



---

# Dean of Students Office

---

*Office of Student Rights and Responsibilities*  
**2019-2020**  
**STUDENT HANDBOOK**

This official guide includes policies and procedures pertaining to UWF students. This edition supersedes and replaces all previous editions. UWF reserves the right to revise this information at any time.

---

# Table of Contents

Section	Page
I. Introduction.....	2
UWF Mission, Vision, and Values .....	2
Letter from the Vice President .....	3
II. Student Rights and Responsibilities.....	4
UWF Honor Code.....	4
Student Educational Records.....	4
Classroom Behavior .....	4
Use of Instructional Space and Resources.....	4
Student Code of Conduct.....	4
Student Code of Academic Conduct .....	4
Sexual Misconduct, Sexual Violence, Gender-Based Discrimination and Retaliation .....	4
Prohibition of Discrimination, Harassment and Retaliation.....	5
Prohibition of Hazing.....	5
III. Related UWF Policies and Regulations .....	6
Medical Immunity.....	6
Parental/Guardian Notification Policy .....	6
Religious Observances.....	6
Weapons on University Property.....	6
Skateboards and Similar Devices.....	6
Housing and Residence Life Standards of Community Living.....	6
Student Communications Policy.....	6
Fundraising and Solicitation .....	6
Grade Forgiveness and Repeat Courses.....	7
IV. Appeals and Student Grievance Processes .....	8
Student Grievance Process Policy .....	8
UWF Student Omubdsperson.....	8
University Complaints to External Agencies.....	8
V. Wellness and Health .....	9
Tobacco-Free Campus Policy.....	9
Alcoholic Beverages on Campus Property .....	9
Drugs.....	9
HIV/AIDS .....	9
VI. Student Involvement .....	10
Student Organizations .....	10
ArgoPulse.....	10
Student Leader Eligibility Requirements.....	10
VI. Resources.....	11
Student Accessibility Resources .....	11
Title IX.....	11
Statewide Articulation Agreements .....	11
Consumer Information .....	11
Voter Registration Requirements .....	11
Campus Safety and Security .....	11

# Introduction

## UWF Mission, Vision, and Values

### Our Mission

Our mission at UWF is to:

- Provide high-quality undergraduate and graduate education,
- Conduct teaching and research that services the body of knowledge, and
- Contribute to the needs of professions and society.

### Our Vision

A spirited community of learners, launching the next generation of big thinkers who will change the world.

### Our Values

Our institutional values—shared by students, faculty and staff—make UWF a great place to learn and to work. UWF maintains policies and practices and pursues initiatives congruent with our values.

UWF Operates with **Integrity** in all Matters: Doing the Right Thing for the Right Reason.

<b>Caring</b>	Maintaining a safe, dynamic learning and working environment that fosters the development of individual potential.
<b>Collaboration</b>	Promoting a culture of supportive and cooperative interactions and communication to advance and achieve shared expectations and goals.
<b>Creativity</b>	Providing opportunities to imagine, innovate, inspire, and express different approaches and solutions to existing and anticipated needs and challenges.
<b>Entrepreneurship</b>	Encouraging a culture that identifies opportunities to initiate change.
<b>Inclusiveness</b>	Welcoming, respecting, and celebrating the differences and the similarities among people and ideas.
<b>Innovation</b>	Exploring, expanding, and enhancing learning as well as knowledge through transformational experiences.

# Letter from the Vice President of Academic Engagement and Student Affairs

**It is my pleasure to welcome you to the Argo family.**

There are NO LIMITS to what you can achieve here at the University of West Florida. You are now part of a dynamic community of scholars and learners with access to a plethora of resources to assist you in achieving your goals. We are here to help you develop academically, personally and professionally as you make the journey to graduation. This handbook will provide you with policies and procedures that will be beneficial to you as a member of our campus community. Please take the time to read it thoroughly.

I encourage you to take advantage of every opportunity available to you here at UWF. Student success is our primary focus. Meet regularly with your academic advisor and develop a plan to complete your degree on time.

The faculty at UWF are outstanding! They can help you with your coursework and also share their professional expertise as you prepare for the future. Get to know them and allow them to get to know you by fully participating in your classes.

In addition to your course work, participate in a high impact experience that excites you! Join a club, volunteer, take on an internship or study in another country. High impact learning opportunities make you more competitive as you prepare to enter your first job. Student Involvement and Career Development can assist you in finding the right opportunity.

Get involved and always do your best! And most importantly, never, ever be afraid to ask for help. You have an entire community of fellow Argos here to support you.

My wish for each one of you is that you graduate from UWF with the tools and skills you need to succeed in whatever path you choose. I can't wait to see the positive impact that YOU will have on this campus, in our community and in the world.

Have an amazing year and Go ARGOS!

**Dr. Kim LeDuff**

Vice President, Division of  
Academic Engagement and Student Affairs

# Student Rights and Responsibilities

## UWF Honor Code

As Argonauts, we act with integrity. We do not lie, cheat, steal or tolerate those who do.

## Student Educational Records

[Section 1002.225, Florida Statutes](#), requires state educational institutions to comply with the Family Educational Rights and Privacy Act (“FERPA”) codified at [20 U.S.C. s 1232g](#), and the federal regulations issued pursuant thereto at [34 C.F.R. Part 99](#). FERPA provides certain rights to university students concerning their student educational records.

**Full Regulation:** [UWF-REG 3.017 Student Educational Records](#)

## Classroom Behavior

University of West Florida faculty members are responsible for establishing and implementing appropriate academic standards as well as reasonable behavior standards for each class. Disruptive classroom conduct, a violation of the UWF Student Code of Conduct, is defined as individual or group conduct of a nature that interrupts or interferes with educational activities, infringes upon the rights and privileges of others, results in the destruction of property or is otherwise prejudicial to the maintenance of order. Violations should be reported to the Dean of Students for adjudication through the Student Conduct System.

## Use of Instructional Space and Resources

University facilities and equipment are intended primarily for the use of faculty and students enrolled in courses. A student who has completed registration, including the payment of fees, and whose name appears on the final class rolls, is authorized to attend classes and to use University instructional space, facilities or equipment. Students may not attend classes or use instructional spaces, facilities or equipment for which they have not paid fees or from which they have withdrawn.

## Student Code of Conduct

University students and student organizations are expected to uphold appropriate standards of behavior and to respect the rights and privileges of others. This Student Code of Conduct applies to individual students as well as student organizations. All students and student organizations are expected to conduct themselves in accordance with all federal, state and local laws, and Board of Governors and University regulations, and policies. The Student Code of Conduct applies to all UWF campuses, UWF-sponsored programs, including international and exchange programs, and off-campus conduct.

**Full Regulation:** [UWF-REG 3.010 Student Code of Conduct](#)

## Student Code of Academic Conduct

The University is dedicated to the highest principles and standards of academic integrity. An academic violation by a student can negatively impact a class, program and/or college in ways that are unique to each discipline. Therefore, the University believes that the severity of an academic infraction is best evaluated by the faculty of the institution. The University seeks to offer students an opportunity to respond to allegations of academic misconduct before a decision is rendered. This regulation seeks to provide faculty and students with a fair process for addressing allegations of academic misconduct.

**Full Regulation:** [UWF-REG 3.030 Student Code of Academic Conduct](#)

## Sexual Misconduct, Sexual Violence, Gender-Based Discrimination and Retaliation

The University is committed to providing an environment that is free of sexual misconduct and sexual violence, gender-based discrimination and retaliation, as those terms are defined in this policy.

**Full University Policy:** [P-14.02-02/15 Sexual Misconduct, Sexual Violence, Gender-Based Discrimination and Retaliation](#)

## **Prohibition of Discrimination, Harassment and Retaliation**

The University is dedicated to providing an inclusive and welcoming environment for all who interact in our community. In continuing to build and maintain a diverse environment, UWF strives to attract students, faculty and staff from a variety of cultures, backgrounds and life experiences.

The University is committed to ensuring that each member of the University community is permitted to work and study in an environment which is free from discrimination and harassment based on the following protected classes: age, color, disability, gender, gender identity, sex, sexual orientation, marital status, national origin, race, religion, and veteran status and which is free from prohibited retaliation, as described in this policy.

**Full University Policy:** [P-13.08-3/17 Prohibition of Discrimination, Harassment and Retaliation](#)

## **Prohibition of Hazing**

Hazing will not be tolerated at the University and is prohibited in any form both on campus and off campus. Intentional or reckless hazing that results in a substantial risk of physical injury or death or which results in serious bodily injury or death is a crime in the State of Florida, pursuant to [Section 1006.63, Florida Statutes](#).

**Full Regulation:** [UWF/REG-3.018 Prohibition of Hazing - Procedures and Penalties](#)

# Related UWF Policies and Regulations

University regulations and policies are reviewed regularly and revised as appropriate. Visit UWF's [Legal & Consumer Info](#) for the current versions of UWF regulations and policies, unless noted otherwise.

## Medical Immunity

The Medical Immunity Policy allows the Vice President of Enrollment Affairs or designee the sole discretion to give Medical Immunity to a student who has acted responsibly and rendered aid from appropriate University staff members or called for medical assistance. This means that the University may, in its sole discretion, choose to forego adjudication for violation(s) of conduct involving hazing, alcohol or drug use by the reporting student(s) that occurred at or immediately before the time of the incident, as long as the other conditions of the policy are met and if the Vice President of Enrollment and Student Affairs or designee is satisfied that the student(s) satisfied the conditions herein.

**Full University Policy:** [SA-01.01-07/18 Medical Immunity](#)

## Parental/Guardian Notification Policy

Parents/ guardians may be contacted under circumstances such as: (a) alcohol violations, (b) drug violations, (c) emergency medical transports, and/or (d) protection of health and/or safety.

**Full Regulation:** [SA-05.04-11/12 Parental/Guardian Notification Policy](#)

## Religious Observances

The University will reasonably accommodate the religious the religious observances, practices and beliefs of individual students in regard to admissions, class attendance, examinations and work assignments.

**Full Regulation:** [UWFREG-3.041 Religious Observances](#)

## Weapons on University Property

In order to maintain a safe academic environment, the University prohibits the use, storage and possession of weapons on University property with limited exceptions.

**Full University Policy:** [PS-02.03-05/14 Weapons on University Property](#)

## Skateboards and Similar Devices

All person who participates in skateboarding on property owned or controlled by the University assumes known and unknown inherent risks in this activity, irrespective of age, and is legally responsible for all damages, injury, or death to himself, herself, other persons, or property which result from their participation in such activities.

**Full Regulation:** [UWF/REG 5.003 Skateboards and Similar Devices](#)

## Housing and Residence Life Standards of Community Living

[UWF Housing Rules and Resources](#) contains rules for living on campus, including:

- [UWF Housing Handbook 2018-2019](#)
- [Tropical Weather Guide](#)

## Student Communications Policy

The University of West Florida uses email for official University communication with students. Therefore, each student will be instructed to activate and use a UWF email account ([name]@students.uwf.edu). UWF students are responsible for information communicated through this medium, including monitoring their email for communications from UWF.

**Full University Policy:** [SA-19.03-05/18 Student Communications Policy](#)

## Fundraising and Solicitation

Describes general conditions for student organization fundraising sales, promotions and related activities.

**Full University Policy:** [DV-02.03-04/14 Fundraising and Solicitation](#)

## Grade Forgiveness and Repeat Courses

Grade Forgiveness and Repeat Courses Grade Forgiveness is allowed three times within the undergraduate career. Grade Forgiveness is only for students in their first baccalaureate degree and is only for the same UWF course for which a previous grade has been earned. Grade Forgiveness does not extend to courses taught at another institution transferred for credit at UWF. The highest grade will be counted for credit. The Office of the Registrar automatically applies the Grade Forgiveness to all eligible course repeats at the end of each semester, including the summer semester, after all grades are posted. Grade Forgiveness will not be processed after a student graduates. As provided in UWF Regulation 3.030 (Academic Misconduct), Grade Forgiveness will not be applied to a course in which a student has been found responsible for a violation of the Academic Misconduct Code resulting in a sanction of "F" in the course.

**Full University Policy:** [AC-34.02-09/18](#)  
[Undergraduate Student Progress to Degree Policy](#)



# Appeals and Student Grievance Processes

## Student Grievance Process Policy

The Student Grievance Process provides students the opportunity to bring complaints to the attention of the University. The Student Grievance Process may only be used to grieve a University action or decision when there is no appeal process associated with that particular University action or decision.

**Full University Policy:** [SA-27.02-02/17 Student Grievance Process](#)

## UWF Student Ombudsperson

The ombudsperson serves as an alternate resource for all students to complement other existing channels of communication and conflict resolution. The role of the ombudsperson is to serve as a resource and designated neutral party for those who may have a University-related concern or grievance. Such problems may be related to grades, difference of opinion with instructors, interpretation of University policies or other administrative issues. Students seeking guidance or assistance related to their University experience, both academic and nonacademic, should contact the UWF student ombudsperson.

## Current UWF Student Ombudsperson

**Dr. Vannee Cao-Nguyen**  
850.474.2387  
[vcao@uwf.edu](mailto:vcao@uwf.edu)

## University Complaints to External Agencies

Students should refer to the process and form(s) provided by the University's accreditor ([the Southern Association of Colleges and Schools Commission on Colleges \(SACSCOC\)](#)) at their website if they have a complaint.

- [SACSCOC Complaint Form/ Procedures](#)
- SACSCOC Contact Number: 404.679.4500

Students should refer to the process and form(s) provided by the state entity responsible for overall governance of the Student University System ([Florida Board of Governors](#)) at their website if they have a complaint.

- [Florida Board of Governors Complaint Form/ Procedures](#)
- Florida Board of Governors Contact Number: 850.245.0466

# Wellness and Health

## Tobacco-Free Campus Policy

UWF prohibits the use of tobacco products by students, staff, faculty and visitors in all University facilities, property, vehicles, owned or leased, regardless of location.

**Full University Policy:** [SA-35.01-10/15](#)

## Alcoholic Beverages on Campus Property

Any individual serving, possessing, using, consuming, distributing or selling alcohol on any UWF campus must abide by all applicable federal, state, local laws and ordinances and University and Board of Governors regulations and policies related to alcohol.

**Full Regulation:** [UWF/REG 5.017 Alcoholic Beverages on Campus Property](#)

## Drugs

Florida Statutes and the UWF Student Code of Conduct prohibit the manufacturing, possession, dispensing, selling and consumption of illegal drugs and drug paraphernalia. Violation of these regulations will subject a student to disciplinary action, up to and including expulsion from the University. Disciplinary action by the University does not preclude the filing of criminal charges against a student; nor does the filing of criminal charges preclude the taking of disciplinary action by the University. Educational and informational materials concerning the use, misuse and abuse of drugs are available from [Wellness Services](#).

### [Drug Free Schools and Campuses Act of 1989.](#)

This federal law requires that institutions of higher education provide students and employees with a copy of the written policies and laws related to drugs and alcohol. The University clearly prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. To obtain information on applicable legal sanctions, the health risks associated with drug and alcohol abuse, available counseling and treatment programs, and disciplinary sanctions associated with student and employee violations, visit [Drug Free Campus](#) or contact the Dean of Students office at 850/474.2384 or Wellness Services at 850.473.7112.

[Drug Abuse and Alcohol Prevention Program \(DAAPP\)](#)

## HIV/AIDS

In the belief that education can exercise some control over the spread of HIV/AIDS and help the public to respond in a reasonable manner, the State of Florida is committed to providing the university communities and communities at large with education on the nature and transmission of the disease and the rights of individuals with HIV/AIDS.

The medical director of [Student Health Services](#) is designated as the HIV/AIDS counselor and is available to the student body and employees to answer questions and provide counseling with regard to the disease. Appointments with the HIV/AIDS counselor will be confidential; call 850.474.2172. [Wellness Services](#) provides educational programs on campus and informational materials about [sexual health](#).

# Student Involvement

## Student Organizations

There are more than 150 [Student Organizations](#) at the University of West Florida. Types of organizations include Registered Student Organizations, Fraternities and Sororities, Departmental Organizations and Sport Clubs.

## ArgoPulse

[ArgoPulse](#) is a web-based platform that helps students get involved in campus life. It provides an easy way for students to search for student organizations on campus, stay connected with upcoming events and opportunities and manage their student organizations.

## Student Leader Eligibility Requirements

Students must meet the following minimum requirements to be eligible to seek and retain a leadership position in any Student Organization:

- Be enrolled in at least six (6) credit hours per semester, except as noted in the policy.
- Have and maintain a cumulative grade point average (GPA) for University of West Florida course work of at least 2.50, and
- Not be on academic or disciplinary probation or suspension.

**Full University Policy:** [SA-10.04-09/14 Student Leadership Eligibility Requirements](#)

# Resources

## Student Accessibility Resources

The University provides individualized support services to encourage full participation for students with disabilities. [Student Accessibility Resources](#) offers a wide variety of accommodations and services for students with documented disabilities, including learning disabilities, deafness/hardness of hearing, blindness/low vision, mobility limitations, ADHD, and psychiatric and medical conditions.

## Title IX

The [Title IX office](#) manages complaints of sexual misconduct (such as stalking and sexual harassment), sexual violence (such as dating violence and sexual assault/rape) and gender-based discrimination (differential treatment based on someone's gender or sex). The Title IX office also provides training to the campus community and communicates what resources are available to students, faculty and staff.

### UWF Title IX Coordinator:

Karen Rentz: 850.474.2175 or [krentz@uwf.edu](mailto:krentz@uwf.edu)

### Deputy Title IX Coordinators:

- Dr. Brandon Frye: 850.474.2384 or [bfrye@uwf.edu](mailto:bfrye@uwf.edu)
- Meghan Barter: 850.474.3055 or [mbarter@uwf.edu](mailto:mbarter@uwf.edu)

## Statewide Articulation Agreements

Articulation agreements outline the policies and requirements related to the transfer of credits from Florida community/state colleges to Florida universities. Visit [Statewide Articulation Agreements](#) or contact the [UWF Office of the Registrar](#) for more information.

## Consumer Information

Each institution must annually provide to all enrolled students a notice of the availability of the information that is required to be made available to students under the [Family Educational Rights and Privacy Act of 1974](#) (Family Educational Rights and Privacy Act or "FERPA"), and under the Higher Education Act of 1965 (HEA), as amended by the [Higher Education Opportunity Act of 2008](#) (HEOA). This information is posted on the [UWF Consumer Information - HEOA](#) page.

## Voter Registration Requirements

State law requires colleges and universities to provide each enrolled student the opportunity to apply to register to vote or to update their voter registration records at least once a year. Voter registration information at the University may be obtained at various locations around campus, including the Nautilus Card Office, University Commons, Dean of Students, Registrar, Advising Center or Emerald Coast.

### Voter Registration Information

- [National Mail Voter Registration](#)
- [MyFlorida.com](#)
- [Florida Voter Registration Application](#)
- [Florida Voter Registration](#)

## Campus Safety and Security

**University Police:** The Police Department provides a full range of public safety services to the University community and its guests 24 hours a day, seven days a week, year-round. All UWF police officers are fully certified state officers through the Florida Department of Law Enforcement, Division of Criminal Justice Standards and Training.

**Blue Light System:** Emergency Blue Lights are free-standing white poles or wall-mounted boxes strategically located throughout the Pensacola campus. Blue Lights can be activated by using the red button inside the call box or by striking the side of the pole.

**Safety Escort Service:** The campus escort service is available to ensure the safety of all University students, personnel and visitors upon request. The service is provided between car and building or building to building, day and night, year-round. Qualified, supervised student personnel provide the escort service Monday through Friday while the University is in session, 8 a.m.-midnight. During all other times, the University Police will provide escort service on an as-available basis. Escort service may be arranged for special events held on campus.

**Combined Annual Security & Fire Safety Report 2018-2019:** Campus Security Policy and Campus Crime Statistics Act - The Jeanne Clery Disclosure for Campus Security Policy and Campus Crime Statistics Act (formerly the Campus Security Act) is a federal law that requires institutions of higher education to disclose campus security information, including certain crime statistics for the campus and surrounding area. As a current or prospective University of West Florida student or employee, you have a right to obtain a copy of this information for this institution. You may obtain a printed copy of this information upon request by contacting UWF Police at 850.474.2415.

**Crime Statistics:** The UWF Police Department submits semi-annual Uniform Crime Report Data to the Florida Department of Law Enforcement for crimes occurring within its jurisdiction. It also disseminates information concerning incidents of crime through local and on-campus media. The data is ultimately published by the FBI in the annual Uniform Crime Report. Florida Department of Law Enforcement definitions of select offenses are available by contacting the UWF Police at 850.474.2415. The crime statistics for UWF can be found on the U.S. Department of Education's [Campus Safety and Security site](#).

**Security of Campus Facilities and Housing:** The University of West Florida is a public institution and, with the exception of the residence halls, is open to the public during the day and evening hours when classes are in session. During the times that the University is officially closed, its buildings are generally locked and only faculty, staff and some students with proper identification are admitted. The University police provide regular patrol of UWF buildings as well as parking facilities. Individuals who interfere with the orderly functioning of university business may be escorted from campus grounds and subject to arrest.

Resident students are issued a key or key access card at check-in so they may have access to their living unit. Students are encouraged to safeguard keys in order to enhance their personal safety and the safety of others. An effective residence hall security system program depends upon resident cooperation, staff supervision and University police assistance. Although the campus-wide security system increases campus safety, the best security system is one in which all members of the community take personal responsibility for self-protection and the protection of their property.

UWF police officers patrol the areas around the campus and are readily available to assist on a 24-hour basis. In addition, Resident Assistants (RAs), hired by the Department of Housing and Residence Life, are on duty daily in residence hall communities. These security measures and personnel are representative of our concern for the protection of persons and property. Resident students are encouraged to promptly call the police at 474.2415 to report security deficiencies immediately.

The Facilities Management Department maintains university buildings and grounds with a concern for the safety and security of all persons and property. Inspections are made regularly and repairs are made promptly to ensure that appropriate safety and security measures are maintained. The University Police assist Facilities personnel by reporting potential safety and security hazards, which includes

conducting campus safety and lighting surveys and reporting discrepancies. Students, faculty and staff are also encouraged to call Facilities Management or the University Police to report any actual or potential safety or security hazards. The University Police conduct physical security surveys of campus facilities that may be vulnerable to criminal intrusion. Specific recommendations are made regarding security hardware, alarm systems or procedures that will serve to reduce the opportunities for crimes to occur in or around campus buildings.

**Crime Prevention Responsibilities/Programs:** The UWF Police Department encourages all students, faculty and staff to be involved in campus crime prevention. Information on safety and security precautions is provided on a regular basis through use of films, seminars, bulletins, crime alerts, posters, brochures and campus print and video media. In an ongoing effort to facilitate this process, University police officers provide crime prevention programs throughout the year on such topics as Date/Acquaintance Rape, [RAD \(Rape Aggression Defense\)](#), Personal Safety-Reducing Risks, Alcohol and DUI, Burglary and Theft Prevention, Operation ID-Personal Property Engraving, UWF Police Department-Who We Are and What We Do, Bike Engraving, Robbery Precautions and Child Safety.

**Campus Sex Crime Prevention Act:** This federal law is aimed at tracking convicted sex offenders enrolled at or employed by institutions of higher education. The act requires sex offenders registered with the state to provide notice to the state of each institution of higher education that the offender is employed, carries on a vocation, or is enrolled as a student. The UWF Police Department maintains a [list of convicted offenders at the University](#). This information is provided by the [Florida Department of Law Enforcement](#).