CREED
PROGRAM

COMMUNITY REENGAGEMENT AND EDUCATIONAL DEVELOPMENT PROGRAM

FOR ORGANIZATIONS

ELIGIBILITY

Upon completion of one semester of Organizational Probation or Organizational Deferred Disciplinary Suspension, and completion of all educational sanctions, a student organization can request a review of their disciplinary status through the Community ReEngagement and Educational Development (CREED) Program.

- Student organizations who have been found In Violation of a Organizational Rule of Conduct that required an investigation by the Office of Institutional Equity (OIE) are ineligible to apply for relief under the CREED Program.

- Student organizations who have been found In Violation of a Rule of Conduct that had a substantially negative impact on a person or group of people, as determined by SCAI, are ineligible to seek relief under the CREED Program.

CREED PROGRAM
REQUIREMENTS

Application Materials

1. Application *(Required)*

Complete the online application. Within the application there are reflective prompts that must be answered by specific organization officers. The officers that must complete the application are the Chief Officer/President, Vice President, and a third officer such as a Risk Management or Standards position. These officers must be the ones to complete that prompt or the application will not be approved for review. Contact Student Conduct and Academic Integrity if there are any questions or concerns regarding who is required to complete the application. An organization only needs to submit one application. The three officers responding to the prompts should be completing the application together. These prompts are:

1. [CHIEF OFFICER/PRESIDENT] What organization practices were not working at the time of the incident, which practices are still being used now, and what practices have been implemented since the incident?

2. [CAMPUS ADVISOR OR VICE PRESIDENT] What is the makeup of your organization? (How many new members, returning members, total members, class standings, cumulative org GPA, etc.) Why do you believe the committee should lift your punitive status or Z designation?

3. [CHIEF OFFICER/PRESIDENT OR VICE PRESIDENT] What positive effects does your organization have on the UCF Community?

4. [CHIEF OFFICER/PRESIDENT] What is your leadership strategy in presenting to your group themes on accountability, personal responsibility, etc.?

5. [RISK MANAGER or 3rd SELECTED OFFICER] If members in your organization were to participate in similar behavior that caused the organization to be placed on a disciplinary status, how would your organization address those behaviors?

6. [TO BE COMPLETED BY ALL THREE OFFICERS. THERE SHOULD BE ONE RESPONSE PER OFFICER] How would the removal of the disciplinary status impact your organization?

2. Actionable Steps List *(Required)*

Provide a list of steps the organization has taken or plans to take since receiving the outcome of the conduct review process. These steps can be workshops, dialogues, presentations, changes to bylaws or constitution, etc. Provide the date, description and facilitator information for each item. Upload the actionable steps list with the application.

3. Principles of Group Responsibility PowerPoint *(Required)*

Develop a PowerPoint about the Principles of Group Responsibility as if you were to use it to educate your organization members. There is not a minimum slide requirement, but the presentation should provide detailed information about the topic. Upload the presentation with the application.

4. Campus Advisor Letter of Recommendation *(Required)*

Provide a letter of recommendation from the organizations UCF campus advisor. Upload the letter of recommendation with your application.

5. Fraternity and Sorority Life Letter of Recommendation *(Required only for Greek organizations)*

Provide a letter of recommendation from Fraternity and Sorority Life professional staff. Upload the letter of recommendation with your application.

Student organizations may complete any of the following items as additional application items. These items are not required but it is recommended to submit at least one with the formal application:

6. Community Service

Complete a minimum of 15 community services hours. Service hours required as part of your sanction will not count towards the CREED Program requirements. Please have your volunteer supervisor complete the volunteer form (located online and in this packet) 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

- List of members who participated

Upload the completed volunteer form with your application.

7. **Impact Statements**

Provide statements from those who were impacted by the incident. They do not need to discuss what happened; the statement should focus on how they feel now. Upload these statements with your application.

8. **Workshop(s)**

Facilitate or schedule a workshop for the members of the organization. There is not a specific topic required for this. The workshop should focus on the needs of your organization. Upload documentation of the date, time, location, topic, and facilitator as well as a list of members who attended with the application.

9. **Values Exercise with Guided Dialogue**

Determining our values and knowing how to stay true to them can assist individuals when facing ethical situations, needing to make a decision, and in developing relationships with others. Values are what individuals possess, what works for them in order to define their being. Values in this regard are not what we want others to possess or what we require of others to provide us. The Online Values Exercise allows participants to identify their top five values and discuss why those are their values. 75% of the organization members should complete this exercise. Schedule a guided dialogue with an SCAI staff member to discuss the compiled responses with the organization.

The Director of SCAI or designee will review applications submitted before the semesterly deadline(s) during the application review period(s). Information on application deadlines and review periods can be found on the CREED Program website.

The Director of SCAI or designee shall conduct a preliminary review to ensure that the student's request meets the necessary eligibility and application requirements. The Director of SCAI or designee will communicate the finding of the preliminary review of the application as well as send the date and time of the CREED Review Meeting, if applicable. The student organization has three (3) business days from when the Director of SCAI or designee sent their preliminary findings to request an alternate date and time of the CREED Review Meeting.

Prior to this meeting, the committee will have reviewed the submitted packet and will prepare questions for the student to address, as well as provide the student with the opportunity to further discuss why their disciplinary status should be altered or terminated.

No alterations shall be made to include new or increased sanctions.

Should the committee feel that further information and/or documentation is necessary in order to render a recommendation, the review may be temporarily recessed. The student organization will be given ten (10) business days to produce the information and/or documentation. Upon receipt of the requested information and/or documentation, the committee will reconvene the CREED Review Meeting with the student.

After the meeting, the committee will issue a recommendation to the Director of SCAI or designee. The Director of SCAI or designee will provide a final decision to the student in writing within ten (10) business days of receiving the recommendation. If the request is denied by the

Director of SCAI or designee the final decision shall include a concise and explicit written statement that explains the basis for that decision and suggested action items for the student's success.

There is no appeal process for a CREED Review Meeting decision.

Please note that completion of the program requirements does not automatically guarantee approval. Student organizations in the review meeting must be able to demonstrate how they pro-actively seized educational opportunities, fostered growth, developed in ethical decision making and personal accountability. We are looking for student organizations to actively take part in their reinstatement process and demonstrate why they are ready to be in good standing or reenter the UCF community.

All three officers who complete the CREED Program Application are encouraged to attend the review meeting, however, only the Chief Officer is required to participate.

CREED Program Volunteer Hours

_____   _____
Student Organization Name   Chief Officer Name

Complete a minimum of 15 community service hours. Once complete, scan this document and attach to your CREED Program Application.

Date	Time In	Time Out	Activties Performed	Nature of Service	Total Hours	Supervisors Name

By signing below, I acknowledge that the above record of hours served is true and accurate.

_____   _____
Chief Officer Signature   Date

_____   _____
Supervisor Signature & Title   Date

_____   _____
Supervisor Contact Email   Phone Number

Student Organization Volunteer Hours List of Participating Members

Location of Volunteer Hours: _____

First and Last Name	Date	Time In	Time Out	Member Signature