process.

All persons handling student records shall be instructed concerning the confidential nature of such records and shall be informed of their professional and legal responsibility regarding confidentiality. Personally identifiable student records shall only be disclosed as prescribed in 228.093 F.S.S.

Record-keeping personnel may have access to confidential student records and files as necessary in their job function and in accordance with the policy on confidentiality of student records. This activity is the responsibility of the chair of the academic department, or the director of the administrative office.

Persons with administrative assignments may have access to student confidential records and files, except counseling and health records, for internal educational purposes, including necessary administrative and statistical purposes, after prior approval of the chair of the department.

The records of a student which are created or maintained by a physician, or psychologist, or other professional or paraprofessional acting in his or her professional or paraprofessional capacity, or assisting in that capacity, and which are created or maintained, or used only in connection with the provision of treatment to the student, are not available to anyone other than persons providing such treatment, provided, however, that such records can be personally reviewed by a physician or other appropriate professional of the student's choice and with the student's written consent. Financial records of the parents of the student or any information contained therein are limited to professional staff immediately responsible for those areas of university operation.

The records of a student which are created or maintained by an attorney employed in Student Legal Services (SLS) or other paraprofessional acting in his or her capacity, and which are created or maintained, or used in connection with the provision of legal services to a student are not available to any other person except as permitted by the Florida Bar Rules. The attorney-client confidentiality rule is subject to very few exceptions. A SLS attorney representing a student will reveal information regarding representation only in very limited instances such as a student's own written request, a final court order, or whenever appropriate in carrying out his/her representation. No information will be given in response to telephone inquiries except as permitted by the Florida Bar Rules.

No one having access to confidential student records may disclose information beyond that is listed below.

The following information may be given in response to telephone inquiries: student's name, confirmation of current enrollment, current mailing address, current telephone number if it is a listed number, dates of attendance at UCF, and degrees and awards received at UCF. In addition to the foregoing information, date of birth, e-mail address, major field of study at UCF, participation in officially recognized activities and sports, and height and weight of members of intercollegiate athletic teams may be given in response to a written request to the applicable records custodian.

Students may request this information be withheld by completing the necessary forms in the Office of the University student judicial officer. Records shall be released in compliance with a court order.

Other than the information listed in the above, the university may not release personally identifiable information without written consent of the student to any part, except the following:

- < Other university officials;
- < Officials of other institutions in which the student intends to enroll, conditioned upon the student being notified and receiving a copy of such records, if requested, and further allowing the student an opportunity to challenge the contents of the records;
- < Authorized representatives of the Comptroller General of the United States, U.S. Department of Education and the Florida Department of Education;
- < In connection with a student's application for, or receipt of, financial aid.
- < Bona fide educational research organizations which will use the personal identification only as described in 228.093;
- < State or local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to 5 U.S.C. 552(a)(b)(7);
- < Accrediting organizations in order to carry out their accrediting functions.
- < In response to a validly issued subpoena or other order from a court of competent jurisdiction. However, the university will make a reasonable attempt to notify the student prior to compliance with the court order or subpoena

In order for the parent(s) to have access to the student's records without written permission from the student, the parent(s) must certify in writing that the student is economically dependent upon the parent(s) as defined in Section 152 of the U.S. Internal Revenue Code of 1954. Such written certification is to be included in the student's record.

Potential employers may be given the above information if the potential employer presents proper credentials and offers proof that the student for which the inquiry is being made has given written permission for such information to be released to the potential employer. Each student shall have access to personal records and files except as noted herein subject to reasonable regulations as to time, place, and supervision.

Information may be released to university officials with a legitimate educational interest or with a concern for a significant risk to the health and safety of members of the university community, as well as to such officials at other educational institutions with similar interests or concerns.

Drug-Free Workplace/Drug-Free Schools Policy Statement

This is a statement of the standards of conduct and disciplinary sanctions to be imposed for the unlawful possession, use or distribution of illicit drugs and alcohol by UCF students and employees on UCF property or as part of any of its activities.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or the unlawful possession and use of alcohol is wrong, harmful, and prohibited in and on UCF owned and controlled property or as part of any of its activities. Any UCF employee or student determined to have violated this policy shall be subject to disciplinary action for misconduct, which action may include termination or expulsion and referral for criminal prosecution. No employee/student is to report to work/class or any university activity while under the influence of illegal drugs or alcohol. Violation of these policies by an employee or student will be reason for evaluation and treatment for drug or alcohol use disorder and referral for prosecution consistent with local, state, and federal law. The university's alcoholic beverages policy is stated below.

Campus Alcoholic Beverages Policy

Policy- The sale, service, possession, and consumption of alcoholic beverages shall comply with state and federal laws, city and county ordinances, and the licensing agreement with on-campus distributors which allows for the sale and service of alcoholic beverages. In addition, the university has formulated the following policies governing the sale, service, possession, and consumption of alcoholic beverages on campus.

Guidelines- The sale or service of alcoholic beverages to persons younger than 21 years of age is prohibited. Possession or consumption of alcoholic beverages is prohibited by persons younger than 21 years of age.

Possession or consumption of alcoholic beverages in open or unsealed containers is prohibited, except in designated areas or as approved with special events.

Individuals are responsible for their actions, regardless of whether or not their mental or physical state may be affected by mind-altering chemicals such as alcohol and other drugs.

Student organizations may develop more stringent regulations regarding alcohol use.

Location- The sale of alcoholic beverages on the university campus may be permitted only in licensed areas by licensed on-campus distributors.

The sale or service of alcoholic beverages to individuals of legal age will be permitted at other select campus locations for catered functions by properly authorized distributors.

The serving, possession or consumption of alcohol by individuals of legal age may be permitted in private residential rooms in the residence halls and other on-campus housing, unless otherwise prohibited by the governing organization. Consumption of alcoholic beverages in public or common areas within on-campus residential units shall follow guidelines provided by their governing organization.

Approval Procedures for Student Groups- Prior approvals for students or student organizations to host an event where alcoholic beverages are present in non-licensed campus locations must be obtained from the associate vice president for Campus Life or designee.

The following information must be supplied by the student organization and approved by the appropriate university officials, no less than 15 calendar days prior to the event(s). These arrangements include but are not limited to:

- < Sponsoring organization and nature of event;
- < Date, beginning and ending times and location of event;
- < Number in attendance and method of registering guests;
- < Method of designation for those of age/underage;
- < Contained area where alcohol consumption is permitted;
- < Type of alcohol along with food and alternative non-alcoholic beverages to be provided;
- < Method of security including number of campus police officers;
- < Person to be contacted at event in case of questions or problems.

Approval Procedures for Non-Student Groups - When an event is properly scheduled to take place in a location for which a campus concession holds a license, alcoholic beverages are to be sold through the concession and their license. Groups or organizations who seek to sell beer or wine along with a non-alcoholic choice at other locations on campus must obtain approval to secure a beer or wine license from the director of Business Services prior to making application for the license.

With approval, the license is then to be obtained by the organization from the Alcoholic Beverages and Tobacco Division of the Department of Business Regulations.

Student Organizations

Active registered student organizations must secure in writing permission to serve or consume alcoholic beverages on the Orlando campus (including Research Pavilion) for the purpose of engaging in any activity to benefit either their own organization directly or a program that their organization may sponsor, as follows:

1. Student Union and inside the Pegasus Circle — director of the Student Union or designee
2. Outdoor area immediately adjacent to any building — officially designated building manager for that facility
3. Other outdoor open spaces on the campus — designated sponsors, i.e. Lake Claire — director of Recreational Services
4. Inside any building — officially designated building manager for that facility

Permission by active registered student organizations to use any space on each branch campus or its host institution's campus for the purpose of providing or consuming alcoholic beverages must be secured in writing in advance by the director of Campus Life on each branch campus.

Off campus groups or organizations who seek to serve alcoholic beverages in a location and situation which does not require a license must obtain prior approval to serve alcohol on campus from the director of Business Services. In order to comply with the **Federal Drug-Free Workplace Act**, the University of Central Florida requires that an employee employed on a grant or contract notify the Office of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. The university will notify the federal contracting agency within 10 days of having received notice that an employee engaged in the performance of such a contract or grant has had a criminal drug statute conviction for a violation occurring in the workplace. The university will discipline any employee who is so convicted and/or require the employee's satisfactory participation in a drug abuse assistance or rehabilitation program. In order to comply with the **Federal Drug-Free Schools and Campuses Act**, the following descriptions are listed.

Health Risks Associated With the Use of Illicit Drugs and the Abuse of Alcohol

Drugs cause physical and emotional dependence. Users may develop a craving for specific drugs, and their bodies may respond to the presence of drugs in ways that lead to increased drug use.

Regular users of drugs develop tolerance, a need to take larger doses to get the same initial effect. They may respond by combining drugs, frequently with devastating results. Certain drugs, such as opiates, barbiturates, alcohol, and nicotine, create physical dependence. With prolonged use, these drugs become part of the body chemistry. When a regular user stops taking the drug, the body experiences the physiological trauma known as withdrawal. The withdrawal trauma includes (depending on the type of the drug): loss of appetite, irritability, tremors, panic, cramps, nausea, chills, sweating, anxiety, insomnia delirium, convulsions, depression and disorientation among other discomforts. Psychological dependence occurs when taking drugs becomes the center of the user's life.

Psychological dependence on drugs can destroy ties to family and friends, as well as cause the user to abandon outside interests, values, and goals. The user goes from taking drugs to feel good, to taking them to keep from feeling bad. Over time, drug use itself heightens the bad feelings and can leave the user suicidal. Drugs can remain in the body long after use has stopped. The extent to which a drug is retained in the body depends on the drug's chemical composition. Such accumulations of drugs and their slow release over time may have effects on the mind and body weeks or even months after drug use has stopped.

Drugs can interfere with memory, sensation, and perception. They distort experiences and cause a loss of self-control that can lead users to harm themselves and others. Drugs interfere with the brain's ability to take in, sort, and synthesize information. As a result, sensory information runs together, providing new sensations while blocking normal ability to understand the information received. Drugs can have an insidious effect on perception; for example, cocaine and amphetamines often give users a false sense of functioning at their best while on the drug. Research shows that drugs erode self discipline and motivation necessary for learning and cause a decline in academic and work performance as well.

The marijuana produced today is from 5 to 20 times stronger than that available as recently as 10 years ago. Its regular use has been associated with a "motivational syndrome", characterized by apathy and loss of goals. Research has shown that severe psychological damage, including paranoia and psychosis, can occur when marijuana contains 2 percent THC, its major psychoactive ingredient. Since the early 1980's, most marijuana has contained from 4 to 6 percent THC – two or three times the amount capable of causing serious damage.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgement and coordination required to drive a car safely, increasing likelihood that the driver will be involved in an accident. Low to

moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairment in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Far more addictive than heroin barbiturates or other illicit drugs is crack, a cheap but potent form of cocaine. It is extremely addictive; repeated use can lead to addiction within a few days. Crack leads to crime and severe psychological disorders. Many users once addicted have turned to stealing, prostitution, and drug dealing in order to support their habit. Continued use can produce violent behavior and psychotic states similar to schizophrenia. Crack/cocaine as well as many other illicit drugs (for example, narcotics, depressants, stimulants and hallucinogens) produce a wide gamut of withdrawal syndromes. These drugs can also cause sudden death from cardiac arrest or respiratory failure.

Sources of Text: What works: Schools Without Drugs, United States Department of Education, 1989 revised edition.

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

A broad range of student services provided through UCF's Division of Student Development and Enrollment Services are available to assist students with non-academic problems that negatively affect their performances. Among them are the ADAPT (Alcohol and Drug Awareness and Prevention Training) and REACH: Peer Education programs, which are free of charge to all students. Each of these is a part of the wellness program coordinated through UCF's Student Health Services and is designed to help students target problems and find solutions. The ADAPT program provides workshops to assist students in deciding if alcohol or drug usage is becoming a personal problem.

In addition to career counseling, UCF's Counseling and Testing Center provides personal counseling to students who express a need for assistance due to drug/alcohol dependency or other personal problems that may result in drug or alcohol abuse. Services include one-on-one therapy and/or referral to other appropriate professional institutions. These services at the center are provided at no charge to currently enrolled students as well as students who are returning to UCF from rehabilitation or re-entry programs. UCF has implemented an Employee Assistance Program (EAP) to provide services to its approximately 2800 regular personnel employed at all campuses. EAP services will be available at no charge to UCF employees (except OPS personnel which include adjunct faculty, graduate and student assistants) and immediate family who live in their household as defined by the State Employee's Group insurance UCF's EAP is an employee benefit designed to provide initial confidential assessment, counseling and referral services to employees whose personal problems are adversely affecting their job performance and overall well being. The program is designed to identify problems and assist employees (with the support of their affected dependents) by providing professional assistance while the problems are still in the early stages. EAP services offered or referred include and address a broad range of issues that trouble employees and/or dependents (for example, job burnout, personal emotional or psychological problems, parental problems, divorce, stress bereavement/depression due to the death of a loved one or other traumatic experiences) which may result in the illegal use of drugs and/or alcohol abuse. Specifically, the EAP is designed to:

- < Refer troubled employees/dependents;
- < Motivate employees/dependents to seek and accept assistance;
- < Assess troubled employee/dependents' problems and personal resources;
- < Recommend plan of action;
- < Provide initial counseling, and/or referral to such individuals.

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

In the U.S. Department of Justice, Drug Enforcement and Administration 1989 edition of Drugs and Abuse the following statement is provided regarding applicable legal sanctions under federal law for the unlawful possession or distribution of illicit drugs.

"The foundation of the federal fight against drugs is Title II of the Comprehensive Drug Abuse Prevention and Control Act of 1970, commonly known as the Controlled Substance Act (CSA). The basic Provisions of that law were strengthened by the Congress in 1984 and again with the Anti-Drug Abuse Act of 1986. The CSA provides penalties for unlawful manufacturing, distribution, and dispensing of controlled substances. The penalties are basically determined by the schedule of the drug or other substance, and sometime are specified by drug name, as in the case of marijuana. As the statute has been amended

since its initial passage in 1970, the penalties have been altered by Congress.”

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

- < Suspension or revocation of driver's license.
- < Suspension of vehicle registration and return of license plates, in the case of a multiple offender.
- < Mandatory blood testing to determine alcohol or drugs levels.
- < Ban on open alcoholic beverage containers in vehicles operating on public highways.

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

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

Student Activities and Organizations

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

Student Eligibility for Leadership Positions

The University has established the following minimum requirements for service in student leadership positions. Such positions may be elected or appointed and shall include without limitation, only as the University deems appropriate in its sole discretion, student government officials, officers of active registered student organizations, members of university department-sponsored groups, and members of university committees. These minimum requirements may be reviewed for waiver only under extraordinary circumstances as deemed appropriate by the University in its sole discretion.

1. During fall and spring semesters, be currently enrolled as a student activity fee-paying half-time student (currently defined as at least six (6) credit hours as an undergraduate degree-seeking student or a post-baccalaureate student, or at least three (5) credit hours in a graduate degree-seeking program). During summer session, be currently enrolled for at least three (3) credit hours in at least one of the terms.
2. Have a minimum overall grade point average of 2.3 for all hours earned while enrolled at UCF.
3. Maintain satisfactory academic progress as defined in the current *Undergraduate Catalog* and the current *Graduate Catalog* of UCF, as appropriate.
4. Be in good academic and disciplinary standing, defined as not being on academic or disciplinary probation.
5. Be free of any holds on university records.

Students who do not meet these minimum requirements may submit a written appeal to the Eligibility Appeals Board through the office of Student Activities within 2 weeks from the first day of class each semester. The appeal should address the causes for ineligibility and reasons for believing that the problems have been resolved. The Eligibility Appeals Board is the deciding body that, upon hearing the appeal may waive the eligibility requirements for one semester.

The Eligibility Appeals Board may review the academic record of students in those positions of leadership or responsibility. If normal progress towards graduation is unsatisfactory, the Board may recommend to the student, the advisor, the organization and the associate vice president for Campus Life that the student resign from the position of leadership or responsibility.

The Student Government Association has established eligibility requirements for selected positions in that organization. These requirements and governing procedures are presented in their election statutes, which are made available to any student upon request, as well as to all candidates filing for office.

Faculty or Staff Advisor

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

Registration of Student Organizations

Any student association, group, or organization whose objectives are consistent with the organizational goals and mission of the University is eligible for active registration. Registration is permitted and completed upon the recommendation of the Office of Student Activities, the review and concurrence of the Student Government, and the approval of the vice president for Student Development and Enrollment Services.

Membership

Membership in any student organization is limited to any student who is currently paying fees and is enrolled with the University of Central Florida. Organizational membership requirements must also be satisfied. UCF faculty, staff, alumni and Central Florida Research Park employees may be non-voting members. In order to comply with the University's commitment to non-discrimination, no discrimination shall be made on the basis of gender, race, color, creed, age, religion, disability, national origin, marital status, sexual orientation/preference, parental status or veteran's status.

Registration Process

To be considered for registration, a student organization must submit in writing to the Office of Student Activities a list of 12 UCF student members and their social security numbers, a list of all officers and their social security numbers, the signature of all officers and the faculty/staff advisor(s), and the organization's constitution. In seeking, securing and maintaining the privilege to be registered, each student organization must agree in writing to abide by all university policies, procedures and regulations and to hold harmless the University for any actions or activities of the organization.

Update Reports

At the beginning of each semester, and following organization elections, all registered student organizations must file an update report with the Office of Student Activities. The report must include a current listing of the organization's membership and officers, the signature of at least two current officers and the faculty/staff advisor (s), the purpose, and the organization's address.

Organizations that do not turn in an update form or do not meet any of the other informational requirements listed above will be considered inactive. Complete membership and officers lists and financial statements should be made available to the Office of Student Activities upon request. Any change in the information indicated above during the academic year should be reported to the Office of Student Activities.

Funds and Expenditures

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

Student organizations registered by the university may be granted the following privileges:

- < The privilege to use university facilities depending on availability, program and guidelines;
- < The privilege to request Student Government funds;
- < The privilege to use the university's name as part of the organization's name;
- < The privilege to grant awards and honors to organization members.

Organizations that violate university regulations will be subject to disciplinary action as described elsewhere in **The Golden Rule**. Such action may include, but not be limited to:

- < The limitation of any or all privileges listed above;
- < Social probation for the organization;
- < The temporary suspension of the organization's activities;
- < The withdrawal of the organization's registration.

Registration of student organizations by the University shall not imply support for any student organization's purpose, philosophy or activities. The University will not assume any legal liability for any student organization's activities. Rule 6C7-5.0021, Section (2)

Event Management

Registered Events

1. Scope

- A. The purpose of this rule is to enforce policies for events sponsored by registered student organizations and/or those events or activities that might possibly result in some degree of harm to persons or in some amount of defacement or damage to public or private property. This rule applies to events held on university-controlled property.
- B. Registered events include any or all of the following elements, but are not limited to:
 - < Recreational Burning - bonfires, torches, cookouts or any other form of open flame (also subject to approval by application and permit from Orange County Fire Rescue Services.
 - < Use of alcohol;
 - < Aircraft demonstrations or fly-bys;
 - < Events such as mazes and haunted houses;
 - < Events held outdoors including motor vehicle, bicycle and pedestrian races;
 - < Events that will either sell food or have catered food available;
 - < Events that will require Police, Physical Plant, Insurance, or any other similar services;
 - < Events with exhibits, scenery, displays, or special effects such as lasers, light shows or smoke;
 - < Assemblies of 50 or more persons where normal exit access is modified with furniture, staging, decorations, or seating;
 - < Activities in excess of 150 persons.
- C. Examples of prohibited events include entertainment activities similar to the following, but are not limited to:
 - < Fireworks or firearms demonstrations;
 - < Aircraft landings and parachuting;
 - < Demonstrational destructiveness such as car bashing;
 - < Amateur or non- licensed boxing matches or other non-professional full contact sport competitions.

2. Procedures

Events may be sponsored by active registered student organizations (as defined by **The Golden Rule**). Events may only be scheduled after the activity has been planned with the Office of Student Activities. Events include, but are not limited to lectures, speakers, celebrities, artists, musicians, entertainers, band parties, dances, socials, and fun/runs.

3. Calendaring

- A. The Office of Student Activities coordinates the calendaring process for events for active registered student organizations. Contracts, vending agreements, purchasing of items, and any other arrangements may be offered only after prior consultation with the Office of Student Activities. To calendar an event, a representative of an active registered student organization must complete a Registered Event form, which can be obtained through the Office of Student Activities. Submission of the completed form begins the calendaring process and assists in obtaining special support services such as Police, Physical Plant, and Insurance.
- B. If the organization desiring to sponsor an event does not complete a Registered Event form 10 days prior to the date of the scheduled event, the organization may be denied use of university facilities and may not be able to conduct the event. The form shall be signed by an officer of the student organization and the faculty or staff advisor.

4. Approval of Facilities for Events

A request by active registered student organizations to schedule facilities will only be considered when handled through appropriate university channels. Requests from active registered student organizations for the use of university facilities may be denied for the following reasons:

- < Adequate or appropriate facilities are not available;
- < Failure to comply with any of these procedures;
- < Inadequate arrangements for presentation of the program, including finances;
- < The proposed event constitutes a clear and present danger to the University by advocacy or promotion of disruptive conduct described by **The Golden Rule**;
- < Inadequate liability insurance;

Denial of approval for the use of university facilities may be appealed by the sponsoring organization upon written application to the vice president for Student Development and Enrollment Services.

5. Required Approvals

- A. Active registered student organizations must secure the required approvals at least 10 calendar days in advance of a proposed event before conducting or publicly announcing the intent to conduct the event.
- B. Applications for approval shall be made in writing to the University's Office of Student Activities. The Office of Student Activities will assist student organizations in obtaining required approvals by contacting any of the following university officials for their information and approval;
 1. Director of Environmental Health and Safety
 2. Director of Physical Plant
 3. Insurance Officer
 4. Director of News and Information
 5. University Police

6. Cancellations and Terminations

- A. Applications or approval for conducting a registered event may be canceled without penalty by either the applicant or the university upon giving written notice to the other party.
- B. Any registered event may be terminated during the event by the Office of Student Activities and/or the Police Department if it is determined that the event is not in strict accordance with the terms of the approved application, or in the event of disruptive or unsafe situations.

7. Applicant's Responsibilities

In addition to securing university approval to conduct the event, applicants shall be responsible for ensuring that:

- A. The event is conducted as described in the approved application including any requirements therein for clean-up, extra security, etc.;
- B. All restrictions and regulations, such as amplified sound, contracts, admissions fees, advertising, and solicitation, placed on the event by the university are followed.

8. University Assistance

If facilities and personnel are available, the university may be able to assist applicants by providing security, clean-up crews, etc. at cost. However, there is no assurance that such assistance will be available for any specific event.

9. Insurance Requirements

- A. Registered events, depending on the nature of the event, must be covered by liability insurance in the minimum amount of \$100,000 per person, \$500,000 per event, and \$100,000 for property damage.
- B. University departments acting as applicants shall contact the university's insurance office to determine if the current UCF liability coverage provides the required protection or if a special rider must be obtained. Cost of such a rider shall be charged to the applying department's account.
- C. All other applicants must furnish at their own cost appropriate proof of adequate insurance from a security firm licensed to do business in the State of Florida by the Florida Department of Insurance.

Potentially Hazardous Events

1. Scope

- A. This rule applies to the holding of potentially hazardous events on University-controlled property. Exempted from this rule are official university events, such as classes, orientation and registration, that are scheduled by the University and featured in the university publications.
- B. A hazardous event is defined as any activity that might possibly result in some degree of harm to persons or in some amount of defacement or damage to public or private property. Examples include but are not limited to: bonfires, use of firearms, explosives or munitions, use of alcohol, use of fireworks, helicopter or other aircraft landings, low level aircraft demonstrations or fly-bys, motor vehicle races, and gatherings in excess of 150 persons. Active registered student organizations may register events with these elements according to the Registered Event procedure.
- C. No fireworks or other explosive pyrotechnics device may be possessed stored or used on university-controlled property. This includes public or private displays.

2. Required Approvals

- A. Except as otherwise provided in (1) (a) above, any university or non-university person or organization must secure required approvals at least 15 calendar days in advance of a proposed event before conducting or publicly announcing the intent to conduct a potentially hazardous event on University-controlled property. When university faculty or staff member or a student organization requests such an approval, the individual's supervisor or the staff advisor to the student organization must concur with the request.

- B. Applications for approval shall be made in writing to the University Director of Police or designee, Form 40-2 (effective 1-2-87) entitled "Application to Conduct a Potentially Hazardous" must be completed at least fifteen (15) calendar days in advance of the proposed event, unless this time limit is waived by the Director. The Director of Police or designee will, upon request furnish the applicant with blank copies of this form and will instruct the applicant as to the procedure for filling out the form.
- C. Each application must be reviewed by the following officials for their information and approval;
 1. Director of Environmental Health and Safety
 2. Director of Physical Plant
 3. Insurance Officer (if insurance is required)
 4. Director of News and Information

3. Cancellations and Terminations

Applications or approval for conducting a potentially hazardous event may be terminated at any stage during the event by the Director of Police or his/her designee if that official determines that the event is not in strict accordance with the terms of the approved application, or in the event of disruptive or unsafe conditions.

4. Applicant's Responsibilities

In addition to securing university approval Form 40-2 to conduct the event, applicants shall be responsible for ensuring that:

- A. The event is conducted as described in the approved application including any requirement therein for clean-up crews, extra security, etc.
- B. All restrictions placed on the event by the university are followed.

5. University Assistance

If facilities and personnel are available, the university may be able to assist applicant by providing security, clean-up crews, etc. at cost. However, there is no assurance that such assistance will be available for any specific event.

6. Insurance Requirements

- A. All potentially hazardous events must be covered by liability insurance in the minimum amount of \$100,000 per person, \$500,000 per event, and \$100,000 for property per event.
- B. University departments acting as applicants shall contact the university's insurance office to determine if the current UCF liability coverage provides the required protection or if a special rider must be obtained. Cost of such a rider shall be charged to the applying department's account.
- C. All other applicants must furnish at their own cost appropriate proof of adequate insurance from a security firm licensed to do business in the State of Florida by the Department of Insurance.
Specific Authority 120.53(1)(a), 240.227(1) FS. Law Implemented 120.53(1)(a), 240.227 (15), 235.02 FS. History—New 5-28-85, Formerly 6C7-4.292, Amended 12-22-86 7-27-92. **Amended 1996.**

Loud Speakers and Sound Equipment

Active registered organizations must secure in writing permission to use amplified sound on the Orlando campus (including Research Pavilion) for the purpose of engaging in any activity to benefit either their own organization directly or a program that their organization may sponsor, as follows:

1. Student Union and inside the Pegasus Circle — director of the Student Union or designee
2. Outdoor area immediately adjacent to any building — officially designated building manager for that facility
3. Other outdoor open spaces on the campus — designated sponsors, i.e., Lake Claire — Recreational Services
4. Inside any building — officially designated building manager for that facility

Permission by active registered student organizations to use any space on each branch campus or its host institution's campus for the purpose of such fund-raising must be secured in writing in advance from the director of Campus Life on each branch campus.

Admission Fees

Student or registered students organizations wishing to charge admission to an event should receive prior approval from the Office of Student Activities.

Contracts

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

Student Organization Contests, Campaigns, or Petitions

Any registered student organization sponsoring a fund-raising campaign, contest, competition or petition must register with the Office of Student Activities. This does not pertain to Student Government elections.

Free Assembly Area

- A. University buildings and ground may be scheduled for political activity and other exercises of free speech and assembly only in areas specifically designated for that purpose by the president or designee. Such use must be on a noninterference basis with the conduct of classes or other normal activities of the university. Determinations of what constitutes interference shall be made by the university president or on his/her order in the best interests of the university.
- B. In the absence of specific designation made pursuant to (A) above and subject to other regulations of the university regarding the assembly of large numbers of people, the use of sound amplification equipment, and maintenance of free access to all university facilities, the open grass area between the Student Government Kiosk and the Math and Physics Building as bounded by Apollo Circle and the sidewalks leading to the southwest entrance of the Math and Physics Building, shall be deemed a "Free Speech Area" for the conduct of political activity and other exercises of free speech.

Advertising and Signs

To publicize campus registered event, a maximum of three wood or cloth banner signs may be posted. These signs must not be larger than 4' x 8'. Cloth banners, wood signs, and wood stakes may be posted for a maximum of five consecutive business days. All signs must be removed by the posting organization within 24 hours after the registered event or after the fifth day. This posting rule does not apply to Student Government elections.

Student organizations are limited to posting of wood or cloth signs 3 times per semester. During the first 2 weeks of the Fall and Spring semester, and the duration of the Student Government Senatorial and Presidential elections, any registered organization may post up to 5 wood and/or cloth signs in approved locations on campus. These postings will not count towards the three times per semester rule.

The placement of printed materials on vehicles in parking areas is not permitted.

Non-Credit Discussion Groups

A non-credit discussion group is defined as an informal but organized group discussion on subjects of interest that are not a part of the regular curriculum of the university.

A non-credit discussion group can be offered on a regular or a continuing basis on university-owned property or be supported by public monies, provided such a group meets applicable guidelines relating to statutory and other lawful aims of the State University System, legal constraints upon expenditures of public monies, lawful teaching methods, and discussion leader competence.

Requests for approval of a non-credit discussion group should be made to the Office of Student Activities. Requests will be considered also in accordance with state and local policy in Rule 6C7-4.0292

Solicitation on Campus

General

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

Procedure

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

I. Market Day Guidelines

- A. Contact UCF's Student Union Event Services to request space. Space is limited. Reservations must be made in advance at UCF's Student Union Office, Room 312. All fees for the reservation of space must be paid at the time the reservation is made. (See Student Union Event Services for current fee schedule.) UCF reserves the right to require any Vendor to submit proof of insurance coverage for comprehensive and general liability insurance in amounts deemed acceptable by UCF.

- B. Placement of Vendors within the bounds of Pegasus Circle will be at the sole discretion of UCF's Student Union Event Services staff.
- C. Vending space will be clearly designated for Vendors upon their arrival at set up time. Displays may not extend beyond the allotted space.
- D. UCF's Student Union reserves the right to restrict the participation of any Vendor or Vendors.
- E. If a Vendor is not set up by 10:00 a.m., UCF may, but is not obligated to, remove the Vendor's equipment, if any, and will consider such Vendor a NO SHOW, which status will go on file.
- F. The market will end promptly at 5:00 p.m. UCF's Student Union patio will be open to load merchandise and equipment from 5:00 p.m. - 6:00 p.m. Vendors must completely vacate UCF's Student Union patio by 6:00 p.m.
- G. In case of inclement weather, the market may be canceled at the sole discretion of Student Union staff. If the market is canceled, reservation fees will be refunded to UCF's Vendors who paid the fees. No prorated refunds will be issued if the market is held and inclement weather occurs during the day.
- H. Vendors are to purchase a parking pass on the days they will be on campus. Parking is available in Lot T-600 after the vendor unloads the materials and merchandise at UCF's Student Union.
- I. UCF is not responsible for any loss, theft, or damage to Vendors' equipment or goods. Vendors are responsible for the security of their property.
- J. Vendors must adhere to the requirements established by UCF's Student Union for the safety of the event and any rules as may be mandated by UCF's Department of Environmental Health and Safety.
- K. UCF shall not tolerate the placement of tables, displays, tents, or other activities for solicitation purposes outside Pegasus Circle. UCF's Police will be responsible for monitoring all such activities outside Pegasus Circle. Those violating this policy will be instructed to leave immediately and may be issued a no-trespass warning by UCF Police.

Campus Locations for Solicitation

Posted materials should not be fastened to or hung from shrubbery or trees; drawn, taped, painted or otherwise displayed on sidewalks, walls, glass and painted surfaces, or buildings exteriors. No holes may be dug into the ground (except for wood stakes) nor nails or tacks hammered into trees.

Solicitors and tradesmen, including students, faculty and other university personnel, are prohibited from entering all university buildings, including the residence halls, for the purpose of conducting personal or business transactions.

Responsibility

The director of the Student Union shall be responsible for implementing this policy.

II. Exception to Policy

Officially registered, active student organizations of UCF desiring an exception to the above policy must secure, in advance, the written permission of either the director of the Student Union or other individual listed below to use, free of charge, space on UCF property to conduct a solicitation to benefit only the student organization. No person or entity outside of the student organization shall participate in the solicitation or receive any financial or other benefit or thing of value from the solicitation. Examples of such solicitations include but are not limited to, bake sales and similar fund-raising activities, distribution of literature, speakers, give-away promotions, or signing of petitions.

On UCF's main campus, permission must be secured as follows:

- A. Student Union and inside the Pegasus Circle - from the director of the Student Union or designee.
- B. Residence halls and outside areas immediately adjacent thereto - from the director of Housing and Residence Life or designee.
- C. Greek Park area - from the director of Greek Affairs or designee.
- D. UCF Arena, Student Resource Center Auditorium area, Wild Pizza area - from the director of the UCF Arena or designee.
- E. Recreation or intramural sports areas - from the director of Recreational Services or designee.
- F. Inside any other building and outside areas immediately adjacent thereto - from the officially designated building manager of that facility or designee (identification of the building manager for a particular facility may be obtained from the Office of the Vice President for Administration and Finance).
- G. Other open spaces on the campus - from the director of Student Activities or designee (and the director of Greek Affairs, in the case of general Greek letter organizations.)

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

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

In-line Skating and Skateboarding Procedure

- A. Each building of the university will have properly posted signs prohibiting in-line skating and skateboarding within or adjacent to building structures. The building manager is responsible for posting the signs with the assistance of the Physical Plant.
- B. Any staff or faculty member shall discourage anyone from in-line skating or skateboarding within the confines of each building or adjacent to the property, the disruptive individual will be referred to the Division of Student Development and Enrollment Services or Human Resources as applicable. In the case of a person not affiliated with the university, University Police will issue a Trespass Warning according to policy. The University Police will assist the reporting party as necessary.
- C. This procedure applies to all hallways within university buildings and stairways and entranceways adjacent to the exterior of each building.
- D. In-line skating and skateboarding is prohibited on the roadways.
- E. The University Police Department is responsible for enforcing this procedure.