

OSC@USFSP

The Office of Student Conduct is located in Residence Hall One (RHO). We are available 8:00 am to 5:00 pm, Monday through Friday.

CONTACT INFORMATION

Phone: (727) 873-5027

Fax: (727) 873-5002

Email: studentconduct@usfsp.edu

Website: www.usfsp.edu/dos/sc



THE TEAM

DR. JACOB DIAZ

DEAN OF STUDENTS

DIRECTOR OF HOUSING AND RESIDENCE LIFE

OFFICE LOCATED IN FTF 112

P: 727-873-5000 E: JACOBDAZ@USFSP.EDU

HEATHER KLIŠANIN

ASSISTANT DIRECTOR OF

HOUSING, RESIDENCE LIFE & STUDENT CONDUCT

P: 727-873-5101 E: HKLISANIN@USFSP.EDU

MARSHALL LANCEY

STUDENT CONDUCT COORDINATOR

P: 727-873-5027 E: MRLANCEY@MAIL.USF.EDU

STUDENT CONDUCT HEARING GUIDE



FEEL FREE TO VISIT US!
Office of Student Conduct
USF St. Petersburg
RHO 100
500 2nd Street South
St. Petersburg, FL 33701

Office of Student Conduct
University of South Florida St. Petersburg

WHAT IS AN INITIAL REVIEW LETTER?

This letter informs you of an allegation of misconduct that has been made against you. The letter instructs you that you must meet with an initial review officer by a specific date and time, in order to discuss the allegation. All letters will be sent through USFSP email.

WHAT HAPPENS IN THE MEETING WITH THE INITIAL REVIEW OFFICER?

During the meeting, the initial review officer will explain the conduct process, share information they have regarding the incident, give you the opportunity to explain what happened from your perspective, and discuss options for resolution.

WHAT HAPPENS IF I DO NOT ATTEND THE MEETING?

Failure to make and keep the appointment within the specified time frame could result in formal charges being filed.

CAN I BRING AN ADVISOR TO MY MEETING?

Yes. You have the right to be advised or supported by any person during your meeting. Many students have selected a friend, faculty, or staff member as an adviser. Student(s) who decide to seek the assistance of an adviser are encouraged to do so immediately upon receipt of the initial review letter. This ensures adequate time for your adviser to assist you. If your adviser is unable to attend a scheduled meeting, you will need to make arrangement with another advisor.

KNOW THE CODE FOR INFORMATION ON THE STUDENT CODE OF CONDUCT, PLEASE VISIT [WWW.USFSP.EDU/ DOS/SC](http://WWW.USFSP.EDU/DOS/SC).

WHAT ARE THE OPTIONS FOR RESOLVING THE INCIDENT?

If found responsible, educational sanctions, probation, up to suspension and expulsion are options depending on the charge. Another possible outcome is that no formal conduct charges are filed.

WHAT IS A SANCTION LETTER?

This letter informs you of the specific charges being brought against you and lists the sanction being imposed. By following the letter, you admit responsibility for violating the policies and agree to the sanctions. In doing so, you waive your right to an appeal.

WILL MY PARENTS FIND OUT?

In general, the university does not communicate with parents/guardians regarding matters of students conduct. However, when dependent students are involved in a series of minor violations, single serious violation, alcohol or drugs, communication with parents/guardians may occur.

WHAT HAPPENS IF I CHOOSE TO APPEAL?

If the charged student elects to have an appeal, he or she must do so in writing, designating the choice of forum from one of the following hearing types:

1. Administrative Officer –One full-time university staff or faculty member.
2. University Conduct Board –A panel composed of three faculty/staff members, one of who shall be appointed chairperson and two/three students. Either option will provide the student the opportunity to have a formal hearing process review his or her case. This process again determines whether a violation of the student code of conduct occurred.

WHO CAN SEE MY CONDUCT FILE?

Your conduct file is confidential. All files are maintained by the Office of Student Conduct. No unauthorized person may gain access, without a signed release from you.

DOES THE UNIVERSITY RETAIN RECORDS?

Yes. As of October 1, 1998, the Campus Security Act mandates that the University report all disciplinary referrals for incidents involving alcohol, drugs, weapons and sexual assaults that were not reported to the University Police Department. In order to comply, the university retains records of the violations for 7 years. However, these records are sealed. Records for other types of violation are destroyed upon completion of any sanction.

**Have questions on the student conduct process?
Email studentconduct@usfsp.edu for information.**