College of Education
UNDERGRADUATE PROGRAMS COMMITTEE
Friday, January 16, 2009
1:00 p.m., EDU 219
Meeting Minutes

Members Present: Amber Phillips, Stephen Rushton, Deoksoon Kim, Patty McHatton, John Manning, Tony Tan

Members Absent: Georgann Wyatt, Liliana Rodriguez-Campos

Ex-officios Present: Mike Stewart

Ex-officios Absent: Paulette Walker, Erwin Johanningmeier

Others Present: Rick Austin, Rae Clark, Lora Crider

1. Call to Order .................................................. Patty McHatton, Chair

2. Review of 10/11/08 Minutes – A motion to approve was made by John Manning and was seconded by Deoksoon Kim. The meeting minutes were passed unanimously.

3. Reports:
   a. School Partnership -Mike Stewart
      The Dean, Superintendent, and others are scheduled to meet next week to finalize the Partnership Agreement. They are waiting on revisions from Hillsborough County. It is desired to approve a “generic” agreement. There were 9 Bank of America Scholarships awarded to teachers for this spring semester.
   b. Children’s Festival –Mike Stewart on behalf of Paulette Walker
      The Children’s Festival will be on Saturday March 7th and everything is running on schedule. There is still time if a group would like to have a booth at the Festival. This years’ theme is “Learning is WonderBULL”
   c. Proposed Policy Changes for GKT-Mike Stewart
      A proposed revision of the College’s policy on admission in reference to the GKT test was handed out to the members of the UPC. This draft is to be shared with the UPC
representatives in their department and it will be an action item on the agenda of the February 13th UPC Meeting.

d. **Policy for Academic Integrity and Disruption of Academic Process**
The members of the UPC were asked to be aware and familiar with the policies.*
Regulation 3.027, Academic Integrity of Students, at

* Regulation 3.025, Disruption of Academic Process, at

4. **Secondary Education Program Proposals – Compliance Adjustments**
   a. **Mathematics Education, B.S. - Rick Austin**
      Dr. Austin gave a rationale for what was done to bring the hours of the program into compliance. The Committee reviewed and passed the proposal.
   b. **Science Education, (Biology), B.S. - Dana Zeidler**
      Dr. Rae Clark gave a rationale for what was done to bring the hours of the program into compliance. The Committee reviewed the proposal and suggested some verbiage changes to the proposal. The proposal was approved pending the suggested verbiage changes were made.
   c. **Science Education, (Chemistry), B.S. - Dana Zeidler**
      Dr. Rae Clark gave a rationale for what was done to bring the hours of the program into compliance. The Committee reviewed the proposal and suggested some verbiage changes to the proposal. The proposal was approved pending the suggested verbiage changes were made.
   d. **Science Education, (Physics), B.S. – Dana Zeidler**
      Dr. Rae Clark gave a rationale for what was done to bring the hours of the program into compliance. The Committee reviewed the proposal and suggested some verbiage changes to the proposal. The proposal was approved pending the suggested verbiage changes were made.

5. **Discussion items**
   a. **College of Education Conceptual Framework** – The Conceptual Framework is being revisited and tweaked by a committee of 26 which is Chaired by Jane Applegate. The Conceptual Framework was approved in 2004 and needs to be revised prior to the next NCATE visit in 2012. The Committee is hoping to have a draft for approval to both the GPC and UPC next fall.
   b. Mike Stewart will compile the **student assessment data for UPC to review** at the next UPC meeting.

6. **Adjournment**

**Handouts:**
Meeting Minutes 101108
New Rules Proposal for Admission concerning the GTK
Regulation 3.027, Academic Integrity of Students
Regulation 3.025, Disruption of Academic Process
College of Education
UNDERGRADUATE PROGRAMS COMMITTEE
Friday, October 11, 2008
1:00 p.m., EDU 219

Members Present: Georgann Wyatt, Amber Phillips, Stephen Rushton, Deoksoon Kim, Patty McHatton, Liliana Rodriguez-Campos

Members Absent: John Manning, Tony Tan

Ex-officios Present: Mike Stewart

Ex-officios Absent: Paulette Walker, Erwin Johanningmeier

Others Present: Pam Magasich, Lora Crider

1. **Call to Order** ................................................................. Patty McHatton, Chair

2. **Review of 09/12/08 Minutes**
   The motion to approve the meeting minutes was made by Amber Phillips and seconded by Stephen Ruston. The meeting minutes were approved without revisions.

3. **Reports:**
   a. IPEP plans -Pam Magasich
      Chairs have been sent worksheets and the reports are due October 24, 2008 to the FLDOE. Kris Hogarty has sent the survey data to the Chairs.
   b. School Partnership -Mike Stewart
      The third meeting was held and a discussion was held to determine what constitutes a partnership. The group has composed a “Schools Activity Form” which will be used to capture data specific to the schools and will enhance the Community Engagement Activities page which Dr. Keller created.
   c. Children’s Festival –Patty McHatton
      This year’s theme is: “Learning is Wonderbull!” and the festival will be held on Saturday, March 7, 2009.
   d. Successful Latino/a Scholar Award -Patty McHatton

5. **New Business**
a. The survey reports of the student assessment data have been sent to the Chairs to discuss with faculty. Dr. Stewart suggested the UPC review the data also to determine if there are college wide results that need to be discussed. Data will be sorted by campus.

B. The Final Internship Pilot Evaluation Scoring was discussed. The word descriptions of the “2” do not appear to match the meaning.

C. The 120 Hour Rule Limit was discussed. The only program which has an exception with the BOG is Elementary Education. Dean Sullins has sent the college a letter stating programs not in compliance must now bring their programs into compliance. Current programs over are: Science, Math, and Foreign Language.

6. **For the good of the Order.**
   None

7. **Adjournment.**
   The meeting was adjourned.

Handouts:
Meeting Minutes 091208
January 12, 2009
Proposed GKT Requirement

Undergraduate Requirement after Admission into the College of Education

If a student has not passed all sections of the General Knowledge Test (GKT) before admission to the College of Education, he/she will be required to pass all sections of the GKT before the end of the first semester of admission. Official scores must be on file with Student Academic Services (SAS) before the first day of classes following the student’s first semester. Failure to successfully complete all sections of the GKT during the first semester of admission and having the official score report on file in SAS will result in revocation of admission into the College of Education.

Present Rule

Passing scores on all sections of the GKT are required for internship. Presently, students who are admitted with passing scores on the CLAST and/or Praxis can be admitted to the COEDU provided they meet other requirements. If they are admitted with the CLAST and/or Praxis, they have until internship to pass the GKT.

Rationale for Change

Waiting until internship to pass the GKT has presented problems for those students who are scheduled to intern, who have delayed taking the exam, and then do not pass it the first time. Failure to pass it prevents them from interning as well as from graduating.

Students who cannot pass the exam must find another major after having completed 50+ hours in the College of Education. For some majors this is a problem because many of the courses they have taken will not count toward another major. Also, taking and passing the GKT early will mean students who are in courses in the COEDU will have demonstrated competency in a basic skills test and theoretically will perform better in the coursework.

University of South Florida system Regulation
Regulation Number: USF3.027
 Subject: Academic Integrity of Students

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

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

(3) Violations of Academic Integrity: Undergraduate and Graduate
Behaviors that violate academic integrity are listed below and are not intended to be all inclusive.

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

Clarification:
1. Students completing any type of examination or evaluation are prohibited from looking at or transmitting materials to another student (including electronic reproductions and transmissions) and from using external aids of any sort (e.g.
books, notes, calculators, photographic images or conversation with others) unless the instructor has indicated specifically in advance that this will be allowed.

2. Students may not take examinations or evaluations in the place of other persons. Students may not allow other persons to take examinations or evaluations in their places.

3. Students may not acquire unauthorized information about an examination or evaluation and may not use any such information improperly acquired by others.

4. Instructors, programs and departments may establish, with the approval of the colleges, additional rules for exam environments and behavior. Such rules must be announced in advance in a course syllabus or other advance written notice to students.

(b) Plagiarism

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

**Clarification:**

1. Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged by parenthetical citation in the text or in a footnote or endnote.

2. When material from another source is paraphrased or summarized in whole or in part in one’s own words, that source must be acknowledged in a footnote or endnote, or by parenthetical citation in the text.

3. Information gained in reading or research that is not common professional knowledge must be acknowledged in a parenthetical citation in the text or in a footnote or endnote.

4. This prohibition includes, but is not limited to, the use of papers, reports, projects, and other such materials prepared by someone else.

(c) Fabrication, Forgery and Obstruction

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

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

(d) Multiple Submissions

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

Clarification:
1. Students may not normally submit any academic assignment, work, or endeavor in more than one course for academic credit of any sort. This will apply to submissions of the same or substantially the same work in the same semester or in different semesters.
2. Students may not normally submit the same or substantially the same work in two different classes for academic credit even if the work is being graded on different
bases in the separate courses (e.g. graded for research effort and content versus grammar and spelling).

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

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

(e) Complicity

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

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

(f) Misconduct in Research and Creative Endeavors

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

**Clarification:**
1. Students may not invent or counterfeit information.
2. Students may not report results dishonestly, whether by altering data, by improperly revising data, by selective reporting or analysis of data, or by being grossly negligent in the collecting or analysis of data.
3. Students may not represent another person’s ideas, writing or data as their own.
4. Students may not appropriate or release the ideas or data of others when such data have been shared in the expectation of confidentiality.
5. Students may not publish, exhibit, or perform work in circumstances that will mislead others. They may not misrepresent the nature of the material or its originality, and they may not add or delete the names of authors without permission.
6. Students must adhere to all federal, state, municipal, and University regulations or policies for the protection of human and other animal subjects.
7. Students may not conceal or otherwise fail to report any misconduct involving research, professional conduct, or artistic performance of which they have knowledge.
8. Students must abide by the University’s policies on Misconduct in Research where applicable, which can be found in the University’s Policies and Procedures Manual at the General Counsel’s website.

(g) Computer Misuse

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

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

(h) Misuse of Intellectual Property

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

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

(4) Violations and Sanctions for Undergraduate Students:

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

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

(a) Level One Violations

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

1. Working with another student on a laboratory or other homework assignment when such work is prohibited.

2. Failure to footnote or give proper acknowledgment in an extremely limited section of an assignment.

Recommended sanctions for Level One violations are listed below:

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

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

1. Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source.

2. Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor.

3. Using data or interpretative material for a laboratory report without acknowledging the sources or the collaborators. All contributors to preparation of data and/or to writing the report must be named.

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

**Recommended sanctions for Level Two violations are listed below:**

- Failing grade for the assignment involved with the grade in the course determined in the normal manner.

- Failing grade for the course, which may be an “F” or “FF” on the internal transcript.

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

1. Copying on examinations.

2. Plagiarizing major portions of a written assignment.

3. Acting to facilitate copying during an exam.

4. Using prohibited materials, e.g. books, notes, or calculators during an examination.

5. Collaborating before an exam to develop methods of exchanging information and implementation thereof.

6. Altering examinations for the purposes of regrading.

7. Acquiring or distributing an examination from unauthorized sources prior to the examination.
8. Presenting the work of another as one's own.

9. Using purchased term paper or other materials.

10. Removing posted or reserved material, or preventing other students from having access to it.

11. Fabricating data by inventing or deliberately altering material (this includes citing "sources" that are not, in fact, sources.

12. Using unethical or improper means of acquiring data.

Recommended sanctions for Level Three violations are listed below:

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

(d) Level Four Violations

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

Examples of Level Four violations include:

1. All academic infractions committed after return from suspension for a previous academic honesty violation.
2. Infractions of academic honesty in ways similar to criminal activity (such as forging a grade form, stealing an examination from a professor or from a University office; buying an examination; or falsifying a transcript to secure entry into the University or change the record of work done at the University).

3. Having a substitute take an examination or taking an examination for someone else.

4. Fabrication of evidence, falsification of data, quoting directly or paraphrasing without acknowledging the source, and/or presenting the ideas of another as one's own in a senior thesis, within a master's thesis or doctoral dissertation, in scholarly articles submitted to refereed journals, or in other work represented as one's own as a graduate student.

5. Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.

6. Willful violation of a canon of the ethical code of the profession for which a student is preparing.

Recommended sanctions for Level Four violations are listed below:

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

(5) Additional Undergraduate Guidelines for Academic Dishonesty:
(a) Grade Assignment
1. An “FF” grade assigned to indicate academic dishonesty is reflected only on internal records and prevents the student from repeating the course using the Grade Forgiveness Policy. Students with any “FF” grade on record will not be eligible for honors at graduation.

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

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

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

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

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

(b) Multiple Violations:

1. For the first “FF” recorded in an undergraduate student’s USF academic record, the student will receive a letter from the Dean of Undergraduate Studies informing him or her of being placed on “Academic Dishonesty Warning” for the remainder of enrollment at USF and of appeal rights for the “FF” grade. 2. For the second “FF” recorded, the undergraduate student will be suspended for one full semester and readmitted only after writing a clear statement indicating remorse, understanding of the seriousness of the offense, and understanding of the importance of integrity in all areas, including academic work. A letter informing him or her of this action and appeal rights will be sent from the Dean of Undergraduate Studies.

3. For the third “FF” recorded, the undergraduate student will be permanently dismissed from the University for violations of academic integrity and with notice of that dismissal as a part of the formal record and transcript. 4. The maximum penalty for receipt of any “FF” grade may be permanent dismissal from the University for violations of academic integrity and with a notice of that dismissal as a part of the student’s formal record and transcript.
(6) Violations and Sanctions for Graduate Students:²

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

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

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

(7) Additional Graduate Guidelines for Academic Dishonesty:

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

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

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

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

(8) Appeals: Undergraduate and Graduate

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

1 These policies apply to Undergraduate Students, even if taking graduate coursework. Graduate students are students admitted to a graduate degree program or graduate certificate, and/or non-degree seeking students taking graduate coursework (such students should refer to Section IV Violations and Sanctions for Graduate Students)

2 These policies apply to Graduate Students (students admitted to a graduate degree program or graduate certificate, and/or non-degree seeking students taking graduate coursework). Undergraduate students should refer to Section III Violations and Sanctions for Undergraduate Students)

Authority: Art. IX, Sec. 7, Fla. Constitution and Resolutions issued by the FL Board of Governors History—New 12-11-08.
University of South Florida system Regulation
Regulation Number: USF3.025
SUBJECT: DISRUPTION OF ACADEMIC PROCESS
(1) Disruptive students in the academic setting hinder the educational process. Although disruptive student conduct is already prohibited by the University of South Florida system (University/USF) Student Code of Conduct, the purpose of this regulation is to clarify what constitutes disruptive behavior in the academic setting; what actions faculty and relevant academic officers may take in response to disruptive conduct; and the authority of the Office of Student Rights and Responsibilities (or designated office handling conduct issues in Student Affairs) to initiate separate disciplinary proceedings against students for disruptive conduct.

(2) Disruption of the academic process is defined as the act, words, or general conduct of a student in a classroom or other academic environment which in the reasonable estimation of the instructor:

(a) Directs attention away from the academic matters at hand, such as noisy distractions, persistent, disrespectful or abusive interruption of lecture, exam, academic discussion, or general University operations, or

(b) Presents a danger to the health, safety or well-being of self or other persons.

References to classroom or academic area include all academic settings (live or online, and including field experiences). References to Instructor include the course instructor, USF faculty, administrators, and staff.

Misconduct occurring in other campus areas on University premises or which adversely affects the University community and/or the pursuit of its mission is already prohibited by the Student Code of Conduct and will be handled by those procedures.
Academic discussion that includes disagreement with the course instructor during times when the instructor permits discussion is not in itself disruptive behavior and is not prohibited.

Some disruptive students may have emotional or mental health disorders. Although such students may be considered disabled and are protected under the Rehabilitation Act/ADA, they are held to the same standards of conduct as any student.

The following applies to all campuses of the University of South Florida system; however, non-substantive procedural modifications to reflect the particular circumstances of each regional campus and separately accredited institution are permitted. Information concerning these procedures is available through the Student Affairs Office at those campuses.

(3) Procedures for Handling Disruption of Academic Process.

(a) General Guidelines for Instructor:

1. If a student is disruptive, the Instructor may ask the student to stop the disruptive behavior and/or warn the student that such disruptive behavior can result in academic and/or disciplinary action. Alleged disruptions of the academic process will be handled initially by the Instructor, who will discuss the incident with the student whenever possible. It must be noted that the Faculty Senate considers the traditional relationship between student and instructor as the primary means of settling disputes that may arise.
2. The Instructor is authorized to ask a student to leave the classroom or academic area and desist from the disruptive behavior if the Instructor deems it necessary. If the Instructor does this, s/he will send an Academic Disruption Incident Report within 48 hours simultaneously to:
   a. The department chair,
   b. The Assistant/Associate Dean of the College (as determined by the College),
   c. The Office of Student Rights and Responsibilities (OSRR) or the separately accredited institution’s/regional campus’ designated office in Student Affairs, and
d. The student.

If the situation is deemed an emergency or circumstances require more immediate action, the instructor should notify the appropriate law enforcement agency, OSRR and other authorities as soon as possible. Any filed Incident Report can, and should, be updated if new information pertinent to the situation is obtained.

3. An Instructor may also further exclude the student from the classroom or other academic area pending resolution of the matter. If the Instructor recommends exclusion (temporary or permanent) from the classroom pending resolution, the student must be informed of the exclusion before the next scheduled class (either by phone, email or in person). That notice must:

   a. Inform the student of the exclusion,
   b. Inform the student of his/her right to request an expedited review of the exclusion within two days to the Chair of the Department.

If such academic exclusion occurs, and if the student requests a review, the Chair of the Department shall review the exclusion within two days of the date the student requests the review and decide if the student can return to the specific
class and/or any academic setting. This decision may be appealed in writing by the student within two (2) days to the Dean of Undergraduate Studies or Graduate School or the institutional designee (as appropriate) for review and decision within two days. Any decision rendered at that point must be in writing and will serve as the final and binding academic decision of the University.

Each academic decision or sanction must be communicated to the Office of Students Rights and Responsibilities or the separately accredited institution’s/regional campus’ designated office as soon as possible.

(b) Possible Academic Sanctions and Grading Guidelines:

Authority of an Instructor and the appropriate Chair or Assistant/Associate Dean’s Office may result in any of the following sanctions:

- Warning to the student.
- Voluntary withdrawal by the student from the class(es).
- Temporary exclusion and/or permanent dismissal from the instructor’s classroom or academic area, program, or college, pending an expedited appeal.
- Academic sanction, including assignment of a final grade. -- If the final determination is a dismissal from class, the grade assigned for the class will depend on the student’s status at the time of dismissal. If the student had a passing grade in the class at the time of dismissal, a grade of “W” will be assigned for the course. If the student had a failing grade in the class at the time of dismissal, a grade of “F” will be assigned for the course. These grades will become a part of the student’s permanent record. In addition, if the academic disruption results in dismissal from more than the classroom or academic area of the incident, this grading policy may be applied in all classes affected.
(c) **Documentation and Academic Disruption Incident Report:**

Instructors should be aware that notes of the dates, times, witnesses and details of the incidents of disruption and the impact of the disruption on those present may be important in any future proceedings which may be necessary. Referrals to the Office of Student Rights and Responsibilities or designated office in Student Affairs require written documentation containing factual and descriptive information. The student is entitled to see this documentation.

The Academic Disruption Incident Report must be submitted by hardcopy (not email) simultaneously within 48 hours to:

1. The department chair,
2. The Assistant/Associate Dean of the College (as determined by the College),
3. The Office of Student Rights and Responsibilities or the separately accredited institution’s regional campus’ designated office in Student Affairs, and
4. The student.

The form can be downloaded from the designated website in Student Affairs or completed by way of memorandum containing the following information:

- Date of report
- Student’s name
- USF Student ID number
- Instructor’s name
- Instructor’s phone number
- Instructor’s e-mail
• Title of course, course number and section
• Date/time/location of incident
• Detailed summary of the incident, including a description of the disruptive behavior
• Witnesses
• Action, if any, taken by the instructor (e.g., student warned, asked to leave the class, etc.)
• Recommended course of action and reasons for this recommendation
• Instructor’s signature

(d) **Possible Disciplinary Sanctions for Conduct by the Office of Student Rights and Responsibilities:**

Upon receipt of the Academic Disruption Incident Report or other academic referral for disruptive conduct, the Office of Student Rights and Responsibilities or designated office in Student Affairs may initiate the disciplinary process resulting in the imposition of any of the following sanctions in addition to any academic sanctions imposed (in section b):

• Educational sanctions to include but not limited to educational programs/classes and written assignments
• Disciplinary probation
• Provisional suspension
• Suspension
• Restriction from certain or all class(es), program, college, residence hall, or any part or all of USF campuses
• Expulsion
When an incident is being reviewed by OSRR or designated office in Student Affairs for possible disciplinary sanctions, current provisions affecting the student’s academic status (temporary or otherwise) will be communicated by the Office of Student Rights and Responsibilities or designated office in Student Affairs to the Instructor and appropriate academic administrators/instructors responsible for the student’s current academic standing as soon as possible, but within two weeks of the reported incident. Only final disciplinary sanctions that affect the academic status of the student will be communicated to the Instructor(s) and appropriate academic administrators after the disciplinary process is complete.

(e) Resources:

- University Police (813) 974-2628
- Advocacy Program (813) 974-5756
- Counseling Center (813) 974-2831
- General Counsel (813) 974-2131
- Office of Student Rights and Responsibilities (USF Tampa) (813) 974-9443
- Office of Student Rights and Responsibilities (USF-Sarasota-Manatee) (941)359-4330
- USF Polytechnic Student Affairs/Dean of Students (863) 667-7049
- USF St. Petersburg Vice Chancellor for Student Affairs (727) 873-4162
- Students with Disabilities Services (813) 974-4309
- Assistant/Associate Dean’s office in schools and colleges, department chairs

Authority: Art. IX, Sec. 7, Fla. Constitution and Resolutions issued by the FL Board of Governors., 1006.60, 1006.61 F.S. History—New 12-11-08.