



ACADEMIC
STUDIES ABROAD

Conduct Check

This Conduct Check is required from ALL STUDENTS applying for the ASA study abroad program at Florence University of the Arts.

What is the Conduct Check, and why is it required?

University of South Florida (USF) is the “school of record” for Florence University the Arts (FUA). This means that your final transcript for the FUA program will be issued by University of South Florida (USF). After your semester/summer in Florence is over, an official transcript from USF, showing the classes you took at FUA and your grades, will eventually be sent to your home institution. Finally, using the USF transcript, your home institution will transfer in the classes you took at FUA.*

In order to issue a transcript for you, USF must enroll you as a visiting student. In order to enroll you as a visiting student, they do a conduct check, where you must disclose any charges or disciplinary action issued to you at any educational institution(s) you have attended, as well as any violations of the law you have incurred (misdemeanor or felony).

Your application to study abroad at Florence University of the Arts cannot be processed without completing the Conduct Check.

How do I complete the Conduct Check?

In order to complete your Conduct Check, you must: Print the NEXT page of this document (Page 2), read it carefully, fill it out by hand, scan as a PDF, and upload it to your ASA online application. If you disclose a violation, documentation about the violation must be attached to your scan and then uploaded to your ASA application as one, multi-page PDF document. You will find out what documentation is required (if any) by reading the next page of this document.

If you disclose something, it will take University of South Florida (USF) approximately 2-3 weeks to tell ASA if you have been approved to attend Florence University of the Arts (FUA). The 2-3 week timeline will begin once you have fully completed all the steps on the ASA application.

If you have any questions or concerns about how to complete the Conduct Check, please do not hesitate to call the ASA office at 617-327-9388.

Please continue to the next page to complete the Conduct Check.

**Transferability of classes and credits is contingent upon pre-approval by your home institution.*



University of South Florida Student Conduct Information Questions

If your records have been expunged pursuant to applicable law, you are not required to answer yes to these questions. If you are unsure whether you should answer yes to either question, we strongly suggest that you answer yes and fully disclose all incidents. By doing so, you can avoid any risk of disciplinary action or revocation of an offer of admission.

1. Yes _____ No _____ Are you currently, or have you ever been, charged with or subject to disciplinary action for scholastic (such as plagiarism or cheating) or any other type of behavioral misconduct at any educational institution? You do not need to disclose academic dismissal, suspension, or probation for poor grades.

2. Yes _____ No _____ Have you ever been charged with a violation of the law, misdemeanor and/or felony (even if adjudication was withheld) which resulted in, or, if still pending could result in, probation, community service, restitution, a jail sentence or the revocation or suspension of your driver's license (you are not required to include traffic violations which only resulted in a fine)?

If you responded yes to one or both of the previous questions:

In order to continue processing your application we will need additional information. Please provide copies of official, signed court/university documents explaining the proceedings and final disposition that are relevant to the incident(s) in question. Please attach legible copies of the following:

1. Original charges, 2. Sanctions, 3. Final disposition.

Please note: If you disclose a violation, University of South Florida (USF) reserves the right to request additional documentation about the violation, if they deem it necessary, in order to make an admissions decision.

Name: _____

Signature: _____

Date: _____