CREED

PROGRAM

COMMUNITY REENGAGEMENT AND EDUCATIONAL DEVELOPMENT PROGRAM

FOR STUDENTS

ELIGIBILITY

Upon completion of one semester of Disciplinary Probation, Deferred Disciplinary Suspension, or Disciplinary Suspension, and completion of all educational sanctions, a student can request a review of their disciplinary status through the Community ReEngagement and Educational Development (CREED) Program. Students who have a Z Designation on their transcript are eligible to apply once the duration of their Disciplinary Suspension has ended and all educational sanctions are complete.

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

1.   Application *(Required)*

Complete the online application. Within the application there are reflective prompts that must be answered. These prompts are:

1. Describe your development in your decision-making skills and what you learned from this incident.
2. List 3 goals for your remaining time at the University and/or post-graduation.
3. Why do you believe the committee should lift your punitive status or Z designation?

Students requesting the removal of a Z designation must respond to the following prompts:

1. What advice would you give a student who may find themselves in a situation where they are debating of whether or not to cut a corner in order to salvage a grade?
2. What is your relationship now with grades? Have you noticed a difference in how you react when you receive a grade?

2.   Online Values Exercise *(Required)*

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.

3.   Online Creed Exercise *(Required)*

The Online Creed Exercise allows participants to reflect on University values through the UCF Creed and it's tenants: Integrity, Scholarship, Community, Creativity and Excellence. Participants will watch a UCF Creed Video prior to answering the prompts locating in the exercise.

4. **Telling Your Story Exercise** *(Required for Z Designation Removal Applications)*

There are times in our lives when choices and decisions we have made might need to be explained to others. These individuals did not know us before, did not know us during, and did not know us after, but the story itself stills needs to be told.

This is an exercise in telling one's story with grace, dignity, and respect, without judgement or criticism. Again, this is an educational exercise in developing conscious thought, reflective accountability of one's choices, owning one's mistakes, and presenting who you truly are today.

The Telling Your Story Exercise is located online.

Students must also complete and submit at least ONE (1) of the following items:

5. **Community Service**

Complete a minimum of 5 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

Upload the completed volunteer form with your application.

6. *Letter of Recommendation*

Provide a letter of recommendation that speaks to your character, work ethic, etc. This letter may complete by anyone but family members. Upload the letter of recommendation with your application.

7. *Community Re-Engagement Plan*

Create a detailed plan with 5 personal and 5 educational/professional goals that you want to achieve at UCF. Within your plan, indicate the steps you will take to reach these goals, including any on campus resources you want to connect with. Your Community Re-Engagement Plan must be typed on a word document. Upload the completed document with your application.

8. *10-10-10 Decision Making Exercise*

Watch Suzy Welch: 10-10-10 — Nordic Business Forum 2013 YouTube video on the 10-10-10 Decision Making Model (running time of 14 minutes). After watching the video, complete the online 10-10-10 Decision Making Exercise.

CREED PROGRAM
REVIEW MEETING

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 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 or why the Z Designation should be removed from the student's transcript.

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 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. 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 personal 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.

CREED Program Volunteer Hours

Student Name _____   **Student ID** _____

Complete a minimum of 5 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.

_____   _____
Student Signature   Date

_____   _____
Supervisor Signature & Title   Date

_____   _____
Supervisor Contact Email   Phone Number