

Florida Criminal Law and Procedure
UNIVERSITY OF FLORIDA LEVIN COLLEGE OF LAW
SPRING 2025 SYLLABUS – LAW 6930– CLASS # 23177- 3 CREDIT HOURS

Professor Ryan Scott
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CLASS MEETING TIME: Monday and Wednesday @ 8:30 AM - 9:55 AM

CLASS LOCATION: HOL 355D

OFFICE HOURS: there are two sets of possibilities, *Fixed* or *Flexible*-

- 1) *Fixed*: Tuesdays (in person) 1:00 PM in HOL 368D and Wednesdays (remote) 2:00 PM;
- 2) *Flexible*: If neither of these times work for you, and you want to meet, please email me and we will set up an appointment.

COURSE DESCRIPTION AND OBJECTIVES:

This course is an introduction to the foundational components of Florida criminal law and it should provide the student a greater understanding of Florida's criminal statutes and the use of the Florida Rules of Criminal Procedure. The objectives behind this course are two-fold: 1st) as a course where students can explore the types, elements, process, and rules governing Florida specific crimes and the procedures used to adjudicate those offenses, both of which they are likely to see in criminal practice and 2nd) as an introduction to some of the materials possibly tested on the Florida Bar Exam. The topics chosen for inclusion in this course are primarily chosen from the official topics provided by the Florida Board of Bar Examiners.

STUDENT LEARNING OUTCOMES:

At the end of this course, students should be able to:

- demonstrate that they can efficiently read and analyze Florida criminal statutes, the Florida Rules of Criminal Procedure, and the Florida Criminal Jury Instructions and draw conclusions about the state of the law from them,
- participate in class conversations and assessments about complex Florida criminal law principles,
- articulate the competing sides to Florida criminal law issues and advocate for a particular side,
- explain what Florida laws govern arrests, how common law enforcement investigatory actions mirror the chargeable elements of crimes, why common crimes are investigated and documented in a specific manner, how a defendant might move from the steps of arrest, pretrial, trial, and post-trial proceedings and what some of the options a prosecutor or defense council has to facilitate a fair process in accordance with the rules,

- write well organized answers to essay questions that summarize the relevant legal issue, state and explain the appropriate legal rules, provide a thorough analysis of the facts to issue / rules, and then articulate an appropriate conclusion that considers the totality of the circumstances to convince a reader that a particular course of action should result,
- provide a written outline and plan to further study Florida criminal law and the Florida Rules of Criminal Procedure that might be used when formally preparing for the Florida Bar Exam.

REQUIRED READING MATERIALS:

Florida Criminal Law by Pearl Goldman. 2016 edition, By Carolina Academic Press ISBN: 978-1-61163-816-5

Florida Rules of Criminal Procedure

<https://www-media.floridabar.org/uploads/2024/04/Criminal-Procedure-Rules-04-01-2024.pdf>

Florida Criminal Jury Instructions

<https://www.floridabar.org/rules/florida-standard-jury-instructions/criminal-jury-instructions-home/criminal-jury-instructions/>

Florida Statutes

<http://www.leg.state.fl.us/Statutes/index.cfm?Mode=View%20Statutes&Submenu=1&Tab=statutes&CFID=66734965&CFTOKEN=d491c351de8e48f0-DA7503F1-D424-10CF-6725FC9958C9132E>

Florida Constitution

<https://www.flsenate.gov/Laws/Constitution#A1S22>

COURSE EXPECTATIONS AND GRADING EVALUATION:

- 1) **Midterm Exam -10% of course grade**
- 2) **Attendance and Class Participation - 10% of course grade**
- 3) **Final Exam – 70% of course grade**
- 4) **Final Course Outline and Reflection Paper – 5% of course grade**
- 5) **Choice of Assignment – 5% of course grade**

Students will be evaluated based upon the following:

1) Midterm Exam – 10% of course grade

Approximately half-way through the course (possibly somewhere around Week 7), there will be a two-hour long exam that will consist of multiple-choice questions and a traditional issue spotter essay. This will be a proctored and closed book exam. You will be required to use software and process designated by the law school when taking the exam. Please get help from Student Affairs and UF IT for any technology issues.

Like a traditional bar exam communication with anyone during or after the exam will be prohibited and will violate the Honor Code (the only exception is if you need to contact Student Affairs or UF IT because of technical issues or some exceptional circumstance). Use during the exam of AI tools, such as

ChatGPT, outlines, textbooks, etc. is prohibited and will also violate the Honor Code. Violation of any specific exam rules will be deemed an Honor Code violation. Any violation of these rules or the Honor Code will result in an automatic failing of the course. These violations will also be reported to any Bar regulating or licensure authorities, including any character and fitness evaluations they conduct.

2) Attendance and Class Participation – 10% of course grade

Active participation is an essential component of this class. I ask that each of you arrive to class having done the readings and prepared to meaningfully engage in discussion. Students are also expected to treat each other with respect at all times. You are required to attend during regular class times. Attendance will be taken each day and spot checks for attendance may be taken, including through the use of technology such as iClicker. Students are expected to be prepared to respond to questions about the assigned problems and reading.

If you experience a personal difficulty that impacts your ability to participate in and attend class, please talk to someone. If you are not comfortable talking with me, please reach out to Student Affairs, which includes Mental Health Counselor Ritzy Ettinger on its team. If you are in need of an accommodation, please see “Accommodations and Disability Resource Center” section of this syllabus.

A few of our regularly scheduled class sessions will be held through asynchronous lectures. The dates we will not meet will be announced as the semester progresses. You will be responsible for completing assigned asynchronous lectures and related quizzes as part of your participation and attendance grade. If we have a guest speaker who is participating virtually, the class may be held virtually to facilitate interactions with the guest.

Throughout the semester those students who have demonstrated excellent attendance and class participation may receive extra points in the Attendance and Class Participation category. For every class in which you attend I expect you to actively participate in class discussions - volunteering information - and verbally respond to cold-calls when you are asked to. This area will be graded based on the quality of the effort.

Students will also need to login to iClicker each class and maintain that program open and uninterrupted throughout the entire length of the class, and answer multiple questions within that system during class. These areas of evaluation will be graded on a pass-fail basis. However, it is essential to successfully completing this course to take every assignment seriously, independently, and evaluate your strengths and weakness in learning this material.

NB: A student who fails to meet the attendance requirement listed below in “CLASS ATTENDANCE POLICY” will be dropped from the course and they will not be allowed to attend class, participate in the course, or take any exams. The law school’s policy on attendance can be found [here](#).

3) Final Exam – 70% of course grade

At a time to be determined during UF Law Exam Period (April 25-May 8, 2025), there will be a four-hour long exam that will consist of multiple-choice questions and a series of traditional issue spotter essays. This will be a proctored and closed book exam. You will be required to use any software and process

designated by the law school when taking the exam. Please get help from Student Affairs and UF IT for any technology issues.

Like a traditional bar exam, communication with anyone during or after the exam will be prohibited and will violate the Honor Code (the only exception is if you need to contact Student Affairs or UF IT because of technical issues, some exceptional circumstance). Use during the exam of AI tools, such as ChatGPT, outlines, textbooks, etc. is prohibited and will also violate the Honor Code. Violation of any specific exam rules will be deemed an Honor Code violation. Any violation of these rules or the Honor Code will result in an automatic failing of the course. These violations will also be reported to any Bar regulating or licensure authorities, including any character and fitness evaluations they conduct.

4) Final Course Outline and Reflection Paper- 5% of course grade

As part of this course is to better prepare you for your eventual formal bar preparation, and likely taking the Florida Bar exam, part of your course grade will reflect this.

Any time before April 21st, 2025, you will submit an original 2-page, single spaced, reflection paper stating what you have learned from this course, what your strengths and weaknesses are with the material, and what steps you plan to implement when you are formally preparing for your property law bar examination study program. As part of this submission, you will attach your independently created outline (at least 10-pages single-spaced pages in length) you made for this course. These assignments will be graded as a pass-fail basis. However, it is essential to successfully completing this course to take these assignments seriously, independently, and evaluate what your strengths and weakness are in learning this material. Recall the final exam is closed book and you will not be able to refer to an outline during the exam.

Use of AI tools, such as ChatGPT, other outlines, or other's work, is prohibited and will also violate the Honor Code. Any violation of these rules or the Honor Code will result in an automatic failing of the course. These violations will also be reported to any Bar regulating or licensure authorities, including any character and fitness evaluations they conduct.

5) Choice of Assignment Reflection Paper – 5% of course grade

As part of this course is to promote your exploration of relevant criminal law and procedure topics, one of the assignments will be to reflect on the actual practice of some component we learned about in class. At any time before April 21st, 2025, you will submit an original 2-page, single spaced, reflection paper stating what you have learned from the those who put into practice the concepts of Florida criminal law or criminal procedure. This observation period should cover at least 2 hours of some relevant procedure, event, hearing, or similar program. You should then expect to spend a few hours writing, reflecting, and editing a short 2-page reflection paper. This paper will be graded as pass-fail, but it is essential that you put a quality effort into the work product you turn in. We can discuss the range of options you might chose to observe and write about, but some possible ideas are: 1) to conduct a ride-a-long with local law enforcement to see and understand how a legal arrest begins and how the elements of certain crimes are investigated, 2) attend some segment of a Florida Criminal motions hearing, jury selection, trial, first-appearance, or arraignment to connect the written Florida Rules of Criminal Procedure to the actual application of them, or 3) to tour the North Florida Evaluation and Treatment Center to better understand what the Florida Rules of Criminal Procedure are referring to, and how to articulate the issues when an individual is claiming not-guilty by reason of insanity or incompetent to proceed at trial, and how these competency evaluations and competency coaching/treatments are presented to the court.

CLASS ATTENDANCE POLICY:

Attendance and punctuality in class is required by both the ABA and the Law School. Attendance will be taken at each class meeting. Students are allowed up to three unexcused absences during the course of the semester, before automatically being dropped from the course.

Excused absences are only allowed with proper written documentation (at the instructor's discretion) and proof submitted to the instructor for the following reasons - Acceptable reasons for absence from or failure to engage in class include illness; Title IX-related situations; serious accidents or emergencies affecting the student, their roommates, or their family; special curricular requirements (e.g., judging trips, field trips, professional conferences); military obligation; severe weather conditions that prevent class participation; religious holidays; participation in official university activities (e.g., music performances, athletic competition, debate); and court-imposed legal obligations (e.g., jury duty or subpoena). Other reasons (e.g., a job interview or club activity) may be deemed acceptable if approved by the instructor. With any excused absence, if needed, I will communicate with you about a reasonable deadline for making up any required worked or alternative assignments.

Students are responsible for ensuring that they are not recorded as absent if they come in late. If a student arrives more than 10 minutes past the start of the course, they will be deemed absent for that class. Although the student is still allowed and encouraged to attend the class, they will not receive attendance credit.

NB: A student who fails to meet the attendance requirement will be dropped from the course and they will not be allowed to attend class, participate in the course, or take any exams. The law school's policy on attendance can be found [here](#).

COMPLIANCE WITH UF HONOR CODE:

Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Law Honor Code located [here](#). The UF Law Honor Code also prohibits use of artificial intelligence, including, but not limited to, ChatGPT and Harvey, to assist in completing quizzes, exams, papers, or other assessments unless expressly authorized by the professor to do so.

NB: There will be no authorized use of any artificial intelligence in this course at all – including, but not limited to any assignments, quizzes, exams, papers, or any other assessments.

INFORMATION ON UF LAW GRADING POLICIES:

The Levin College of Law's mean and mandatory distributions are posted on the College's website and this class adheres to that posted grading policy. The following chart describes the specific letter grade/grade point equivalent in place:

Letter Grade	Point Equivalent	Letter Grade	Point Equivalent
A (Excellent)	4.0	C (Satisfactory)	2.0
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.0	D (Poor)	1.0
B-	2.67	D-	0.67
C+	2.33	E (Failure)	0.0

The law school grading policy is available [here](#).

OBSERVANCE OF RELIGIOUS HOLIDAYS:

UF Law respects students' [observance of religious holidays](#).

- Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith.
- Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence.
- Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances.

EXAM DELAYS AND ACCOMMODATIONS:

The law school policy on exam delays and accommodations can be found [here](#).

STATEMENT RELATED TO ACCOMODATIONS FOR STUDENTS WITH DISABILITIES:

Students requesting accommodations for disabilities must first register with the Disability Resource Center (<https://disability.ufl.edu/>). Once registered, students will receive an accommodation letter, which must be presented to the Assistant Dean for Student Affairs (Assistant Dean Brian Mitchell). Students with disabilities should follow this procedure as early as possible in the semester. It is important for students to share their accommodation letter with their instructor and discuss their access needs as early as possible in the semester. Students may access information about various resources on the UF Law Student Resources Canvas page, available at <https://ufl.instructure.com/courses/427635>.

STUDENT COURSE EVALUATIONS:

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Click [here](#) for guidance on how to give feedback in a professional and respectful manner. Students will be notified when the evaluation period opens and may complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students [here](#). **Complete student anonymity is preserved during and after the evaluation process. Moreover, I will not even begin to review these evaluations until after all final grades are submitted.**

RECORDINGS OF CLASS:

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor. A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or guest lecturer during a class session. Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third-party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor and Student Conduct Code.

NB: The law school no longer makes video recordings of classes. Therefore, there will be no recordings of any live in-person classes posted in Canvas. Any personal recording made above should not be shared except as outlined above. This means for example that you are prohibited from sharing any personal recording with peers who might have missed a class.

ABA OUT-OF-CLASS HOURS REQUIREMENTS:

ABA Standard 310 requires that students devote 120 minutes to out-of-class preparation for every “classroom hour” of in-class instruction. This course is a 3-credit semester course and as such the ABA requires a minimum of 45 hours of in class time and 90 hours spent outside of class. That means that each weekly in-person class is approximately 3 hours in length, requiring at least **6 additional hours of outside of class preparation** including reading the assigned materials, writing reflection papers, preparing for in-class discussions/cold calls and the Socratic method of instruction.

NB: the class will engage in a “flipped classroom” format, where you as a student will be required to demonstrate and teach a small portion of what you learned to others in the classroom.

COURSE SCHEDULE OF TOPICS AND ASSIGNMENTS:

This syllabus is offered as a guide to the direction of the course. Our pace will depend in part on the level of interest and the level of difficulty of each section and is subject to change. The selection of class topics and page numbers assigned may be adjusted to reflect the pace of class discussion and any new legal developments. Canvas will provide the updated assignments and reading pages for class 1-2 weeks in advance.

Students are required to read all pages within a particular section, even though we may not be able to fully cover them in class.

A list of reading assignments for the semester will be available and updated regularly on Canvas. Below is a general overview of the course, but is subject to modification:

Week 1 (January 13 and 15):

**Intro to Florida Criminal Law, Chps. 1-2 from Florida Criminal Law pgs. 3-35 and FSS 775
Classification and Degree of Offenses – Felony / Misdemeanor / Elements of a Crime
Statutory Interpretation
Florida Standard Jury Instructions**

**FRCP 3.010 Scope, 3.020 Purpose and Construction, 3.025 State and Prosecuting Attorney Defined,
3.030 Service and Filing of Pleadings and Documents, 3.040 Computation of Time, 3.050
Enlargement of Time, 3.060 Time for Service of Motions and Notice of Hearing**

Week 2 (January 22 and makeup video- for January 20):

**When and How Arrest are Made - FSS 901- 901.16/17
Types of Arrests - FSS 901.1503, Stop and Frisk - FSS 901.151
Search Incident to Arrest – FSS 901.21
Right to Council – FSS 901.24
Preliminary Hearing – FSS 902
Bail – FSS 903
Procedure After Arrest – FSS 907**

**Florida Constitution: Section 14 – Pretrial Release and Detention, Section 12 - Searches and
Seizures, Section 15 - Prosecution for Crime, Section 16 - Rights of Accused, Section 9 - Due
Process / Double Jeopardy, Section 22 - Trial by Jury**

**FRCP 3.111 Providing Counsel to Indigents, 3.112 Minimum Standards for Attorneys in Capital
Cases, 3.113 Minimum Standards for Attorneys in Felony Cases**

Week 3 (January 27 and 29):

**Theft - Chps. 16 from Florida Criminal Law pgs. 267-301
FSS 812
Burglary and Trespass – Chps. 17 from Florida Criminal Law pgs. 303-332
FSS 810**

**FRCP 3.120 Committing Judge, 3.121 Arrest Warrant, 3.125 Notice to Appear, 3.130 First
Appearance, 3.131 Pretrial Release, 3.132 Pretrial Detention, 3.133 Pretrial Probable Cause
Determination and Adversary Preliminary Hearings**

Week 4 (February 3 and 5):

**Assault and Battery - Chp. 10 from Florida Criminal Law pgs. 159-176
FSS 784**

**FRCP 3.134 Time for Filing Formal Charges, 3.140 Indictments, Information, 3.150 Joinder of
Offenses and Defendants, 3.151 Consolidation of Related Offenses, 3.152 Severance of Offenses and
Defendants**

Week 5 (February 10 and 12):
Firearms and Weapons Law – FSS 790

FRCP 3.160 Arraignment, 3.170 Pleas, 3.171 Plea Discussions and Agreements, 3.172 Acceptance of Guilty or Nolo Contendere Plea, 3.180 Presence of Defendant, 3.181 Notice to Seek Death Penalty

Week 6 (February 17 and 19):
Justifiable Use of Force - from Florida Criminal Law pg. 377-397
FSS 776

FRCP 3.190 Pretrial Motions, 3.191 Speedy Trial, 3.200 Notice of Alibi

Week 7 (February 24 and 26):
Midterm Day

Statute of Limitations from Florida Criminal Law pg. 419-429 and FSS 775.15

FRCP 3.830 Direct Criminal Contempt, 3.840 Indirect Criminal Contempt

Week 8 (March 3 and 5):
Driving Under the Influence – FSS 316.193
Elements of the Statute
Standardized Jury Instructions
Anatomy of the Prosecution and Defense Attorney’s Concerns

FRCP 3.203 Defendants Intellectual Disability as a Bar to The Imposition of The Death Penalty, 3.210 Incompetence to Proceed: Procedure for Raising the Issue, 3.211 Competence to Proceed: Scope of Examination and Report, 3.212 Hearing and Disposition, 3.213 Continuing Incompetency to Proceed, Except Incompetence to Proceed with Sentencing; Disposition

Week 9 (March 10 and 12):
Driving Under the Influence – FSS 316.193
Law Enforcement Investigations and Reports
NHTSA - Standardized Field Sobriety Exercises
Breath / Urine / Blood Tests

FRCP 3.214 Incompetency to Proceed to Sentencing: Disposition, 3.215 Effect of Adjudication of Incompetency to Proceed: Psychotropic Medication,

FRCP 3.216 Insanity at Time of Offense or Probation or Community Control Violation: Notice of Appointment of Experts, 3.217 Judgement of Not Guilty by Reason of Insanity; Disposition of Defendant, 3.218 Commitment of a Defendant Found Not Guilty by Reason of Insanity.

Week 10 (March 17-22):
Spring Break – no classes

Week 11 (March 24 and 26):

**Conduct - Florida Criminal Law, Chp. 4 – pgs. 47-53 and FSS 777
Mental State / State of Mind - Florida Criminal Law, Chp. 5 - pgs. 55-70
Causation - Florida Criminal Law, Chp. 6 - pgs. 73-75**

FRCP 3.250 Accused as the Witness, 3.2551 Right to Trial by Jury, 3.260 Waiver of Jury Trial, 3.270 Number of Jurors, 3.280 Alternate Jurors, 3.281 List of Prospective Jurors, 3.290 Challenge to Panel, 3.300 Voir Dire Examination, Oath, and Excusing Member, 3.310 Time for Challenge, 3.315 Exercise of Challenges, 3.320 Manner of Challenge, 3.330 Determination of Challenge For Cause, 3.340 Effect of Sustaining Challenge, 3.350 Preemptory Challenges

Week 12 (March 31 and April 2):

Chp. 12 Homicide – pgs. 79-120 and FSS 782

FRCP 3.220 Discovery, 3.370 Regulation and Separation of Jurors, 3.371 Juror Questions of Witnesses, 3.372 Juror Notebooks, 3.380 Motion for Judgement of Acquittal, 3.381 Final Arguments, 3.390 Jury Instructions, 3.440 Rendition of Verdict; Reception and Recording, 3.450 Polling the Jury, 3.505 Inconsistent Verdicts, 3.550 Disposition of the Defendant, 3.560 Discharge of Jurors

Week 13 (April 7 and 9):

Continued - Chp. 12 Homicide – pgs. 79-120 and FSS 782

FRCP 3.580 Court May Grant New Trial, 3.600 Grounds For New Trial, 3.610 Motion For Arrest Of Judgement, 3.650 Judgment Defined, 3.670 Rendition of Judgement, 3.690 Judgment of Not Guilty; Defendant Discharged and Sureties Exonerated, 3.700 Sentence Defined; Pronouncement And Entry; Sentencing Judge, FRCP 3.850 Motion to Vacate, Set Aside; or Correct Sentence, 3.851 Collateral Relief after Death Sentence Has Been Imposed and Affirmed on Direct Appeal

Week 14 (April 14 and 16):

Flexible (to be evaluated later during the semester)

Week 15 (April 21):

**Last Class and Exam Review
Choice Reflection Due
Final Reflection Due
Reading Period**

Final Days (April 25 until May 8):

Final Exam Taken (Date TBD)

ADDITIONAL RESOURCES

HEALTH AND WELLNESS RESOURCES:

Your mental and emotional health are important. Here are some important resources of which you should be aware:

U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.

Counseling and Wellness Center: [Visit the Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.

Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or [visit the Student Health Care Center website](#).

University Police Department: [Visit UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).

UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [Visit the UF Health Emergency Room and Trauma Center website](#).

OTHER CONCERNS AND BASIC NEEDS ASSISTANCE:

Any student who has difficulty accessing sufficient food, lacks a safe place to live, or is need of any other help is encouraged to contact the [Office of Student Affairs](#). You can also email them at Student.svc@law.ufl.edu or call them at 352-273-0620.

ANY TECHNOLOGY ISSUES:

Any student with technology or computer issues should contact the resources below:

UF Law IT – they can be contacted at [UF LAW Technology Support Services](#)

or

UF Help Desk – can be contacted via [UF MAIN CAMPUS Information Technology](#) or email at helpdesk@ufl.edu or call them at 352-392-4357.