

THE **CREED** PROGRAM

COMMUNITY REENGAGEMENT AND EDUCATIONAL DEVELOPMENT PROGRAM



FOR STUDENTS





CREED PROGRAM OVERVIEW

Aligning with the mission of the Office of Student Rights and Responsibilities (OSSR) and the Office of Student Conduct (OSC) to provide and promote educational opportunities, fostering educational growth, ethical development and personal accountability, any student placed on *Disciplinary Probation, Disciplinary Suspension, or Disciplinary Probation through Admission Clearance, or assigned a Z designation* for more than one academic semester has the opportunity to participate in the Community ReEngagement and Educational Development (CREED) Program to be released from the remainder of their probation or suspension status.

The CREED Program is designed for a student to have the opportunity to demonstrate that in the period following a violation of the Rules of Conduct, they have taken steps to become a productive and engaged member of the University of Central Florida community. Students that complete the CREED requirements and go through CREED Program Review Meeting will be eligible to be released from the remainder of their probation or suspension status. The student should demonstrate the effort made to repair any harm done to the UCF community and showcase in writing what has been done to pro-actively address their behavior while on disciplinary probation/suspension. Students that simply fulfill the minimum requirements of their sanction(s) will not be eligible for the CREED program.

Please note: completion of the CREED Program does not remove the incident or sanctions from a student's University conduct records. The CREED Program does not seal or expunge a student's disciplinary record. For more information regarding UCF's maintenance of records policy please refer to our website: <http://osc.sdes.ucf.edu/records>

ELIGIBILITY

- Upon completion of one semester of disciplinary probation or one semester of disciplinary suspension) and upon completion of all educational sanctions/requirements, a student has the opportunity to request a review of their disciplinary probation or suspension status through the CREED Program.

**For those students who have violations such as harmful behavior or sexual misconduct where a victim is involved the Office of Student Conduct reserves the right to contact the victim and provide notification of your involvement in this process.*

INSTRUCTIONS

1. Completion of one semester of disciplinary probation or one semester of disciplinary suspension) and upon completion of all educational sanctions/ requirements.
2. Download a [CREED Program Packet](#) available online.
3. Carefully review the packet contents as it outlines the specific steps that are necessary to follow in order to complete the program and review.
4. Complete each step listed and obtain all necessary documents.
5. Compile your packet documents and submit your request to the Director of Student Conduct via the online [CREED Program Request Form](#). This request can only be submitted once a semester.
6. In considering this request the student should complete the necessary checklist and provide information showing how they have been going above and beyond the basic requirements of their sanction(s).

Completed CREED Program packets must be submitted during the deadlines for each semester. The review meetings for program submissions will occur during the assigned committee weeks.

If you have any further questions please contact the Office of Student Conduct at (407) 823-4638 or st_condu@ucf.edu



CREED PROGRAM REQUIREMENTS

PACKET REQUIREMENTS

1. Reflection Essay

Provide a 3-5 page essay, typed, 12 point Times New Roman font, 1-inch margins and double-spaced. Answer the below questions emphasizing your individual growth in your ethical decision making, personal accountability, and engagement with the University community. The essay must explicitly cover the points listed below. Be sure to include your Name, PID and Date on the top of each page.

1. How has the incident impacted you, family, friends, and/or the University community
2. Discuss your academic progress at the University since the incident
3. Describe your development in your decision making skills and what you have learned from this or any previous incidents
4. List your goals for your remaining time at the University as well as those post-graduation (these can include personal, academic, or professional goals)
5. Discuss how you have become engaged with the University community and how this has impacted your ability to engage with the community
6. Demonstrate how your values and actions align with the tenants of the UCF Creed
7. Reasons you believe the committee should lift your probationary or suspension status or Z designation from your transcript

2. Faculty/Staff/Advisor (Academic or Organization) Letter of Recommendation

Identify a faculty, staff or advisor whom you have an established relationship with. Please submit a letter of recommendation from that identified mentor. The letter should be completed through

the online recommendation form available through the Student Conduct website.

3. Community Service

Complete a minimum of 10 community services hours within the Greater Orlando Area (if you are a distance learning student please contact the Office of Student Conduct to discuss other available options). Service hours required as part of your sanction will not count towards the CREED Program requirements. Please have your volunteer supervisor complete the online volunteer form which will include the following information:

- The date(s) of service
- The number of hours you volunteered service
- The nature of service and activities performed
- Phone number and e-mail address for your service supervisor

4. Residential Life Letter of Support *(On-Campus or Affiliated Residential Students Only)*

We want our residents to maintain positive relationships with their Area Coordinator. Please have your current Area Coordinator complete the “Residential Life Letter of Support Form.” The letter should be completed through the online recommendation form available through the Student Conduct website.

5. Proof of Counseling/Assessment *(If applicable)*

Provide any proof of counseling or assessment if applicable to your incident.

6. Academic Progress *(If applicable)*

For students who were placed on Disciplinary Suspension and have pursued education at an alternative institution please provide a transcript or any applicable documents showing academic progress at the identified institution during the defined suspension period.

7. Termination of Probation Letter *(Admission Clearance Only (and if applicable))*

For students who were placed on Disciplinary Probation through the Admission Clearance process and were currently serving court-ordered probation time, provide a letter of successful completion of your court-ordered probation.

CREED PROGRAM REVIEW MEETING

- Upon receipt of the request your packet will first be reviewed by the Director of Student Conduct to determine whether or not you meet the criteria for review. If the Director agrees that your request meets any/all of the above mentioned criteria, you will be contacted within fourteen (14) business days to schedule a “CREED review meeting”

CREED PROGRAM REVIEW MEETING *(continued)*

with a committee appointed by the Director, comprised of an equal number of faculty, staff and students.

- Prior to this meeting, the committee will have reviewed your packet and will prepare 10-15 questions for you to address, as well as provide you the opportunity to further discuss why your disciplinary probation or suspension status should be altered or terminated. No alterations shall be made to include new or increased sanctions.
- After the meeting, the committee will issue a recommendation to the Director of Student Conduct. The Director will provide a decision to the student in writing within seven (7) business days of receiving the recommendation.
- If the request is denied by the Director of Student Conduct the decision shall include a concise and explicit written statement that explains the basis for that decision.
- There is no appeal process for a CREED Review Meeting; however you can reapply the following academic semester if your probation or suspension duration is three semesters or more.

Please note that completion of the program requirements does not automatically guarantee approval. The checklist provides the minimum standards that all students should complete prior to applying and taking place in the review process. Students in the review meeting must be able to demonstrate how you pro-actively seized educational opportunities, fostered growth, developed in ethical decision making and personality accountability. We are looking for students to actively take part in your reinstatement process and demonstrate why you are ready to be in good standing or reenter the UCF community.